



TOWNSHIP OF SOUTHWOLD

2016

ANNUAL ACCESSIBILITY PLAN

Revised March 2, 2016

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ANNUAL ACCESSIBILITY PLAN - 2016

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TOWNSHIP OF SOUTHWOLD MUNICIPAL ACCESSIBILITY PLAN

1. INTRODUCTION

1.1 Municipality:

Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0

- 1.2 People with disabilities represent a significant and growing part of our population. According to Statistics Canada, about 1.9 million Ontarians have disabilities - about 16% of the population. It is estimated that 20% of the population will have disabilities in two decades.

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. The ODA mandates that all municipalities prepare annual accessibility plans.

To this end, the accessibility working group of the Township of Southwold has prepared this report. Its aim is to describe measures that we took over the past years and will take in 2015 to identify, remove and prevent barriers to people with disabilities.

1.3 Key Contacts:

Name	Position	Telephone	Fax	Email
June McLarty	Admin Asst	(519) 769-2010	519-769-2837	jmclarty@southwold.ca
Ken Loveland	CAO	(519) 769-2010	519-769-2837	cao@southwold.ca

1.4 Commitment

The Township of Southwold is committed to removing barriers that prevent people with disabilities from accessing goods, services and facilities.

1.5 Municipal Highlights

The Township of Southwold was incorporated in 1850 and is located in the County of Elgin. The Township of Southwold is situated between the City of St. Thomas and Municipality of Chatham-Kent and only minutes from the City of London. The Township has a population of 4,494 people. The Township is

comprised of Fingal, Shedden, Talbotville and many other small hamlets. As a predominantly rural community with a strong agricultural base.

The Township Staff consists of a Public Works Department, Drainage Superintendent, Water Superintendent, Fire Chief, CAO/Clerk, Treasurer and Administrative Staff.

Municipal Council consists of a Mayor, Deputy Mayor and three Councillors. Council meetings are held the second and fourth Monday of each month and are open to the public.

2. ACCESSIBILITY WORKING GROUP

- 2.1 The accessibility working group consists of the Public Works Superintendent, Chief Building Official, and the Chief Administrative Officer.
- 2.2 All buildings and structures in the municipality will be reviewed annually by the department heads to identify accessibility barriers as well as their operations, policies and procedures.

3. CONSULTATION ACTIVITIES

- 3.1 The target group is the general public.
- 3.2 The following are a list of activities that were undertaken to prepare the accessibility plan:
 - Notice was posted on the Township website as well as in the Township Administrative Office encouraging consultation with people with disabilities (*attached as Appendix A*);
 - Review of legislative and regulatory amendments and any other relevant documentation and local requirements;
 - Accessibility Working Group members were consulted to review progress of plan in November 2006.
 - Updated plan was reviewed by Council and staff and final comments and recommendations incorporated.
 - The Accessibility Plan is updated annually.
- 3.3 Other information that was collected through consultations are listed below.
 - Medical Centre Wheel Chair Ramp - Architectural
 - Administration Building and Medical Centre door handles
 - Wheel Chair Access Ramp at Shedden Plaza – Architectural
 - Municipal Office Addition and Renovation - Architectural

4. REVIEW OF PAST ACCESSIBILITY INITIATIVES

The Township of Southwold revised this Accessibility Plan on March 2, 2016 through consultation with staff members.

Barrier and Type	Location	Strategy Used
COMPLETED 2015		
Physical	Medical Centre	A new entrance door with an automatic opener was installed. A new railing was installed on the ramp to ensure safety.
Physical	Library	A new automatic door opener was installed.
Physical	Ferndale	Additional work was completed on the trail and park.
COMPLETED 2014		
Physical	Medical Centre	A grant was applied for to replace the entrance door with an accessible hands free door opener.
COMPLETED 2013		
Physical	All Townsites	Council replaced all street lighting with LED lighting and installed new lighting in Lynhurst.
Policy		Council adopted a multi-year accessibility plan on April 22, 2013 and associated policies.
Physical	Website	The Township has created a new Township website that complies with accessible requirements.
Physical	Townsite of Fingal	A new accessible playground and parking lot was installed in the Townsite of Fingal
Physical	Townsite of Talbotville, Ferndale and Shedden Extension/replacement of sidewalk	Sidewalks were replaced and extended in the Townsite of Talbotville, Ferndale and Shedden. Sidewalks were upgraded to meet accessibility standards. Funded under the Gas Tax.
COMPLETED 2012		
Physical	Townsite of Shedden – Shedden Plaza	Railings and grips were added/replaced on the wheelchair ramp at the Shedden Plaza.
Physical	Townsite of Shedden Extension of sidewalk in Fingal (to Centre Street)	Sidewalks were replaced and extended in the Townsite of Shedden plus an additional extension to the sidewalk in Fingal (to Centre Street). Sidewalks were upgraded to meet accessibility standards. Funded under the Gas Tax.
Policy	Township Administration Office	Policies for Emergency Workplace Response for Employees with Disabilities and new Accessibility Policy was adopted by Council on October 2, 2012.

