



# Centre Wellington

## 2017 UPDATE TO THE MULTI-YEAR ACCESSIBILITY PLAN

<http://www.centrewellington.ca/Accessibility>



## **Commitment**

The Township of Centre Wellington is committed to being responsive to the needs of its residents and to recognize the diverse needs of all residents. The Township of Centre Wellington strives to provide services and facilities that are accessible.

This Multi-Year Accessibility Plan outlines our approach to ensuring an inclusive workplace and ensuring that our services are provided in an accessible manner for the public.

Our goal is to ensure accessibility for our employees and the public in our services and facilities.

## **Obligations**

The Multi-Year Plan is based upon requirements under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). The AODA sets out the roadmap for an accessible Ontario by 2025. The requirements under the Integrated Accessibility Standards Regulation are being phased-in over several years to allow organizations time to incorporate accessibility into their regular business practices.

The Township's multi-year accessibility plan celebrates our accomplishments and documents the short and long-term requirements. The multi-year plan lays out how the Township will accomplish the following:

- Meet their accessibility requirements within required timelines specified in the Integrated Accessibility Standards Regulation,
- Address any current accessibility barriers
- Prevent and remove future barriers.

## **Multi-Year Accessibility Plan Timeline and Deliverables Outcomes**

The Township of Centre Wellington's Multi-Year Accessibility Plan sets out how our organization will further our accessibility goals over the next several years. This is the second multi-year accessibility plan. The Township will focus on the following areas:

- Reviewing and updating, if necessary, policies, procedures and practices
- Reviewing and updating, if necessary, communications and awareness
- Design of Public Spaces
- Technology
- Infrastructure

### **Key Outcomes**

1. People with disabilities will have access to goods and services in a timely manner
2. People with disabilities will have access to information and communications in alternative formats.
3. People with disabilities can participate fully in services and employment with the Township, including a barrier-free recruitment process.
4. Removing barriers on recreational trails, outdoor play spaces, parking, along sidewalks and at pedestrian crossing areas will make public spaces easier to navigate, allowing people with disabilities to enjoy outdoor spaces.
5. People with disabilities experience greater accessibility in Township-owned facilities.
6. Considering the needs of people with disabilities from the earliest stages when designing, planning and constructing will result in a more accessible and liveable community.

### **Our Approach**

1. Revised human resources policies and procedures as required.
2. Continuous training to existing and new staff.
3. Continue to identify and remove barriers to employment
4. Continue to make municipal facilities accessible in accordance with the County of Wellington's Facility Accessibility Design Manual (FADM).
5. Maintain accessible website, including accessible web content.
6. Engage the public and receive feedback.
7. Ensure there is access to information and communications.
8. Adopt the revised (2016/2017) County of Wellington Facility Accessibility Design Manual (FADM) for construction projects.
9. Publish Annual Accessibility report.
10. Continue to partner with the County of Wellington Accessibility Advisory Committee.

# Accomplishments in 2016



Renovations to the Tourism Office, included installation of accessible washrooms and accessible entrance and doors.

Pathway at Tait Park paved and widened to make accessible.

Pathway at Bissel Park installed and paved to provide access to accessible public washrooms.

Accessible playgrounds within the Westminster and Strathlea subdivisions

Accessible sidewalk leading to the side entrance of Caressant Care, included a curb cut, new sidewalk, new cement pad and bench with wheel chair accessibility.



 **Eden Cremation Garden, 1 of 3**  
Belsyde Cemetery - Township Centre Wellington

FILE Ref. No.: 15125  
Date: April 27, 2016

Development of the new Eden Garden cremation garden in Belsyde Cemetery will include two (2) accessible parking spaces and existing grades with slopes up to 18% improved to a maximum slope of 5% to achieve accessibility. Cemetery road width widened to facilitate vehicular travel, and improve the casket carrying distance for pallbearers.

