

THE TOWNSHIP OF



ADDINGTON
HIGHLANDS

ACCESSIBILITY PLAN

2009-2010

ONTARIANS WITH DISABILITIES ACT, 2001

The Ontarians with Disabilities Act, 2001 was passed into legislation by the Government of Ontario on December 31, 2001. The Act ensures that persons with disabilities have improved opportunities and provides for their involvement in the identification, removal and prevention of barriers to their full participation in life. In September 2002 the Lieutenant Governor proclaimed that all municipalities must have a municipal accessibility plan adopted and published by no later than September 30, 2003.

Definition of Persons with Disabilities

The Ontarians with Disabilities Act, 2001 defines persons with disabilities in the following manner, which is the same definition used in the Ontario *Human Rights Code*.

A “disability” is:

- a) Any degree of physical disability, infirmity, malformation or disfigurement caused by bodily injury, birth defect or illness and includes, but is not limited to:
 - 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;
- b) A condition of mental impairment or a developmental disability;
- c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) A mental disorder; or
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Definition of Barriers to Persons with Disabilities

The Ontarians with Disabilities Act, 2001 defines a “barrier” as anything that stops a person with a disability from fully taking part in society because of that disability. Some barriers include:

- physical barriers, e.g. a step at the entrance to a store;
- architectural barriers, e.g. no elevators in a building of more than one floor;
- information or communications barriers, e.g. a publication that is not available in large print;
- attitudinal barriers, e.g. assuming people with a disability can’t perform a certain task when in fact they can;
- technological barriers such as traffic lights that change too quickly before a person with a disability has time to get through the intersection; and
- barriers created by policies or practices, for instance not offering different ways to complete a test as part of job hiring.

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

The Accessibility for Ontarians With Disabilities Act, 2005 (AODA) provides for the development of 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.

There will be a transition period during which government and parts of the broader public sector will continue to have planning and other obligations under the Ontarians with Disabilities Act, 2001 until they are repealed. The planning requirements of the ODA, 2001 will not be repealed until they have been replaced by standards under the new act.

The Minister responsible for the AODA is required to establish a process to develop and implement all accessibility standards necessary to achieving the purposes of this Act. Within this process, standards development committees are established by the Minister to develop proposed accessibility standards.

Persons or organizations may be required to meet more than one accessibility standard under the AODA.

JOINT ACCESSIBILITY ADVISORY COMMITTEE

In April 2002, the Council of the County of Lennox and Addington supported the creation of a single joint accessibility advisory committee to address the requirements of the Ontarians with Disabilities Act, 2001. Through consultation with the County's local municipalities, it was determined that a joint committee would be appointed for the County of Lennox and Addington, the Town of Greater Napanee and the Townships of Stone Mills and Addington Highlands. In January 2003, the municipalities supported the inclusion of the Lennox and Addington County General Hospital within the committee's mandate.

The Hospital and the Municipalities agreed to Terms of Reference for the joint accessibility advisory committee, the appointment of the Committee's membership and the designation of the administration contacts for the five public service agencies.

In 2005, the Joint Accessibility Advisory Committee recommended to County Council that the Committee's Terms of Reference be amended to:

- expand the membership of the Joint Accessibility Advisory Committee to include a representative of the business community and an additional representative of the community with a disability, for a total membership of seven.
- create an auxiliary panel as affiliates to the Joint Accessibility Advisory Committee to provide support and advise, to be comprised of a maximum of eight participants including one staff representative from each of the five partner organizations of the Joint Accessibility Advisory Committee, and three representatives from the community who are directly involved with services to improve accessibility and opportunities for citizens with disabilities.

County Council adopted these recommendations with the passing of By-law No. 3012/05 on September 28, 2005 and obtained the confirmation of the Committee's joint partners for these changes.

In May 2006, Loyalist Township Council requested that the mandate of the Joint Accessibility Advisory Committee be broadened to include the Township's participation. County Council approved this request. The Terms of Reference for the Joint Accessibility Advisory Committee were revised in June 2005 to reflect the addition of Loyalist Township as a partner. The vacancies in the Committee's membership were also filled at that time. The Committee's joint partners confirmed the changes.

