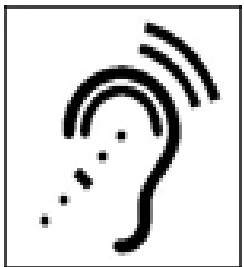
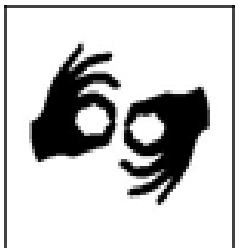
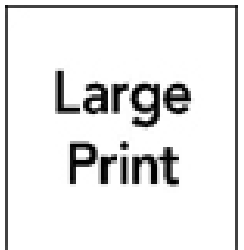


2009



MUNICIPAL ACCESSIBILITY PLAN



"Making our Community Accessible for All"

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1. THE ONTARIANS WITH DISABILITIES ACT, 2001 & ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES, 2005

The people of Ontario support the right of persons of all ages with disabilities to enjoy equal opportunity and to participate fully in the life of the province. Ontarians with disabilities experience barriers to participating in the mainstream of Ontario society. The number of persons with disabilities is expected to increase as the population ages, since the incidence of disability increases with age. The right of persons with disabilities to equal treatment without discrimination in accordance with the *Human Rights Code* is addressed in a number of Ontario statutes and regulations.

The purpose of the *Ontarians with Disabilities Act* is to improve opportunities for persons with disabilities and to provide their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province.

The purpose of the *Accessibility for Ontarians with Disabilities Act* is to benefit all Ontarians by developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025.

The *Accessibility for Ontarians with Disabilities Act* has created five categories of Accessibility Standards. The five categories of standards include: Customer Service, Transportation (in draft form), Information & Communication (draft form), Built Environment (in process), and Employment Accessibility (in progress). All five of the standards will be required to be completed by January 1, 2025, however the deadlines for each category will be staggered over fifteen years between 2010 and 2025.

- The Customer Service standards come into effect on and after January 1, 2010 for the municipality. The customer service standards establish policies, practices and procedures to provide goods or services to persons with disabilities.

The Accessibility Plan shall address the identification, removal and prevention of barriers to persons with disabilities in the municipality's by-laws and its policies, programs, practices, services and facilities. All municipalities are responsible for the preparation of an annual accessibility plan, which is made available to the public and either.

- seek advice from the accessibility advisory committee that it establishes or
- consult with persons with disabilities and others, if the council has not established or continued an accessibility advisory committee.

2. OBJECTIVES OF THE ACCESSIBILITY PLAN

The specific objectives of the accessibility plan, outlined in the Act shall include:

- A report on the measures the municipality has taken to identify, remove, and prevent barriers to persons with disabilities;
- The measures in place to ensure that the municipality assesses its proposals for by-laws, policies, programs, practices and services to determine their effect on accessibility for persons with disabilities;
- A list of by-laws, policies, programs, practices and services that the municipality will review in the coming year in order to identify barriers to persons disabilities; and
- The measures that the municipality intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities.

3. DESCRIPTION OF THE TOWNSHIP OF SEGUIN

The Township of Seguin which is located within the geographic District of Parry Sound was created as a Municipality on January 1, 1998. It consists of the former Township of Humphrey, Township of Christie, Township of Foley, Village of Rosseau and parts of the unorganized Townships of Conger and Monteith. There is no senior District level of municipal government.

The full-time population of the Township of Seguin in Year 2007 was 4276 persons and the seasonal population was approximately 15,000.

The Township is approximately 700 square kilometers in size and is a rural municipality with considerable seasonal residential development around the lakeshore areas of the Township. There are four small settlements areas consisting of the communities of Rosseau, Humphrey, Orrville, and Foley Centre. All development undertaken in the Township is on the basis of private water supply and individual private septic tank systems.