The new Eden Cremation Garden includes pedestrian walkways and paved areas at a maximum slope with the incorporation of new benches with accessible concrete pad to accommodate wheelchairs.

## **Accessible Customer Service**

The Accessibility Standard for Customer Service was the first standard to become law. The Township of Centre Wellington is committed to ensuring all customers receive services in a timely and accessible manner. Members of the public will receive customer service in a manner that will meet their needs and ensures integration, independence, dignity and equal opportunity. The Township will continue to:

- Review customer feedback and take appropriate action.
- Comply with the requirements of the Customer Service Standard, including the Accessibility policy and ongoing training for existing and new staff.

## **General Requirements**

The next four standards – Information and Communications, Employment, Transportation and Design of Public Spaces – have been combined under one regulation, the Integrated Accessibility Standards Regulation (IASR). This regulation is now law and the requirements are being phased in between 2001 and 2021. The Township is committed to developing, implementing and maintaining policies governing how we achieve or will achieve accessibility through meeting our requirements under the accessibility standards referred to in this Regulation.

### **What we have done:**

- Developed the Township's Multi-year Accessibility Plan in consultation with the County-wide Accessibility Advisory Committee and posted status updates of the plan on the Township's website in accordance with AODA requirements.
- Continue to incorporate accessibility features into our procurement or acquisition of goods, services and facilities wherever practicable.
- Continue to train all staff, volunteers and third parties on the IASR and on the Ontario Human Rights Code as it pertains to people with disabilities.
- Consideration for planning and organizing events that are inclusive and accessible.

- The Wellness Committee and Human Resources Department has facilitated Mental Health Initiatives such as a Lunch and Learn Workshop by Myrna Hutchison from #GetInTouchForHutch (Suicide Awareness), Lunch and Learn workshop facilitated by Homewood Health: Beyond Stigma, Increasing our Understanding of Mental Health in the Workplace and also training members of the Wellness and Staff Association Committees primarily with preventing and identifying mental health in the workplace.

## **Information and Communications**

Information and communications are an important part of the Township of Centre Wellington operations and service provision. It is important to the Township that information and communications are created in a way that considers accessibility.

The Township will follow universal design principles and best practices when developing, implementing and maintaining information and communications strategies and products. This will include: websites, intranet sites, print communications materials as well as face-to-face interactions.

The Township is committed to ensuring information and communications are available and accessible to people with disabilities. We will continue to:

- Comply with the Web Content Accessibility Guidelines with respect to the Township's website to make certain both internal and external websites are accessible to people with disabilities.
- Develop and improve resource materials for creating accessible documents for common software programs such as MS Word, Excel and PowerPoint.
- To ensure staff have the knowledge, tools and technical advice to create accessible materials.
- Provide accessible Council and Committee minutes and agendas and live streaming of meetings with the assistance of Icompass software system.
- Provide information in alternative formats

## **Progress**

1. (Ongoing) Create Accessible Documents Training (Word and PDF)
  - Provide resource material to staff
  - Ensure resource material is readily available to staff
  - Training specific staff on how to verify and repair PDF's
2. (Ongoing) compliance of website in accordance with WCAG 2.0
3. (On-going) Ensure documents are available in an alternate format, upon request.
4. (On-going) Review information and communications processes and products to improve accessibility.

5. (Ongoing) Making sure emergency information, procedures, plans and public safety information is available in alternative formats when requested through our partnership with the County of Wellington.

## **Employment**

The Township of Centre Wellington is committed to ensuring the process of finding, getting and keeping a job is as inclusive as possible in order to build an effective workforce. Human Resources staff will receive training in order to meet compliance under the Integrated Accessibility Regulation. It is expected training will cover a variety of topics, including:

- Understanding employer obligations to provide employment accommodations.
- How to identify and remove barriers in the workplace.
- Enhancing workplace emergency responses through individualized emergency response information and assistance as required.
- Revising individual work plans and developing a manager's guide, tools and templates to remove barriers from the recruitment process.

