

MUNICIPALITY OF WEST ELGIN
MUNICIPAL ACCESSIBILITY PLAN

Dated: September 25, 2003

MUNICIPALITY OF WEST ELGIN MUNICIPAL ACCESSIBILITY PLAN

1. DESCRIPTION

1.1 Address:

Corporation of the Municipality of West Elgin
22413 Hoskins Line, Box 490
Rodney, Ontario N0L 2C0

1.2 Contacts:

Norma I. Bryant
Clerk
Municipality of West Elgin
Telephone: (519) 785-0560
Fax: (519) 785-0644
Email: wstelgin@execulink.com

1.3 Municipal Highlights

The Municipality of West Elgin was incorporated in 1998. It is an amalgamated municipality of the former Township of Aldborough, Village of Rodney and Village of West Lorne. It is located along the north shore of Lake Erie halfway between the City of St. Thomas and Municipality of Chatham-Kent. Its population of 5,338 consists of primarily an agricultural community with two villages providing urban related services for the community.

Municipal Council consists of a Mayor, Deputy Mayor and three ward councillors. The Council provides policy direction to municipal staff for services relating to roads, drainage, water and sewage, parks and recreation, building, planning, waste management and administrative matters. Council meets twice monthly on the second and fourth Thursdays.

2. ACCESSIBILITY WORKING GROUP

2.1 Council authorized the formation of an accessibility working group consisting of department heads from the Roads, Parks and Recreation and Water Departments and chaired by the Clerk.

2.2 Each department head will be required to review their operations, policies and procedures. All buildings and structures in the municipality will be evaluated by a member of the working group to determine any accessibility barriers.

3. REVIEW OF PAST INITIATIVES

BARRIER	LOCATION	STRATEGY USED
Wheelchair accessibility	Port Glasgow Trailer Park	Access now available to 3 washrooms, dance hall, shuffle board, paved road
Wheelchair accessibility	Arena	Space and ramp provided in viewing area
Wheelchair accessibility	Sidewalk	Ongoing program, as replaced, curbs are installed to allow wheelchair movement
Wheelchair accessibility	West Elgin Swimming Pool	Ramps to door and in pool Handicapped washroom
Office space	Administration Building	Desk/work area (area adjacent to CBO office) wheel chair accessible
Wheelchair accessibility	West Lorne Complex	Ramp installed

4. CURRENT INITIATIVES – 2003

BARRIER	LOCATION	STRATEGY USED
Parking	Arena	2 disabled parking spaces designated, marked and identified by signage
Parking	Rodney Recreation Centre	1 disabled parking space designated, marked and identified by signage
Parking	Administration Building	1 disabled parking space designated, marked and identified by signage

BARRIER	LOCATION	STRATEGY USED
Handicapped parking	Old Rodney Town Hall	disabled parking space designated at rear of building, marked and identified by signage
Handicapped access	Old Rodney Town Hall	Wheel chair ramp, automatic door at north building entrance

5. IDENTIFICATION OF BARRIERS

5.1 It is noted that the public works/recreation storage buildings and work areas and the two fire halls have not been site-inspected as part of this report, only the administrative areas where the public would require entrance have been reviewed at this time. By public access is meant an area where a member of the public would meet with administrative staff such as department head or fire chief. It is encouraged that the public would meet with staff at the administrative building located at 22413 Hoskins Line, Rodney.

5.2 Buildings and equipment that are used by administrative staff and the public for meetings have been site-inspected and the barriers identified.

5.3 All future construction/renovations on municipal facilities will comply with the Ontario Building Code requirements.

5.4 Administration Building

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Entrance door	Physical	Install automatic door opener
Outside signage	Communication	Install accessible signage at ground level, include Braille and engraving
Interior doors too narrow	Architectural	Widen doorways when renovations are being done
Door knobs	Physical	Change to lever type when renovations take place
Counter	Physical	Install a lower counter when renovations take place

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Lack of hearing devices in Council Chambers	Audio	Install hearing devices when renovations take place
Desks in Council Chambers	Physical	Provide wheelchair accessible desk when renovations occur
Washroom – none handicapped accessible	Physical / architectural	Upon renovation, change to unisex washroom to be wheelchair accessible in accordance with OBC.
Lunch room fixtures	Physical	Sink, water taps, counter not accessible – change when renovations occur
Vault doorway too narrow and interior too constricted	Architectural	Door size needs to be changed and need to remove center filing cabinets to allow movement – upon renovation
Fire alarm system	Visual	Need to add strobe lights to fire alarm system
Telephone system not accessible to all	Information/ Communication	Provide access to TTY device

5.5 Arena

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Entrance door	Physical	Install 2 automatic door openers
Interior doors too narrow	Architectural	Widen doorways when renovations are being done
Washroom – none handicapped accessible	Physical / architectural	Renovate washrooms to be handicapped accessible in accordance with OBC.

