



INCORPORATED 1850

TOWNSHIP OF KING

ACCESSIBILITY PLAN 2004 UPDATE



TOWNSHIP OF KING ACCESSIBILITY PLAN UPDATE - 2004

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PART 2

Township of King Buildings & Facilities Strategy
- Update of Identified Barriers, 2004

PART 3

SCHEDULES:

- I. Clerk's Department
- II. Building Department - Township Facilities & Buildings
- III. Clerk's Department - By-Laws
- IV. Planning Department
- V. Fire & Emergency Services Department
- VI. Operations Department - Public Works/Engineering
- VII. Finance Department - Treasury
- VIII. Finance Department - Human Resources
- IX. Parks, Recreation & Culture Department
- X. King Township Public Library



TOWNSHIP OF KING ACCESSIBILITY PLAN - 2004 UPDATE

SECTION 1: OVERVIEW

Pursuant to the *Ontarians with Disabilities Act*, the Accessibility Advisory Committee (AAC) was established in the fall of 2002. The AAC met with Township staff, toured the municipal facilities and advised on the development of the Township's Accessibility Plan which was received and approved by Council in June, 2003.

The Accessibility Plan 2003 is a 'living' document which identifies and sets targets for the removal of barriers for people with disabilities. The Plan will be reviewed on an annual basis, thus allowing Council, staff, and the public to monitor the barriers identified and to provide direction for the prevention of future barriers. The 2003 Plan focused on identifying existing problems and barriers, the 2004 Update will advise of the status of the recommendations of the 2003 Plan and provide new targets for the coming year.

The term of the original AAC members ended with the term of Council in November, 2003. Three of the original members have returned and two new members have been appointed, please see Accessibility Committee Members Appendix 'A'. The Township also set up a Working Group comprised of Senior Staff members who are responsible for the areas of the Accessibility Plan that pertain to their departments (Appendix 'B').

SECTION 2: 2003 RECOMMENDATIONS - STATUS

1. General Recommendations

The following are the general recommendations which the AAC and the Working Group presented to Council in the Accessibility Plan 2003. The 2004 status is inserted in *Italics* after each recommendation:

The Working Group and the Accessibility Committee have identified a number of barriers to persons with disabilities throughout the municipality's many facilities as well as the municipal office. Some of these barriers are simple, inexpensive items which can easily be amended, while others represent a significant financial commitment.

- (a) Municipal staff address all 'small' budget items (such as signage, awareness training) as indicated in the Schedules to the Accessibility Plan wherever possible within the maintenance and operations budget for 2003.

The AAC and Working Group identified many 'easy fixes' such as appropriate signage – these are itemized in the individual Department and Facility Reports.

The Township sponsored training sessions on Disabilities Awareness for all municipal staff. The Clerk and Human Resources Co-ordinator attended a seminar on working with and accommodating staff who have Hearing disabilities.

The AAC has designed an information pamphlet for distribution Township-wide with the July 2004 tax bills advising of the AAC and providing contact information regarding disabilities.

- (b) With respect to the recreational facilities, there is currently a Recreation and Parks Master Plan study being conducted which will report on the Township's needs now and in the future. The Working Group recommends that the findings of the Accessibility Report be referred to the consultant working on the Recreation and Parks Master Plan study for consideration in making recommendations on the facilities.

The Recreation and Parks Master Plan was completed and adopted by Council at its meeting of June 21st, 2004. The Plan incorporated the recommendations made by the AAC regarding the municipal facilities. The Recreation and Parks Master Plan will be discussed in further detail in section 3 of this report.

Please see attached Schedules for details on the Township departments and facilities review and undertakings.

- (c) With respect to the Township Municipal Office, Council has made a recommendation that a needs study be conducted under the 'new' Council next year. It is recommended that the findings of the Accessibility Report be referred to the study for consideration as part of the assessment of the Municipal Office.

Council has directed the Chief Administrative Officer to explore options for an alternative location.

- (d) For the 2004 Accessibility Plan, taking into consideration the studies referenced in (b) and (c) above, the Working Group make recommendations for selection of priority projects for Council consideration, time frame and budget approval.

The Working Group has identified projects that are deemed as priorities for 2005. See Section 7 of this Document.

- (e) The Township of King Transportation Advisory Committee be dissolved, and its mandate to 'spread the word' about the York Region Specialized Transit Service become part of the mandate of the Accessibility Advisory Committee.

In approving the Accessibility Plan 2003, Council approved (e) above. The AAC will proceed to take steps to increase awareness of the Specialized Transit Service available in King Township. The AAC received a deputation by York Region Specialized Transit to learn more about the program.

