

ACCESSIBILITY PLAN

UPDATE



Township of North Dundas
636 St. Lawrence Street
Winchester, Ontario K0C 2K0

November 2017

This document is available in alternative format if requested.



ACCESSIBILITY PLAN UPDATE

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Executive Summary

The Government of Ontario introduced the *Ontarians with Disabilities Act, 2001* (ODA) with the purpose of improving access and opportunities to people with disabilities. The primary focus of this legislation was to identify, remove and prevent barriers so that people with disabilities can engage in full participation. Annual accessibility plans became a requirement under this legislation in order to ensure that policies, programs and services were reviewed to remove barriers and prevent new barriers from being created.

The ODA legislation has been helpful with the identification and removal of barriers throughout the province. However, the government recognized that Ontario was still not fully accessible. As a result, the *Accessibility for Ontarians with Disabilities Act, 2011* (AODA) was passed into law to ensure a barrier free Ontario by 2025. Eventually the ODA legislation will be repealed and the AODA legislation will stand, however the planning requirements are still in effect until it is officially repealed. The Township of North Dundas is moving forward with the implementation of both pieces of legislation in order to ensure that our ratepayers to have equal access and full participation.

The Customer Service Standard – Regulation 429/07 has been passed and the Township of North Dundas has complied with the mandate of the regulation. In June of 2011, the Ontario Government passed Regulation 191/11 – The Integrated Accessibility Standard (IASR). This regulation sets out a variety of general obligations relating to employment, communications and transportation. The regulation sets out the requirements for each of the three standards as well as general requirements with respect to developing accessibility policies and plans, training employees and volunteers, as well as considering accessibility when purchasing goods or services. These requirements have largely been met by the Township of North Dundas, however there are always improvements to be made. IASR requirements with targeted completion timelines have been included in the five year plan projection and help to guide priorities and progress.

The Township of North Dundas is committed to enhancing accessibility for all people with disabilities so they can live independently and contribute to the community. As per the Ontario Human Rights Commission 'disability' may include physical limitations, mental or developmental limitations, and other non-evident limitations.

Ultimately, the Accessibility Plan is intended to identify, remove and prevent all barriers that may impede residents and visitors from accessing and using municipal services within the responsibility of the Township of North Dundas. The process of drafting our Accessibility Plan makes it evident that we have done a lot to make our community better for not only those facing challenges, but everyone. We are proud of our accomplishments thus far and strive to continue making North Dundas accessible for all.

Update Summary

The Township of North Dundas' Accessibility Plan includes a summary of the original plan and subsequent updates. The Updated Plan for 2017 pertains to Architectural or Structural planning for each of our departments, as well as General Requirements, Information and Communication, and Employment Standards as per Integrated Accessibility Standard Regulation (IASR). Systemic and Attitudinal Barriers are also highlighted. These areas were seen as priority to address in our Accessibility Plan. The 2017 plan reflects a summary of what we have done and what we plan to do (as indicated).

The Integrated Accessibility Standard Regulation came into effect on January 1, 2012 and the requirements set out in the Regulation will be phased in between 2011 and 2025. The Township's Integrated Accessibility Standard Plan specifies completion or target dates to meet the requirements of the Regulation.

Accomplishments made in 2016/2017 include:

- ✓ - Indicates completed
- - Indicates in process/to be completed
- ☑ - Indicates completed but continually updated

Architectural or Structural:

- ✓ 2 portable wheelchair ramps finished with grip paint and bright transition tape built for both the Joel Steele Arena and the Chesterville Arena.
- ✓ Raised toilet seats available in the washrooms at the Joel Steele Community Centre.
- ✓ New accessible power operated door paddles installed at both pools, as well as the Chesterville Arena, Old Town Hall and the Morewood Community Hall.
- ✓ Ramp to eliminate step into both the Winchester and Chesterville Pool houses.
- ✓ Replaced patio stones with asphalt on pathway leading to the Chesterville Pool.
- ✓ Installation of railings on the steps into both the Winchester and Chesterville Community Pools.
- ✓ Modifications to washroom stalls and showers in the Winchester Pool House.
- ✓ Emergency lighting in the change rooms at the Chesterville Arena.
- ✓ Concrete poured beneath bleachers to create level surface at municipal baseball diamonds.
- ✓ Modifications made to the accessible entry-way sidewalks at 636 St Lawrence St, Winchester.
- ✓ Posting of a "Service animals permitted" sign at Municipal Office, 547 St. Lawrence St, Chesterville Arena and Joel Steele Community Centre.
- ✓ Raised toilet seats available at the Nelson LaPrade Centre.

- ✓ Updated exterior lighting to LED on building and in parking lot at the Nelson Laprade Centre and Chesterville Park Pavilion Building.
- ✓ Implementation of tactile walking surface indicators with new sidewalk construction.
- ✓ Improvements to the accessible washroom at the Old Town Hall.

General Requirements:

- ✓ Accessibility training incorporated into the onboarding process, accompanied by the development of the Township of North Dundas Integrated Accessibility Standard Regulation presentation.
- ✓ Bylaw No. 29-2014 speaking to our process for procurement of goods and services.