There are several Provincial highways through the Township including Highways 69 / 400, 141, 518, 632 and 612. Major medical services are located in the Town of Parry Sound. Ground ambulance services are provided by the Town of Parry Sound with a station located in the Township of Seguin. A Nursing station with a full time Nurse Practitioner is located at the Ruth Dare Health Clinic in the village of Rosseau. Policing services are offered by the Ontario Provincial Police, located in Parry Sound with a satellite office in the Village of Humphrey.

4. DEFINITIONS

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

“architectural barriers” may result from the design of a building, shape of rooms, size of doorways, or width of hallways, etc.

“physical barriers” refer to objects added to the environment, such as doors, windows, elevators, furniture, bathroom hardware, etc.

“informational or communication barriers” make it difficult for people to receive or send information. For example, a person with a visual disability may not be able to read printed materials, read signs, located landmarks, or see a hazard.

“attitudinal barriers” refer to persons who do not know how to communicate with people with disabilities.

“technology barriers” refer to devices such as computers, telephones, inadequate or inappropriate assistive technologies.

“systemic barriers” can result from an organization’s policies, practices and protocols if they restrict persons with disabilities.

“disability” means,

- 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 co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- a condition of mental impairment or a developmental disability,
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- a mental disorder, or
- 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”)

5. ACCESSIBILITY & SEGUIN TOWNSHIP

The Township of Seguin, having a full-time population less than 10,000 is not required to form an advisory committee. In accordance with section 12.(1) of the Ontarians with Disabilities Act, 2001, in preparation for the Accessibility Plan, two notices were published in the local newspaper requesting input from persons with disabilities and others. The Township of Seguin will also request feedback from local groups who deal with accessibility in their organizations through contact with the Parry Sound Regional Advisory Committee.

Each year the Township of Seguin shall prepare an Accessibility Plan for the upcoming year.

The Township of Seguin will have one staff member acting as the Accessibility Coordinator who will work alongside with Management to identify and eliminate barriers. The Coordinator and Management staff will meet semi-annually to report on the progress of the barriers that pertain to each department to ensure that the set targets are met for the year. Interdepartmental cooperation is key to establishing the barriers for the upcoming year and tracking their progress.

Seguin Township Council will seek advice from the Accessibility Coordinator on the accessibility of municipal buildings, structures or premises that the council purchases, builds or significantly renovates, leases or uses as a municipal building.

6. MUNICIPAL SERVICES

The Chief Administrative Officer (CAO) oversees all aspects of the municipal government operations. The CAO advises Council in the management of organizational, fiscal and service delivery challenges.

The general government of the Township is through the Clerks Department and Treasury Department. The Clerk's Department provides a link between other Municipal Departments and Council to provide support and facilitate the implementation of Council decisions and policies as well as the management of Information Technology for the Organization.

Township of Seguin provides fire and emergency services to the residents of the Township and is administered by a full time Fire Chief. There are five fire stations in the Township, manned by up to 90 volunteer fire fighters.

By-law Enforcement is undertaken by full time and contract staff reporting to the Fire Chief.

Building Services are undertaken by full time staff reporting to the Chief Building Official. Services include all proposals for new construction, renovations and alterations, to ensure conformity with the Ontario Building Code, as well as Seguin's Official Plans and Zoning By-laws.

Recreation services (including the Humphrey Community Centre, Rosseau Waterfront, Orrville Community Centre and Rosseau Memorial Hall, parks, boat launches and swimming areas and summer swimming programs) maintains and manages all of the Public Buildings and cemeteries in Seguin Township. These services are undertaken by staff under the direction of the Facilities Supervisor reporting to the Director of Parks, Recreation & Facilities.

Planning services for the Township are administered by the Director of Planning and staff. Services provided through Planning Department include administration and review of Zoning amendments, Official Plan amendments, minor variance and consent applications, site plan approval, plan of subdivision and development proposals, public inquiries on planning matters.

The Township infrastructure (including maintenance and construction of roads, bridges, drainage structures, sidewalks etc.) is managed by a full time Public Works Supervisor reporting to the Director of Public Works, with a combination of Township staff and contracted services.

