

*Municipal Accessibility Plan 2004*

**CORPORATION  
OF THE  
TOWNSHIP OF  
McNAB/BRAESIDE**



*Submitted by:*

**Mayor and Council  
Township of McNab/Braeside**

Revised February, 2015

# McNab/Braeside Municipal Accessibility Plan 2004

This plan can be made available in alternative formats

## **CONTENT OF PLAN**

Executive Summary .....	2
Aim .....	3
Disability Barriers - A Definition .....	3
Objectives .....	3
Description of the Township of McNab/Braeside .....	3
Services Delivered by the Township of McNab/Braeside .....	4
Council Commitment to Accessibility Planning .....	4
Recent Barrier Removal Initiatives .....	4
Site Inspection of Township Property .....	5
Barrier Identification Methodologies .....	5
Barriers Identified .....	5
Review and Monitoring .....	19
Communication of the Plan .....	19

## **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 prepares an annual accessibility plan.

This is the first year plan (2004) prepared by the working group of the Township of McNab/Braeside. The report describes the measures the Township has taken in the past and the measures the Township will take during the current year. These measures are used to identify, remove and prevent barriers to people with disabilities who use the facilities and services of the Township, including staff and members of the community at large.

The working group identified a number of barriers to people with disabilities. Over the next several years, the working group recommends focusing on those barriers that deny access to the municipal facilities on a day-to-day basis.

## **AIM**

This report describes measures that the Township of McNab/Braeside has taken for the 2004 year and the measures that the Township will take to identify, remove and prevent barriers to people with disabilities who utilize the facilities and services of the Township including staff.

## **DISABILITY BARRIERS**

A “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 informational or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

## **THE GENERAL OBJECTIVES IDENTIFIED IN THIS PLAN ARE TO:**

1. Review earlier efforts to remove and prevent barriers to people with disabilities.
2. Describe the process by which the Township of McNab/Braeside will identify, remove and prevent barriers to people with disabilities.
3. List the facilities, policies, programs, practices and services the Township of McNab/Braeside will review in the coming year to identify barriers to people with disabilities.
4. Describe the measures the Township of McNab/Braeside will take in the coming years to identify, remove and prevent barriers to people with disabilities.
5. Describe how the Township of McNab/Braeside will make this accessibility plan available to the public.

## **DESCRIPTION OF THE TOWNSHIP OF McNAB/BRAESIDE**

The Township of McNab/Braeside is located in the Upper Ottawa Valley in the County of Renfrew west of the City of Ottawa. It shares its southern boundary with the Town of Arnprior and the County of Lanark. The Township comprises a total land area of roughly 254 square kilometres. The Township has a current population of approximately 7726. It has several hamlets, these being Braeside, Burnstown, Glasgow Station, Mansfield, Pine Grove, Sand Point, Stewartville, Waba and White Lake.

## **FACILITIES IN THE TOWNSHIP OF McNAB/BRAESIDE**

The Township currently is responsible for the following facilities:

Municipal Office, Township Garage, Braeside R.A. Centre, Glasgow Downs Ball Park, McNab Centre Ball Park, White Lake Ball Park, Dochart Soccer Park, Red Pine Bay Beach & Boat Launch, Burnstown Beach & Boat Launch, Clay Bank Park (Boat Launch), Fire Station #1 - Glasgow Station, Fire Station # 2 - White Lake, Fire Station #3 - Braeside, Landfill Site, Flat Rapids Cemetery, Waba Cottage Museum and Wellington Park.

## **SERVICES DELIVERED BY THE TOWNSHIP OF McNAB/BRAESIDE**

Services delivered by the Township include garbage & recycling pick up, road maintenance, fire department, streetlights, animal control, planning department and recreation programs.

## **COUNCIL COMMITMENT TO ACCESSIBILITY PLANNING**

The Council of the Corporation of the Township of McNab/Braeside is committed to:

- ◆ The continual improvement of access to all municipally owned facilities, premises and services for all those with disabilities.
- ◆ The provision of quality services to all members of the community with disabilities.

The Council has authorized the preparation of an accessibility plan that will enable Council to meet these commitments.