Information and Communication:

- ☑ 2018 Municipal Election Voting Method – Telephone and Internet.
- ☑ Improving website “Contact Us” feature for efficiency and reliability - staff email addresses include.
- ☑ Implemented use of Accessible Customer Service Feedback Form posted on website.
- ☑ All web content conforms to WCAG 2.0, with the exception of mobile devices.
- ☑ Marriage Officiant provides opportunity to discuss necessary accommodations prior to civil wedding ceremonies.

Employment Standards:

- ✓ Bylaw 29-2014 – Integrated Accessibility Standards.
- ✓ Redeployment covered in revised Personnel Policy which includes employment accessibility policies.

Systemic:

- ✓ Inclusion of Accessibility considerations in all job postings and hiring procedures (see Appendix 1 – Job Description).

Attitudinal:

- ☑ Staff training on Accessible Customer Service, Integrated Accessibility Standards Regulation, and the Human Rights Code as it relates to persons with disabilities made part of onboarding process.
- ☑ Municipal Clerk represents Township at accessibility event at the South Mountain Fair “Special Friends Day”.

Targets for 2018 - 2019 include:

- ✓ - Indicates completed
- - Indicates in process/to be completed
- ☑ - Indicates completed but continually updated

Architectural or Structural:

- ☑ Implementation of tactile walking surface indicators according to Ontario Public Safety Standards – ongoing process.
- Repairs and updates to the ramp at the Nelson Laprade Centre.
- Repaint Handicapped Passenger Drop-Off and Loading lines at the Old Town Hall.
- Concrete poured over basement dirt floor to improve air quality in the Old Town Hall.
- Fully Accessible/Universal washroom for Morewood Community Centre washroom.
- Additional ergonomic workstations to be installed within Municipal Office.
- Chesterville Arena to receive general improvements such as widening main entrance width, new flooring for lobby, grading slope to entrance outside and replacing signage to be AODA compliant.

Information and Communication:

- ☑ Fire Evacuation Maps and Plans posted in all municipal buildings.
- ☑ 2018 Municipal Election Voting Method – Telephone and Internet.
- ☑ Improving website features for efficiency and reliability- ongoing process.
- ☑ Continue to ensure that all web content conforms with WCAG 2.0, including developing compatibility of website on mobile devices.
- ☑ Accessible Communication Policy 61-2015.
- ☑ Design, purchase and install new AODA compliant signage for municipal buildings including pictograms where possible.

Employment Standards:

- ☑ Training made part of onboarding process
- ☑ Development of Township of North Dundas Integrated Accessibility Standard Regulation presentation
- ☑ Training records are kept by the Municipal Clerk/Health and Safety Committee.

Systemic:

- ☑ Incorporate Accessibility Planning into Official Plan process – ongoing
- ☑ Community Improvement Plan provides funds for businesses to make improvements. (Appendix 2 – Figure 1 – Loughlin's General Store)

Attitudinal:

- ☒ The Municipal Clerk is participating in a working group with the Accessibility Outreach and Education Unit of the Accessibility Directorate of Ontario to review and enhance best practices for outdoor events - focusing on fairs.

Please see attached documents for a timeline of previously achieved accomplishments, together with achieved and targeted accomplishments for 2017 through 2019.

Integrated Accessibility Standards Regulation

Part 1 - GENERAL REQUIREMENTS

Requirement	Year to be completed by	Action	Completed as of 2017
Section 3 – Accessibility Policies	2013	<ul style="list-style-type: none"> ✓ Develop & Implement policies that govern accessibility through meeting the requirements of the IASR ✓ Prepare written document describing policies ✓ Make documents publicly available and provide in accessible format upon request 	<ul style="list-style-type: none"> ✓ Accessibility policies included in Personnel Policy, Fire Evacuation Manual, Purchasing Policy, Accessible Customer Service Policy, Update Accessibility Plan annually ✓ By-Law No. 29-2014 ✓ Integrated into Hiring Policy – Policy No. 52-2013 ✓ Integrated into Accessible Customer Service Policy – Policy No. 27-2009 ✓ Implementation of Accessible Customer Service Feedback Form ✓ Communication Policy 61-2015
Section 4 – Accessibility Plans	2014	<ul style="list-style-type: none"> ✓ Establish, implement and maintain a multi-year accessibility plan ✓ Update in consultation with persons with disabilities ✓ Prepare annual status report on the progress of measures taken ✓ Post the status report on website ✓ Accessibility Plans to include IASR Requirements 	<ul style="list-style-type: none"> ✓ Accessibility Plan 2013 ✓ Meet with SD&G Accessibility Committee ✓ Refer to IASR accessibility plan annually (ongoing)
Section 5 – Procurement or Acquiring Goods, Services or Facilities	2013	<ul style="list-style-type: none"> ✓ Incorporate accessibility criteria and features in procurement ✓ Provide an explanation if it is found to be impractical to do so 	<ul style="list-style-type: none"> ✓ Amendment to Procurement Policy 15-2007 (Feb 19/13) ✓ Accessible Communication Policy 61-2015 ✓ Bylaw respecting IASR (29-2014) speaking to our process for procurement of goods and services
Section 6 - Kiosks		Not applicable	
Section 7 - Training	2014	<ul style="list-style-type: none"> ✓ Train employees, volunteers, and everyone involved in development of policies about the IASR and Human Rights Code as it relates to people with disabilities ✓ Ensure training is appropriate to duties of employees, volunteers, and other persons ✓ Train every person as soon as is practical ✓ Keep a record of training as outlined in this section, including dates and number of people 	<ul style="list-style-type: none"> ✓ Training made part of onboarding process ✓ Development of Township of North Dundas Integrated Accessibility Standard Regulation presentation ✓ Training records are kept by the Municipal Clerk/Health and Safety Secretary.

