

Corporation of the  
Township of Drummond/North Elmsley

# 2014-2019 MULTI-YEAR ACCESSIBILITY PLAN



Updated December 2016

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## Executive Summary

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This is the first multi-year Accessibility Plan prepared under the Integrated Accessibility Standards Regulation. It spans five years; 2014-2019. It is understood that the projects and work contained in this plan are only a recommendation and will be considered in the annual budget deliberations.

Disabilities affect people of all ages and background. Some people are born with one or more disabilities. Many others develop disabilities through illness, injury or aging. People with disabilities represent a significant and growing part of our population. Statistics Canada report that approximately 1.8 million Ontarians have disabilities - about 13.5% of the population. Because disability tends to increase with age, it is estimated that 20% of the population will have disabilities by the year 2020. Enhancing the ability of people with disabilities to live independently and contribute to the community will have positive effects on future prosperity in Ontario. Municipal governments play an important role in the planning and development of communities: in our streets, parks, libraries, social housing, ambulance services, programs, services, public buildings and elections.

The Province of Ontario recognized that accessibility is a shared responsibility and passed the *Ontarians with Disabilities Act, 2001* (ODA) on December 14, 2001 to require provincial and municipal governments and key broader public sector organizations to review their policies, programs and services through the development of annual accessibility plans. In addition, municipalities with populations of 10,000 and over must have an Accessibility Advisory Committee.

In June 2005, the Province of Ontario furthered its commitment to accessibility by expanding previous legislation to include the private sector with the goal to achieve accessibility for Ontarians with disabilities by 2025. The purpose of the Accessibility for Ontarians with Disabilities Act, 2005, is to achieve accessibility for Ontarians with disabilities in five important areas of their lives within specified time limits:

- customer service
- information and communications
- employment
- transportation
- built environment

In 2007, Ontario Regulation 429/07 regarding accessible customer service was passed and required municipalities to be compliant by January 1, 2010. On June 3, 2011, the Ontario government passed the Integrated Accessibility Standards Regulation 191/11. The regulation, which combines accessibility standards in four areas – information and communication, employment, and transportation and design of public places, came into force July 1, 2011.

## Aim

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To provide council with a report and recommendations that the Township of Drummond/North Elmsley will take for the 2012-2013 year to identify, remove and prevent barriers to people with disabilities who utilize the facilities and services of the Township, including staff.

## Objectives

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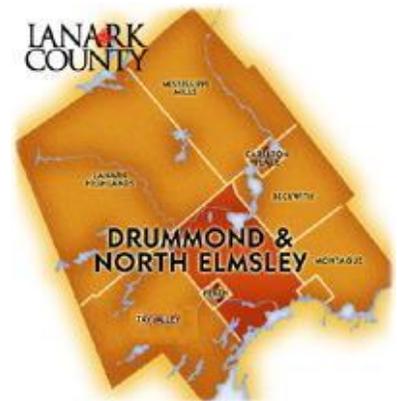
This report:

1. Describes the process by which the Township of Drummond/North Elmsley will identify, remove and prevent barriers to people with disabilities
2. Review earlier efforts to remove and prevent barriers to people with disabilities
3. List the facilities, polices, programs, practices and services the Township will review in the coming year to identify barriers to people with disabilities
4. Describe the measures that Council will take in the coming year to identify, remove and prevent barriers to people with disabilities
5. Describe how the Township will make this accessibility plan available to the public.

## Description of the Township of Drummond/North Elmsley

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The Township of Drummond/North Elmsley was created in 1998 from an amalgamation of the townships of Drummond and North Elmsley. It is bordered by the Rideau River on the south between the towns of Perth and Smiths Falls, on the north by the Mississippi River system, the villages of Lanark, and the hamlets of Ferguson's Falls and Innisville. The Township covering 364.84 square kilometers has a population of 7,487 (2011 census).



The Township enjoys the offerings of both the Town of Perth, home to 3M and other factories, and the Town of Smiths Falls, home to Walmart and other industries. Both towns are rich with heritage and tourist attractions offering excellent shopping and convenient access to businesses. For

those familiar with the equestrian world, the municipality is home to world champion Ian Millar of Millar Brooke Farm.