## **RECENT BARRIER REMOVAL INITIATIVES**

1. The Municipal Office has been made partially accessible to individuals with a physical disability through the construction of a ramp.
2. Council Chambers has been constructed to be accessible to an individual with a physical disability who is in a wheelchair.
3. All offices within the Municipal Building have doors large enough to allow access to an individual with a physical disability who is in a wheelchair.
4. The office and the lunchroom at the municipal garage are accessible to an individual with a physical disability who is in a wheelchair.
5. A washroom in the Municipal Office was constructed to partially accommodate individuals with a physical disability who use a wheelchair.
6. Electronic, online tax payment has been made available to ratepayers.
7. The public may contact the Municipal Office electronically by e-mail at [info@mcnabbraeside.com](mailto:info@mcnabbraeside.com).
8. Print material can be made available to the residents of the community in large print form.
9. Print material can be made available to the residents of the community in audio format.

10. There is access to the recycling area (glass and cans) at the landfill site for an individual with a physical disability who is in a wheelchair.
11. There is access to individuals with a physical disability who are in a wheelchair to the compactor storage building at the landfill site.
12. Access to the buildings at the Waba Cottage Museum has been made available to individuals with a physical disability who are in a wheelchair through the construction of ramps.
13. There are designated parking spaces at the Waba Cottage Museum for individuals with a physical disability who are in a wheelchair.
14. The outdoor Basketball Court at the White Lake Ball Park is accessible and the surface suitable for use by an individual with a physical disability who is in a wheelchair.
15. The dug out areas at all six Ball Diamonds were constructed in a manner to accommodate a physically disabled individual who is in a wheelchair.

### **SITE INSPECTION OF TOWNSHIP PROPERTY**

A complete review was completed by a team assembled whose mandate was to identify further barriers in order to comply with current legislation under the Ontarians with Disabilities Act. Over the next several years Council will have to decide which barriers should be addressed each year keeping in mind budget restraints and feasibility.

### **BARRIER IDENTIFICATION METHODOLOGIES**

In order to identify barriers the following methodology was used.

<b><u>Methodology</u></b>	<b><u>Description</u></b>	<b><u>Status</u></b>
Survey to staff and Council.	A survey was given to all members of staff and Council to help identify any barriers to Municipal Services at the Municipal Office, Municipal Garage, Fire Halls, Municipal Waste Site, Swimming Areas, Boat Launches and the Community Centres.	Members of the Administration staff and members of Council have completed the survey.
An independent audit of all facilities was carried out	The audit involved a visual inspection of all facilities and a discussion with staff at the sites. A wheelchair was used to verify physical accessibility.	The independent audit was completed and the results form part of this plan.

**BARRIERS IDENTIFIED**

Those who completed the survey, and the results of the audit, identified the barriers listed below. Over the next several years Council will have to decide which barriers should be addressed each year keeping in mind budget restraints and feasibility.

**BARRIER, TYPE OF BARRIER AND STRATEGY FOR REMOVAL OR PREVENTION**

**Municipal Services**

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
By-laws, minutes of meetings etc. are not available electronically.	Communication	A website has been developed for the Township of McNab/Braeside and is accessible by all residents of the municipality including those with a vision disability.
Hearing disabled individuals do not have access at regular Council or Committee meetings.	Communication	Have FM equipment available at the Municipal Office.
No parking by-law exists in the Township of McNab/Braeside.	Informational	By-law 2007-24 passed by Council May 15 <sup>th</sup> , 2007.
Telephone service is not available to individuals with a hearing disability.	Informational	Information sheets distributed to employees with step by step instructions for utilizing Bell Relay Service (BRS) (TTY).

**Municipal Office - 2508 Russett Drive, R.R. #2, Arnprior, Ontario, K7S 3G8**

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
No washroom is accessible in the Council chambers to an individual with a physical disability who is in a wheelchair.	Architectural	Install washroom
Woman's washroom is not accessible to an individual with a physical disability who is in a wheelchair.	Architectural	Redesign washroom.
Toilet area in the men's washroom is not accessible to an individual with a physical disability who is in a wheelchair.	Physical	Redesign washroom.
Ramp to the front door of the Municipal Office has a step at the door.	Architectural	Raise landing area at the door to be level with the floor inside.
No automatic door opener on entrance door to Council Chambers or Municipal Office entrance.	Architectural	BigBell Max Alert Systems have been installed at the front and rear entrances of the Municipal building.
No designated parking space for disabled individuals.	Physical	Parking spaces have been designated and signs erected indicating that the spaces are for persons with a disability at both the front and rear entrances of the building.
No signs identifying entrance for persons with a physical disability.	Informational	A sign has been erected identifying the entrance for persons with a physical disability.

