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Executive Summary

The purpose of the Ontarians with Disabilities Act, 2001 (ODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the Province. To this end, the ODA mandates that each municipality prepare an annual accessibility plan.

This is the second year plan (2004/05) prepared by the Joint County of Peterborough and Township of Smith-Ennismore-Lakefield Accessibility Advisory Committee (AAC), with a membership consisting of Mary Smith, Chair, Eric Batten, Donald Beesley, Thomas Campbell and Michael Townsend). The plan outlines the history of initiatives to identify, remove and prevent barriers, together with the targets and actions to be taken within the coming 12 months.

The Accessibility Advisory Committee consists of two disabled representatives appointed by the Township of Smith-Ennismore-Lakefield and one disabled representative appointed by Peterborough County. The Committee serves both Peterborough County and the Township of Smith-Ennismore-Lakefield and includes one political representative from each of the respective Councils. Staff from both the County and Township supports the Committee.

Definitions – Disability and Barrier

The ODA draws on the broad definition for disability that appears in the Ontario Human Rights Code. **“Disability”** is:

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordinator, 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;
- (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 (“handicap”).

The ODA defines **“Barrier”** as:

- (a) anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice (“obstacle”).

Disability Barriers

Types of Barriers

Barrier Type	Examples
Physical	A doorknob that cannot be operated by an elderly person with limited upper-body mobility and strength. Objects in hallways, bathroom facilities, workstations, etc.
Architectural	Building design, shapes of rooms, size of doorways, etc. A hallway or door that is too narrow for a wheelchair or scooter. Doors closing too quickly.
Informational	Barriers present when receiving information in person or by telephone, difficulties interacting with staff, inadequate or incomprehensible signage, difficulty reading brochures, forms, faxes, etc. Typefaces which are too small to be read by a person with low vision.
Communicational	A professor who talks loudly when addressing a deaf student. Sound intensity in cinemas.
Attitudinal	Staff who do not know how to communicate with people with disabilities, or discriminatory behaviours. A recreation program which discourages people with developmental disabilities from participating.
Technological	A technology that degrades rather than enhances accessibility for those with disabilities, such as traffic lights that change too quickly before a person with a disability has time to get through the intersection. Information on a municipal website, which cannot be accessed by a person who is blind who has reading software for a computer.
Policy/Practice	Meaning rules, regulations and protocols that prevent a person from doing their job as well as possible or from serving the public. A practice of announcing important messages over an intercom that people with hearing impairments cannot hear clearly.

Municipal Responsibilities Under the Act

The ODA, Sections 11, 12 and 13, state that:

11.

- (1) Each year the Council of every municipality shall prepare an accessibility plan; and
 - (a) either,
 - (i) seek advice from the accessibility advisory committee that it establishes or continues under subsection 12(1), or
 - (ii) consult with persons with disabilities and other, if the Council has not established or continued an accessibility advisory committee under subsection 12 (1).
- (2) The accessibility plans shall address the identification, removal and prevention of barriers to persons with disabilities in the municipality's by-laws and in its policies, programs, practices and services.
- (3) The accessibility plan shall include,
 - (a) a report on the measures the municipality has taken to identify, remove and prevent barriers to persons with disabilities;
 - (b) the measures in place to ensure that the municipality assesses its proposals for by-laws, policies, programs, practices and services to determine their effect on accessibility for persons with disabilities;
 - (c) 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;
 - (d) the measures that the municipality intends to take in the coming year to identify, remove, and prevent barriers to persons with disabilities; and
 - (e) all other information that the regulations prescribe for the purpose of the plan.
- (4) A municipality shall make its accessibility plan available to the public.

12.

- (1) The Council of every municipality having a population of not less than 10,000 shall establish or continue an accessibility advisory committee and the council of every municipality having a population less than 10,000 may establish or continue an accessibility advisory committee.
- (2) The committee shall advise the Council in each year about the preparation, implementation, and effectiveness of its accessibility plan.
- (3) A majority of the members of the committee shall include persons with disabilities.
- (4) The Council shall seek advice from the committee on the accessibility for persons with disabilities to a building, structure, or premises, or part of a building, structure or premises,
 - (a) that the council purchases, constructs or significantly renovates;
 - (b) for which the council enters into a new lease; or
 - (c) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 210.1 of the Municipal Act.
- (5) The Committee shall,
 - (a) perform the functions set out in this section, including reviewing in a timely manner the site plans and drawings described in Section 41 of the Planning Act that the committee selects; and
 - (b) perform all other functions that are specified in the regulations.
- (6) If the committee selects site plans and drawings described in section 41 of the Planning Act to review, the council shall supply them to the committee in a timely manner for the purpose of the review.

13.

In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the council of every municipality shall have regard to the accessibility for persons with disabilities to the goods or services.

MUNICIPAL ACCESSIBILITY PLAN

Section 1: Municipal Jurisdictions Participating in this Plan

1.1 Municipalities

County of Peterborough

-and-

Township of Smith-Ennismore-Lakefield

1.2 Address

County of Peterborough
County Court House, 470 Water Street
Peterborough, Ontario
K9H 3M3

Township of Smith-Ennismore-Lakefield
P.O. Box 270, 1310 Centre Line
Bridgenorth, Ontario
K0L 1H0

1.3 Key Contacts

County of Peterborough
Lynn Clark
Deputy Clerk
County Court House, 470 Water St, Peterborough, Ontario, K9H 3M3
Telephone: (705) 743-0380 ext. 301
Fax: (705) 876-1730
Email: lclark@county.peterborough.on.ca

Township of Smith-Ennismore-Lakefield
Angela Chittick
Deputy Clerk
P.O. Box 270, Bridgenorth, Ontario, K0L 1H0
Telephone: (705) 292-9507 ext. 226
Fax: (705) 292-8964
Email: achittick@nexicom.net

1.4 Population

County of Peterborough – 49,845

Township of Smith-Ennismore-Lakefield – 16,414

1.5 Municipal Highlights

Peterborough County is located in southeastern Ontario, bordered by the City of Kawartha Lakes, Hastings County, Haliburton County, and Northumberland County. Peterborough County is primarily rural and agricultural in nature with the majority of its population living in many small communities spread throughout it.