- (f) The Working Group work with the Accessibility Advisory Committee in researching, preparing, and distributing informational materials on accessibility.

The Clerk and Recreation Staff assisted the AAC in designing the information pamphlet for distribution Township-wide with the July 2004 tax bills advising of the AAC and providing contact information regarding disabilities.

- (g) Complaints regarding accessibility issues from the public shall be referred to the Clerk, who will forward the matter to the appropriate Department Head for a response and action. A brief report on the matter at issue and action taken will be provided to the Accessibility Advisory Committee for information.

The Clerk received only one complaint during 2002-2003 with respect to the accessibility of a passive Conservation Authority property. The complainant was advised of other similar areas in the vicinity which are designed to accommodate wheelchairs. The AAC reviewed the Clerk's response and agreed that this was the best option possible.

- (h) Practicality and economics require a planned investment and long term commitment to improve access, particularly in the case of existing facilities and programs. To begin new projects, processes, policies and programs must include accessibility as part of the standard review process.

The Building Department has developed a 5 year plan dedicated to addressing accessibility issues to be considered in conjunction with the Township budget process.

- (i) Township officials to be aware of and knowledgeable about accessibility considerations in their spheres of influence and to show leadership in the carrying out of this aspect of their duties.

Senior Staff is responsible for ensuring that each Department is barrier-free, and comprise the Working Group. The Working Group, with input and advice from the AAC developed the 2003 Accessibility Plan and will contribute to annual updates. The Working Group will meet with the AAC as deemed necessary to resolve any problems or difficulties which are brought forward.

All staff are encouraged to attend future training seminars, and the Human Resources Co-ordinator and the Clerk will continue to watch for suitable programs.

- (j) Township continues to liaise with the Region of York regarding issues under Regional jurisdiction that affect accessibility such as transportation and road safety.

The Region of York initiated the establishment of a Municipal Staff Reference Group. The Township Clerk, as the AAC liaison, attends the meetings of the Group which is comprised of representatives from each of the nine York Region municipalities as well as representatives from the Region, hospitals and school boards serving York Region. The purpose of this Group is to share information and experiences related to accessibility planning and ODA implementation and work together on common issues and concerns.

In February and March of 2004, the Ministry of Citizenship held consultation sessions on the Ontarians with Disabilities Act (ODA). The Community Services and Housing Committee of the Region of York brought forward a report which made recommendations for the Ministry to consider in preparing the regulations to the ODA which are expected to be released in the fall of 2004. Council of the Township of King supported the recommendations which in brief request that:

- *the Ministry establish a funding framework to assist municipalities in implementing the ODA;*
- *the Ministry establish consistent guidelines and standards;*
- *the Ministry impose flexible time lines;*
- *clarification of ODA definitions and terms;*
- *the ODA be expanded to include the private sector and if so, the Province will have responsibility of overseeing the implementation of the ODA in the private sector,*
- *municipal AAC's remain as advisory committees*
- *the Accessibility Directorate of Ontario provides overall support and guidance to organizations responsible for the implementation of the ODA.*

A meeting is planned for the fall of 2004 for the Municipal Reference Group and the area AAC's to discuss the anticipated changes to the ODA.

Note: In October, 2004, a new Act, Bill 118 was introduced, which if enacted, will replace the Ontarians with Disabilities Act, 2001.

2. Township Departments & Facilities

The attached Schedules I – X detail the barriers which were identified in the 2003 Accessibility Plan in each Township Department and in the municipal facilities and provide the status of addressing each barrier.

SECTION 3: PARKS AND RECREATION MASTER PLAN

In the spring of 2004 a Township-wide master plan for leisure services which comprise parks and open space, leisure facilities, programming for recreation and the arts, and the way leisure services are provided was developed. The plan provides a list of phased recommendations covering the period from 2004 to 2013 and indicates how they will be implemented and funded. In the fall of 2002, the four Township Lion Clubs initiated a feasibility study to determine the need for a multi-use community facility. The Master Plan offers a combination of the assumptions, findings and conclusions from the research and analysis conducted for the Township leisure services plan and the Lions feasibility study. Throughout the Master Plan the recommendations of the AAC regarding the various existing facilities have been given high priority.

In 2003, the AAC was advised of the above-noted upcoming studies and in certain cases, reserved making recommendations for upgrading facilities such as the Schomberg Community Hall and the Nobleton Community Hall pending the Master Plan's findings.

The Parks and Recreation Master Plan comments have been included where applicable in Schedules I -X.