## **Progress**

1. (Ongoing review) of Work Place Accommodations for Disabilities Policy
2. (Ongoing review) of Hiring and Selection Policies
3. (Ongoing review) of Recruitment process to remove barriers from the hiring process.
  - Reviewed job advertisements and descriptions on a go-forward basis.
  - Removed barriers from the selection process. All applicants invited to interviews are asked if they require accommodations in order to participate.
4. (Ongoing) Inform employees of policies to support employees with disabilities, current employees are advised of policies through the Township's Intranet site
5. (Ongoing) Provide or arrange for accessible formats and communication supports when it is requested by an employee with a disability and the information or device is needed to perform the employee's job
6. (Ongoing) Written process for the development of documented individual accommodation plans for employees with disabilities.
7. (Ongoing) Return to work process for employees who have been absent from work due to a disability and require disability-related accommodations to return to work.
8. (Ongoing) Job advertisements are currently posted in a variety of newspapers and websites. Job advertisements and descriptions are available in an alternate format upon request.

## **Transportation**

The majority of the Transportation standard does not apply to the Township of Centre Wellington, as the Township does not have public transit systems.

With regard to the accessibility requirements for taxicabs, the Township of Centre Wellington entered into a reciprocal agreement in 2009 with the County of Wellington. This agreement delegates the authority of the Township to the County for the licensing and regulation of taxicabs, accessible taxicabs and limousine services. In December 2011, the County of Wellington amended Taxi By-Law 5266-11 to reflect the requirements in the Integrated Accessibility Regulation.

The County of Wellington will initiate a process to help determine the proportion of on-demand accessible taxis required by the participating area municipalities.



## Design of Public Spaces

Ontario is making public spaces accessible through the Design of Public Spaces. The Design of Public Spaces Standard builds on accessibility design practices already emerging in our communities when new public spaces are built, and when major changes are made to existing buildings.

Accessible public spaces provide important links between places to work, travel, shop and play and they make it easier for people with disabilities to move through, use and enjoy what the community has to offer.

The requirements of the standard are divided into seven sections:

- Recreational trails and beach access routes
- Outdoor public use eating areas, like those found at rest stops or picnic grounds
- Outdoor play spaces
- Exterior paths of travel (sidewalks or walkways) and their associated elements, such as ramps, stairs, curb ramps, rest areas and accessible pedestrian signals
- Accessible off-street and on-street parking spaces
- Obtaining services (service counters, fixed queuing guides and waiting areas)
- Maintenance planning

### Progress (2017-2021)

(Ongoing) work in the Belsyde Cemetery, accessible grades, accessible parking spaces and benches

(2017) Fergus Grand Theatre renovations to front lobby and washrooms. This renovation represents an opportunity for people with disabilities to access the theatre with unprecedented ease. Community Services has also applied to the Canada 150 grant to help offset Township costs for these renovations and upgrades. Appendix A to this report illustrates the ramping, entrance and washroom design.

(2017-2020) Addressing accessibility barrier in Community Services Buildings

#### Centre Wellington Sportsplex

- Pool door hallway
- Pool viewing gallery door

- Men's pool change room door to deck
- Ladies pool change room door to deck
- Family pool change room door to deck
- Two accessible doors for hall of fame to washrooms
- Four accessible doors for hall of fame washrooms
- Accessible door to Gord Brown hall
- Accessible door to Unity Hall
- Two accessible doors to Pad B washrooms

### Elora Community Centre

- Front arena entrance door
- Front arena entrance vestibule door
- Front hall entrance door
- Front hall vestibule door
- Lobby door to the arena
- Door to access wheelchair ramp
- Accessible viewing area (not able to make fully accessible)
- One accessible washroom in arena
- One accessible washroom in hall
- Two accessible change rooms

### Belwood Hall

- Accessible front entrance and door
- Accessible access to washrooms from the hall
- One accessible washroom

