

**CORPORATION OF THE
UNITED TOWNSHIPS OF
HEAD, CLARA & MARIA**

**ACCESSIBILITY
PLAN**

SEPTEMBER 2003

MUNICIPAL ACCESSIBILITY PLAN

Section 1

The following is the accessibility plan for the

United Townships of Head, Clara & Maria
15 Township Hall Road
Stonecliffe, Ontario K0J 2K0

Inquiries concerning this plan must be directed to

Diane Beauchamp, CAO/Clerk
15 Township Hall Road
Stonecliffe, Ontario K0J 2K0
613-586-2526
613-586-2596...fax
twpshcm@webhart.net

The Townships of Head, Clara & Maria are located in the north western corner of Renfrew County. Incorporated in 1887, the municipality has 251 permanent residents and an additional 100 summer residents. The Laurentian mountains and the Ottawa River border the municipality on the north and Algonquin park provides its southern border. TransCanada highway # 17 runs through the entire length of the townships for 35 miles providing the main access route. Also providing services and access are: Railink Ottawa Valley (rail service), Ontario Power Generation transmission lines (hydro) and TranCanada Pipelines (natural gas). Head, Clara & Maria is governed by a Council comprised of a Reeve and four Councillors. Decisions of Council are implemented by a CAO/Clerk, a Treasurer, a Road Superintendent, a Disposal Site Attendant and a Building Official. Services provided are: waste management (weekly garbage pick up), roads (maintenance of 39 kilometers of unpaved roads), fire (volunteer fire personnel), building (permits and inspections), emergency management (emergency plan), recreation (township hall-parks and boat ramps) and culture (library).

Section 2

Long Term Care Centre staff participated in the plan. Their outreach program uses the township hall on a monthly basis.

Also consulted was a former level 2 personnel care worker for the Canadian Red Cross.

Section 3

In preparation of a municipal accessibility plan, each municipality is required to consult with people with disabilities. This was accomplished in the following manner

- This newsletter was sent out in June targeting the general public

**TOWNSHIPS OF HEAD, CLARA & MARIA
ACCESSIBILITY PLAN INFORMATION AND SURVEY
June, 2003**

Under the Ontarians With Disabilities Act municipalities must develop annual accessibility plans and make them public. Accessibility plans are intended to address existing barriers to people with disabilities and to prevent new barriers from being established. Council has entrusted the job of developing a accessibility plan to the CAO/clerk. I must confess that when I first started the project my first thoughts were “Oh! People with disabilities...that means people in wheelchairs...we don’t have many of those around here” I was wrong, there are many disabilities that people endure on a regular basis which society does not think of or understand to be a disability. Please forgive me for not recognizing your special needs.

DISABILITY means

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defects or illness and, includes diabetes, mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) a condition of mental impairment or a developmental disability,

- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder, or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

People with disabilities face barriers almost everywhere: at home, at work, at school, in parks, in recreational facilities, in the streets, in theaters, in stores and in restaurants.

BARRIER means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier an information or communications barrier, and attitudinal barrier, a technological barrier, a policy or a practice.

The ***ACCESSIBILITY PLAN*** shall include:

- a report on the measures the municipality has taken to identify, remove and prevent barriers to persons with disabilities
- the measures in place to ensure that the municipality assesses its by-laws, policies, programs, practices and services to determine their effect on accessibility for persons with disabilities
- a list of the by-laws, policies, programs, practices and services that the municipality will review in the coming year in order to identify barriers to persons with disabilities
- the measures that the municipality intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities and
- all other information that the regulations prescribes for the purpose of the plan

This plan will be made available to the public by September 2003.

Part of the process of developing an Accessibility Plan is consulting with people who have disabilities. It would be of tremendous help to me if local people could take the time to answer the following questions and return them to me at the office or call me at 586-2526 to discuss any issues that they have with access.

All information collected will be used only in developing this plan and will be kept confidential.

*THANK YOU FOR YOUR HELP
Diane Beauchamp CAO/Clerk*

1. Do you consider yourself to be a person with as disability under the definition supplied above YES..... NO

2. Do you consider yourself to be a person with a disability that has not been identified above YES NO

3. Please describe your disability
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4. What are the barriers which you have encountered
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5. Do you have any suggestions for how the municipality could improve access to any of its services

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It would help me in my work if you would be willing to provide your name and phone number so that I can contact you to discuss this matter. If you don't wish to provide you name that is OK.