This year, Council authorized the Chief Administrative Officer to review options on re-locating the Township Municipal Offices.

SECTION 4: OPERATIONS DEPARTMENT RE-ORGANIZATION

The 2003 Accessibility Plan described the Parks and Recreation Department as part of the Operations Department and advised that the Township works with a number of volunteer boards of management to operate its facilities on a user pay basis. In the past, volunteer committees operated and managed the arenas, community halls, parks, and trails. During 2003, the five parks committees were dissolved and replaced by a single Parks Advisory Committee which oversees the planning and development of the Township parklands.

Further review and change has resulted in the division of the Operations Department into "Operations" and "Parks, Recreation and Culture" with Catherine Purcell being promoted to position of Director of Parks, Recreation and Culture.

A review has also been undertaken of the Arena Boards of Management with Council requesting that the Arena staff report directly to the Township, i.e. Ms Purcell and new Terms of Reference are being created for the Arena Boards.

SECTION 5: IDENTIFICATION OF EXISTING BARRIERS

Schedules 1 – X provide a summary and status of barriers which were identified in the 2003 Accessibility Plan.

SECTION 6: ACCESSIBILITY ADVISORY COMMITTEE COMMENTS

The Accessibility Advisory Committee reviewed the Parks and Recreation Master Plan. The Committee expressed concern that the Parks and Recreation Master Plan does not mention the accessibility features which were included in the new Ansnorveldt Park Playground equipment installed last year. The Committee encourages the Township to consider accessibility in the development of all parks and playgrounds.

The Accessibility Advisory Committee encourages the Township to ‘raise the bar’ wherever possible with respect to matters which meet the Building Code, but still present barriers to persons with disabilities. For example, while the provision of ‘Emergency Exits’ at various Township facilities meet the requirements of the Ontario Building Code, a wheelchair-bound person would not be able to use these exits.

SECTION 7: RECOMMENDATIONS

The (Staff) Working Committee recommends that:

- (a) Staff continues to work on identifying, preventing and eliminating identified barriers;
- (b) Annual accessibility planning be integrated with the Township annual business and budget planning;
- (c) In view of the fact that the municipal offices may be re-located, only essential accessibility upgrades be carried out;
- (d) Township staff continue to work to eliminate the barriers identified in Schedules I – X ;
- (e) The following projects are suggested as priority projects for 2005:
 - (i) Parking Spaces for Disabled Persons, Main Street @ Schomberg Community Hall, estimated cost \$15,000.
-Requires curb cut, sidewalk alterations, ramping, installation of designated parking signs and line painting;
 - (ii) King Township Museum Accessible Washrooms, estimated cost \$10,000.

-main museum building requires washroom upgrades to facilitate programs. Front door also to be made accessible.

(iii) King City Library Washroom and Front Door improvements, estimated cost \$28,000.

-Washroom requires accessibility upgrades, front entrance automated door recommended estimated cost \$28,000

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**APPENDIX 'A'
TO TOWNSHIP OF KING
ACCESSIBILITY PLAN UPDATE – 2004**

TOWNSHIP OF KING
TOWNSHIP OF KING BUILDINGS AND FACILITIES STRATEGY
UPDATE OF IDENTIFIED BARRIERS 2004 **Page 1**

FACILITY/BARRIERS IDENTIFIED	STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME	STATUS FALL 2004 & SUCCESS/BARRIERS TO ACHIEVEMENT
<p>MUNICIPAL OFFICES</p> <p>NOTE FROM 2003 PLAN: Council has suggested that a needs study be undertaken of the Township Municipal Offices – it is recommended that this report be referred to the Study, and that high cost permanent retrofit items be deferred wherever possible until the study is completed.</p>		<p>Council has authorized staff to proceed in identifying options to re-locate. (See explanatory Note 2 at end of this Schedule)</p>
<p>Narrow passages throughout work areas would have to be addressed if a person with disabilities were employed.</p>	<p>Re-locate moveable items; provide storage areas for supplies</p> <p>Financial – lack of storage space is ongoing problem</p> <p>Human Resources – staff time to re-locate items; then to manage storage and retrieving of supplies and equipment from storage site</p> <p>Refer to 2004 budget discussions</p>	<p>Lack of storage space is ongoing problem.</p> <p>Increase in staff adds to the over-crowding and storage problem.</p>
<p>Additional accessible washrooms should be available in the event an employee becomes disabled. (Washroom near Clerks/Recreation area would be large enough).</p>	<p>Requires accessible fittings – lever handles, grab bars, check height of dispensers, mirrors</p> <p>Priority status and costs to be determined</p> <p>Financial, Human Resources</p>	<p>Barrier free washrooms have been provided and are accessible within 147' – meets Ontario Building Code requirements.</p> <p>All deficiencies in the washrooms have been resolved.</p>