2018-2019) Southridge Development Park washroom building

2018-2019 Victoria Street Pedestrian Bridge

(2019-2021) Barrier Free Children's Play Structures # 1 and 2 (Sorbara Summerfields Development)

(2020) Accessible pedestrian signals, Gerrie Road/Colborne Street intersection and County Road 7 and York Street intersection

(2021) Victoria Park – pave the stone dust track surface

## Contact Information

The Township of Centre Wellington is committed to removing barriers for people with disabilities and providing accessible services for our residents. As we strive to be more accessible, we would like your input. Do you have any thoughts or feedback on what we have accomplished so far? Or do you have ideas on how our projects or policies could be improved?

Please contact us with your questions and ideas.

Mailing Address      Kerri O’Kane, Manager of Legislative Services/Municipal Clerk

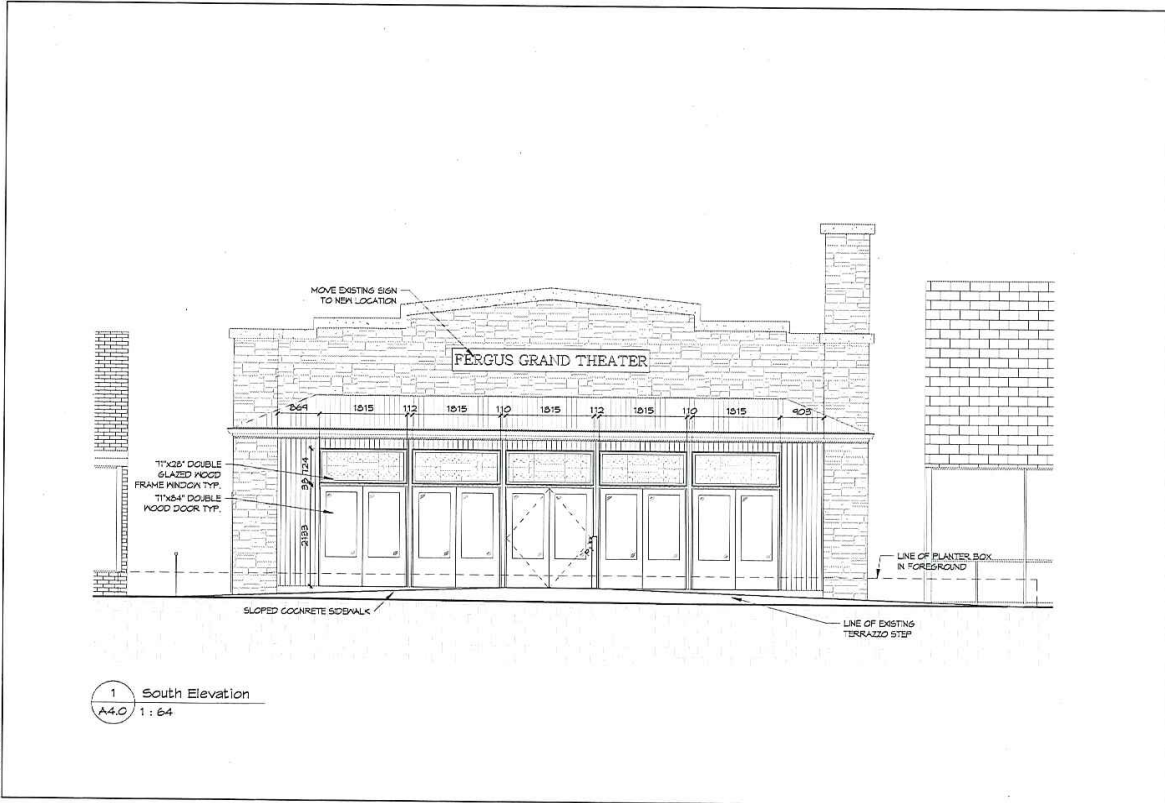
1 MacDonald Square, Elora, Ontario N0B 1S0

Email                      [kokane@centrewellington.ca](mailto:kokane@centrewellington.ca)

Telephone:              519-846-9691 x 243

This document is available in alternative formats.