Integrated Accessibility Standards Regulation

Part 2 - INFORMATION AND COMMUNICATION

Requirement	Year to be completed by	Action	Completed as of 2017	Ongoing
Section 11 – Accessible Feedback Processes	2014	✓ Ensured accessibility of feedback processes for persons with disabilities (ie. providing accessible formats and communication supports) included as part of Accessible Customer Service Policy	✓ Development and use of Accessible Customer Service Feedback Form	✓ Improving website "Contact Us" feature for efficiency and reliability ✓ Marriage Officialant provides opportunity to discuss necessary accommodations prior to wedding ceremony
Section 13 - Emergency & Public Safety Information	2012	✓ Provide emergency procedure and public safety information in an accessible format or with appropriate communication supports	✓ Emergency Plan is posted on our fully accessible website ✓ Electronic sign at Community Centre can be used to post alerts	☑ Fire Evacuation Maps and Plans posted in all of our facilities
Section 14 – Accessible Websites and Web Content	2014 & 2021	✓ Make internet and intranet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines 2.0 ✓ All existing web content must conform by January 1 st , 2021.	✓ All web content conforms with WCAG 2.0, with the exception of mobile devices	☑ Upgrade website to be mobile responsive (42% of website users were on a mobile device as of April 2015)
Section 19 – Public Libraries	2013	✓ Provide access to or arrange for the provision of access to accessible materials where they exist ✓ Make information about the availability of accessible materials publicly available	☑ Provided more collections in accessible formats, in conjunction with United Counties	☑ Provide more collections in accessible formats, in conjunction with United Counties.
Develop, implement and maintain policies to support standard	2015	Draft Accessible Format & Communication Supports Procedure Policy to include: ✓ Timely manner to provide information requested and in accessible format at no extra cost ✓ Consult with person making the request ✓ Notify the public about the availability of accessible format and communications support		☑ Development and passing of new Accessible Communication Policy 61-2015

Integrated Accessibility Standards Regulation

Part 3 – EMPLOYMENT STANDARDS

Requirement	Year to be completed by	Action	Completed as of 2017
Section 22 & 23 – Recruitment and Selection	2014	<ul style="list-style-type: none"> ✓ Notify employees and the public about the availability of accommodation for applicants with disabilities in recruitment processes ✓ Upon request for an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation. 	<ul style="list-style-type: none"> ✓ Amended Personnel Policy to include accessible employment policies for the provision of communications in accessible format and employment related accommodation if required.
Section 25 & 26 – Informing Employees	2014	<ul style="list-style-type: none"> ✓ Consult the employee to provide or arrange for the provision of accessible formats and communications supports for information needed to perform the employees job and information that is generally available to employees in the workplace 	<ul style="list-style-type: none"> ✓ Recruitment & Selection Policy 52-2013 ✓ Bylaw 29-2014 ✓ Incorporated opportunity for disclosure of accommodation needs into interview process post-ambly
Section 27 – Workplace Emergency Response Information	2012	<ul style="list-style-type: none"> ✓ Provide individualized workplace emergency response information to employees who have a disability if required and if informed of it 	<ul style="list-style-type: none"> ✓ Safety Zones for individuals with disabilities to be included as part of fire evacuation plan (of which regular drills are completed annually) ✓ Adopted Policy for Employment accessibility which included process to request and prepare individual emergency response plan
Section 29 – Return to Work Process	2014	<ul style="list-style-type: none"> ✓ Develop and have in place a return to work process for employees who have been absent from work due to disability and require disability-related accommodations in order to return to work. ✓ Document the return to work process outlining the steps the employer will take to facilitate the return to work, using individual documented accommodation plans ✓ This return to work process will not replace or override any other return to work process created by or under any other statute. 	<ul style="list-style-type: none"> ✓ Policy in Health and Safety Manual
Section 32 – Redeployment	2014	<ul style="list-style-type: none"> ✓ Take into account the accessibility needs of its employees with disabilities when redeploying employees with disabilities. 	<ul style="list-style-type: none"> ✓ Covered in revised Personnel Policy which includes employment accessibility policies

Architectural or Structural Accessibility

These barriers may result from the design of a building such as stairs, doorways, the width of hallways and even room layout. Our goal is to enhance the overall accessibility of the building environment.