REVISED JUNE 2006

Terms of Reference

ACCESSIBILITY ADVISORY COMMITTEE

**Jointly Serving:
County of Lennox and Addington
Township of Addington Highlands
Town of Greater Napanee
Loyalist Township
Township of Stone Mills
Lennox and Addington County General Hospital**

A. Mandate

The mandate of the Accessibility Advisory Committee is to advise the Councils of the County of Lennox and Addington, the Township of Addington Highlands, the Town of Greater Napanee, Loyalist Township and the Township of Stone Mills and the Board of Governors of Lennox and Addington County General Hospital on the preparation and implementation of annual accessibility plans in order to remove barriers for people with disabilities and ensure that no new barriers are created.

The role of the Accessibility Advisory Committee will include reviewing and advising the Councils and the Hospital Board on the following areas:

- site plans of new and existing municipal buildings.
- major capital purchases.
- significant renovations to municipal facilities.
- leased facilities or any other facility used as a municipal building.
- goods and services provided by the municipality or agents providing services under contract with the municipality.

B. Membership

I. Appointment

The Accessibility Advisory Committee will be comprised of the following members appointed by County Council:

- two (2) members of County Council
- four (4) members from the County community with disabilities
- one (1) member from the community with involvement in business

The members will be confirmed by the Councils of the Township of Addington Highlands, the Town of Greater Napanee, Loyalist Township and the Township of Stone Mills, as well as the Board of Governors of Lennox and Addington County General Hospital.

II. Criteria

The following criteria will be used in the appointment of the Accessibility Advisory Committee members from the County community. Individuals to be considered shall:

- exhibit a strong commitment to the community in order to improve its accessibility.
- sensitive to the accessibility barriers experienced by individuals with disabilities
- demonstrate understanding of the municipality's roles and service responsibilities
- demonstrate understanding of the County community's business, social and cultural interests and diversities.
- volunteer the necessary time to ensure full participation and interest.

III. Attendance

The Chairperson of the Accessibility Advisory Committee will require the resignation of any member who fails to attend two consecutive meetings without notice or reason.

IV. Term

A member of the Accessibility Advisory Committee from the County community will be appointed for a term of two (2) years, which may be repeated.

C. Auxiliary Panel

An auxiliary panel will provide support and advice to the Joint Accessibility Advisory Committee and will be comprised of the following nine (9) members:

- one (1) staff representative from each of the six (6) partner organizations of the Joint Accessibility Advisory Committee
- three (3) representatives from the County community who are directly involved with services to improve accessibility and opportunities for citizens with disabilities.

Note: The three (3) representatives from the County community will be appointed by the Joint Accessibility Advisory Committee for a term of two (2) years which may be repeated.

D. General

I. Chairperson and Vice-Chairperson

The Chairperson and Vice-Chairperson will be selected by the accessibility Advisory Committee from within its membership at the commencement of each calendar year.

II. Meetings

Meetings will be held 3-4 times per year, as required, or at the call of the Chairperson. An agenda for the meeting will be circulated in advance and a record of the proceedings will be maintained.

III. Report to Councils and Hospital Board

A report outlining the recommendations of the Accessibility Advisory Committee to the municipal councils and Hospital Board will be filed on a regular basis. No action shall be taken on a recommendation until such time as it has been adopted by the respective councils.

IV. Quorum

A quorum for Accessibility Advisory Committee meetings will consist of four (4) members. A majority vote of members present will be used to reach a decision on the matter.