COMPLETED 2011		
Physical	Townsite of Shedden Extension of sidewalk in Fingal (to Centre Street)	Sidewalks were replaced and extended in the Townsite of Shedden plus an additional extension to the sidewalk in Fingal (to Centre Street). Sidewalks were upgraded to meet accessibility standards. Funded under the Gas Tax.
COMPLETED 2010		
Physical	Townsite of Fingal	Sidewalks were replaced in the majority of the Townsite of Fingal. Sidewalks were upgraded to meet accessibility standards. Funded under the Gas Tax.
COMPLETED 2009		
Physical	Township Administration Office	A grant was approved under Stimulus Funding for major renovations and an office addition to the existing municipal office in order to meet accessibility requirements. Work commenced in April 2010 and was completed in November 2010. Township Administration Office meets accessibility requirements.
Physical	Township Administration Office	Installed one (1) handicap parking sign and parking spot at front of building adjacent to the newly installed a "Wheelchair Ramp" at front at of the Administration Office.
COMPLETED 2008/2009		
Physical	Township Administration Office	Submitted a grant application under Stimulus Funding for major renovations and an office addition to the existing municipal office in order to meet accessibility requirements.
Physical	Township Administration Office	Installed one (1) handicap parking sign at rear of building. Installed a "Wheelchair Ramp at rear" at the front of the Administration Office
COMPLETED 2007/2008		
Physical	Shedden Plaza	Installed one (1) handicap parking sign
Physical	Keystone Complex - Playground	Handicap accessible playground was installed May 26, 2008. Structure included transition platforms, stand alone elements and specialty elements.
Physical	Medical Centre	3 Washrooms - Installed 3 toilet grab bars, 3 low density toilets, 1 sink in Washrooms
Physical	Administration Building	Installed lever handles

Physical	Medical Centre	Installed lever handles
COMPLETED 2005/2006		
Architectural	Administration Building	Constructed Wheelchair ramp with a 5' turnaround radius
Policy/Practice	Municipality	Ongoing - Accessibility of Township Information on Township Website
COMPLETED 2004/2005		
Policy/Practice	Administration	Completed written policy on recruitment practices giving persons with disabilities equal opportunity
Policy/Practice	Administration	Completed purchasing policy giving persons with disabilities equal opportunity in the purchasing of goods and services
Physical	Administration Building	Installed two (2) disabled parking space signs
Physical	Medical Clinic	Installed two (2) disabled parking space signs
Due to budget restraints and staff changes that occurred, 2004 initiatives were not all completed. Every effort will be made to continue on with initiatives for 2006 as budget allows.		
COMPLETED 2003/2004		
Policy/Practice	Administration	Set fine for Parking in a Designated Disabled Person Parking Space increased to \$300.
Policy/Practice	Administration	Vote by Mail Election in 2003 – Elderly and persons with disabilities can vote from own home
Physical - Curb Cutting	Union Road and Fingal Line	4 curb cuts completed
Policy/Practice - Accessibility of Township Information	Municipality	Township Website Accessibility: <i>Posting minutes, agendas, planning applications, by-laws etc.</i>
PAST INITIATIVES		
Architectural - Automatic Physical Doors	Keystone Complex - Shedden	Automatic doors at main entrance to building
Physical - creation and replacement of sidewalks	Fingal and Shedden	
Physical - Curb Cutting	Intersection of Fingal Line and Union Road	2 curb cuts completed
Keystone Complex building (Community Recreation Centre) was built accessible to persons with disabilities and established in 1998.		

5. CURRENT INITIATIVES – 2016

Barrier and Type	Location	Status
		<i>Completed – provide date completed</i> <i>Ongoing – provide progress</i> <i>Planned – provide rationale</i>
Physical	Library	A new library facility is planned to be constructed in 2016 to meet requirement.
Physical	Talbotville	A new sidewalk is planned for Talbotville Gore.
Physical	Shedden	Handicapped washroom will be constructed as part of library project for service to park users.
Physical	Ferndale	New playground equipment is being installed.
Physical	Fingal Park	New accessible washrooms to be installed subject to financial approval

6. IDENTIFICATION OF BARRIERS

- 6.1 It is noted that the public works buildings and work areas and the fire hall have not been inspected as part of this report, only the administrative areas where the public would require entrance have been reviewed at this time. Public access means an area where members 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 35663 Fingal Line, Fingal.
- 6.2 Buildings used by administrative staff and the public for meetings have been site-inspected and the barriers identified.
- 6.3 All future construction/renovations on municipal facilities will comply with the Ontario Building Code requirements.
- 6.4 The review and development of policies and procedures have been initiated and will be an ongoing procedure in hopes to provide a barrier free environment for persons with disabilities.

6.5 Administration Building

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Building was inspected in November 2010 and meets building code for barrier free washrooms, entrance access, automatic door opener, door frame width, lever handles on doors and taps.		