✓ – Completed

□ – Targeted

☑ – Ongoing

Administration – Physical Barriers

Building	Completed in 2014 and prior	2015	2016	2017	2018	2019
Municipal Building 636 St. Lawrence Street, Winchester	<ul style="list-style-type: none"> ✓ Updated Lighting from T12 to T5 and T8 (brighter bulbs and reduced energy consumption) ✓ Accessible paddles installed in Council Chambers ✓ Electric door bell ✓ Upgrades to municipal website 	<ul style="list-style-type: none"> ✓ Repairs to the entry-way sidewalks ✓ Availability of a raised toilet seat in accessible washroom 	<ul style="list-style-type: none"> ✓ New toilet installed in accessible/gender neutral washroom ✓ Modified walkways leading to main entrances to meet standards (See Appendix 2 – Figure 2) ✓ Added extra accessible parking spaces ✓ Accessible parking space markers repainted ✓ Gender neutral washroom signage installed ✓ Installed two ergonomic work stations 	<ul style="list-style-type: none"> ☑ Posting of a "Service Animals Permitted" sign at main entrance (See Appendix 2 – Figure 3) ✓ Two ergonomic work stations installed ✓ Installation of four accessible parking signs 	<ul style="list-style-type: none"> □ Additional ergonomic work stations to be installed 	<ul style="list-style-type: none"> □ Renovate customer service counter to meet accessibility standards complete with ergonomic work stations □ Accessible parking space markers to be repainted □ Improve lighting in parking lot and exteriors of main entrances
Municipal Building 547 St. Lawrence Street, Winchester 1 st Floor-Rented to OPP + Medical Facility (Former Council Chambers)	<ul style="list-style-type: none"> ✓ Fire escape for OPP office ✓ Accessible paddles installed to the double front doors ✓ Updated lighting from T12 to T5 (bulbs brighter and reduced energy consumption) 	<ul style="list-style-type: none"> ✓ Repair and level sidewalk to main building entrance. ✓ In conjunction with SD&G Accessibility Plan inspect downstairs washrooms for accessibility 	<ul style="list-style-type: none"> ✓ Re-paint accessible parking symbols on pavement in designated spaces 	<ul style="list-style-type: none"> ✓ Installed new accessible mirrors, lever taps installed and slimmer garbage receptacles in washrooms to assist with accessibility ✓ OPP customer service counter remodeled to meet accessibility and upgraded to health and safety standards (bullet proof enclosure) 		

Roads – Physical Barriers

There is limited public access to the buildings listed below.

- ✓ – Completed
- - Targeted
- ☒ - Ongoing

<u>Building</u>	Completed in 2014 and prior	2015	2016	2017	2018	2019
Main Works Garage 12715 Cty. Road 43		✓ Under construction	✓ Addition to existing Public Works Garage many improvements to enhance work productivity and Health and Safety			
MTO Works Garage 12268 Cty. Road 43						

Roads – Operational Enhancements

Updates to sidewalks and ramps are done as other work is completed or as it is brought to our attention. As regulation has changed it has been a big task to update each sidewalks so as to eliminate the small lip that can act as a major barrier for wheelchairs. Please see Appendix 1 Figure 1 and Figure 2 for photos.

- ✓ – Completed
- - Targeted
- ☑ Ongoing

New Sidewalk Construction	Completed in 2014 and prior	2015	2016	2017	2018	2019
Sidewalks	<ul style="list-style-type: none"> ✓ Riverside Drive, Chesterville ✓ Reinstate Interlocking Brick Main Corridor, Winchester ✓ Nationview Subdivision, South Mountain, Preparation for 2012 ✓ Handicapped Parking Signs and Lines Painted in the Village of Winchester ✓ Implementation of tactile walking surface indicators according to regulations - Winchester: St. Lawrence Street, Victoria Street Chesterville: Queen and Cty Rd 7, Cty Rd 7 – Main St, Church St – College to Cty Rd 7 	<ul style="list-style-type: none"> ✓ Implementation of tactile walking surface indicators at major intersections according to regulations ✓ New concrete walks into Chesterville Arena 	<ul style="list-style-type: none"> ✓ County Rd 7 Chesterville (in front of Catholic Church) both sides ✓ Hummel St Chesterville from County Rd 7 to the end of Hummel St. ✓ Winchester Queen St from Ottawa to Centre St. ✓ 636 St Lawrence St – Tactile Walking surface installed at sidewalk ✓ 636 St. Lawrence St parking lot repaved, removed islands and tapered curbs for access and installed tactile markings in sidewalk. 	<ul style="list-style-type: none"> ✓ King St from Ralph St to Queen St – Chesterville See Appendix 2 – Figure 4 ✓ Water St from Casselman to Main St – Tactile walking surface (grate) installed ✓ Completion of County Rd 3 (Main St) in South Mountain ✓ Louise St from Church St to Main St ✓ Main St East from Albert St to Village limit with tactile walking surface grate installed. (See Appendix 2 – Figure 5) 	TO BE DECIDED IN BUDGETING PROCESS	TO BE DECIDED IN BUDGETING PROCESS
Sidewalks in Conjunction with Paving	<ul style="list-style-type: none"> ✓ Albert St. Chesterville ✓ King St. Chesterville ✓ Interlock – Centre St. E. to Ottawa St. (North side) 					

Recreation and Culture – Physical Barriers

Our facilities have made major improvements in the interest of accessibility and we look forward to keeping it top of mind as we develop budgets in the future.