JOINT ACCESSIBILITY ADVISORY COMMITTEE – 2009

Committee Members	Address	Contact #
<u>County Councillors</u>		
Bill Lowry	26 Green Drive, Amherstview, ON K7N 1W4 blowry@loyalist.ca	613-583-2412
E. Helen Yanch	173 Bridgewater Road, Flinton, ON K0H 1P0 ehyanch@sympatico.ca	613-336-8774
<u>Community Members</u>		
Sandra Burtch	758 Bethel Road, Yarker, ON K0K 3N0 rockin116@hotmail.com	613-572-1393
Mary-Jo Lawlor	282 Amherst Drive, Amherstview, ON K7N 1S9 mjlawlor@cogeco.ca	613-389-2982
Ken Lees	318 Camden Road, Apt 220, Napanee, ON K7R 1E8	613-354-1841
Brian Shenton	P.O. Box 40, Camden East, ON K0K 1J0 mshenton@sympatico.ca	613-378-2457
Peter Veltheer	289 Dundas St. W, Napanee, ON K7R 2B3 gail@veltheer.com	613-354-4769
<u>Auxiliary Panel Members</u>		
Wayne Coveyduck L & A County General Hospital	8 Richmond Park Drive, Napanee, ON K7R 2Z4 w.coveyduck@lacgh.napanee.on.ca	613-354-3301 Fax 354-7157
Tracey McKenzie County of Lennox and Addington	97 Thomas St. E, Napanee, ON K7R 4B9 tmckenzie@lennox-addington.on.ca	613-354-4883 Fax 354-3112
Patricia Gray Township of Addington Highlands	P.O. Box 89, Flinton, ON K0H 1P0 ahinfo@mazinaw.on.ca	613-336-2286 Fax 336-2847
Ray Callery Town of Greater Napanee	P.O. Box 97, Napanee, ON K7R 3L4 rcallery@town.greaternapanee.on.ca	613-354-3351 Fax 354-6545
Brenda Hamilton Loyalist Township	P.O. Box 70, Odessa, ON K0H 2H0 bhamilton@loyalist.ca	613-386-7351 Fax 386-3833
Darlene Plumley Township of Stone Mills	General Delivery, Centreville, ON K0K 1N0 caoclerk@stonemills.com	613-378-2475 Fax 378-0033
Kathy Pringle Occupational Therapist	R.R. # 7, Napanee, ON K7R 3L2 pringlek@kos.net	613-378-0930 Fax 378-1495
Trudi Wright Occupational Therapist	P.O. Box 397, Odessa, ON K0H 2H0 trudi@twrehab.com	613-386-3148 Fax 386-1442

Joint Accessibility Advisory Committee Activities

Highlights from 2009

January 20, 2009 - Inaugural Meeting

- Committee Chair and Vice-Chair selected – Peter Veltheer and Sandra Burtch respectively.
- A presentation on the background of the Committee, its Terms of Reference and work to date took place.
- Draft Customer Service Policy for the County of Lennox & Addington was approved by the JAAC.
- Staff were directed to send correspondence regarding fines for Accessible Parking infractions being reduced by the Courts.
- Proposed Accessible Information and Communication Standard – Committee members to forward comments to the Ministry of Community and Social Standards.
- 2008-09 Accessibility Plans for the Townships of Addington Highlands, Loyalist & Stone Mills, and the Town of Greater Napanee were approved.

June 23, 2009

- Ed Peters was appointed to the Committee
- Consideration of a Registry for people with disabilities with local fire departments – forwarded to the County Emergency Services Advisory Committee for review.
- Loyalist Township presented their Accessible Customer Service Policy and Accessible Customer Services Best Practices and Procedures.
- A letter of support for the Lennox & Addington Seniors Outreach Services Inc. campaign to replace the wheelchair van was forwarded to SOS to assist in fundraising activities

September 21, 2009

- Joint Meeting of Lennox & Addington County & Hastings County Accessibility Advisory Committee'
- Update of committee activities to date
- Round table discussion on Built Environment Standard, Accessibility Plans, Customer Service Standard, Training Requirements.

October 20, 2009

- Received plans from Flinton Public Library for Renovations to the building.
- Schedule of 2010 meetings.
- Review of Sept. 21, 2009 Joint County Meeting.
- Advise Municipalities that Municipal Tenders issued include a stipulation which ensures accessibility concerns are taken into consideration.

THE TOWNSHIP OF ADDINGTON HIGHLANDS

ACCESSIBILITY PLAN

ONTARIANS WITH DISABILITIES ACT, 2001

Accessibility Review

The purpose of the Ontarians with Disabilities Act, 2001 is to improve access and opportunities for people with disabilities.

Aims and Objectives

The Accessibility Report describes how the Township of Addington Highlands will remove and prevent barriers for disabled persons in our public buildings.

Our objectives are simply to:

1. Review the Township public buildings and identify accessibility and barriers.
2. Prioritize the barriers so that the most significant barriers are dealt with first while at the same time having a regard to the cost of barrier removal.
3. Describe the process the Township will take to remove the barrier and the time line.
4. Describe how the Township will make this Accessibility Plan available to the Public.

Overview of the Township of Addington Highlands

History

The Township was established on January 1, 1998 by the amalgamation of the former Township of Kaladar, Anglesea and Effingham and the former Township of Denbigh, Abinger and Ashby.

Geography

The Township is located in the northern portion of the County of Lennox and Addington and is bounded by Renfrew County to the North and East, Frontenac County to the East and Hastings County to the west. The Township of Stone Mills abuts the Township on the southern boundary.

Addington Highlands is situated on the Canadian Shield with a terrain consisting of relatively thin sandy soils with rocky outcroppings, mostly tree covered and dotted with many lakes giving rise to the term “Land O’ Lakes”.