6.6 Keystone Complex

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Building was inspected on September 4, 2003 and meets building code for barrier free washrooms, entrance access, automatic door opener, door frame width, lever handles on doors and taps.		

6.7 Shedden Medical Building

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Wheelchair Ramp	Architectural	Installed June 2009.
Doorknobs not lever handles	Physical	Lever Handles.
Entrance Door to building	Physical	Hands free door opener installed in 2015.
Washrooms	Architectural	Do not meet the minimum of the Building Code
Doorways to all rooms not accessible	Architectural/ Physical	Do not meet the minimum of the Building Code

6.8 Library – Shedden (as inspected by County Joint Accessory Advisory Committee)

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Parking	Architectural	Designated disability parking completed Nov 26/08
Outdoor signage	Informational/ Communicational	Needs to be visible at eye level and touchable.

Library Main Door	Architectural/ Technological	36" door, needs permanent ramp, currently have a temporary wooden ramp. Also needs a power button.
Library Interior Signage	Information/ Communication	Would need to be lower and touchable.
Fire Door	Architectural	Door in non accessible upstairs area, 30" wide with step.
Staff Cupboard	Physical	Shelving is 84" high, door is 24" wide. Just large enough to reach in, cannot enter cupboard. Redesign when renovating with handicap issues in mind.
Staff/Public Washroom	Architectural	57" x 104", no rails, sink has vanity under it so accessibility is limited in upstairs area.
Heat Thermostat	Technological	80" from ground + 15" reach behind shelving – possible relocate.
Fuse Panel	Technological	75" from ground, relocate
A new facility is planned for 2016.		

6.9 Policies and Procedures

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
O.Reg 429/07	Policy/Practice	<p>Employment Accessibility Standards, Information and Communications Standard and Transportation Standard – to meet requirements of O.Reg 429/07.</p> <p>Customer Service Standards Policy adopted by Council on April 27, 2009. Training of all staff took place fall 2009 and there will be ongoing training of employees and new employees, as required.</p>

Zoning provisions need to be reviewed to ensure consistency with Accessibility Standards	Policy/Practice	Review and amend Zoning By-law to be consistent with Accessibility Standards. It is anticipated that the new zoning bylaw will be adopted in November 2010.
Lack of official plan policies promoting a barrier-free municipality	Policy/Practice	Review and amend Official Plan to be consistent with Accessibility Standards. The new Official Plan was adopted by Council on February 14, 2011 and has been submitted to the Province for approval.

7. 2016 SUMMARY OF ACTIONS AND PRIORITIES

7.1 Council will determine which barrier will be addressed in that current year depending on budget constraints, available resources and feasibility.

8. MONITORING PROCESS

8.1 Targets were established based on what is achievable within a 12-month period. Since a Municipality Accessibility Plan is required on an annual basis, reviews will occur mid year to review progress. Attempts to consult with individuals with disabilities will proceed in the annual re-evaluation of this accessibility plan.

8.2 The timing of submission of this report shall coincide and/or precede annual budget discussions if funding is required.

9. ANNUAL REVIEW

9.1 A written report shall be supplied annually to Council. This report shall include a review of past year’s activities and proposals for the upcoming year. The annual report shall be considered with the annual budget discussions.

10. COMMUNICATION OF PLAN

10.1 The Township of Southwold Accessibility Plan will be a web-enabled document in pdf format that is accessible for all on the Township’s website. The Accessibility Plan will also be made available in hard copy format posted at the Township Administration Office.

- The Accessibility Plan was approved by Council on the 15th day of September, 2003.
- The Accessibility Plan was revised on the 11th day of December, 2006.
- The Accessibility Plan was revised on the 6th day of March, 2008.
- The Accessibility Plan was revised on the 28th day of November 2008.
- The Accessibility Plan was revised on the 21th day of May 2009.
- The Accessibility Plan was revised on the 19th of October 2010.
- The Accessibility Plan was revised on the 18th of April 2011.
- The Accessibility Plan was revised on the 28th of September 2011.

The Accessibility Plan was revised on the **27th of June 2012.**
The Accessibility Plan was revised on the **10th of January, 2013.**
The Accessibility Plan was revised on the **9th of May, 2013.**
The Accessibility Plan was revised on the **27th of March, 2014.**
The Accessibility Plan was revised on the **7th of January 2015.**
The Accessibility Plan was revised on the **2th of March 2016.**



Ken Loveland
CAO/Clerk

APPENDIX A



The Township of Southwold is in the process of updating their Accessibility Plan in accordance with the Ontarians with Disabilities Act 2001 and is required to attempt to consult with people with disabilities on an annual basis in regarding accessibility issues in the Township.

Please call Ken Loveland, CAO/Clerk, to discuss accessibility issues at Telephone Number 519-769-2010.

A handwritten signature in black ink, which appears to read "Ken Loveland", is written over a horizontal line.

Ken Loveland
CAO/Clerk

Posted on Website and Township Administration Office