The Township contributes to a variety of recreational facilities. They include: a community centre with an arena; an outdoor and indoor swimming pool; an outdoor fully equipped community park and a full service library. A host of other private and community based facilities including: a variety of golf courses, curling rinks, the Rideau Canal, Wildlife area, Mississippi River and lake, and walking trails.

The Township is serviced by two public schools, Drummond Central School and North Elmsley Public School, and by the modern and fully equipped Perth and Smiths Falls District Hospital, which is also supplemented by a full range of medical related clinics and practices found throughout the community.

Merrywood Camp owned by the Easter Seal Society for the physically challenged children. There is a retirement home located in the Township known as the Rideau Ferry Country Home located at 1333 Rideau Ferry which houses 46 residents and 17 staff members.

The Township has three Community Halls listed below with an estimated occupant load.

<b>Name of Community Hall</b>	<b>Estimated Occupant Load</b>
Port Elmsley Hall	100
Drummond Hall	50
Ferguson's Falls Community Hall	75

Uses: The **Port Elmsley Hall** is rented out to the public for small events such as family gatherings, showers, meetings, workshops, etc., and it is used weekly by the boy scouts and daily by the Port Elmsley Karate Club.

The **Drummond Hall** is used for various meetings such as the Women's Institute, Plowmen's Association, Cattlemen's Association, etc., including small family gatherings and baby showers, which in most cases are in the evenings. The main use in the year 2007-08 is a day program for the Alzheimer Society where the hall is in use from 8:30 a.m. to 4:30 p.m. for three days per week. The kitchen and washroom facilities have become a big part of this program and require additional supervision in these areas. The Lanark Genealogy Society occupies the office part of the building and it is open to the public for two days a week during daytime office hours.

The **Ferguson's Falls Hall** is leased to the Ferguson's Falls Hall Community Hall Association and they concentrate more towards the social events on a

monthly basis for such events such as potlucks, strawberry socials, card parties, etc.

## Governance Structure

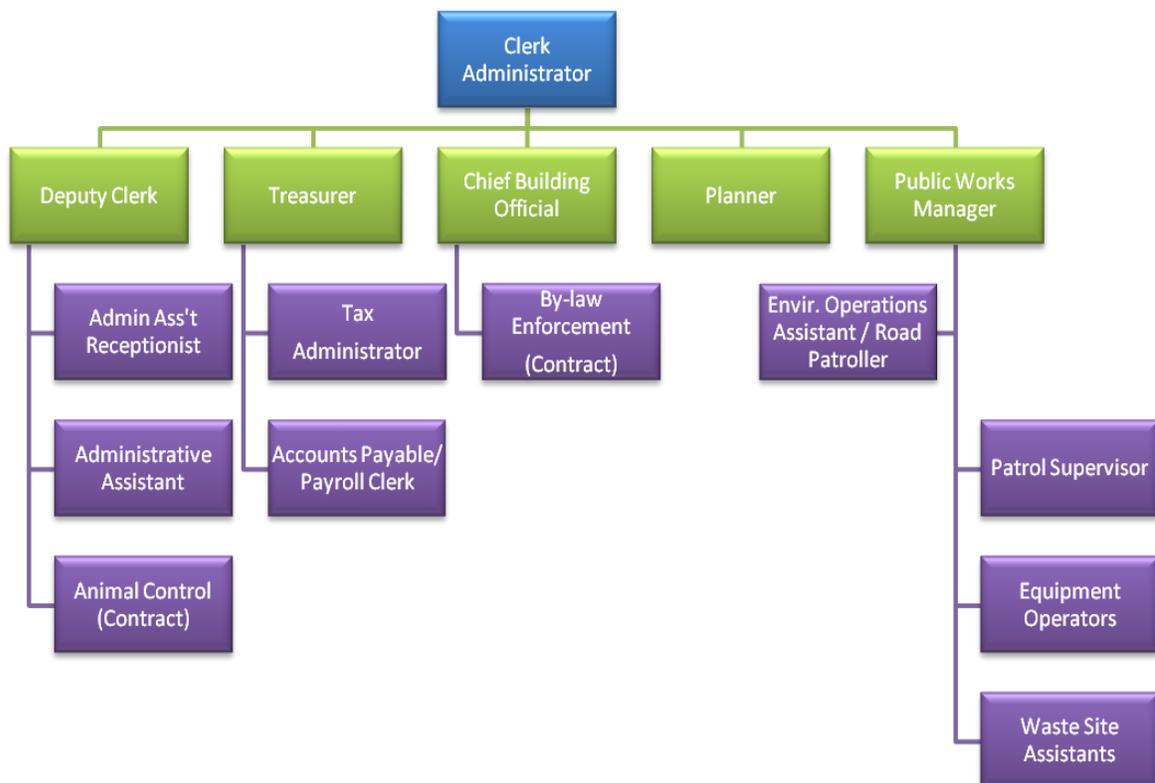
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The Township of Drummond/North Elmsley is governed by a five-member council comprised of a Reeve and two councillors from North Elmsley Ward and two councillors from Drummond Ward. A deputy reeve is selected among the members. Council meetings are held on the second and fourth Monday of the month starting at 7:00 p.m. Most of council's business is conducted in bi-monthly Committee of the Whole meetings that take place on the first and third Tuesday of the month starting at 2:00 p.m.