Waste Management services (Household waste disposal and recycling) are provided for the convenience of the community at seven drop-off locations throughout the Township. Bulky items may be disposed of at the Christie Landfill site (near Orrville). The service is managed by the Public Works Supervisor, reporting to the Director of Public Works, and staff as well as contracted services.

7. BARRIER IDENTIFICATION PROCESS

First and foremost, the Township of Seguin will address the barriers based on the five standards in the *Accessibility for Ontarians with Disabilities Act* and their subsequent deadlines. The five standards include: Customer Service, Transportation, Information & Communication, Built Environment, and Employment Accessibility. All five of the standards will be required to be completed by January 1, 2025, however the deadlines for each category will be staggered over fifteen years between 2010 and 2025. The Accessibility Standards for Customer Service are currently in effect and are due as of January 1, 2010.

Barriers are identified on an ongoing basis and communicated through the yearly Accessibility Plan. Barriers are identified through:

- recommendations from the public and persons with disabilities,
- consultations and meetings with local organizations and municipalities
- touring the municipalities facilities and recreational sites, and
- research.

8. HISTORY OF INITIATIVES TO IDENTIFY, REMOVE, AND PREVENT BARRIERS

The Township of Seguin has undertaken in the design and construction of all new Township public buildings to provide barrier-free features to allow the buildings to be more accessible for the disabled. Some existing municipal buildings have been retrofitted to provide greater accessibility.

The Ontario Building Code (OBC) and its barrier free design requirements govern the accessibility and interior design standards of all buildings, both public and private. The Township is in the process of developing barrier-free design standards for their municipal facilities.

The Township in the administration of Site Plan Approval for new private development has also required the provision of handicapped parking spaces, lot grading, signage and suitable ramping as necessary.

Within the Public Works department, improvements relating to curb cuts, sidewalks, and ramps are considered during construction planning.

The Township has recently undertaken several other public works and community facility initiatives including the Ruth Dare Health Clinic, Rosseau Waterfront, Humphrey Community Centre and its Official Plan, and is currently undertaking renovations at the Humphrey Community Centre including upgrades for accessibility.

Multiple methods have been put into place by the Township of Seguin to allow easier access for the disabled, by providing additional means to access information and facilities. The website posts forms, agendas, minutes, special notices, newsletters, tenders, and other materials, all to provide an increased level of access. A Public Address System was installed in Council Chambers for the hearing disabled, and a Vote-By Mail process is utilized to provide increased access to voting for the electorate. Access within the Township office has been designed with the main reception counter accessible, and a lift is available for access to the Council Chambers and the existing Humphrey Library Branch.

With respect to the Treasury Department, the Township provides taxpayers with the use of Telephone Banking, Internet Banking and pre-authorized payments for the payment of tax bills.

9. EXISTING AND FUTURE ACCESSIBILITY

All new buildings must adhere to the Ontario Building Code and its barrier-free design requirements, which govern the accessibility and interior design standards of all buildings. The municipalities Building Department is responsible to enforce these standards.

When Council initiates any new construction, significant renovations, significant purchases, or enters into any new lease, council shall adhere to the standards listed below on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises. This includes redevelopment of outdoor public spaces, including structures not covered under the Building Code (e.g. playground equipment), and parks for all residents.

In the future, all new buildings and significant renovations shall include, where possible, the following accessibility standards in construction and specifications:

- Visual Fire Alarms
- All Washroom Signage in Braille
- Wheelchair Accessible Parking (labeled /signed)
- Textural changes and colour contrasts for staircases, entrances, ramps and curb cuts
- Automatic doors at main entrances
- All entrances are on grade, and encourage single storey buildings
- Elevator car position indicator with Braille panel and/or audio signal (when required)

The Township of Seguin strives to make information and documents available to all citizens. The township will meet the requirements of the legislation for providing multi-format documents, in Large Print, CD, Tape, Braille, TTY/Text Net, and on the municipal website. To make information more accessible for the future, a new municipal website is going to be developed up to web accessibility standards (WC3-compliant) and more user-friendly for all users.