The County of Peterborough is the upper tier level of government consisting of 8 lower tier municipalities being the Township of Asphodel-Norwood, Township of Cavan-Millbrook-North Monaghan, Township of Douro-Dummer, Township of Galway-Cavendish & Harvey, Township of Havelock-Belmont-Methuen, Township of North Kawartha, Township of Otonabee-South Monaghan and the Township of Smith-Ennismore-Lakefield. The Council of Peterborough County is made up of the Reeve and Deputy Reeve from each lower tier municipality. Within the County's geographic boundaries is the separated City of Peterborough.

The County of Peterborough provides a number of services to its residents, including services shared with the City of Peterborough. The County administration consists of the Public Works Department, Planning Department, Geographic Information Services Department, Environmental Services, Human Resources, Emergency Preparedness/9-1-1, County Forests/Weed Inspection, Clerk, Administration and Finance. The City of Peterborough is the designated service provider for the delivery of Social Services in both the County and City, while the County manages the land ambulance services in the County and City. The Ontario Provincial Police provide policing throughout most of the County.

The Township of Smith-Ennismore-Lakefield is the largest Township in the County of Peterborough and is situated in the heart of the Kawartha's, bordered almost entirely by lakes, in central Ontario. The Township is largely a rural community with three distinct urban centers, those being Lakefield, Bridgenorth and Ennismore.

The Township provides a variety of services to its residents, as well as shared services with the City of Peterborough and the County of Peterborough. The Township's administration consists of the Public Works Department, Waste Collection Services, Building and Planning Department, Township Library System, Recreation Department, Economic Development, Fire Services and Community Emergency Preparedness, Administration and Finance Department. Shared services provided through the City and County of Peterborough include; Ontario Works, social services, land ambulance and social housing. Policing is provided by the Ontario Provincial Police throughout Smith Ward and Ennismore Ward, and by Peterborough-Lakefield Community Police in the Lakefield Ward.

Section 2: Other Organizations & Agencies Participating in this Plan

In preparing this plan, the Accessibility Advisory Committee (AAC), a joint committee serving both the County of Peterborough and the Township of Smith-Ennismore-Lakefield, consulted with the City of Peterborough, Council for Persons with Disabilities. No other organizations or agencies participated in the preparation of this Plan.

Section 3: Consultation Activities

3.1 Target Group

In preparing the Joint Accessibility Plan, the County and the Township relied on the AAC for advice and recommendations. However, the AAC acknowledges that there are community stakeholders and groups that have information to share on accessibility-related issues. Examples of groups who will be consulted to review and comment on the Joint Accessibility Plan and make recommendations for the removal/prevention of barriers are: Lakefield Community Care, Chemung Community Care, Victorian Order of Nurses, Peterborough Community Access Centre, Canadian National Institute for the Blind, Easter Seals Association, Canadian Mental Health Association, Canadian Hearing Society, the Ontario Association for Community Living, Peterborough County Community Care, and the March of Dimes.

3.2 Activities and Convenor

The AAC will convene an annual meeting with the City of Peterborough Council for Persons with Disabilities for purposes of sharing insight and resources on accessibility-related issues. Additionally, the AAC will extend an invitation to community groups and not-for-profit organizations and stakeholders to attend a monthly meeting of the AAC throughout the coming 12-month period. The purpose of these monthly visits will be to provide an educational awareness of issues surrounding accessibility and the roles each organization provides in meeting the needs in the community. These groups will also be provided with a copy of the Joint Accessibility Plan for their review and comment.

3.3 Stakeholders

This plan will be circulated to the community stakeholders noted in 3.1 above within three months of the adoption of the Joint Accessibility Plan. Additionally, this plan will be posted on each of the County of Peterborough and Township of Smith-Ennismore-Lakefield web sites.

3.4 Summary of Information Collected through Consultation

The AAC will ask that comments and recommendations be forwarded to the Secretary of the Committee, within one month of receiving the information. The responses will then be reviewed by the AAC, and recommendations will be made accordingly to the appropriate Council.

Section 4: Accessibility Committee Members

Working Group Member	Addresses	Department Represented	Contact Telephone/ TTY & email
Mary Smith Township of Smith-Ennismore-Lakefield	Box 247 81 Ermatinger St. Lakefield, ON K0L 2H0	Township Councillor	(705) 652-0784 mjsmith@peterboro.net
Eric Batten County of Peterborough	200 Caves Rd. RR#2 Warsaw, ON K0L 3A0	County Councillor	(705) 652-1620
Donald C. Beesley Township of Smith-Ennismore-Lakefield	336 Gifford Drive Ennismore, ON K0L 1T0	Volunteer	(705) 292-6320
Thomas E. Campbell Township of Smith-Ennismore-Lakefield	1188 Rogers Place Ennismore, ON K0L 1T0	Volunteer	(705) 292-6493 tcampbell13@hotmail.com
Charles M. Townsend County of Peterborough	P.O. Box 712 Lakefield, ON K0L 2H0	Volunteer	November to April (705) 652-8654 May to October (705) 654-3958
Angela Chittick Township of Smith-Ennismore-Lakefield	P.O. Box 270, 1310 Centre Line Bridgenorth, ON K0L 1H0	Deputy Clerk	(705) 292-9507 ext. 226 achittick@nexicom.net
Lynn Clark County of Peterborough	County Court House 470 Water Street Peterborough ON, K9H 3M3	Deputy Clerk	(705) 743-0380 ext. 301 lclark@county.peterborough.on.ca
Vahen King County of Peterborough	333 Hedonics Rd. Peterborough, ON K0H 3V7	Accessibility Awareness Program Assistant	(705) 876-0956 vking@county.peterborough.on.ca

Section 5: History of Initiatives to Identify, Remove, and Prevent Barriers in the Organizations

5.1 Initiative

The County of Peterborough has carried out renovations to make the County Court House more readily accessible to the physically disabled.

The Township of Smith-Ennismore-Lakefield has had regard for accessibility issues since its amalgamation in 2001. Prior to amalgamation the former Village of Lakefield undertook a process to make the Municipal Offices and Police Services Building accessible. The former Township of Ennismore Municipal Office and former Township of Smith Municipal Office were accessible as well.

5.2 Methods Used to Identify Barriers

County of Peterborough staff utilized the professional services of an architect to assist in the identification of barriers at the County Court House building, and subsequently undertook renovations to remove the barriers.

The Township of Smith-Ennismore-Lakefield (former municipalities) relied on the knowledge and expertise of on-staff building officials, who in turn consulted with architects on some site-specific issues.