# Appendix A



1 South Elevation  
A4.0 1:64

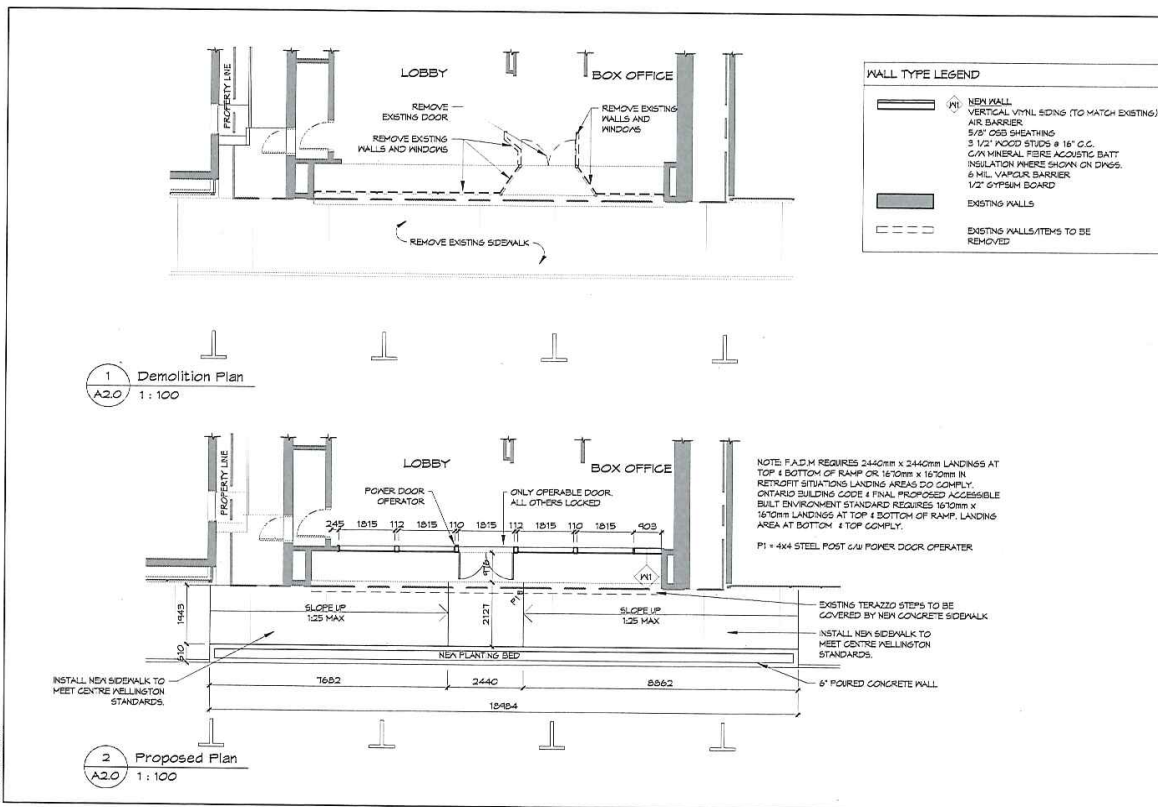
**JAMES FRYETT**  
ARCHITECTURE INC.  
1415 10th Street NW  
Fergus Falls, MN 56540  
www.jamesfrayett.com

Fergus Grand Theater Barrier Free Entrance  
244 St. Andrew St. W. Fergus  
Building Elevation Option #5