The township is planning on developing accessibility policies, practices and procedures in the future to adhere to the legislation.

Each Department in the Municipality will review its related by-laws, policies, programs, practices and services in order to identify barriers to persons with disabilities. Additionally, measures will be identified to remove and prevent barriers to persons with disabilities.

Training for Customer Service for Persons with disabilities shall be completed in 2009 and on an on-going basis. All municipal staff, contract staff, seasonal employees, and volunteers will be required to undergo Customer Service training when dealing with persons with disabilities. Depending on the employee and/or their job responsibilities, training may vary.

Each of the following departments of the municipality have been considered in terms of future review of their activities, procedures and approval considerations:

- **Community Services**

Fire and Emergency Services

The Fire and Emergency Services will review their services to determine how to best serve the needs of the disabled.

The Township has built one new Fire Hall (Humphrey) since amalgamation. During this opportunity we made sure that the entire building was accessible. All entrances are on grade to accommodate the physically handicapped as well as handicapped washrooms being available.

Any further new construction or reconstruction will take physical accessibility into account.

The Fire Services training includes instruction on sensitivities to the disabled, including dealing with both physically and mentally challenged individuals. Our goal is to bring a level of control into an uncontrolled situation. This requires as much interpersonal skill as it does technical skill. Training to develop levels of personal interaction is a key component in firefighter development.

Fire Services equipment is purchased to be able to provide services to all individuals. As many of our patients are encumbered with some current affliction it is important to have suitable equipment.

Building Department

The Building Department will continue enforcement of the Ontario Building Code in terms of the review and approval of building permits in the Township regarding the provision of handicapped facilities and design as required. The Building Department is responsible for updating the Accessibility Coordinator and Facilities Supervisor on accessibility updates in the building code to ensure that existing municipal buildings are up to the current standards.

Parks, Recreation and Facilities Department

In consideration of any new community facilities and the renovation of any existing facilities, steps will be taken to ensure the facilities include features that provide easy accessibility for the disabled. A review of handicap parking in and around all Public Buildings and recreational facilities will be undertaken to ensure disabled access is provided for. This includes community centres, parks, playgrounds, recreational equipment (ie: park benches and picnic tables) and other public facilities.

The Township is currently in the process of constructing an addition and renovating the Humphrey Community Centre. The addition will include the new Humphrey Library branch on the main level, an elevator and accessible washrooms. The new library will be an accessible working environment and replace the existing Humphrey Library which is housed in the basement of the Townships municipal

office. The elevator will provide easy access to the upper level Community Room, with an additional accessible washroom.

The Ruth Dare Health Clinic is the new home of the Rosseau Nursing Station and has been open to the public since 2008. Alterations to the building for accessibility are ongoing with the intention of the Health Clinic to be fully accessible.

In the planning of recreation activities and events, every effort will be made to ensure universal access is available for the disabled through the provision of handicapped parking, ramps and in general, the removal of barriers in and around the areas of the site. The township shall develop a policy for recreational inclusion to increase accessibility at recreational facilities, activities, and events.

Planning Department

The Planning Department tries to eliminate barriers for people with disabilities in their planning and development decisions involving public facilities and outdoor public spaces, and through policies promoting a barrier free municipality in the Official Plan and Zoning By-law.

The new Township of Seguin Comprehensive Zoning By-law No. 2006-125 was passed by Council September 18, 2006. Zoning By-law No. 2006-125 includes a careful review of zoning standards related to handicapped parking and other related accessibility standards between to the four existing Zoning By-laws in the Township and other related criteria.

In the review of Site Plans related to public use facilities, proponents will be requested to consider the provision of handicapped parking, lot grading, related signage and ramping as required due to grades.

The Planning department shall develop guidelines for Site Plan applications as a resource to guide the developmental barrier free exterior site features such as curb cuts, ramps, walkways, disabled parking and lighting, etc. Site Plan applications shall be subject to Accessibility guidelines as a part of the approval process.

In the future the *Regional Disability Advisory Committee* will be requested to review and comment on Site Plan applications for any major commercial and institutional developments in the Township of Seguin.