5.3 Barriers Identified (October 1, 2003 to September 30, 2004)

1. (a) County Sites

Barrier and Type	Strategy for Removal/ Prevention	Status
Douro Public Works 713 County Road 4	1. Parking lot is spacious, and for the most part accessible, however, there are no designated handicap parking spots.	Pending
	2. Recommended, that the entrance to garage be made level. However, the office entrance is fully accessible for a person with a disability.	Pending
	3. The door to the office entrance is not distinguishable from the rest of the building. Recommended that door be outlined with white trim, or mark with an entrance sign.	Pending
	4. Recommended that washrooms be reconstructed to be made accessible; by having grab bars, towel dispensers, and mirrors at the appropriate heights.	Pending
Landfill		
Hall's Glen Douro-Dummer 1951 County Road 6	1. The areas were found to be well maintained, orderly and accessible for the type of business found at this site. There were some issues concerning the uneven and soft ground. It was recommended, that the area where the bins are, be made into a concrete surface. If a disabled or elderly person was in need of assistance, there is someone on site willing to assist.	Pending
Norwood Landfill/Depot 187 County Road 40	1. This area was well maintained, and on a level grade surface, considered to be accessible.	Pending
	2. Recommended making signs bigger, and/or relocating them. The Entrance was not clearly marked; even with gate closed the signs are difficult to read.	Pending

(b) Township Sites

Barrier and Type	Strategy for Removal/ Prevention	Status
Landfill		
Ennismore Landfill 486 Edenderry Line	1. Improvements in this area could be made, by adding gravel to create a more stable base around the recycling bins, or setting bins on concrete a surface. (Muddy in the Spring)	Pending
Smith Landfill 1480 8th Line of Smith	Recycling Depot 1. The areas were found to be well maintained, orderly and accessible for the type of business found at this site. There were some issued concerning the uneven and soft ground, however, it would be difficult to eliminate these issues entirely, unless the area was set on concrete surface.	Pending
Parks and Recreation		
Lakefield Community Centre 11 Water Street, North	1. 2 nd floor accessed by stairs, elevator was recommended, however the committee recognized the cost of installing an elevator may be prohibitive.	Pending
	2. Accessible Washrooms or stalls for both the men's and ladies public washrooms were recommended.	Pending
	3. Vanities and fixtures designed for the accessible washrooms on both the main floor and the 2 nd floor.	Pending
	4. Due to the construction at the time, it was difficult to determine if changes to exterior would be beneficial. Parking would be gravel base, and it was assumed that handicap parking would be designated.	Pending
	5. Automatic door opener at entrance was recommended.	Pending
Marshland Centre 65 Hague Blvd.	1. Recommendations for improvements to the main entrance include a smooth transition from the exterior to the interior, and an automatic door opener	Pending
	2. Designated handicap parking spot was recommended.	Pending

Lakefield Campground 65 Hague Blvd.	1. Designated handicap parking immediately to the right going into the park.	Pending
	2. To make phone booth accessible, install ramp.	Pending
	3. It was recommended that the washrooms be made accessible, by installing grab bars, soap and towel dispensers, and mirrors at the appropriate heights. As well as a turning radius of at least 4 feet 11 inches for a wheelchair.	Pending
Cenotaph Park 8 Queen Street	1. To make this site accessible, there would need to be graded curbs in the Bridge and Water Street corner, or the Water and Queen Street corner.	Pending
	2. Recommended more handicap parking near the park.	Pending
Lakefield Beach 65 Hague Blvd.	1. The wooden barrier around the viewing area prohibits someone in a wheelchair from accessing the picnic & playground area. Have a level path going from the viewing area to the washrooms.	Pending
	2. Equipment for the playground to make it accessible can be purchased.	Pending
Douglas Sports Centre 2 Hague Blvd.	1. Requesting ramp to run along the side of building, 5 feet wide.	Pending
	2. Two handicap-parking spots on either side of gate were recommended.	Pending
Lakefield Trail – 5 kms	1. Recommended that curbs be graded where trail crosses Queen Street at Stanley Street and at the corners of Queen Street and Concession Street, south.	Pending
	2. Isabel Morris Park – Boardwalk along Water Street needs to have screenings or a piece of wood, along the edge of the boards at the north end, to allow for a smooth transition onto the boardwalk.	Pending
	3. Trent Severn Waterway Building Lower Wharf Path of travel be designated from the Trail to the parking lot at Trent Severn Waterway Building	Pending
	4. Investigate switch-back ramp leading from the trail to the bridge to access Bridge street	Pending
Selwyn Park	1. To make this park accessible, it was	Pending

Selwyn Road	recommended that handicap washrooms & parking be made available with the proper signage.	
Jones Beach 908 Jones Beach Road	1. Bigger ramps, with a turning radius of at least 4 feet 11 inches, as well as handicap “unisex” washroom were recommended to make this site accessible.	Pending
	2. It was recommended, that a smoother surface from the parking lot to the beach be implemented. Adding gravel at the edge along the parking lot would make the beach more accessible to the physically challenged.	Pending
	3. The recommendation was to install railing/ramp that extends into the water.	Pending
	4. Handicap parking recommended.	Pending
	5. If this park is made accessible, use proper signage. Keeping in mind that surface transitions should be clearly marked for the visually impaired.	Pending
Chemong Lions Park/Champlain Park 1000 Communication Road	1. Recommended removing the 2 curb stops from entrances to the park area, as it is difficult for a wheelchair to access.	Pending
	2. It was recommended that the gate of the ball field area be widened, so that a person in a w/c could access the field.	Pending
	3. Ground level borders enclosed around the viewing area prevents someone with a physical disability to access the washrooms, picnic & playground area. Recommending a level path going to these selected areas.	Pending
	4. Recommended that a handicap port-a-potty be placed on site.	Pending
	5. Equipment for the playground to make it accessible can be purchased.	Pending
	6. If park is made accessible, the recommendation would be to use proper signage. Keeping in mind that surface transitions should be clearly marked for the visually impaired.	Pending