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
There is no access for an individual with a physical disability who is in a wheelchair to the two levels of the Municipal Office from the front door.	Architectural	Quote has been obtained for cost to install an elevator.
Stairs leading to the office in the basement are too steep for an individual with a physical disability who uses a cane.	Architectural	New stairs were installed at the correct angle in 2005.
The counter in the Municipal Office is too high for an individual in a wheelchair to conduct business.	Physical	Renovate the counter so that a section of it is at the proper height to accommodate a person with a physical disability who is in a wheelchair.

**Fire Stations: #1 - Glasgow Station, 2494 Russett Drive, #2 - White Lake, 142 Burnstown Road & #3 - Braeside, 912 Centre Street**

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
The second floor meeting/training room in Station #1 is not accessible to a physically disabled individual who is in a wheelchair.	Architectural	At the present time this room is only used as a training area for the volunteer firefighters and is not open to the general public.
The washroom area in Station #1 requires the installation of grab bars to accommodate a physically disabled individual who is in a wheelchair.	Architectural	A grab bar has been installed in the washroom area.



<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
No designated parking space for disabled individuals at Station #1.	Physical	A parking space has been designated and a sign erected indicating that the space is for persons with a disability.
The washroom (men's) in Station #2 is not accessible to an individual with a physical disability who is in a wheelchair because of the self-closer on the door.	Physical	The self-closer has been removed.
The washroom in Station #3 is not accessible to an individual with a physical disability who is in a wheelchair because there is a refrigerator blocking part of the doorway.	Physical	The refrigerator has been relocated.
The washroom area in Station #3 requires the instillation of grab bars to accommodate a physically disabled individual who is in a wheelchair.	Physical	A grab bar has been installed in the washroom area.
The meeting-training building at Station #3 is not accessible to a physically disabled individual who is in a wheelchair.	Architectural	At the present time this building is only used as a training area for the volunteer firefighters and is not open to the general public.

**Township Garage - 2580 Russett Drive**

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
Washroom is not wheelchair accessible nor is it constructed to accommodate a person with a physical disability who is in a wheelchair.	Architectural	Renovate washroom.
Self-closer on doors do not allow access to an individual with a physical disability who is in a wheelchair.	Physical	Self-closers have been removed.
Upstairs storage room is not accessible to an individual with a physical disability.	Physical	This area is only used at the present time for the storage of materials that are seldom accessed.

**Landfill Site - 573 Calabogie Road**

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
Office area is not wheelchair accessible.	Architectural	A new scale house has been built with ramps to accommodate a person with a physical disability who is in a wheelchair.
Cardboard recycling area is not accessible to a person with a physical disability who is in a wheelchair.	Physical	The bin has been placed closer to the railing and a different type of bin with a wider access lid has been provided.
Metal recycling area is not accessible to a person with a physical disability who is in a wheelchair.	Physical	The metal recycling bins have been relocated and are now accessible to a person with a physical disability who is in a wheelchair.
The waste oil area is not accessible to a person with a physical disability who is in a wheelchair.	Physical	Waste oil shed to be moved when new office built - ramp will be constructed at that time. This item is currently in the budget process.

**Red Pine Bay - 642 Usborne Street (beach/boat launch), Burnstown Beach - 1537 Calabogie Road (beach & boat launch), Clay Bank Park (boat launch)**

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
<p>There is no designated parking space at Red Pine Bay boat launch for individuals with a physical disability.</p>	<p>Physical</p>	<p>No specific parking spaces at this location.</p>
<p>Washrooms at Red Pine Bay boat launch are not accessible to an individual with a physical disability who is in a wheelchair.</p>	<p>Architectural</p>	
<p>There is no access to the dock area at Red Pine Bay boat launch for an individual with a physical disability who is in a wheelchair.</p>	<p>Physical</p>	
<p>There is no designated parking space at the Burnstown beach and boat launch for individuals with a physical disability.</p>	<p>Physical</p>	<p>A parking space has been designated and a sign erected indicating that the space is for persons with a disability.</p>
<p>Washrooms at the Burnstown beach and boat launch are not accessible to an individual with a physical disability who is in a wheelchair.</p>	<p>Physical</p>	<p>The Burnstown Beach Fieldhouse, which was constructed in 2010, contains accessible washrooms to accommodate individuals with a physical disability who are in a wheelchair.</p>
<p>There is no access from the parking lot to the beach or the washrooms at the Burnstown site for an individual with a physical disability who is in a wheelchair.</p>	<p>Physical</p>	<p>The ground surface has been leveled and a hard stone surface added (stone dust).</p>

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
There is no designated parking space at the Rowing Club site for individuals with a physical disability.	Physical	A parking space has been designated and a sign erected indicating that the space is for persons with a disability.
There is no access to the dock area at the Rowing Club for an individual with a physical disability who is in a wheelchair.	Physical	Repair the shoreline or construct an additional ramp at the Rowing Club dock. Remodel the present ramp to the dock to have a 1:12 pitch and remove the step at the dock.
There is no designated parking space at the Clay Bank boat launch for individuals with a physical disability.	Physical	No specific parking spaces at this location.