DATE	DESCRIPTION

A4.0

# Appendix A



**JAMES FRYETT**  
ARCHITECTURE INC.

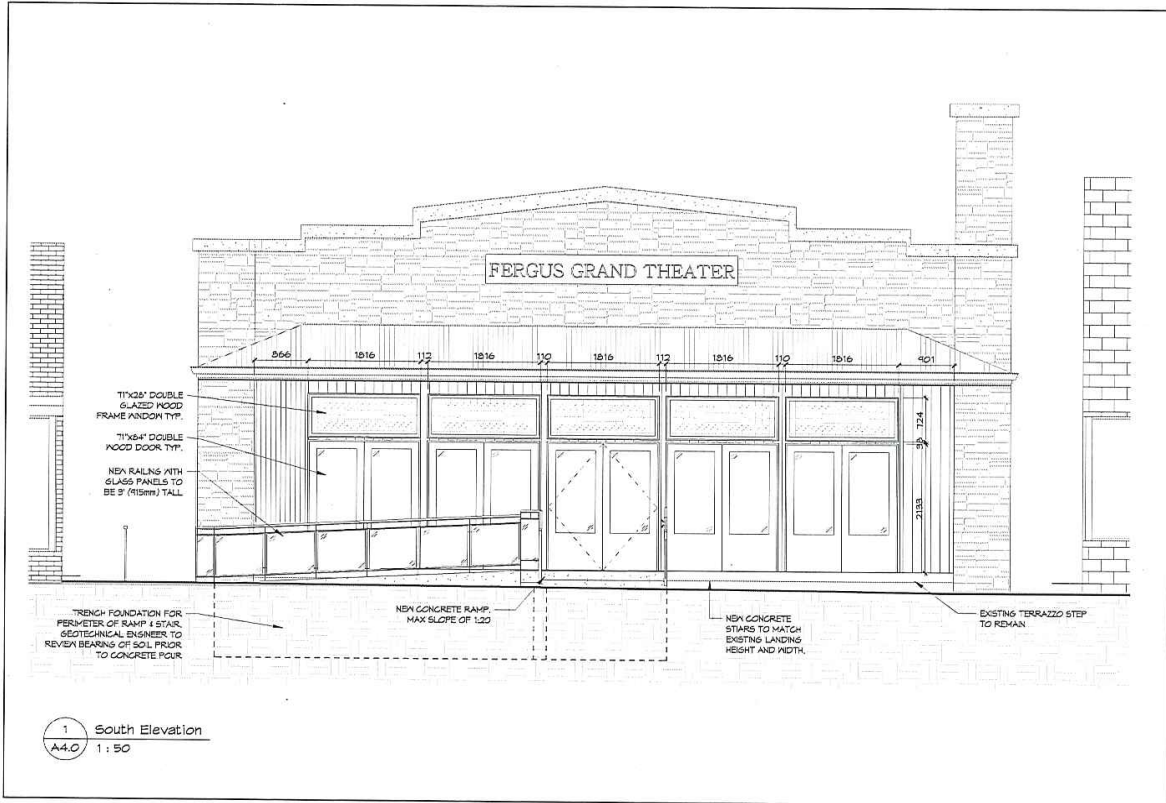
Fergus Grand Theatre Barrier Free Entrance  
244 St. Andrew St. N. Fergus