	<p>7. Champlain Park Recommendation is to ensure that Parks and Recreation for Smith-Ennismore-Lakefield has the grass cut and the culvert is level to the road surface prior to any events held there. This action would make accessing the event easier for those using canes, walkers and wheelchairs.</p>	Pending
<p>Ennismore Waterfront Park 1053 Ennis Road</p>	<p>1. The parking area is very soft grade, especially after rain. If raked over frequently, it would make this site more accessible. Path to beach is soft sand.</p>	Pending
	<p>2. There are 2 entrances to the park area; only one entrance is wide enough for a wheelchair. Recommended making both entrances wide enough for a wheelchair.</p>	Pending
	<p>3. Recommended having a sign before the park entrance, due to the fact that the Sign for Park is not clearly marked at Ennis & Robinson Rd.</p>	Pending
	<p>4. Accessible port-a-potty recommended.</p>	Pending
	<p>5. It was recommended, that “Heritage Trail” sign be reconstructed, as it is difficult to read. Also, the trail itself is of natural grade, not suited for someone in a manual wheelchair. Recommended laying a smoother path of travel.</p>	Pending
	<p>6. If park is made accessible, use proper signage. Keeping in mind that surface transitions should be clearly marked for the visually impaired.</p>	Pending
<p>Ennismore Curling Club 555 Ennis Road</p>	<p>1. Recommended that entrance area have automatic door, with yellow line at base to distinguish the slight drop.</p>	Pending
	<p>2. Recommended placing sign on wall in front of parking space, to distinguish where the handicap parking is. The pavement markings tend to get covered in the wintertime, and not easily seen.</p>	Pending
	<p>3. Inside area is spacious, and a person in a wheelchair could easily get around. There is a ramp to access the ice/banquet area; however, it needs some adjusting, as it is slightly inclined before the ramp begins, maybe have yellow line to distinguish the slight transition.</p>	Pending

	<p>4. Both washrooms/locker rooms are very spacious and are wheelchair accessible, except the shower in the locker room. Recommended installing a 'wheel in' shower with grab bars.</p>	Pending
	<p>5. Recommended making emergency exits accessible.</p>	Pending
	<p>6. Upstairs facilities not accessible. Two sets of stairway only, no elevator present.</p>	Pending
<p>Ennismore Recreation Complex – Outdoor Facilities Enter at Ennis Road</p>	<p>1. It was recommended to have handicap parking closer to the outdoor facilities.</p>	Pending
	<p>2. In order to make this area more accessible, it was recommended, that a smooth level pathway be created through the centre of the field to allow passage to and from parking lot, tennis courts, and basket ball court area.</p>	Pending
	<p>3. It was recommended to implement better signage indicating where the ball field, soccer field, tennis courts, & basketball courts are.</p>	Pending
	<p>4. The ball diamond at the front of complex has no smooth entrance into the field, only through the maintenance gate, which is closed. Ball field is built in a pit; therefore the whole viewing area is slanted on the hill. Recommended an entrance and viewing area on a level surface.</p>	Pending
	<p>5. The ball diamond at the far end of field would be more accessible, if there were a smoother path to the field, and viewing area.</p>	Pending
	<p>6. Playground area has a gravel path going to and from parking area.</p>	Pending
	<p>7. There are 2 regular port-a-potty's at the far end of field. Recommending one accessible port-a-potty. Otherwise, someone in a wheelchair would have to go all the way back to a building for the washroom. Currently the only buildings in the Complex that have wheelchair accessible washrooms are the Ennismore Library and the Chemong Community Care/ Lions Club Hall. The Ennismore Arena Complex for special events has external entrances to the washrooms, but would require a level surface for entry with a wheelchair.</p>	Pending

Ennismore Community Centre - Inside 553 Ennis Road	1. Exterior automatic door opener recommended	Pending
	2. Neither the ladies nor the men's washrooms are accessible. Extensive renovations would have to be made to make both washrooms accessible. In lieu of this, there was suggestion that the Referee's Room be converted into a uni-sex accessible washroom. When retrofitting consider the height of mirrors, soap/towel dispensers and grab bars	Pending
	3. Upstairs Community Hall is not accessible – washrooms are not accessible	Pending
	4. Recommend a total of 5 designated handicapped parking spaces. (3 now) Designate spaces adjacent to entranceways, ensure pavement is appropriately marked and the width of a car and a half.	Pending
Administration		
Barrier and Type	Strategy for Removal/Prevention	Status
Community Care Chemung Former Ennismore Township Municipal Office 549 Ennis Road	1. Recommended adding one more handicap parking spot to make parking lot more accessible, and use proper signage.	Pending
	2. Repairing exterior automatic door was recommended.	Pending
	3. It was recommended, that men's and ladies washrooms be made accessible, by insuring that the grab bars, mirrors and soap dispensers be properly positioned.	Pending
	4. Automatic doors on lower level recommended.	Pending
	5. Additional wheelchair parking recommended.	Pending
	6. Recommendation was to increase the size of wheelchair parking to 19 feet 8 inches.	Pending
	7. Improve signage for handicap/wheelchair parking recommended.	Pending
Bridgenorth O.P.P. Office 826 Ward Street	1. Recommended moving parking spot closer to office, and be set on a level surface area.	Pending

	2. Recommended that railing extend the full length of the ramp, to eliminate a potential hazard.	Pending
	3. Recommended adding another curb to access ramp at the O.P.P office entrance.	Pending
	4. Automatic door would not be suitable, due to the fact that the door has to remain locked at all times. There is someone in the office to open the door during scheduled hours of operation.	Pending
	5. Washroom is accessible, however, in order for a person in a wheelchair to access it, the shelving would have to be removed from inside, and the pathway to the washroom would have to be made barrier-free.	Pending
Ennismore Lions Club 549 Ennis Road	1. Pathway to entrance is accessible, and all doors are wide enough for a wheelchair. However, it was recommended that the automatic door be repaired.	Pending
	2. The platform in the main meeting room is not accessible for someone with a disability, and it was recommended that there be proper signage to clearly mark the step for the visually impaired. As of now, there is no one with a disability on the committee, but may see a need for a ramp in the future.	Pending
	3. The other committee room, billiard room, and kitchen are all spacious; a person in a wheelchair can easily maneuver around. Recommended having padded handles on the bar sink in the kitchen.	Pending
	4. Men's & ladies washrooms are both spacious and accessible for a wheelchair.	Pending
Lakefield Community Care 275 Queen Street	1. Recommended having a ramp to make main entrance accessible.	Pending
	2. Recommended railing along stairs at main entrance, to assist those able to climb stairs.	Pending
	3. Recommended painting the edges of stairs for better visibility.	Pending