NAME.....

PHONE NUMBER

SUMMARY OF INFORMATION COLLECTED THROUGH CONSULTATION

Three hundred surveys were distributed to local households and cottages in June and in July the contact person summarized the information collected

- The following disabilities were identified by persons filling out the survey
 - ***Diabetes
 - ***Visual impairment
 - ***Speech impairment
 - ***Walking/Standing limitations

- No barriers were identified by persons filling out the survey

Section four

Plan development was provided by

Diane Beauchamp, CAO/Clerk
15 Township Hall Road
Stonecliffe, Ontario K0J 2K0
613-586-2526
twpshcm@webhart.net

METHOD USED TO IDENTIFY BARRIERS AND STRATEGY FOR REMOVAL OR PREVENTION

Method used to identify barrier	Barrier	Type	Strategy for removal/prevention	Start date	Finish Date	Comments
Visual survey of area	Hall entrance	Access	Make a parking area near entrance for wheelchair vehicles	?	?	Whenever construction is slated for that side of the building improved access will be incorporated into the design
Consultation with admin staff	Reception area	Physical	Make a chair available	2004	2004	Will be done along with office renovations

Section five

This section reports the review activities necessary to identify barriers in the current operations of the municipality.

Interviews were conducted with personnel from each of the following departments in an effort to identify barriers.

- a) Administration
- b) Roads
- c) Waste management
- d) building
- e) recreation
- f) culture
- g) emergency management
- h) fire

Section six

This section provides information about how the decision-making processes are to be reviewed. Methodologies used: by-law review-policy review-survey-head of department interview.

DECISION MAKING PROCESS

Department	Activities of department	Department responsibilities	Review completed	Review Ongoing	Expected completion date
Administration	Administration of full municipality	Accounting-secretarial services-Corporate support	...	By-laws	2005
Roads	Roadwork	All roads	July 2003		
Building/Planning	Building/planning	Building permits and severances	August 2003		
Waste Man	3 disposal sites	Operations etc.	July 2003		
Recreation	Recreational facilities for full township	1 hall, 3 boat ramps and 2 parks	June 2003		
Emergency Man	For full municipality	EM plan and training		yes	2004
Fire	Full township	Brush & grass fires	July 2003		
Culture	Library	1 library and 1 satellite site	July 2003		

Section seven

This section will identify targets that are to be achieved within a certain time frame.

TARGETS AND ACTIONS

Department	Barriers Identified	Barrier Type	Strategy for removal or prevention	Actions	Resources	Costs	Target
Administration	Seating capacity for reception	Physical	Put a chair in reception area	Will be done with office renovations	Existing	0	2004
	Signs	Visibility	Larger print and better colours used	Ongoing	Existing	0	2003
	Elections	Access	When possible have wheelchair access to all voting places	Will be taken into consideration each election year	Mostly existing	0	2003
Roads	NONE						
Fire	NONE						
Building/Planning	NONE						
Waste Man	Disposal site areas	Accessibility	Attendant will help	Will unload garbage for those who cannot do it themselves	Existing	0	2003
Recreation	Parking	Accessibility	Area for wheelchair access	Designate at least one handicapped parking spot close to the hall ramp	Sign/planning	\$100	2004
	Entrance strip for wheelchairs	Visibility	Yellow strip	Coloured strip will show up the grade better	Paint/worker	\$50	2004
	Entrance to washroom	Accessibility	Door needs to be left opened	Use door stopper in existence	Existing	0	2003

	Sink taps	Physical	Longer taps	Next time we redo the taps, will put in ones with longer handles on the handicapped sink	Set of tapes and labour	\$100	unknown
	Signage for handicapped washroom	Visibility	Better signs	Will put up new signs	Existing	0	2003
	Access to paper towels	Physical	Push towel dispenser	Put in new dispenser	1 dispenser /labour	\$40	2004
Emergency Man	NONE						
Culture	Door buzzer	Accessibility	Put a buzzer on door.	When buzzer rings, someone from inside can help with access	Buzzer, labour	\$200	If library goes ahead with renovation, should be done in 2004