Demo & Proposed Plans Option #5

DATE: 2013.05.14  
PROJECT: FERGUS GRAND THEATRE  
DRAWING: A2.0  
SCALE: 1:100  
SHEET: 20/20

A2.0

# Appendix A



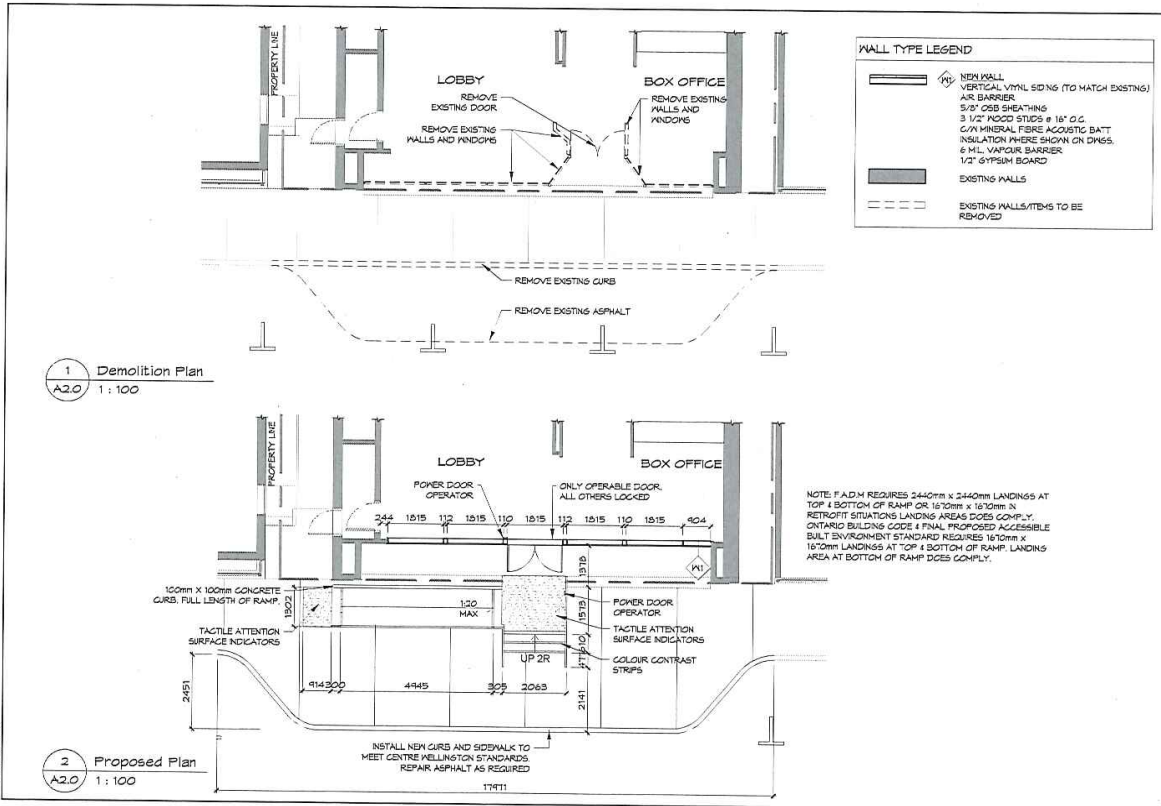
**JAMES FRYETT ARCHITECTURE INC.**  
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Fergus Grand Theater Barrier Free Entrance  
 244 St. Andrew St. N. Fergus  
 Building Elevation Option #4

NO.	DESCRIPTION	DATE	BY	CHKD.
1	ISSUED FOR PERMIT	08/14/2014	JF	JF
2	REVISED	08/14/2014	JF	JF
3	REVISED	08/14/2014	JF	JF
4	REVISED	08/14/2014	JF	JF
5	REVISED	08/14/2014	JF	JF