**Braeside R.A. Centre - 138 Sarah Street**

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
There is no designated parking space for disabled individuals at the site.	Physical	A parking space has been designated and a sign erected indicating that the space is for persons with a disability.
No automatic door opener on entrance door to the Centre.	Physical	Install automatic door opener.
There is no access to the second floor by a physically disabled person in a wheelchair.	Physical	Install a chairlift.

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
The kitchen area on the second floor is not accessible by a physically disabled person who is in a wheelchair.	Physical	Renovate the kitchen area to make it accessible to a person with a physical disability who is in a wheelchair by removing the corner of the counter by the sink.
The washroom at the R.A. Centre site is not accessible to a person with a physical disability who is in a wheelchair nor is it equipped to accommodate a person with a physical disability who is in a wheelchair.	Architectural	Renovate the washroom and equip it with the proper facilities to make it accessible to, and accommodate, a person with a physical disability who is in a wheelchair and. This would require a wider door and renovations inside the washroom. A sign designating the washroom as one for disabled persons would be required.

#### **Rinks - 138 Sarah Street, Braeside and 33 Diamond Lane**

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
Entrance to change room at the rink at 138 Sarah Street is not accessible by a person who is physically disabled and in a wheelchair.	Physical	The ground level has been raised to be level with the doorsill.
The ice surface at 138 Sarah Street is not accessible by a person who is physically disabled and who is in a sledge.	Physical	Lower the door way to the ice surface or provide an alternate entrance for individuals using a sledge.
The ice surface at 33 Diamond Lane is not accessible by a person who is physically disabled and who is in a sledge.	Physical	Lower the door way to the ice surface or provide an alternate entrance for individuals using a sledge.

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
The washroom at 33 Diamond Lane is not accessible to a person with a physical disability who is in a wheelchair nor is it equipped to accommodate a person with a physical disability who is in a wheelchair.	Architectural	Renovate the washroom to make it accessible to a person with a physical disability who is in a wheelchair and equip the washroom with the proper facilities to accommodate a person with a physical disability who is in a wheelchair.
There is no designated parking space for disabled individuals at 33 Diamond Lane.	Physical	A parking space has been designated and a sign erected indicating that the space is for persons with a disability.
Entrance to change room at the rink at 33 Diamond Lane is not accessible by a person who is physically disabled and who is in a wheelchair.	Physical	The ground level at the entrance to the change room has been raised to be level with the doorsill.

**Ball Diamonds and Soccer Park - McNab Centre Ball Park, 486 Calabogie Road, White Lake Ball Park, 33 Diamond Lane, Glasgow Downs Ball Park, 56 Calabogie Road & Dochart Soccer Park, 278 Duncan Drive.**

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
No designated parking space for disabled individuals at McNab Centre Ball Park.	Physical	A parking space has been designated and a sign erected indicating that the space is for persons with a disability.
The canteen work area at McNab Centre Ball Park is not accessible to a person with a physical disability who is in a wheelchair.	Physical	The grade of the ground has been raised to the level of the doorsill.

Barrier	Type of Barrier	Strategy for Removal or Prevention
<p>The canteen outside window service area at McNab Centre Ball Park is not accessible to a person with a physical disability who is in a wheelchair.</p>	Physical	<p>The grade of the ground has been raised to be level with the area outside the service area.</p>
<p>The lawn mower storage area at McNab Centre Ball Park is not accessible to a person with a physical disability who is in a wheelchair.</p>	Physical	<p>Construct a permanent ramp or raise the grade of the ground to the level of the doorsill.</p>
<p>The equipment room at McNab Centre Ball Park is not accessible to a person with a physical disability who is in a wheelchair.</p>	Physical	<p>Construct a ramp or raise the grade of the ground to the level of the doorsill.</p>
<p>Men's and Women's washrooms at McNab Centre Ball Park are not accessible by a person with a physical disability who is in a wheelchair nor are the facilities able to accommodate these individuals.</p>	Physical	<p>The washrooms have been renovated to make them accessible to a person with a physical disability who is in a wheelchair and equip the washrooms to accommodate a person with a physical disability who is in a wheelchair. The renovation included building a ramp and remodeling the interior.</p>
<p>There is no access to the backstop area on the M1 (Oldtimers) Diamond at McNab Centre Ball Park.</p>	Physical	<p>Move a post at the entranceway to make a wider entrance to the backstop area.</p>
<p>There is no access to the backstop area on the M2 (Wilson) Diamond at McNab Centre Ball Park.</p>	Physical	<p>Move a post at both entrances to make wider entrances to the backstop area.</p>