✓ – Completed

□ – Targeted

☑ - Ongoing

Building	Completed in 2014 and prior	2015	2016	2017	2018	2019
North Dundas Cultural Centre “Old Town Hall” 478 Winchester Main St Winchester	<ul style="list-style-type: none"> ✓ Accessible parking (passenger drop-off/ passenger loading) ✓ Accessible parking in front of the building ✓ Upgraded washroom – grab bar and raised toilet seat ✓ Relocate soap dispenser 	<ul style="list-style-type: none"> ✓ New accessible power operated door installed with paddles ✓ Repaint accessible passenger drop-off/loading lines 	<ul style="list-style-type: none"> ✓ Widen door frame to be even more accessible at street level ✓ Lighting upgrades to theater and lobby 	<ul style="list-style-type: none"> ✓ Installed stair capping to clearly identify each step ✓ New slip resistant carpet installed on back theater stairs ✓ Directional sign pointing to accessible entrance 	<ul style="list-style-type: none"> □ Concrete poured over dirt floor in basement to help improve air quality □ Coat hook and grab bar to be installed in universal washroom 	<ul style="list-style-type: none"> □ Create a dip in the concrete to make it flush with the road in close proximity to street-level entrance
Joel Steele Community Centre Arena 577 Winchester Main St. Winchester	<ul style="list-style-type: none"> ✓ Accessible parking lines defined ✓ Raised toilet seats installed in bathroom ✓ Installed wheelchair ramp and railing with viewing area 	<ul style="list-style-type: none"> ✓ New accessible power operated door installed with paddles ✓ Installed ammonia detector, complete with visual and audible alarm ✓ New door installed for ease of access to slab 	<ul style="list-style-type: none"> ✓ Upgraded facility evacuation plans and procedures ✓ Replaced lighting over slab 	<ul style="list-style-type: none"> ✓ Upgraded lighting in upper washrooms ✓ Installed fire alarm system ✓ Installed new accessible taps for upper and lower washrooms ✓ 2 portable ramps finished with grip paint and bright transition strip ✓ Configuration changes in washrooms to assist in making the washrooms compliant 	<ul style="list-style-type: none"> □ Replace signage to AODA compliant signs. □ Replace exterior lighting on building □ Repaint parking lot lines 	
❖ Legion Field		<ul style="list-style-type: none"> ✓ Level interlock ✓ Concrete poured beneath bleachers to make them level 				
❖ Morgan Field		<ul style="list-style-type: none"> ✓ Level pathway to bleachers to make it easier to traverse 		<ul style="list-style-type: none"> ✓ Replaced/upgraded light fixtures 		
❖ Sox Field				<ul style="list-style-type: none"> ✓ Replaced lighting 		

Community Playground	<ul style="list-style-type: none"> ✓ Barrier-free play structure installed ✓ New covered picnic shelter ✓ Paved pathways linking the park, pool, and ball diamonds on the grounds of the Joel Steele Community Centre 					<ul style="list-style-type: none"> <input type="checkbox"/> Installation of an accessible picnic table <input type="checkbox"/> Add play components to existing structures and replace one swing with an AODA compliant swing
Winchester Community Pool 587 Main St Winchester	<ul style="list-style-type: none"> ✓ Threshold ramp onto deck raised to make level ✓ New railing on steps into pool ✓ Eliminated lip/ledge into the showers ✓ Grip flooring in pool house 	<ul style="list-style-type: none"> ✓ Increased accessibility to pool deck with gates and path 	<ul style="list-style-type: none"> ✓ New accessible power operated door installed with paddles 			<ul style="list-style-type: none"> <input type="checkbox"/> Path to main entrance, door to be landscaped and graded. <input type="checkbox"/> Reconfiguration of changeroom dividers to make accessible stalls
Chesterville Arena 153 Queen St, Chesterville	<ul style="list-style-type: none"> ✓ Accessible parking lines defined ✓ New accessible power operated door paddle installed at main entrance ✓ Bleachers updated with ramp and turnaround area 	<ul style="list-style-type: none"> ✓ Installed accessible parking signs ✓ Emergency lighting in change rooms ✓ Installed ammonia detector complete with visual and audible alarms ✓ Upgrade to lighting in parking lot ✓ New door installed for ease of access to slab 	<ul style="list-style-type: none"> ✓ New accessible power operated door opener installed on door leading from lobby to bleachers ✓ Upgraded/replaced lighting over slab 	<ul style="list-style-type: none"> ✓ Installed new accessible taps for washrooms ✓ 2 portable ramps finished with grip paint and bright transition strip ✓ Exterior lighting replaced ✓ Reconfigured each washroom to meet AODA standards 	<ul style="list-style-type: none"> <input type="checkbox"/> Widen change room door frames (doors are already purchased) <input type="checkbox"/> Replace flooring in lobby <input type="checkbox"/> Replaced signage to AODA Compliant signs <input type="checkbox"/> Grade slope from the entrance into the doorway. 	<ul style="list-style-type: none"> <input type="checkbox"/> Washroom dividers
Chesterville Community Pool 1 William St Chesterville	<ul style="list-style-type: none"> ✓ New railings on steps into pool 	<ul style="list-style-type: none"> ✓ Repaint parking lines to designate accessible spaces ✓ Purchase a heavy duty 78" parasol for shade from the sun ✓ Replacement of perimeter concrete deck ✓ Installation of new chain-link fence with accessible gates to pool deck 	<ul style="list-style-type: none"> ✓ Fully accessible washrooms and showers ✓ Accessibility to pool deck improved by removing restriction of 4" at threshold ✓ New accessible power operated door installed with paddles 	<ul style="list-style-type: none"> ✓ Installed grip flooring ✓ Ramp to eliminate step into pool house ✓ Replaced patio stones walkway to pool house entrance with asphalt. ✓ Removed lip around showers 		<ul style="list-style-type: none"> <input type="checkbox"/> Replace washroom dividers <input type="checkbox"/> Replace washroom taps <input type="checkbox"/> Convert storage space into family/universal washroom <input type="checkbox"/> Parking spaces to be repainted <input type="checkbox"/> Ramp install into gazebo