A4.0

# Appendix A



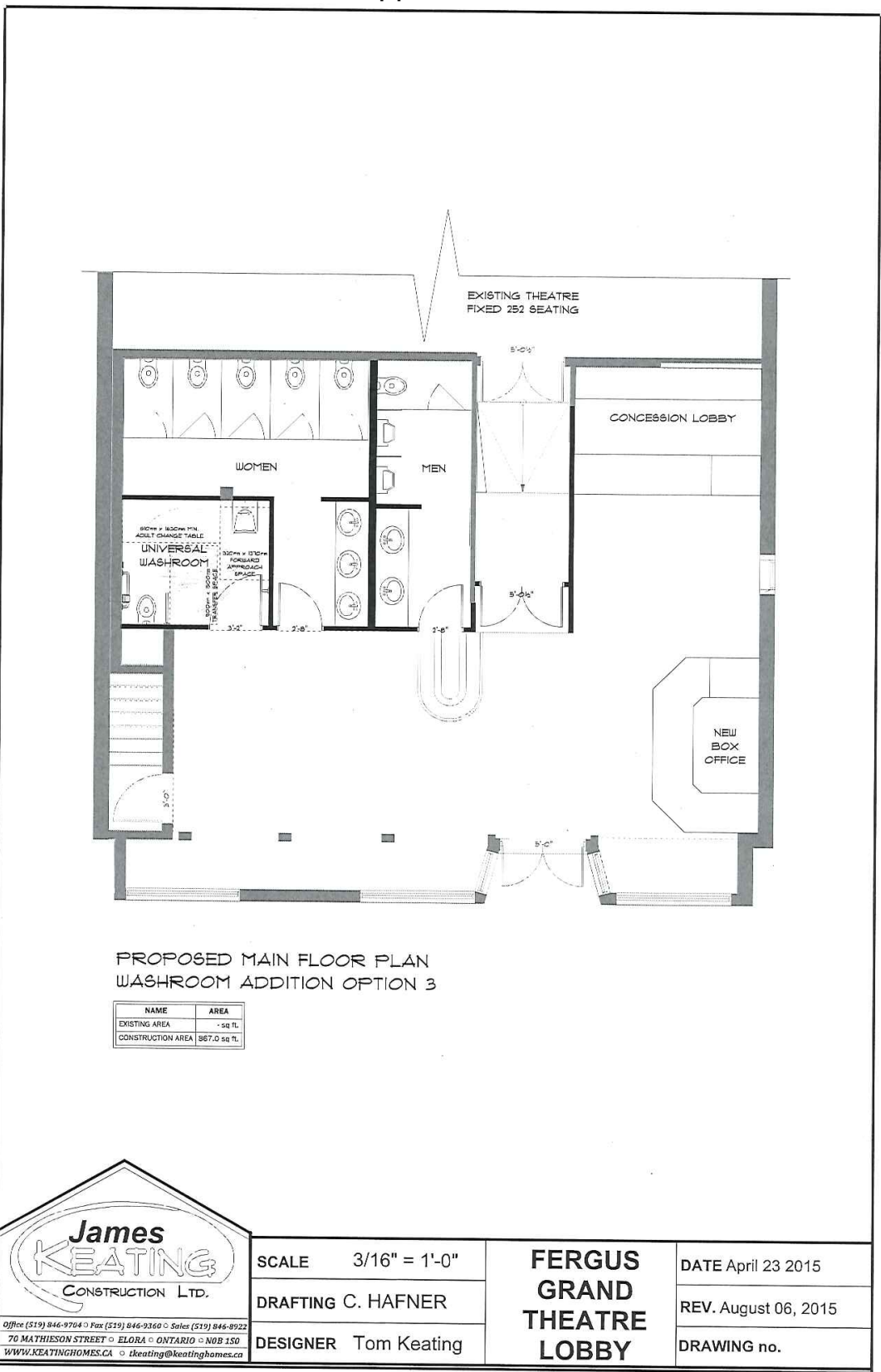
**JAMES FRYETT ARCHITECTURE INC.**  
 244 St. Andrew St. N. Fergus, ON N4Y 2B4  
 TEL: 519-845-2261  
 FAX: 519-845-2262  
 WWW: JAMESFRYETT.COM

**Fergus Grand Theater Barrier Free Entrance**  
 244 St. Andrew St. N. Fergus  
 Demo # Proposed Plans Option #4

DATE:	2014.03.14
PROJECT:	Fergus Grand Theater Barrier Free Entrance
ISSUE:	1
SCALE:	1:100
DRAWN BY:	JF
CHECKED BY:	JF
DATE:	2014.03.14

**A2.0**

# Appendix A



**James KEATING**  
CONSTRUCTION LTD.

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SCALE 3/16" = 1'-0"  
DRAFTING C. HAFNER  
DESIGNER Tom Keating

**FERGUS  
GRAND  
THEATRE  
LOBBY**

DATE April 23 2015  
REV. August 06, 2015  
DRAWING no.