The Township is approximately 1,331.44 square kilometers in land area, and as such, it is geographically one of the largest lower tier municipalities in South Eastern Ontario. Crown land accounts for approximately 68% of the Township’s land area. The Township of Addington Highlands comprises approximately 47% of the total land area of Lennox and Addington County.

Transportation Systems

The primary roadway serving the Township is Highway #41, which extends from the southerly Township boundary at Kaladar to the Township boundary northeast of Denbigh. Highway #28 also serves the north portion of the Township. Highway #7 runs east and west in the southerly portion of the Township; however, the Township extends further south of Highway #7. Several secondary roads maintained by the Township provide access primarily to cottage properties.

County Road #30 (Buckshot Lake Road) links the northern portion of the Township to North Frontenac Township (Plevna, Ompah area). County Road #29 (Flinton-Bridgewater Roads) links the southern portion of the Township to the Municipality of Tweed. A former CP rail line running in an east-west direction through Kaladar Township is now part of the Trans-Canada Multi-use Trail System.

There is no commercial airport in the Township; however, there is an airstrip located in Abinger Township, having been developed and used by the Ministry of Natural Resources in the 1980's, which has commercial potential.

Governance

The Township is governed by a five-member council, elected for a four year term, which consists of a Reeve elected at large and two councilors elected from each of two wards. A Deputy-Reeve is selected by the Council.

The Reeve and Deputy-Reeve are automatically members of Lennox and Addington County Council, by virtue of their offices.

The Corporation of the Township of Addington Highlands administers a range of services including:

- Roads and Bridges (maintenance and construction)
- Recycling and Waste Management
- Emergency Planning
- Fire Services (prevention and fire fighting)
- Policing
- Land Use Planning and Development including Land Division
- Building and By-Law Enforcement
- Economic Development

The Addington Highlands Public Library Board operates libraries in Flinton and Denbigh.

Municipal halls are located in Flinton and Denbigh and are maintained by a Recreation Facilities Committee. Each structure is equipped with a wheel chair ramp and barrier free washrooms. The committee also maintains two outdoor rinks and two ball diamonds.

Policing in Addington Highlands is with the O.P.P. on a non-contract basis.

A Joint Services Board provides fire-fighting services in part of Addington Highlands and part of North Frontenac Township.

The Township has adopted both an Official Plan and Comprehensive Zoning By-Law.

Social-Economic

The Township of Addington Highlands has a permanent population of approximately 2,100 occupying approximately 2,640 households including 1000 cottages. The Township population approximately doubles during the seasonal months (e.i. May through September).

The Township is predominantly rural in character with seasonal cottages primarily on five large lakes, those being Skootamatta, Mazinaw, Weslemkoon, Buckshot and Ashby.

The principal settlements in the Township include Denbigh and Vennachar in the north and Kaladar, Flinton, Northbrook and part of Cloyne in the south. Several seasonal mobile home parks are also located on various lakes within the Township. The western portion of Bon Echo Provincial Park is located within the Township.

There is limited agricultural and industrial activity in the Township. Considerable levels of forestry activity exist, including production of saw logs, pulpwood, and firewood although most logs are transported out of the Township for processing.

Seasonal tourism including fishing, hunting, camping, snowmobiling, cross-country skiing and eco-tourism are important economic activities.

Commercial Aggregate extraction (i.e. sand and gravel) and trapping also occur within the Township to a limited extent. Mining is also conducted on a limited and intermittent basis.

Council Commitment to Accessibility Planning

The Council of the Township of Addington Highlands is committed to the continued improvement of access to our municipal buildings and services.

The County Accessibility Committee shall meet as required to assess the information provided by the Township of Addington Highlands and make recommendations to the Council to make our community barrier free over time. Each year the committee will review the Plan and ensure the Municipality is following through on action items.

Communication of the Accessibility Plan

The Township of Addington Highlands Accessibility Plan will be available on the Township web-site as well as the office and at the County office. The Township will make the plan readily available to any group wishing to review it.

Recent Initiatives to Remove/Prevent Barriers Measures to be Undertaken in the Coming Year

See Appendix A

Appendix A

Recent Initiatives to Remove/Prevent Barriers Measures to be Undertaken in the Coming Year

Accessibility Report 2009

In 2009 the Township enrolled a member of staff in the Accessible Customer Service Train the Trainer Course.

Two Accessible washrooms were installed in the Denbigh Rink Building.

The Accessible Ramp was renovated at the Flinton Library after building renovations.