	4. Recommended that doors be 3 feet 3 inches in width.	Pending
	5. Recommended making washrooms accessible.	Pending
Golden Years Club (Basement) 275 Queen Street	1. Due to the stairs, it makes this area inaccessible for a person in a wheelchair. Elevator recommended.	Pending
Library		
Barrier and Type	Strategy for Removal/Prevention	Status
Ennismore Library 551 Ennis Road	1. Exterior automatic doors recommended.	Pending
	2. A spring mechanism was recommended for the ladies washroom door, due to the fact that it was difficult to open.	Pending
	3. Washrooms are now used as storage space; this caused some space restrictions in the washroom and created difficulty with maneuvering a wheelchair.	Pending
Bridgenorth Library 826 Ward Street	1. Automatic doors for exterior and interior doors recommended.	Pending
	2. Public washrooms: Tie string on door to assist with closing, lower mirror and towel dispenser, install paddle handles for sink, and position hand rail adjacent to toilet.	Pending
	3. Consider the height of the customer service counter. Recommended lowering to 1.2 meters above surface.	Pending
	4. No access to the basement.	Pending
	5. Outdoor Ramp Recommended installing a rail along the length of ramp, and paint yellow strip along the side to highlight edge of ramp.	Pending

	6. Recommended adding another wheelchair parking space, with a “ No parking ” sign, and insuring space is level. Space should also be big enough to accommodate a vehicle ramp, and keep be kept clear of snow.	Pending
Lakefield Library 2 Queen Street	1. Recommended fixing automatic door at main entrance.	Pending
	2. Yellow paint on edges of stairs recommended.	Pending
Site Plan Reviews Undertaken during Year 1 (2003/04)		
Barrier and Type	Strategy for Removal/ Prevention	Status
Millwork Lumber Chemong Road	1 With regards to location of handicap parking, consider showroom, and service area. Also recommending that the width of handicap parking spaces be 19 feet 8 inches, and marked as “wheelchair only”.	Pending
	2. Recommending a 3 feet 3 inch automatic door, at entrance.	Pending
Town and Country Marine 2983 Buckhorn Road County Road 36	1. Recommend having two handicap parking spots on either side of the roof split, as it would be hazardous to have the spot directly under it. Potentially slippery area where the water and snow drop off.	Pending
	2. Recommended having space for “wheelchair only parking”, and be 19 feet 8 inches in width.	Pending
	3. With regards to location of parking, Consider showroom, and service area.	Pending

5.4 Sites Inspections Completed

The following sites were inspected, (October 1, 2003 to September 30, 2004) with no recommendations pending.

Location	Serving Residents of:	Municipal Address	Services Available
Cavan Transfer Station	Cavan-Millbrook-North Monaghan	1427 Syer Line	Rolloff, OCC
Downtown Millbrook OCC	Cavan-Millbrook-North Monaghan		OCC
Curve Lake Landfill	Curve Lake First Nation		Rolloff, OCC, PS
507 Cavendish	Galway-Cavendish & Harvey	3405 County Road 507	Rolloff, OCC, PS
Buckhorn	Galway-Cavendish & Harvey	980 Dump Road	Rolloff, OCC, PS, HHW
Bobcaygeon	Galway-Cavendish & Harvey	69 County Road 36	Rolloff, OCC, PS
Crystal Lake Road Site	Galway-Cavendish & Harvey	1018 Crystal Lake Road	Rolloff, OCC, PS, HHW
West Kosh Site	Havelock-Belmont-Methuen		Rolloff, OCC, PS
Jack's Lake Transfer Station	Havelock-Belmont-Methuen		Caddy, OCC
Oak Lake Site	Havelock-Belmont-Methuen	4755 County Road 46	Rolloff, OCC, PS
Belmont/6th Line	Havelock-Belmont-Methuen	900 6th Line Belmont	Rolloff, OCC, PS, HHW
Haultain	North Kawartha	6879 Highway 28	Rolloff, OCC, PS
Apsley IGA OCC	North Kawartha	132 Burleigh St	OCC
South Monaghan Landfill	Otonabee-South Monaghan	1233 East 4th Line	Rolloff, OCC, PS
Drummond Line Transfer Station	Otonabee-South Monaghan	1594 Drummond Line	Rolloff, OCC, PS
Smith Landfill	Smith-Ennismore	1480 County Road 18	Rolloff, OCC, PS
County-City HHW Site	Open to all County & City residents year-round (Wed-Sat 8am-4pm)	400 Pido Road, Ptbo.	HHW

OCC – Corrugated Cardboard

Rolloff – Large 15 or 20 yard bin for recyclables

PS – Polystyrene

Caddy - Use 96 Gallon caddies for recyclables

HHW – Seasonal Household Hazardous Waste Sites,
Usually operated from May to October

Section 6: Facilities & Properties Review

6.1 Review Date

The AAC will annually establish facilities/properties to be reviewed at both the County of Peterborough and Township of Smith-Ennismore-Lakefield. The facilities/properties identified for review appear in the Targets and Actions/Year Two Objectives – Section 10 of this Plan.

6.2 Review Methodologies

The AAC will conduct:

- site reviews for all municipally owned facilities.
- building plan review for construction/renovation to all municipally owned facilities.
- departmental reviews of policies and by-laws.

The goal of these reviews is to achieve operations that are inclusive for all (from a physical and sensory perspective), integrated for all (from a functionality and life safety perspective), and operationally sound (from a risk management and fiscal responsibility perspective). The checklist in Appendix A may be used as a general guideline while conducting operational reviews.

The appropriate Department Head and/or AAC support staff, together with at least one member of the AAC will conduct the review. The AAC will determine which of its members will be involved with site-specific reviews.

6.3 Status

When conducting departmental reviews, the following four choices are used to determine its status.

Pending: Pending the direction of Council and budgetary allocation.

Completed: If the review is completed, provide the dates completed.

Ongoing: If the review is still underway, provide a summary of the progress and an assessment if the review is within the times frames established for the review.

Planned: If areas of a department are reviewed and completed in phases, due to the structure/divisions of the department.

6.4 List of Barriers Identified

The following sample chart will be used to track the barriers identified in each department, and the recommendations for change.

Barrier	Barrier Type	Strategies for Removal Or Prevention

Section 7: Operational Review – County of Peterborough

7.1 Organization

County of Peterborough

7.2 Departments

Administration

This department provides corporate direction and support to Council and all other departments to ensure the effective and efficient delivery of all municipal services. Under the Administration Department are the Clerk's function and Museum Services Division.

- Municipal Office – Court House, **470 Water Street**, Peterborough

In addition, the Corporation owns a property immediately adjacent to the Court House that serves as the caretakers' dwelling.

- **55 Murray Street**, Peterborough

Clerk's Function (a division of Administration)

This department provides secretariat services to Council and staff to ensure adherence to County Bylaws and Provincial Legislation.