Park Pavilion 9 William St Chesterville		✓ Repaint parking lines to designate accessible spaces				
Nelson LaPrade Centre 5 William St Chesterville	<ul style="list-style-type: none"> ✓ Updated lighting from T12 to T8 (brighter bulbs and reduced energy consumption) ✓ Raised toilet seats installed in bathroom ✓ Additional exterior lighting on building and in parking lot 	<ul style="list-style-type: none"> ✓ Repairs to existing wood ramp ✓ New accessible hardware installed on door ✓ Repaint parking lines to designate accessible spaces 		✓ Lighting upgrades to outside of building		<ul style="list-style-type: none"> <input type="checkbox"/> Install new concrete wheelchair ramp with railings <input type="checkbox"/> Replace 2 exterior emergency stairs with concrete. One set will be replaced with ramp leading to parking lot
Chesterville Community Hall 1 Mill St Chesterville	✓ Updated lighting from T12 to T8 (brighter bulbs and reduced energy consumption)	✓ Discussions regarding usage and future viability	✓ Installed new washroom signs	<ul style="list-style-type: none"> ✓ Repaired curb by main entrance. ✓ Resurfaced asphalt pathway between building and library 		<input type="checkbox"/> Parking spaces to be repainted
Morewood Community Hall 17 Russell St Morewood	✓ Updated lighting from T12 to T8 (brighter bulbs and reduced energy consumption)	<ul style="list-style-type: none"> ✓ Grab bars replaced in accessible washroom ✓ Lower toilet paper dispenser ✓ Remove and replace existing cracked or broken tiles in entry way 	<ul style="list-style-type: none"> ✓ New accessible power operated door installed ✓ Replaced hall and lobby flooring ✓ Installed accessible mirror 	✓ Purchased portable sound system	<ul style="list-style-type: none"> <input type="checkbox"/> Ramp out to pavement to be installed <input type="checkbox"/> Apply asphalt at the front entrance to eliminate stoop where parking lot meets the bottom of the door frame 	<ul style="list-style-type: none"> <input type="checkbox"/> Expand the current accessible washroom and post an AODA compliant universal washroom sign <input type="checkbox"/> Make rink house change room door flush with ice surface. <input type="checkbox"/> Replace current lighting above change room door

Recreation and Culture (Parks & Playgrounds) – Physical Barriers

Moving forward, all efforts will be made to make our growing number of parks and playgrounds accessible to all.

- ✓ – Completed
- – Targeted
- ☑ – Ongoing

Location	Completed in 2014 and prior	2015	2016	2017	2018	2019
Flynn Park Chesterville	<ul style="list-style-type: none"> ✓ Constructed in 2012 with benches, pathways, and other aesthetic enhancements ✓ Update walkways to be level 	<ul style="list-style-type: none"> ✓ Installed interlock pathways 				
Mountain Memorial Park 10480 Clark Rd., Mountain	<ul style="list-style-type: none"> ✓ Hill 70 Memorial ✓ Completed pathway from parking lot to the base of monument 	<ul style="list-style-type: none"> ✓ New accessible play structure installed 			<ul style="list-style-type: none"> □ Grade parking area to make level 	<ul style="list-style-type: none"> □ Accessible enhancements to park space and current play structure
Chesterville Boat Launch Gazebo Pathway			<ul style="list-style-type: none"> ✓ Paved pathways from parking lot to gazebo 			
Hallville Playground St. John St., Hallville			<ul style="list-style-type: none"> ✓ Budgeted for new accessible park development 	<ul style="list-style-type: none"> ✓ Begin landscape and architecture design process for new accessible park space 	<ul style="list-style-type: none"> □ Installation of accessible play structure □ Installation of accessible picnic table 	
Chesterville Waterfront	<ul style="list-style-type: none"> ✓ Updated with accessible ramps, railings 	<ul style="list-style-type: none"> ✓ Replace lighting on lower deck ✓ Purchase and install surveillance cameras 	<ul style="list-style-type: none"> ✓ Replaced lighting on lower deck a second time (vandals ruined first set). ✓ Installed vandal proof cages over lights 			
Sweet Corner Park St. Lawrence & Main Street Winchester	<ul style="list-style-type: none"> ✓ Development of the park: creation of a level interlock pathway, very visually appealing 					
Thompson Park Chesterville						<ul style="list-style-type: none"> □ Enhancements to park space and current play structure

County Libraries – Physical Barriers

In conjunction with counties, below are the known remaining barriers to our library buildings, to date.