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FACILITY/BARRIERS IDENTIFIED	STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME	STATUS FALL 2004 & SUCCESS/BARRIERS TO ACHIEVEMENT
<p>MUNICIPAL OFFICES Cont'd</p> <p>Entrances/Parking:</p> <p>No signage to indicate location of accessible entrance to building.</p> <p>Entrance doors are generally not wheelchair accessible (not level, difficult to open from wheelchair)</p> <p>(Tile) floors at entrances are slippery when wet (look into applying a spray with "grit" in it). Small floor mats at entrances are a hazard.</p> <p>The disabled parking space in front of the office is too far from the accessible entrance (Council chambers entrance); improved signage is needed for the parking space and to identify the accessible entrance.</p>	<p>Small budget items such as signage, 'grit spray', look into alternate for floor mats – to be addressed</p> <p>High cost items such as automated doors, permanent ramp to be referred to Municipal Office Needs Study.</p> <p>The parking space is centrally located between the Council chambers and Main Office doors. As a result of reconstruction of the sidewalk in 2004, both entrances now have level threshold and are accessible.</p>	<p>Financial - requires 2005 budget approval. Only maintenance and repairs to be completed on building as per 2004 budget. See Note 2 at end of these schedules.</p> <p>The sidewalk outside the Council Chamber entrance was reconstructed in Fall of 2004, creating a level entrance, ramp no longer an issue.</p> <p>Access doors have been adjusted to open more easily.</p> <p>Grit spray not recommended as it presents cleaning and sanitization problems. Also, the mats soak up the water from slush and snow that is constantly tracked in This matter to be referred to the Health & Safety Committee for comment.</p> <p>Additional Signage to be provided in 2005.</p>

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<p>MUNICIPAL OFFICES Con't</p> <p>Snow and slush in curbcut at disabled parking space at the front of the Municipal Offices was not shoveled out.</p>	<p>Staff awareness training.</p> <p>Human Resources Department to implement staff awareness training (See HR Report, Schedule VII) as soon as possible, if within HR budget, otherwise – priority 2004.</p> <p>Operations Department Head to advise staff on the importance of ensuring access with respect to this specific matter.</p>	<p>Identified as ongoing exterior maintenance. To be addressed as part of snow removal /de-icing program.</p> <p>Disabilities Awareness Training was undertaken by all Township staff summer, 2004 to demonstrate the importance of ensuring this type of work is completed promptly.</p>
<p>Disabled parking space at the drugstore may be too narrow, the curbcut can be blocked by parked cars.</p>	<p>Staff to investigate and make required adjustments, perhaps paint 'slash' markings to prevent cars being parked in front of curbcut, additional overhead sign.</p> <p>Human Resources, Financial</p> <p>To be completed in the summer of 2003, within 2003 maintenance budget allocation.</p>	<p>Completed summer of 2004.</p>
<p>Council dais not wheelchair accessible.</p>	<p>Investigate cost and feasibility of installing ramp.</p>	<p>Refer to Note 2 at the end of these schedules.</p>

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FACILITY/BARRIERS IDENTIFIED	STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME	STATUS FALL 2004 & SUCCESS/BARRIERS TO ACHIEVEMENT
<p>KING MUSEUM & BUILDINGS</p> <p>Not wheelchair accessible.</p>	<p>Heritage Building Site</p> <p>Consider future review to determine feasibility/costs/uses Refer to 5 year budget planning forecast.</p>	<p>Accessible washrooms and improvement to front door of main museum building proposed in 2005 budget.</p>
<p>KING CITY COMMUNITY RECREATION CENTRE (ARENA)</p> <p>Lip at entrance should be reduced</p> <p>Washrooms: towel dispensers are too high (upstairs & downstairs)</p>	<p>Maintenance staff to investigate & see if entrance may be addressed & correct height of towel dispensers.</p> <p>Human Resources, Financial</p> <p>To be completed in the summer of 2003, within 2003 maintenance budget allocation</p>	<p>Financial approved; Changes pending.</p>
<p>Staff advised that flooring of banquet hall will be replaced soon – recommend that colour contrast be added for wayfinding and identifying areas (i.e. contrast strip at stairwells, in front of stage, entrances/doors)</p>	<p>AAC comment to be considered in selection of materials and design of replacement floor project. If necessary AAC to be consulted for further input.</p> <p>Funds have been allocated in 2003 budget for this project.</p>	<p>Changes completed.</p>