Museum Services (a division of Administration)

Lang Pioneer Village is a living history museum owned and operated by the County of Peterborough. It recreates, as accurately as possible, the rural history of Peterborough County through the active preservation, collection and interpretation of objects from the past. The facility houses 30 historical buildings with artifacts and operates as a year-round artifact collection facility and seasonal tourist attraction.

- **104 Lang Road** (Otonabee)

Finance

This department oversees the fiscal planning of the corporation, manages the financial holdings and processing of accounts payable and receivables for all County functions.

Geographic Information Services (a division of Finance)

The GIS division operates under the Finance Department and is currently completing a project that will see the County's mapping data become standardized to a level that is more compatible with outside agencies. Municipal data is available to staff via our Internet site and allows custom queries and reports.

Information Services Division (a division of Finance)

The Information Services Division operates under the Finance Department and maintains the corporate computer system, network, website, telephone system and related programs.

Human Resources

This department provides personnel and human resource advice and support to all employees of the County, including the Office, Public Works, Lang Pioneer Village, and Land Ambulance functions.

Emergency Medical Services (land ambulance)

This department provides emergency response, land ambulance services to County and City residents. Policy and budget decisions flow through a joint County-City Joint Services Steering Committee that reports to the respective County and City Councils. The department manages a fleet of ambulance vehicles, equipment and supplies and personnel are dispatched from four (4) base locations:

- **889 Weller Street**, Peterborough
- **280 Burleigh Street**, Apsley
- **41 Concession Street**, Lakefield
- **31 King Street**, Norwood

Planning Department

This department is responsible for planning-related land use functions in accordance with the provisions of the Planning Act. The department is responsible for the administration and development of the County Official Plan in addition to its delegated role as the administrative body for the approval of plans of subdivision/condominium and local municipal official plans/amendments and severances. The department is responsible for providing advisory and technical services to the public, Council/Committee, local municipalities and other government agencies. The department also undertakes the Municipal Plan Review function for specific Provincial matters as delegated by various Provincial ministries.

Within the planning function lies trail development and management, emergency preparedness, 9-1-1 municipal addressing, ownership and maintenance of a county forest and weed inspection.

Trails and Forest (a division of Planning)

The County has developed a recreational trail system linking the Rotary Greenway Trail in the City of Peterborough to the Lakefield Trail in the Village of Lakefield.

- Scenic River Road Trail (**County Rd 32 – River Road**)

The County owns and manages a 44,000 acre forest in Belmont and Dummer Wards, and located within the forest is a single house that is available to hunters on a rental basis.

- County Forest (Belmont and Dummer Wards)
- County Forest House

Emergency Preparedness (a division of Planning)

This department coordinates the emergency preparedness and response measures of the County given a state of emergency.

9-1-1 Municipal Addressing (a division of Planning)

A 9-1-1 municipal addressing system of all properties in the County of Peterborough is maintained within this function and updated within the GIS function.

Weed Inspection (a division of Planning)

Weed inspection activities are carried out by the County Weed Inspector who, in accordance with the Weed Control Act, is charged with controlling the spread of noxious weeds on properties in the County of Peterborough.

Public Works Department

This department is responsible for county road construction, maintenance and winter control activities on county roads and bridges. The road network is comprised of 731 kilometres of county road and 137 bridge/culvert structures. The department operates from the following locations:

- **713 County Road 4** (Douro) – offices, garage, equipment storage, salt shed, 2 salt/sand domes
- **1111 County Road 10** (Cavan) – garage, equipment storage, salt shed, storage shed, sand/salt dome
- **2111 County Rd 6** (Dummer) – salt shed, salt/sand dome
- **275 County Rd 24** (Centre Line, Smith) – office, storage shed, salt shed, salt dome
- **649 County Rd 46** (Belmont) – equipment garage, sand/salt dome, salt shed
- **335 Centre Line** (Asphodel) – sand/salt dome
- **2292 County Rd 36** (Galway) – salt shed, sand/salt dome, equipment garage

Within the public works function is the Environmental Services Division.

Environmental Services Division (a division of Public Works)

The Environmental Services Division manages a waste diversion and collection program for County residents and business owners. It continually investigates

new programs that will work towards achieving the 50% waste diversion target established by County Council. Current programs include a blue box curbside collection and depot program, composting, a household hazardous waste collection program, white goods collection and an adopt-a-road program.

- Curbside collection is provided in the Townships of Asphodel-Norwood, Cavan-Millbrook-North Monaghan, Douro-Dummer, Otonabee-South Monaghan, Smith-Ennismore-Lakefield and Village of Havelock.
- Depot collection is available from the following depot locations:
- White Goods Collection locations are established on an event-by-event basis.

Location	Serving Residents of:	Municipal Address	Services Available
Norwood Landfill	Asphodel-Norwood	187 County Road 40	Rolloff, OCC, PS
Cavan Transfer Station	Cavan-Millbrook-North Monaghan	1427 Syer Line	Rolloff, OCC
Downtown Millbrook OCC	Cavan-Millbrook-North Monaghan		OCC
Hall's Glen Landfill	Douro-Dummer	1951 County Road 6	Rolloff, OCC
Douro Public Works Yard	Douro-Dummer	713 County Road 4	OCC
507 Cavendish	Galway-Cavendish & Harvey	3405 County Road 507	Rolloff, OCC, PS
Buckhorn	Galway-Cavendish & Harvey	980 Dump Road	Rolloff, OCC, PS, HHW
Bobcaygeon	Galway-Cavendish & Harvey	69 County Road 36	Rolloff, OCC, PS
Crystal Lake Road Site	Galway-Cavendish & Harvey	1018 Crystal Lake Road	Rolloff, OCC, PS, HHW
West Kosh Site	Havelock-Belmont-Methuen		Rolloff, OCC, PS
Jack's Lake Transfer Station	Havelock-Belmont-Methuen		Caddy, OCC
Oak Lake Site	Havelock-Belmont-Methuen	4755 County Road 46	Rolloff, OCC, PS
Belmont/6th Line	Havelock-Belmont-Methuen	900 6th Line Belmont	Rolloff, OCC, PS, HHW
Haultain	North Kawartha	6879 Highway 28	Rolloff, OCC, PS
620 (Chandos)	North Kawartha	1834 County Road 620	Rolloff, OCC, PS
Anstruther Lake	North Kawartha	400 Anstruther Lake Road	Rolloff, OCC, PS, HHW
South Monaghan Landfill	Otonabee-South Monaghan	1233 East 4th Line	Rolloff, OCC, PS
Drummond Line Transfer Station	Otonabee-South Monaghan	1594 Drummond Line	Rolloff, OCC, PS
Smith Landfill	Smith-Ennismore	1480 County Road 18	Rolloff, OCC, PS
Ennismore Landfill	Smith-Ennismore	486 Edenderry Road	Rolloff, OCC, PS
County-City HHW Site	Open to all County & City residents year-round (Wed-Sat 8am-4pm)	400 Pido Road, Ptbo.	HHW

OCC – Corrugated Cardboard

Rolloff - Large 15 or 20 yard bin for recyclables

PS – Polystyrene

Caddy - Use 96 Gallon caddies for recyclables

HHW – Seasonal Household Hazardous Waste Sites, Usually operated from May to October

The Environmental Services Division works with the City of Peterborough in the joint management of the County-City Landfill Site. The County and City jointly own the facility, which is managed by the City of Peterborough. Policy and budget decisions flow through a joint County-City Waste Management Committee that reports to the respective County and City Councils.