- ✓ – Completed
- ☐ - Targeted
- ☑ - Ongoing

<u>Building</u>	Completed in 2014 and prior	2015	2016	2017	2018	2019
Chesterville Library 1 Mill St Chesterville	<ul style="list-style-type: none"> ✓ CNIB section of the library ✓ E-books, E-readers available ✓ Computers at both standing and sitting levels ✓ Summer Reading Club with Braille books available 					
South Mountain Library 10543 Main St South Mountain	<ul style="list-style-type: none"> ✓ New fully-accessible library with meeting rooms, accessible washrooms, ramps ✓ CNIB section of the library ✓ E-books, E-readers available ✓ Computers at both standing and sitting levels ✓ Summer Reading Club with Braille books available 					
Winchester Library 547 St. Lawrence St Winchester	<ul style="list-style-type: none"> ✓ Accessible via elevator ✓ Fully accessible meeting room available for public use ✓ CNIB section of the library ✓ E-books, E-readers available ✓ Computers at both standing and sitting levels ✓ Summer Reading Club with Braille books available 					

Appendix 1

TOWNSHIP OF NORTH DUNDAS

JOB DESCRIPTION

JOB TITLE: Laborer/Equipment Operator	LAST REVISION DATE: October 2016
REPORTS TO: Patrol Foreman and Lead Hand	APPROVED BY: Council Resolution #
WAGE GRID LEVEL: Grade 2	EFFECTIVE DATE:

Position Summary:

Responsible, under the direction of the Public Works Lead Hand and Patrol Foreman, for the daily operation of the Township's Equipment for snow removal, road and sidewalk repair and resurfacing etc., as well as other duties assigned by Lead Hand or Patrol Foreman.

Position Qualifications:

- Minimum Secondary School Diploma or equivalent combination of experience and education determined by the employer
- Possess a valid "DZ" driver's license
- Ability to drive standard transmission
- Strong interpersonal skills combined with solid communications
- Knowledge of Occupational Health and Safety Act
- Physically fit to perform the essential duties of the job
- Acceptable driving records for insurance purposes
- Ability to work without close supervision

Desirable Qualifications

- Experience in snow plowing and road construction would be considered assets.
- First Aid, CPR and WHMIS training considered assets

Position Description:

- Duties would include grass mowing, snow clearing, tree trimming and road maintenance such as cold patching, shouldering, edging etc.
- Perform day-to-day activities as assigned by Lead Hand or Patrol Foreman
- Participate in training (in-house, external, correspondence, etc.)
- Completion of individual attendance forms and reports as required by supervisor e.g.: Logs, safety reports, inspection reports, etc.
- Participate in shop maintenance and cleaning activities
- Must maintain vehicles and vehicle logs in accordance with CVOR requirements
- Ensure proper use of equipment and compliance with safety regulations
- Other duties as assigned by Lead Hand or Foreman
- Overtime work required, particularly during winter storms.
- 24 Hr. Call-in availability is required during winter season.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavor to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance. The Township of North Dundas is committed to providing quality goods and services that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

Appendix 2

Figure 1 – Loughlin's General Store



Figure 2 – 636 St. Lawrence St walkways BEFORE



Figure 2 – 636 St. Lawrence St walkways AFTER



Figure 3 – AODA Compliant Service Animals signage at 636 St. Lawrence St



Figure 4 -Tactile Walking Surface Ralph St, Chesterville.

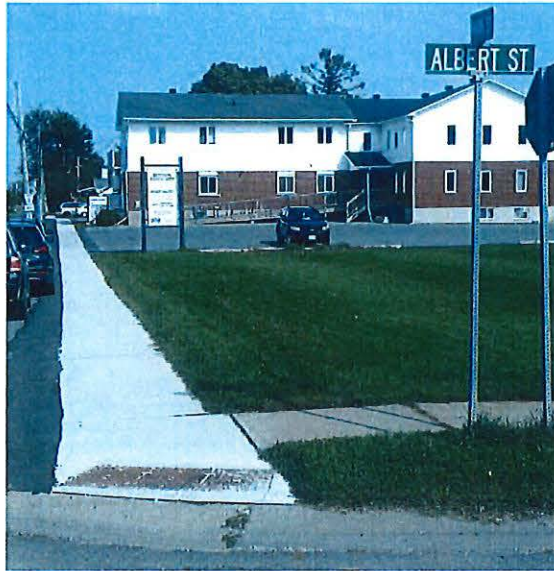


Figure 5 - Tactile Walking Surface – Albert St, Winchester



Appendix 3

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 29-2014

*A By-Law Respecting Integrated Accessibility Standards Regulation
(IASR) Within the Township of North Dundas.*

WHEREAS the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) states that all public and private sector organizations must meet the requirements of accessibility standards established by regulation:


AND WHEREAS Ontario Regulation 191/11 sets out the requirements for the Integrated Accessibility Standards Regulation;

AND WHEREAS it is deemed desirable to adopt an Integrated Accessibility Standard Policy to provide clarity for Council, Staff and the public;

NOW THEREFORE the Council of the Corporation of the Township of North Dundas enacts as follows:

1. The Integrated Accessibility Standards Regulation Policy attached hereto as Schedule "A" and forming part of this by-law is hereby adopted.
2. This by-law will come into force and take effect on its passing.

READ and passed in Open Council, signed and sealed this 29th day of April, 2014.