## Administrative Structure

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The Township office is headed by a Clerk Administrator. The organizational chart is as follows:



## Council Commitment

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The Council of the Corporation of the Township of Drummond/North Elmsley is committed to:

- The continual improvement of access to all municipally-owned facilities, premises and services for all those with disabilities
- The provision of quality services to all members of the community with disabilities

## **Report on Achievements in 2016**

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### 2016 Commitments and Strategies

The commitments and strategies for 2016 have been completed with the exception of #3 Removal of Barriers as the future of the Port Elmsley Hall has not been finalized. The Township received a grant in the amount of \$39,000 to address some of the barriers. There are still other issues to be addressed and for that reason, Council has decided to explore selling the building.

- 1) Integrated Accessibility Standard General Requirements: Completed
  - Training
  - Accessible feedback processes
- 2) Review Health & Safety Manual - Completed
- 3) Removal of Barriers in accordance with Appendix A

## **Barrier Identification**

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The Township is required to have measures in place to ensure that the municipality assesses its proposals for the by-laws, policies, programs, practices and services to determine their effect on accessibility for persons with disabilities (Section 11 (3) b) of the Ontarians with Disabilities Act, 2001. The barriers identified are attached as Appendix A to this report.

In order to identify barriers the following methodology was used:

## Methodology

## Description

Staff Inspections by Cindy Halcrow, Bob Moore and Shawn Merriman	Two inspections were conducted in 2011 to help identify any barriers at the Municipal Office, Drummond Hall, North Elmsley Hall, and Ferguson's Fall Hall. Each facility was assessed in accordance with Section A-3.8 Barrier-Free Design of the Ontario Building Code.
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## Commitments and Strategies for 2014-2019

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### 2016

#### Information & Communications

- Accessible formats and communication supports

### 2017

Website refresh

Start preliminary work on Ferguson's Falls Hall renovations

### 2021

#### Information & Communications

- All existing internet websites and web content conforms with WCAG 2.0 level AA (excluding live captioning and audio description)

## Integrated Accessibility Standards

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The Integrated Accessibility Standard combines the employment, communication and information and transportation standards into one standard. The timelines for the integrated Accessibility Standard are attached as Appendix B to this plan.

## Review and Monitoring of the Plan

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Council is committed to following through with this plan. This plan will be updated annually thus allowing Council, staff and the public to monitor the barriers identified and the direction to which the Township is moving to remove all barriers under the Accessibility for Ontarians With Disabilities Act, 2005.

## Communication of the Plan

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The 2014-2019 Accessibility Plan will be available on the municipal website. Paper copies of the plan are available in regular font size and large print at the Municipal Office. Every attempt will be made to make it available to those with disabilities for their perusal and review.

## Summary

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Council is committed to ensure that persons with disabilities share the same rights, freedoms and obligations so that they may live as independently as possible and able to participate in the all that the Township of Drummond/North Elmsley has to offer. The annual accessibility plan represents plays an important role in recognizing the needs of persons with disabilities that reside in Township.