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<p>KING CITY COMMUNITY RECREATION CENTRE (ARENA) cont'd.</p> <p>Confusion with the two main entrances – improved signage</p>	<p>Signage issue to be addressed</p> <p>Human Resources, Financial</p> <p>Within 2003 maintenance budget allocation</p>	<p>Financial approved.</p> <p>Exterior alterations in progress – plan to remove stairs entirely & provide ramps currently underway.</p>
<p>KING CITY FIREHALL</p> <p>No signage re: barrier free washrooms</p>	<p>Signage to be provided</p> <p>Human Resources, Financial</p> <p>Within 2003 maintenance budget allocation</p>	<p>Financial approved. Installation pending.</p>
<p>LASKAY COMMUNITY HALL</p> <p>No Disabled Parking – however lot is so small may not be feasible.</p>	<p>Parking Lot upgrades are planned for 2004 budget, Disabled Parking space to be considered</p> <p>Human Resources, Financial</p>	<p>Parking lot is too small for designated parking space to be feasible.</p>
<p>No signage re: barrier free washrooms. Washroom mirror should be lowered or tilted. Add lever handles to sinks in washrooms.</p>	<p>Signage, mirror to be addressed in 2003 maintenance budget; lever handles if funds available in 2003; refer to 2004 budget, if not.</p>	<p>Pending 2005 budget approval.</p>

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<p>LASKAY COMMUNITY HALL cont'd.</p> <p>Relocate moveable stage stairs from men's washroom aisle</p>	<p>Request Committee of Management to store elsewhere</p>	<p>Lack of storage space. Stairs are easily moved aside if necessary.</p>
<p>Check settling of ramp at side door (lip)</p>	<p>Maintenance Item</p> <p>To be addressed in 2003 maintenance budget</p>	<p>Pending 2005 budget approval.</p>
<p>TOWNSHIP WORKS YARD (office area only)</p> <p>No barrier free parking spaces No ramps</p> <p>No barrier free washrooms, hardware Hallways undersized No signage</p>	<p>The 5 year Capital Projects Plan includes an addition for 2005.</p>	<p>Pending 2005 budget approval.</p> <p>Accessibility Items to be addressed in renovation project, AAC will review & comment.</p>
<p>SCHOMBERG COMMUNITY HALL</p> <p>Front entrance is not accessible – should be signage at side door to indicate wheelchair accessible entrance.</p> <p>No handicapped parking spaces</p>	<p>Identify a location for a Disabled Parking space, investigate costs</p> <p>Human, Financial Resources</p> <p>Signage to be addressed in 2003</p>	<p>Pending budget approval for 2005 – 2 designated parking spaces suggested at front on Main street – will require curb cut & ramping of sidewalk in front of Hall.</p>
<p>Doorways to downstairs washrooms are less than the required 32 inches wide; however, this could be remedied. Otherwise the</p>	<p>Investigate costs of adjusting the downstairs washroom doors & fixtures</p> <p>Downstairs washrooms – refer to 2004 budget</p>	<p>Human Resources/ Budget approved.</p> <p>Pending completion.</p>

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<p>SCHOMBERG COMMUNITY HALL Cont'd.</p> <p>downstairs washrooms require grab bars and are sufficient</p> <hr/> <p>A chair lift has been installed, however, the upper level is not wheelchair accessible nor are the washrooms upstairs compliant; the emergency exit for upstairs is not safe for wheelchair or otherwise physically disabled.</p>	<p>The suggested upgrades would make the lower level completely accessible. However, before further retrofit (upstairs) is contemplated, refer to the Parks & Recreation Needs Study</p>	<p>Human Resources Pending budget approval.</p> <p>Architectural – no fire exit 2nd floor.</p> <p>The 2004 Parks & Recreation Master Plan recommends that if the Schomberg arena is reconfigured and enlarged, consideration should be given to including a large multi-purpose hall with the arena and retiring the Schomberg Community Hall as a public facility.</p>
<p>SCHOMBERG COMMUNITY & AGRICULTURAL ARENA</p> <p>Handicapped parking pavement markings are faded (upper level of parking lot at north entrance)</p> <p>Towel dispenser in barrier-free washrooms and the mirror (3 ft. 3 in. lower edge) need to be lowered.</p>	<p>Repaint markings on pavement; correct height of dispenser</p> <p>Human, Financial Resources</p> <p>To be included in the 2003 maintenance budget</p>	<p>Approved and completed.</p> <p>Approved and completed.</p>