Social Services Department

The City of Peterborough is the designated service provider for Social Services delivery in the County and City. Services are administered and delivered by the City of Peterborough under a contract arrangement. Policy and budget approvals flow through a joint County-City Joint Services Steering Committee that reports to the respective County and City Councils.

Section 8: Operational Review – Township of Smith- Ennismore- Lakefield

8.1 Organization

Township of Smith-Ennismore-Lakefield

8.2 Departments

General Government

To ensure the effective and efficient delivery of all municipal services, this department provides financial services and administrative support to Council and all other departments. Services are provided from the following locations:

- **1310 Centre Line**, Bridgenorth – Municipal Offices

General Government is also responsible for the following buildings:

- **Lakefield Memorial Hall** – 8 Queen Street
- **549 Ennis Road** – Former Ennismore Township Municipal Offices
- **1027 Willcox** – Former Chemong Junior School
- **1024 Gore Street** –Bridgenorth Beautification Committee Office

Economic Development

The goal of this department is to implement the recommendations contained in the Economic Strategy 2002-2012, and is responsible for promoting the Township and fostering an environment for positive growth.

- **1 Water** – Lakefield Marina

Fire Services

This department is responsible for fire suppression, medical assistance, and fire prevention.

- Hall 1 – **833 Ward Street** – Bridgenorth
- Hall 2 – **41 Street Concession** – Lakefield
- Hall 3 – **2735 Fitzpatrick Road** – Young's Point
- Hall 4 – **1964 Curve Lake Road** – Curve Lake
- Hall 5 – **801 Tara Road** – Ennismore

Police Services

This department is responsible for all services associated with policing the Township of Smith-Ennismore-Lakefield. (O.P.P. in Smith and Ennismore Wards, and Peterborough-Lakefield Community Police in the Lakefield Ward).

- **12 Queen Street** – Peterborough Lakefield – Lakefield Police Services Building
- **826 Ward** – Smith-Ennismore Community Policing Office

Public Works

This department is responsible for roads (construction and maintenance), sidewalks, street lights, gravel pits, waste management.

- **1280 Centre Line** – Public Works Garage
- **275 Queen Street** – Lakefield – Public Works Garage
- **801 Tara Road** – Ennismore – Public Works Garage
- **1510 8th Line** – Gravel Pit
- **1759 Preston Road** – Gravel Pit
- **1480 8th Line** – Smith Landfill Site
- **486 Edenderry Line** – Ennismore Landfill Site

Parks, Open Spaces and Public Properties

This department is responsible for all parks, sports fields, open spaces, playgrounds, Lakefield Campground and Marshland Centre.

- **65 Hague Blvd** – Lakefield Campground
- **20 Concession Street via arena parking lot** – Isabel Morris Park
- **2 Hague Blvd** – Douglas Sports Centre
- **65 Hague Blvd** – Lakefield Beach
- **8 Queen Street** – Cenotaph Park
- **Selwyn Park Road** – Selwyn Park
- **908 Jones Beach Road** – Jones Beach
- **1000 Communication Road** – Chemong Lions & Champlain Park
- **Enter at 553 Ennis Road** – Ennismore Recreation Complex (outdoor facilities)
- **1053 Ennis Road** – Ennismore Waterfront Park

*Special events (temporary) – use checklist to ensure accessibility issues are met

Recreation Facilities/Programs

This department includes arena and other recreation facilities (buildings).

- **65 Hague Blvd** – Marshland Centre
- **555 Ennis Road** – Ennismore Arena
- **555 Ennis Road** – Ennismore Multi-Use Building (Curling Club)
- **20 Concession Street** – Lakefield Smith Community Centre

Library Services

This department is responsible for the operation of three library branches, one in each of the Township Wards.

- **826 Ward Street** – Bridgenorth Library Branch
- **551 Ennis Road** – Ennismore Library Branch
- **2 Queen Street** – Lakefield Library Branch

Building and Planning and By-law Enforcement

This department is responsible for processing building permit applications, planning applications, Committee of Adjustment applications and customer information requests. The department is also responsible for determining building requirements, for the creation of plans and documentation for township building construction/expansions, and for determining required building repairs and upgrades. This department performs all building and plumbing inspections, and enforces all building and planning related codes and Township By-laws.

Section 9: Decision-Making Review

9.1 Organization

The AAC will meet at least six times per year to review, comment and make recommendations to the respective Council of the County of Peterborough or Council of the Township of Smith-Ennismore-Lakefield on accessibility-related issues that exist within the County and Township operations.

9.2 Department

The appropriate department(s) of both the County of Peterborough and the Township of Smith-Ennismore-Lakefield will be involved in the decision making review, in consultation with the AAC. The Committee will be responsible for reviewing all Site Plan Control Applications applicable to the Township of Smith-Ennismore-Lakefield, reviewing all building renovation and construction projects for County and Township initiated projects and commenting on Township design standards for streetscapes.

9.3 Review Date

The AAC will annually establish items to be reviewed for both the County of Peterborough and Township of Smith-Ennismore-Lakefield. Prior to the conclusion of each annual accessibility plan, the AAC will review a listing of barriers identified throughout the year to prioritize implementation of the identified barriers.

9.4 Review Methodologies

The AAC, or a sub-committee of the AAC, and appropriate Department Head(s) will carry out reviews of by-laws, policies, practices and procedures to evaluate accessibility related issues as identified by the AAC. The goal is to achieve policies that are inclusive, from physical and sensory perspectives; integrated, from functionality and life safety perspectives; and operationally sound, from a risk management and fiscal responsibility perspective. The checklist in Appendix A will be used as a general guideline while conducting reviews.