The Township appointed an Accessibility Co-coordinator.

Established an Accessible Customer Service Policy which is available at the Municipal office or on the Township website.

Established Accessible Customer Service Best Practices and Procedures which are available at the Municipal office or on the Township website.

Established an Accessible Customer Service Feedback form which is available at the Municipal office or on the Township website.

Staff and volunteers were trained in Accessible Customer Service.

Measures to be Undertaken in the Coming Year

The Township of Addington Highlands is committed to complying with all Standards of the AODA.

The Township of Addington Highlands will provide the necessary training to comply with the AODA Standards as they are legislated.

Accessibility Report 2008

Each year the Township is required to review and update its Accessibility Plan under the Ontarians With Disabilities Act, 2001.

In 2008 the Library Board increased its stock of “Audio” books and “Large Print” books to 70 and 465, respectively.

Handicap parking at the Flinton Hall currently provides for three signed spaces which were re-painted in 2008 following resealing of the parking lot.

The wheelchair ramp to the lower level is clearly signed.

The door “buzzer” button is now clearly marked at the front doors of the Flinton Hall and the buzzer has been relocated from inside the Township office to the hall basement area so that it can be heard by patrons, after normal Township office hours.

Report received by the Council on October 6, 2008.
Jack Pahl, Clerk Treasurer

Accessibility Report 2007

Each year the Township is required to review and update its Accessibility Plan under the Ontarians With Disabilities Act, 2001.

In 2007 the Library Board will endeavor to increase its stock of “Audio” books and “Large Print” books from 39 and 318, respectively as reported for 2006.

Handicap parking at the Flinton Hall will be revisited as the matter was not addressed, as planned, in 2006.

Signs will be erected to clearly define the wheelchair ramp to the lower level and the designated parking space (1) which will be located at a point immediately north of the main entrance to the building.

The preferred location to the immediate south of the main entrance doors is not feasible due to a conflict with a fire route.

The buzzer at the main entrance will be signed to clearly indicate that persons requiring handicap assistance, during office hours, should ring it.

Report received by the Council on August 4, 2007.

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Accessibility Report, 2006

In 2005, the Township of Addington Highlands identified areas, which would be addressed pursuant to a plan drafted according to the requirements of the Ontarians With Disabilities Act, 2001.

In 2006, the following projects were accomplished:

Additional large print books were purchased for the library system. The total books in inventory are 318 or 2.39% of total collection.

There are now 39 audio books and 239 DVDs in the library system.

In 2007 the Township will continue to improve accessibility by providing additional library resources, monitor signage, encourage universal design in housing, etc.

Budget restrictions will determine the extent of the work to be carried out in 2007.

Report adopted by the Council for the Township of Addington Highlands on December 18, 2006.

Jack Pahl, Clerk Treasurer

Accessibility Report, 2005

In 2004, the Township of Addington Highlands identified areas, which would be addressed pursuant to a plan drafted according to the requirements of the Ontarians With Disabilities Act, 2001.

In 2005, the following projects were/will be accomplished:

- washrooms at the Denbigh Library (township Hall basement) are currently being renovated to accommodate persons with disabilities.
- fully accessible washrooms are being constructed at the Flinton Library where none existed previously.

In 2006 the Township will inspect washroom facilities in the Denbigh and Flinton municipal halls in an effort to identify what upgrades are required with respect to dispensers and mirrors and parking spaces at the Flinton Municipal office will be resigned by painting logos on the pavement in order to avoid vandalism problems with upright signs.

Budget restrictions will determine the extent of the work to be carried out in 2006. Report adopted by the Council for the Township of Addington Highlands on October 4, 2004.

Jack Pahl, Clerk Treasurer

Accessibility Report, 2004

In 2003, the Township of Addington Highlands identified areas, which would be addressed pursuant to a plan drafted according to the requirements of the Ontarians With Disabilities Act, 2001.

In 2003/2004, the following projects were accomplished:

- wheelchair ramps were installed in the Flinton and Denbigh library buildings.
- large print books were purchased
- handicapped parking spaces were located and signed at the Municipal Building in Flinton

In 2004/2005 the Township will inspect washroom facilities in the Denbigh and Flinton municipal halls in an effort to identify what upgrades are required with respect to doors, fixtures, lighting, etc.

Budget restrictions will determine the extent of the work to be carried out.
Report adopted by the Council for the Township of Addington Highlands on
October 4, 2004.

Jack Pahl, Clerk Treasurer