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<p>KETTLEBY / POTTAGEVILLE COMMUNITY LIONS HALL</p> <p>Washrooms: Handles should be lever-style, towel dispensers too high.</p> <hr/> <p>Threshold at main entrance is difficult for wheelchair access – look into some sort of ramp or covering to assist.</p> <p>Emergency exits – steep outside drop too large to safely exit.</p>	<p>Adjust dispensers; replace handles</p> <p>Human Resources, Financial</p> <p>Dispensers to be adjusted in 2003</p> <hr/> <p>Staff to investigate access matter</p> <p>Any upgrades possible in 2003 maintenance budget; refer balance to 2004 budget considerations.</p> <p>See explanatory note #1 at end of this schedule regarding Emergency Exits.</p>	<p>Budget approved, pending installation.</p> <hr/> <p>Parking Lot improvements planned for 2005 will address the front door access and staff will look into the matter of upgrading the emergency exit; however the building meets the Ontario Building Code with respect to the emergency exit.</p>
<p>POTTAGEVILLE PARK PAVILION</p> <p>No handicapped parking; consider providing two handicapped spaces to the west of the pavilion with signage</p> <p>Transition from gravel path to concrete patio requires 'build up'</p> <p>Threshold too high for wheelchair access</p>	<p>Due to security issues, providing parking at this location is problematic. Consider creating a Disabled Parking Space close to the path at east side of Parking area. Upgrade slope of path to accommodate wheelchairs and ensure 'build up' is maintained.</p> <p>Human, Financial Resources</p>	<p>Lot regrading required, regrading will address the building access issue.</p> <p>A gate has been installed to prevent vehicle access to the park, accordingly a designated parking space will be provided at the west side of the pavilion, referred to 2005 budget.</p>

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<p>POTTAGEVILLE PARK PAVILION Cont'd.</p> <p>Improve slope/grade of path from east end of parking lot.</p> <hr/> <p>Sharp corners on picnic tables</p> <hr/> <p>Washrooms generally acceptable; check height of towel dispensers, correct if necessary.</p>	<p>Staff to investigate to see what can be done under 2003 Maintenance Budget with respect to the path & slope. If not possible, then to be referred to 2004 budget considerations.</p> <hr/> <p>To be addressed – maintenance item</p> <p>2003 maintenance</p>	<p>Staff advises that the path cannot be improved as there is not enough distance to design the grade to meet accessibility standard.</p> <hr/> <p>Human, Financial Resources Staff to 'round' corners of picnic tables and attached bench seats</p> <p>To be addressed in 2005.</p>
<p>NOBLETON COMMUNITY HALL</p> <p>No parking No ramps Front entrance door & hardware; Interior doors & hardware No access to floor levels No barrier free washrooms No signage</p>	<p>Staff to review; consider impact on front entrance closure</p>	<p>Referenced to lot restructuring.</p>

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<p>NOBLETON COMMUNITY HALL Cont'd</p> <p>Not a wheelchair accessible facility</p>	<p>Refer to the Parks & Recreation Needs Study</p>	<p>2004 Parks & Recreation Master Plan recommends that if a multi purpose facility is added to the Nobleton Community Centre/Arena in future, consideration should be given to retiring this hall as a public use facility and demolishing it to allow for a wider and more appealing entrance to the park and increased visibility and parking.</p>
<p>NOBLETON POOL</p> <p>Pool is wheelchair accessible; however the front entrance is not. Wheelchairs and people with strollers are admitted at the gate.</p>	<p>Human, Financial Resources</p>	<p>The AAC determined that the pool dressing rooms and washrooms are virtually inaccessible – step at front entrance, lip at rear entrances, lip at showers, washrooms and change rooms too small, no accessible hardware, configuration of screens at rear entrances to narrow to maneuver a wheelchair; as for the pool itself, there is no ramp.</p> <p>The age of the building and extent of the work required to bring the pool up to accessible standards would be more than the facility is worth.</p>