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
No designated parking space for disabled individuals at Glasgow Downs Ball Park.	Physical	
Washroom at Glasgow Downs Ball Park is not accessible by a person with a physical disability who is in a wheelchair nor are the facilities able to accommodate these individuals.	Physical	
There is difficult access to the backstop area at the White Lake Ball Park Diamond at 33 Diamond Lane.	Physical	The ground level has been raised to cover the concrete posts.
No designated parking space for disabled individuals at Dochart Soccer Park.	Physical	A parking space has been designated and a sign erected indicating that the space is for persons with a disability.
Washrooms at Dochart Soccer Park are not accessible by a person with a physical disability who is in a wheelchair nor are the facilities able to accommodate these individuals.	Physical	A new storage/washroom facility has been built that is accessible by an individual who is physically disabled who is in a wheelchair.
Access to the soccer field for a person with a physical disability who is in a wheelchair is restricted by a narrow walking gate.	Physical	The gateway has been widened to accommodate access to the soccer field for a person with a physical disability who is in a wheelchair.
The storage shed at the Dochart Soccer Park is not accessible to a person with a physical disability who is in a wheelchair.	Physical	The grade of the ground surface has been leveled to make the storage shed accessible to a person with a physical disability who is in a wheelchair.



**Waba Cottage Museum - 24 Museum Road**

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
<p>Access from building to building is difficult for an individual who has a physical disability and who is in a wheelchair.</p>	<p>Physical</p>	<p>The walkways and doorways have been widened and steps have been removed to meet the accessibility requirements and to accommodate a wheelchair.</p>
<p>Access to the ramps to the buildings (4) is blocked to an individual who has a physical disability and who is in a wheelchair by a 1.5 to 2 inch (30 to 50 mm) step.</p>	<p>Physical</p>	<p>The grade of the ground surface has been raised to be level with the ramp.</p>
<p>Access to the gazebo is blocked to an individual who has a physical disability and who is in a wheelchair by a 2 inch (50mm) step.</p>	<p>Physical</p>	<p>Material is added to the ground surface on an ongoing basis as part of yearly maintenance.</p>
<p>Access to the area in front of the gazebo is blocked to an individual who has a physical disability and who is in a wheelchair by several steps.</p>	<p>Physical</p>	<p>Material is added to the ground surface on an ongoing basis as part of yearly maintenance.</p>
<p>In the main museum building access to all areas on the main floor is blocked to an individual who has a physical disability and who is in a wheelchair by the positioning of the display items.</p>	<p>Physical</p>	<p>The items have been repositioned to allow for wheelchair access.</p>

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
There is no access to the second floor display area in the main museum building for an individual who has a physical disability and who is in a wheelchair.	Physical	The contents of the second floor display area have been put on a cd which can be viewed on the computer at the museum.
The washroom in the Alex Stay building is not equipped to accommodate an individual with a physical disability who is in a wheelchair.	Physical	The washroom has been renovated to be accessible.
Access to the displays in the School House is blocked to an individual with a physical disability who is in a wheelchair by the location of the stove.	Physical	The stove in the School House has been relocated.

**Township Recreation Trail - "Goshen to Mansfield"**

<b>Barrier</b>	<b>Type of Barrier</b>	<b>Strategy for Removal or Prevention</b>
There is no access to the trail for an individual who has a physical disability and who is in a wheelchair.	Physical	Obtain opinion from consultants regarding access to the trail in the Pool Street and Division Street area.
No designated parking space for disabled individuals wishing to access the trail.	Physical	Designate a space and erect a sign indicating that the space is for persons with a disability only (once access to the trail has been established).

### **Review and Monitoring**

Council is committed to following through with this plan. This plan will be reviewed annually thus allowing Council, staff and the public to monitor the barriers identified and the direction to which the Township is moving to remove identified barriers under the Ontarians with Disabilities Act.

### **Communication of the Plan**

This plan will be available at the Township of McNab/Braeside Municipal Office and on the Township's website. Every attempt will be made to ensure that this plan is available to individuals with disabilities for their perusal and review. Should a copy in an alternative format be requested, Council will try to accommodate the request by having staff produce the alternative format or by contacting other agencies for assistance.