### **CONTACT/INQUIRIES**

All inquiries with respect to this plan can be directed to:  
Clerk Administrator  
Township of Drummond/North Elmsley  
310 Port Elmsley Road, RR 5  
Perth ON K7H 3C7  
613-267-6500



**PORT ELSLEY COMMUNITY HALL**  
**FACILITY DECLARED SURPLUS AND WILL BE DISPOSED**

TYPE OF BARRIER	LOCATION	DESCRIPTION	REMEDY	COMPLETION DATE (estimated)	COMMENTS
P	Washroom	Wheelchair user would not be able to approach sink because of bars holding the sink up.	Install a different sink	2015	
P	Washroom	Light fixture is too high	Lower fixture to the correct height or install a motion detector	2015	
P	Washroom	There is no space for 5 foot turning radius	Renovate washroom and make it larger	2015	
P	Washroom	Doors should be spring loaded or have a gravity hinge	Replace with proper doors	2015	
P	Basement	Access to basement is not barrier free	Excavate and install ramp on north side of hall to O.B.C. standards.	This can be picked up when major renovations to the building are done	
P	Exterior door by the ramp	The doors do not open automatically	Installation of automatic doors opener	2015	
P	Washroom	Door handle	should be replace with levers	2015	
P	Washroom	Mirror	Replace with tilted mirror	2015	

P	Access Ramp	The top level of the ramp is too steep; it is off by one inch. The wood planks are warped and there should be a center runner running up the middle underneath to secure the planks. There should be a hand rail on both sides of the ramp at the proper height. Also the current railing is too open and no longer to code – falling risk health & safety issue. The exterior door should be automated. The door threshold should be flush with the door, (there is a deep crack in the cement)	Make repairs	2015	
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## FERGUSON'S FALLS COMMUNITY HALL

TYPE OF ARRIER	LOCATION	DESCRIPTION	REMEDY	COMPLETION DATE (estimated)	COMMENTS
P	Entrance to Facility	Doors are not automated	Installation of automatic doors	This can be picked up when major renovations to the building are done	
P	Entrance to Facility side door	Threshold is not flush; there is a 3 inch graduated lip into the facility	Build a longer graduated sloped entrance	This can be picked up when major renovations to the building are done	The entrance is somewhat sloped and motorized wheelchairs would be able to traverse over it
P	Side Entrance to Facility	Width of exterior door is 32 "	Make alterations to and use the front entrance as the barrier free entrance	This can be picked up when major renovations to the building are done	Should be 33 1/3"
P	Front entrance to facility	The front entrance has a double-door that could accommodate the width of a wheelchair however, the bottom unlocking mechanism for the second door does not work easily and the threshold has a 1 inch lip	construct a sloped ramp into the building	This can be picked up when major renovations to the building are done	Choose what entrance is going to be barrier free
P	Hallway to washroom	1½" lip half way down the hallway.		This can be picked up when major renovations to the building are done	The lip is slightly graduated but unassisted access in a manually powered wheelchair might be hard
P	Hallway to washroom	Door frame in hallway is too narrow at 36"		This can be picked up when major renovations to the building are done	Hallway should be 43" wide

P	Both barrier free washrooms	Doors should be spring loaded or have a gravity hinge	Replace with proper doors	2016	
P	Hallway into the kitchen area	The hallway is too narrow at 38 inches		This can be picked up when major renovations to the building are done	Should be 43"



### TOWNSHIP OFFICE

TYPE OF BARRIER	LOCATION	DESCRIPTION	REMEDY	COMPLETION DATE (estimated)	COMMENTS
P	Both barrier free washrooms	Washroom doors should be spring loaded so that the doors shut automatically	Replace with spring loaded doors	2016	



### DRUMMOND CENTRE COMMUNITY HALL

TYPE OF BARRIER	LOCATION	DESCRIPTION	REMEDY	COMPLETION DATE (estimated)	COMMENTS
NO ACCESSIBILITY ISSUES					

BARRIER LEGEND: **P** = physical - **C** = communicational - **I**=informational - **T**=technological - **AT** = attitudinal - **A** = architectural - **PL** = policy