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FACILITY/BARRIERS IDENTIFIED	STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME	STATUS FALL 2004 & SUCCESS/BARRIERS TO ACHIEVEMENT
<p>NOBLETON COMMUNITY RECREATON CENTRE (Arena)</p> <p>Add markings and signage to indicate location of ramp at the walkway. Disabled parking area is distant from the ramp and the ramp cannot readily be seen. Suggest consideration of an additional Disabled parking space near the ramp.</p> <hr/> <p>Downstairs washrooms; lower towel dispenser, soap dispenser and mirrors to recommended heights; lever handles on taps; cut out counter apron for wheelchair access; accessible stall is slightly under-sized, add grab bars.</p> <hr/> <p>Emergency exit outside drop too high for safe exit</p> <hr/> <p>Viewing area for wheelchairs in music room requires being lifted up two steps and users are separated from the 'action' and 'ambience of fans'. Suggest that a viewing area similar to that in Schomberg Arena be added.</p>	<p>Staff to address in 2003. Paint ramp markings, add signage; add parking space near ramp.</p> <p>Human, Financial Resources</p> <p>Maintenance staff & 2003 Maintenance budget.</p> <hr/> <p>Adjust dispensers, review costs for remaining upgrades</p> <p>Maintenance staff to adjust dispensers, refer remaining upgrades to 2004 budget considerations.</p> <hr/> <p>¹See explanatory note at end of this schedule regarding Emergency Exits.</p> <hr/> <p>Design and costs to be determined.</p>	<p>2 new designated parking spaces have been located in close proximity to ramp, original space has been retained. .</p> <p>Future building expansion; will address accessibility issues at that time.</p> <hr/> <p>Minor budget items to be completed in 2004. Washroom stall size is deficient, major structural, plumbing renovations required. Recommend these renovations be addressed in expansion project.</p> <hr/> <p>Main exit is barrier-free and within exit travel distance of the Ontario Building Code. See explanatory Note #1 at end of the Schedule.</p> <hr/> <p>Refer to 2005 budget and/or expansion project.</p>

**TOWNSHIP OF KING
TOWNSHIP OF KING BUILDINGS AND FACILITIES STRATEGY
UPDATE OF IDENTIFIED BARRIERS 2004**

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FACILITY/BARRIERS IDENTIFIED	STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME	STATUS FALL 2004 & SUCCESS/BARRIERS TO ACHIEVEMENT
<p>NOBLETON COMMUNITY RECREATION CENTRE (Arena) Cont'd</p> <p>Upstairs washrooms: lever handles required for taps; add grab bars for wheelchair stall; wheelchair stall is slightly undersized; decrease pneumatic pressure on Men's washroom door Question need for double doors in washrooms.</p>	<p>Adjust dispensers, adjust pneumatic door, review costs for remaining upgrades – perhaps lower level accessible washroom should be designated as accessible washrooms, in this case signage would be required.</p> <p>Refer to staff to determine whether double doors are necessary.</p> <p>Human, Financial Resources</p> <p>Dispensers, pneumatic door to be addressed as maintenance items, 2003 – if it is determined that lower level washroom is designated, then signage to be provided in 2003.</p>	<p>Refer to 2005 budget or expansion project.</p>
<p>Elevator access for wheelchairs and physically handicapped, however the key is kept 'upstairs' – suggest looking into making the elevator key accessible.</p>	<p>Refer to Building Department Staff to review</p> <p>Building Department staff to review in 2003 & determine how changes can be made & report back to AAC.</p>	<p>AAC visited in 2004, Elevator – instructions should be in large font and placed lower, so person in a wheelchair can use.</p>
<p>Add safety stripping to concrete stairs to define the steps (visual).</p>	<p>Maintenance staff to complete</p> <p>2003 Maintenance Budget</p>	<p>Pending completion.</p>

**TOWNSHIP OF KING
TOWNSHIP OF KING BUILDINGS AND FACILITIES STRATEGY
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FACILITY/BARRIERS IDENTIFIED	STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME	STATUS FALL 2004 & SUCCESS/BARRIERS TO ACHIEVEMENT
<p>NOBLETON SENIORS CENTRE</p> <p>Seniors Centre is not wheelchair accessible from outside, however wheelchairs may enter from the arena foyer</p>	<p>Future ramp to be considered for outside access door.</p> <p>Design and cost to be determined for consideration in 5 year capital plan.</p>	<p>Human, Financial Resources</p> <p>Design and cost to be determined for consideration in 5 year capital plan./ also refer to expansion project.</p>
<p>ANSNORVELDT PUBLIC LIBRARY</p> <p>Approach to the boardwalk requires a 'ramp' assist from the parking area (perhaps just a build up of gravel)</p>	<p>Maintenance staff to adjust. To be monitored to ensure it does not sink.</p> <p>To be corrected in 2003. Staff to be advised to monitor.</p>	<p>Human, Financial Resources</p> <p>Replacement door and ramp improvements referred to 2005 budget</p>
<p>Although the (unpaved) parking lot was soggy, the boardwalk/ramp was easy to maneuver as the wood slats are evenly spaced and the edges provide definition (visual)</p> <p>Note: There are plans to change the swing of the door at the entrance to accommodate wheelchair access</p>	<p>Maintenance to arrange to re-hang access door (May require outside contractor)</p> <p>2004 Maintenance Budget</p>	
<p>Staff washroom is not compliant – there is no public washroom. Consideration of accessibility is recommended in the event renovations or additions are undertaken.</p>	<p>Any addition or renovation will be reviewed by the AAC.</p>	<p>Any addition or renovation will be reviewed by the AAC.</p>