Eric Duncan, MAYOR



SCHEDULE 'A' TO BY-LAW NO.
29-2014

Integrated Accessibility Standards Regulation (IASR) Policy

1. Purpose

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) all public and private sector organizations must meet the requirements of accessibility standards established by regulation. This policy establishes the Integrated Accessibility Standards Regulation in the areas of transportation, employment and information for the Township of North Dundas in accordance with Ontario Regulation 191/11 and with the Ministry of Community and Social Services intent to "streamline, align and phase-in accessibility requirements and allow for progress on accessibility and reduce the regulatory burden for obligated organizations". This regulation came into force July 1, 2011.

2. Scope and Responsibilities

This policy has been drafted in accordance with the Regulation and addresses how the Township of North Dundas achieves accessibility through meeting the Regulation's requirements. It provides the overall strategic direction that we will follow to provide accessibility supports to Ontarians with disabilities.

The requirements of the Regulation include:

- Establishment, implementation, maintenance and documentation of a multi-year accessibility plan which outlines the organization's strategy to prevent and remove barriers and meet its requirements under the Regulation;
- Incorporation of accessibility criteria and features when procuring or acquiring goods, services, or facilities;
- Training;
- Other specific requirements under the Information and Communication; and
- Employment and Transportation Standards.

3. Policy Statement and Organizational Commitment

The Township of North Dundas is committed and guided by the four core principles of independence, dignity, integration and equality of opportunity and supports the needs of persons as set out in Accessibility for Ontarians with Disabilities Act, 2005. The Township of North Dundas shall use every effort to ensure that the Township meets the needs of people with disabilities in a timely manner through the implementation of this policy.

4. Definitions

Below is a list of fourteen (14) definitions, in alphabetical order, used in this policy:

Accessible Formats may include, but are not limited to, large print, recorded audio and electronic formats, Braille and other formats usable by persons with disabilities.

Appendix 4

POLICY MANUAL	Policy No. 61-2015
Township of North Dundas	Presented: June 23, 2015
Subject: Accessible Formats and Communication Support	Department: All Departments

Purpose of this Policy

This policy is intended to establish appropriate and consistent action when requested to provide accessible formats and communication supports for persons with disabilities in a timely manner.

Providing Accessible Formats and Communication Supports

The Township of North Dundas (Township) is committed to providing materials in an accessible format and with communication supports to persons with disabilities, upon request.

- Accessible formats may include, but are not limited to a large print, recorded audio and electronic formats, etc.
- Communication supports may include but are not limited to captioning, alternative communication supports, plain language, etc.

If we are unable to convert the requested information or communications, the Township will provide an explanation as to why the materials are not convertible and will provide a summary of the requested information or communication.

Notice to the public on the Township's commitment to provide materials in an accessible format or with communications supports, upon request is posted on our website.

Requests for Accessible Formats and Communication Supports

When a person with a disability makes a request for information to be provided in an accessible format or with communication supports, the Township will consult with the person making the request to determine a suitable format that takes the person's accessibility needs into account. The Township makes the final decision concerning the accessible format or communication support to be provided or arranged for. Once the decision is made, the information will be provided or arranged for in a timely manner. If there is a fee normally charged for the information, the person making the request for the information in an accessible format or with communication supports, will not be charged more than the standard fee for the information.

Accessibility Policies Available to the Public

Our accessibility policies to persons with disabilities are available on our website and in hard copy upon request. The Township will provide our accessibility policies in an accessible format, upon request.

Feedback Process

The Township welcomes feedback from the public and from our employees. Feedback is accepted in the following formats: in person, by telephone, by mail or via email. Upon request, we will receive and respond to feedback in an accessible format or with communication supports. Notice regarding the availability of our feedback processes is posted on our website.

Accessible Website and Web Content

The Township website and web content conforms to the World Wide Consortium Web Content Accessibility Guidelines (WCAGO 2.0) at Level AA.

For more information about the World Wide Consortium Web Content Accessibility Guidelines (WCAG 2.0), visit <http://www.w3.org/TR/WCAG20/>.

Appendix 5

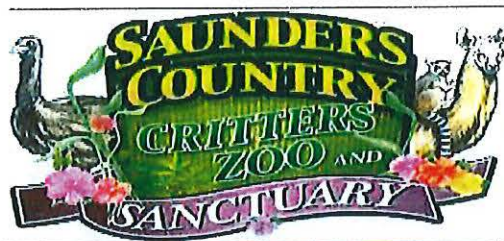
8/1/2017

Special Friends Feature

SPECIAL NEEDS FEATURE A DAY AT SOUTH MOUNTAIN FAIR 125th Anniversary



On Thursday August 17th 2017 from 11:00 am – 2:00 pm there is an opportunity for those with special needs to enjoy The South Mountain Fair prior to the official gate opening to the general public. Preregistration will be required for this event and you must be accompanied by a chaperone. New this year for our midway is Carter Shows Ltd. and Saunders Country Critters Zoo and Sanctuary.



So come out and enjoy the rides, live entertainment and treats just for you! For additional information please contact Joanne van Moorsel at 613-796-6079. Visit our website www.southmountainfair.ca for a copy of the registration form.

Thank You to Our Sponsor's
"The Terrace Green Bed & Breakfast"
11952 County Road 43 Winchester, Ontario



www.terracegreen.ca

info@theterracegreen.ca

Also The Family of Albert and Reina deJong and The Township of North Dundas

Note: Due to circumstances beyond our control Dominic D'Arcy has had to cancel his appearance. We are working on a suitable replacement.

Pre Registration is required. [Click here to register](#)