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Public telephone	Physical/ Technological	Located too high – change when renovations occur No volume control Provide access to TTD device
Fire alarm system	Visual	Need to add strobe lights to fire alarm system

5.6 Library – Rodney Branch

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Entrance door too narrow	Architectural	Widen doorways when renovations are being done
Entrance door	Physical	Install automatic door opener
Outside signage	Communication	Install accessible signage at ground level, include Braille and engraving
Lobby signs not accessible to visually impaired	Communication	Install appropriate signage
Fire alarm system	Visual	Need to add strobe lights to fire alarm system

5.7 Library – West Lorne Branch

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Entrance door too narrow	Architectural	Widen doorways when renovations are being done
Entrance door	Physical	Install automatic door opener
Outside signage	Communication	Install accessible signage at ground level, include Braille and engraving
Lobby signs not accessible to visually impaired	Communication	Install appropriate signage
Washroom – none handicapped accessible	Physical / architectural	When renovations occur, renovate washrooms to be handicapped accessible in accordance with OBC
Rear entrance	Physical	Install rear emergency exit door ramp when renovations occur
Fire alarm system	Visual	Need to add strobe lights to fire alarm system

5.8 Port Glasgow Trailer Park

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Signage	Information	Install directional signs indicating accessible facilities
Public telephone	Physical/ Technological	Door to booth too narrow – change upon renovation No volume control Provide access to TTD device

5.9 Rodney Recreation Centre

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Entrance door too narrow	Architectural	Widen doorway when renovations done
Entrance door	Physical	Install automatic door opener
Entry to activity area	Physical	Drop from hall to activity area – change upon renovation
Washrooms	Physical/ architectural	Renovate washrooms to be handicapped accessible in accordance with OBC
Drinking fountain too high	Physical	Change upon renovation
Emergency exits off activity area	Architectural	Doors too narrow, step up – change upon renovation
Telephone	Information/ communication	Provide access to TTY device, volume control

5.10 Old Rodney Town Hall Building

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Outside Public Washroom – none handicapped accessible	Physical / architectural	Renovate washroom to be handicapped accessible in accordance with OBC – this may not be possible due to stair locations
Interior doors too narrow	Architectural	Widen doorways when renovations are being done
Door knobs	Physical	Change to lever type when renovations take place

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Height/location of general office desk	Physical	Purchase new desk and relocate to allow wheelchair accessibility
Lunch room fixtures	Physical	Sink, water taps, counter not accessible – change when renovations occur
Washroom – none handicapped accessible	Physical / architectural	Renovate washroom to be handicapped accessible in accordance with OBC.
Outside entrance to Seniors meeting room	Architectural	One step up from sidewalk – may not be possible to change
Seniors meeting room fixtures	Physical	Sink, water taps, counter not accessible – change when renovations occur
Stairs to 2 nd floor	Physical	Need to install a chair lift
No handicapped washroom on 2 nd floor	Physical	During renovations, construct a handicapped accessible washroom in accordance with OBC.
Step between rooms on 2 nd floor	Physical	During renovations, eliminate 2” step
Fire alarm system	Visual	Need to add strobe lights to fire alarm system

5.11 West Lorne Complex

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Entrance door too narrow	Architectural	Widen doorways when renovations are being done
Entrance door	Physical	Install automatic door opener

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Outside signage	Communication	Install accessible signage at ground level, include Braille and engraving
BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Interior doors too narrow	Architectural	Widen doorways when renovations are being done
Washroom – none handicapped accessible	Physical / architectural	Renovate washrooms to be handicapped accessible in accordance with OBC.
Public telephone	Physical/ Technological	Located too high – change when renovations occur No volume control Provide access to TTD device

6. SETTING OF PRIORTIES

- 6.1 During the annual budget review, Council will determine which barriers will be addressed in that current year depending on budget restraints and feasibility.
- 6.2 As Council has taken a major initiative in locating a driver/vehicle licensing office in the old Rodney Town Hall, major renovations are required to provide an accessible office. Renovations include but are not limited to the construction of a ramp and automatic door opener on the north side entrance of the building.
- 6.3 2004 – library entrance door, administration entrance door – automatic openers.