9.5 Status

When conducting departmental reviews, the following four choices are used to determine its status.

Pending: Pending direction of Council and budgetary allocation.

Completed: If the review is completed, provide the dates completed.

Ongoing: If the review is still underway, provide a summary of the progress and an assessment if the review is within the time frames established for the review.

Planned: If areas of a department are reviewed and completed in phase's relating to the structure/divisions of the department.

9.6 List of Barriers Identified

The following sample chart will be used to track the barriers identified in each department, and the recommendations for change. The chart for AAC use appears in Appendix B of the Annual Accessibility Plan.

Barrier	Barrier Type	Strategies for Removal or Prevention

Section 10: Targets and Actions/Year 2 Objectives

The County of Peterborough and Township of Smith-Ennismore-Lakefield are committed to creating barrier free communities. The Ontarians with Disabilities Accessibility Advisory Committee concurred that the following objectives shall be undertaken during Year 2 (October 1, 2004 to September 30, 2005) of the Ontarians with Disabilities Act.

10.1 Reporting process

In relation to the Site Inspections conducted for the County of Peterborough and the Township of Smith-Ennismore-Lakefield, recommendations were made for improvements. To ensure that these recommendations are addressed, a reporting process will be developed which will give accountability to the follow-up of these recommendations. Once existing barriers have been eliminated and preventative measures such as accessibility standards and guidelines have been implemented, the annual accessibility plans will address the ongoing suitability of the guidelines, how they are used and identify exceptional impacts on these plans.

It is important to AAC, that the changes taking place will also depend on the amount of funds allocated to a specific need or area and any potential future amendments to the Ontarians with Disabilities Act

10.2 Parking Review

Parking By-Laws

A review of existing parking By-laws currently in place in each County Municipality and the City of Peterborough will be conducted. The review will involve investigating where disabled parking spots are currently designated, the cost fines, and how By-laws are enforced. The intent of this research is to develop and implement a common County of Peterborough approach to designated disabled parking spaces. (cost of fines, and enforcement) The experience of the County-Township approach to designated disabled parking will be shared with officials and accessibility advisors of the local County municipalities.

Zoning By-Laws – Parking Guidelines

Furthermore, the Accessibility Advisory Committee will develop and recommend to Township Council appropriate handicap parking guidelines to incorporate into the Township's Zoning By-law which is currently being consolidated. Items to be considered include signage, location, size of spaces, suggested number of designated spaces, etc.

Again the intent is to share this resource with the local municipalities throughout the County of Peterborough in an effort to promote a common County of Peterborough approach.

10.3 Bridging the Gap – Enhancing Communications/Public Relations

The AAC will implement a system to reward the private-sector for their achievements in implementing accessibility-related building improvements and business practices.

An initial form of this reward system will be the presentation of a “Certificate of Recognition” to these private-sector leaders.

Open communication will be developed with not-for-profit organizations, business and service clubs, so that each party will gain a better awareness of how to meet the needs of all types of disabilities which may not necessarily be represented on the Accessibility Advisory Committee.

Improvements can be made in our communities by broadening the Committees’ work beyond mobility-related issues.

The AAC will develop an ongoing communication link with Service Clubs, area municipalities (including the City of Peterborough) and will organize an annual meeting of all AAC’s and Accessibility Advisors within the County and City of Peterborough. The aim will be to develop an awareness of other disabled groups, and share resources to bridge communications, thereby enhancing and expanding the process of deputation within the community.

10.4 Sites to be inspected

Location	Serving Residents of:	Municipal Address	Services Available
Lang Pioneer Village	Peterborough County	Highway 7, South on County Road 34	Tourist destination
Court House/County	Peterborough County	470 Water Street Peterborough, ON K9H 3M3	Municipal Office
Township Office	Smith-Ennismore-Lakefield	1310 Centre Line P.O. Box 270 Bridgenorth, ON K0L 1H0	Municipal Office
Anstruther Lake (County Recycling Depot facility)	North Kawartha/County of Peterborough	135 Burleigh Street, P.O. Box 550 Apsley, ON, K0L 1A0	County Recycling Depot facility

10.5 Public Resources

It was noted, that design improvements could be incorporated within the County of Peterborough and Township of Smith-Ennismore-Lakefield web sites to make them more accessible. Furthermore, the Township of Smith-Ennismore-Lakefield’s Parks and Recreation Department produces a Parks and Recreation Guide that should also incorporate and advertise sites within the Township that are accessible.

10.6 Building Code Checklist

Bring to completion a checklist of recommendations for building contractors. For the private sector builder, this will serve as a guideline to construct a building that is accessible well beyond the requirements that are currently in place in the present Building Code. For the public sector, this list will act as a guideline when developing maintenance and building budgets by the respective municipalities with an aim of enhancing the accessibility of a municipal facility.

Appendix A: Inspection Checklist

Review Location: _____

Review Date: _____

Review Undertaken By: _____

Barrier: Parking

Comments

Proximity	
Path of Travel	
On & Off Street Parking	
Grade of Parking	
Curb Cuts	
Surfacing	
Drainage Covers	
Meters (and height of Meters/dexterity)	
Snow Removal	
Ratio of Handicap Spaces	
Size of Handicap Spaces (sufficient for oversize handicap vehicles)	
Signage (Height of Signage and Visibility – weather conditions)	
Stripes	

Barrier: Path of Travel	Comments
Surfacing	
Grade	
Width	
Curb Cuts	
Ramps (exterior & interior)	
Stair Railing	
Steps	
Internal Path of Travel	
Visual/Physical Obstructions	
Lighting	
Protruding/Freestanding/ Hanging Objects	

Barrier: Doors**Comments**

Width	
Handles	
Weight	
Force required to open manual doors	
Automatic Opener (Timing, speed)	

Barrier: Elevator**Comments**

Lifts	
Signage	

Barrier: Signage**Comments**

Location	
Size	
Font	
Language	
Braille	

Barrier: Service Counters**Comments**

Height	
Cubicle Access	

Barrier: Washrooms**Comments**

Doors	
Signage	
Showers	
Sinks (Vanity Depth & Height)	
Toilets (Height)	
Stall Dimension	
Railings	
Water Fountains	
Proximity of Toilet Paper Dispenser	
Proximity & Measurements Of Supporting Side Bar	

Appendix B: List of Barriers Identified

Barrier	Barrier Type	Strategies for Removal or Prevention