- **Operational Services**

Roads Department

The Roads Department, through their maintenance activities will be cognizant of the access challenges of the disabled and will continue to determine the best manner to serve the needs of the disabled.

In the construction and reconstruction of roads, sidewalks and infrastructure, every effort will be made to ensure the challenges of the disabled are considered and are provided for.

A new Traffic By-law has been prepared which includes provisions related to the use of Handicapped Parking spaces. Any new Curb cuts in the township should have a gentle slope and be textured to make them easier for the visually impaired to find and use.

Waste Management

Operations Services staff will review their waste management transfer site locations and determine how best to improve on existing and future services for the disabled. In the future, when waste and recycling bins are purchased all efforts shall be made to ensure that the bins are universally accessible.

- ***Other Departments***

The other Departments in the Township will continue to review their areas of jurisdiction to determine how their services can better service the needs of the disabled. This would include consideration in the purchase of goods or services having regard to the accessibility for persons with disabilities to the goods and services. Consideration will also be given to enhanced use of electronic communication such as the Internet by means of the Township's Web site.

10. BARRIERS TO BE ADDRESSED

ACTION	DEPARTMENT	COSTS	TARGET
Employee Training and Awareness with dealing with persons with disabilities (Customer Service Standard)	Accessibility Coordinator	Staff Time & Training Costs	An implementation date will be established, based subject to legislation
Policies, practices, and procedures for personal assistive devices (Customer Service Standard)	Accessibility Coordinator	Staff Time	An implementation date will be established, based subject to legislation
Policies, practices, and procedures for service animals (Customer Service Standard)	Accessibility Coordinator	Staff Time	An implementation date will be established, based subject to legislation
Policies, practices, and procedures for support persons (Customer Service Standard)	Accessibility Coordinator	Staff Time	An implementation date will be established, based subject to legislation
Develop provisions of notice disruptions (Customer Service Standard)	Accessibility Coordinator	Staff Time	An implementation date will be established, based subject to legislation
Establish a system for feedback on accessibility (Customer Service Standard)	Accessibility Coordinator	Staff Time	An implementation date will be established, based subject to legislation
Develop Reporting requirements (Customer Service Standard)	Accessibility Coordinator	Staff Time	An implementation date will be established, based subject to legislation

11. REVIEW AND REPORT

In consultation with the public and Management staff on an annual basis, an updated plan will be prepared to determine the progress on present initiatives and to determine any new initiatives to improve accessibility for the disabled. The Plan will outline the accomplishments of the previous year and identifying which barriers will be addressed in the upcoming year.

A report will be provided to Council on an annual basis updating Council on activities to improve and enhance the accessibility of the disabled related to the Township of Seguin facilities.

By continuing to review and update the Accessibility Plan on a yearly basis, the Township of Seguin is moving towards removal of all barriers for persons with disabilities.

The Accessibility Coordinator will meet with Management Staff to determine the most precedent issues to deal with in the upcoming year. Meetings will be held throughout the year to report on the progress of eliminating the barriers suggested for the current year.

12. COMMUNICATION OF THE PLAN

The Accessibility Plan will be made available at the Township of Seguin municipal office, municipal library branches and online at www.seguin.ca.

Public awareness of this plan will be made through the Township newsletter, local newspaper and website.

The Township of Seguin recognizes that accessibility planning is a long-term process, and knows that community consultation is integral to moving towards full accessibility for persons with a disability. The Township is continuously looking for input and comments from people with disabilities and other persons on accessibility issues. Please forward your comments by mail, fax or email to:

The Corporation of the Township of Seguin,
R.R. #2, 5 Humphrey Drive,
Parry Sound, Ontario
P2A 2W8
Phone: 705-732-4300
Fax: 705-732-6347

Accessibility Coordinator:
Kelly Krist, ext 262
Director of Community Services
email: kkrist@seguin.ca

Chris Madej, ext 229
Director of Planning
email: cmadej@seguin.ca