7. MONITORING OF PROGRESS

- 7.1 The accessibility working group shall meet every six months to review progress. Input may be requested from individuals with disabilities that assisted in the preparation of the original report. On an annual basis a report shall be submitted to Council for their review. The timing of submission of this report shall coincide and/or precede budget discussions if funding is required.

- 7.2 Identification of barriers that has come forward since the last report, will be included in the annual report and prioritized, if possible.

8. CONSULTATION

- 8.1 Prior to the public meeting and consideration by Council, ratepayers with disabilities shall be consulted. The draft report shall be reviewed and input requested.
- 8.2 The West Elgin Community Health Centre provided a list of five individuals to contact. Three individuals agreed to assist in the consultation process and were forwarded a copy of the draft report.
- 8.3 Comments received:

Signs inside buildings should be larger, especially washroom and exit signs.

Sidewalks need to be smooth and where construction has occurred that results in gravel, repair as soon as possible. People cannot see that the portion of the sidewalk is gravel and may fall.

9. ADOPTION BY COUNCIL

- 9.1 Council shall hold a public meeting to present the draft accessibility plan to the public. Advertisement of this meeting shall be in accordance with the municipality's notice by-law.
- 9.2 The public meeting was held on September 11, 2003. Comments were received from a representative of the Seniors Group. They consider West Elgin to be almost barrier free with only the odd place where there are too many steps to climb.
- 9.3 The plan was approved by Council on September 25th, 2003. Copies have been placed in the Rodney and West Lorne libraries and on the municipality's web site.

10. ANNUAL REVIEW

- 10.1 A report shall be submitted annually to Council. This report shall include a review of past year's activities and proposals for the upcoming year. The timing of the annual report shall take into consideration budgetary requirements.
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Addendum

TO: COUNCIL OF THE MUNICIPALITY OF WEST ELGIN

FROM: NORMA BRYANT, CLERK

DATE: APRIL 8, 2004

RE: ONTARIO DISABILITIES ACT

INTRODUCTION:

On September 25, 2003 Council approved the Municipal Accessibility Plan. In accordance with the plan copies are available at Rodney and West Lorne libraries and on our web page.

The purpose of this report is to satisfy the requirement for an annual report to be submitted to Council.

DISCUSSION:

The Accessibility Committee consisting of the Acting Road Superintendent, Recreation Superintendent, Water Superintendent and Clerk met on March 8, 2004. The Committee discussed past year's activities and proposals for the coming year.

PAST ACTIVITIES

The accessibility plan identified the renovations, being the handicapped ramp, at the old Rodney Town Hall to provide an accessible office for the driver and vehicle licensing office. Although not completed to date, Council has approved the design of the ramp as prepared by Spriet Associates and tender by invitation will be forthcoming.

The Committee also discussed identification of handicapped parking spaces. A space will be signed and limits painted at the municipal office, West Lorne Arena, Rodney Recreation Centre and old Rodney Town Hall. This will be completed this spring.

Report of Accessibility Committee
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ADDITION TO PLAN:

The Clerk spoke with Mr. Colin Kittmer, who is confined to a wheelchair, and lives in West Lorne. Mr. Kittmer noted that although the sidewalks are uneven, they are passable using a wheelchair. He has no problems entering the West Lorne Complex and library. He requested that when stores are being renovated that these owners be requested to provide wheelchair access. Some curbs are a hindrance to wheelchairs.

The Recreation Superintendent has noted that accessibility concerns should be addressed when purchasing new playground equipment for the municipality.

2004 INITIATIVES

1. Construction of handicapped ramp on north side of old Rodney Town Hall.
2. Installation of automatic door openers at north entrance of old Rodney Town hall, the municipal office, West Lorne Complex, Rodney library. These door openers were identified in the accessibility plan.

RECOMMENDATION:

1. That Council accept the report of the Accessibility Committee dated, 2004 and that this report be attached to the Municipal Accessibility Plan.
2. That Council consider the following projects for 2004:
 - a) Construction of handicapped ramp on north side of old Rodney Town Hall.
 - b) Installation of automatic door openers at north entrance of old Rodney Town hall, the municipal office, West Lorne Complex, Rodney library