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UPDATE OF IDENTIFIED BARRIERS 2004**

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FACILITY/BARRIERS IDENTIFIED	STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME	STATUS FALL 2004 & SUCCESS/BARRIERS TO ACHIEVEMENT
<p>ANSNORVELDT PUBLIC LIBRARY Cont'd</p> <p>Shelving for videos on the wall and the free standing display with knobs for children's materials extends into aisles: safety issues for visually impaired.</p>	<p>Replace display stand and remove/relocate wall shelving.</p> <p>2004 Library budget</p>	<p>Looking for new area for CD display stands and shelf.</p>
<p>SCHOMBERG PUBLIC LIBRARY</p> <p>Concrete at transition of walkway to entrance requires repair.</p>	<p>To be repaired in summer 2003</p> <p>Human, Financial Resources Maintenance staff to repair, 2003</p>	<p>Completed August 2004</p>
<p>Emergency exit door at rear of building – too high for safe exit (front emergency exit is satisfactory).</p>	<p>¹See note re: Emergency Exits at end of Schedule.</p>	<p>See note #1 re: Emergency Exits at end of Schedule.</p>
<p>Pneumatic pressure on washroom doors should be decreased.</p>	<p>Maintenance staff to adjust.</p> <p>Maintenance staff to adjust, summer 2003.</p>	<p>Completed</p>
<p>Check clearance at washroom sinks for wheelchair access.</p>	<p>Maintenance staff to check & report on findings.</p> <p>If action required, refer to 5 year capital plan.</p>	<p>Area of washrooms not adequate for wheelchairs. Library Board has funds requested in 2005 Capital Budget to upgrade washrooms.</p>
<p>Front desk/counter should have a lowered area for wheelchair access and children.</p>	<p>Desk replacement had been planned.</p> <p>Desk to be replaced, 2003 or refer to 2004 budget discussions.</p>	<p>Human, Financial Resources Completed 2004</p> <p>Accessible counter has been installed.</p>

**TOWNSHIP OF KING
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UPDATE OF IDENTIFIED BARRIERS 2004**

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FACILITY/BARRIERS IDENTIFIED	STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME	STATUS FALL 2004 & SUCCESS/BARRIERS TO ACHIEVEMENT
<p>NOBLETON PUBLIC LIBRARY</p> <p>Emergency door exit requires small ramp for safe exit.</p> <p>Some attention should be given to the interlocking stones at the entrance.</p>	<p>See note #1re: Emergency Exits at end of Schedule.</p> <p>Interlocking stones to be leveled.</p> <p>Maintenance staff to check stones & depending on scale of work, complete or refer to 2004 Budget discussions.</p>	<p>Human, Financial Resources</p> <p>Walkway, front entrance to be re-aligned and re-laid, refer to 2005 budget.</p> <p>Washrooms require upgrades, referred to 2006 budget.</p> <p>Automated doors proposed for 2007 capital budget.</p>
<p>KING CITY PUBLIC LIBRARY</p> <p>2 Storey, no elevator – main floor is accessible.</p> <p>Washroom on main floor is accessible; however doorway is slightly under required width of 32 in. As is doorway from library area to hallway to get to the washroom.</p>	<p>Elevator/expansion to be considered in 5 year budget forecast.</p> <p>Financial, Human Resources</p> <p>Staff to look into doorway width matter to see if anything can be done.</p> <p>An automated door opener is planned for the main access, 2004 budget.</p> <p>Lions Club will be approached to assist with funding.</p>	<p>Refer to 2005 budget. Library Board asking Council to match any Trillium Funding it might receive in the 2005 Capital Budget for an elevator.</p> <p>Human, Financial Resources</p> <p>Accessible washroom upgrades and automated front door – refer 2005 budget.</p> <p>Accessible front counter to be installed in November, 2004.</p>

**TOWNSHIP OF KING
TOWNSHIP OF KING BUILDINGS AND FACILITIES STRATEGY
UPDATE OF IDENTIFIED BARRIERS 2004**

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FACILITY/BARRIERS IDENTIFIED	STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME	STATUS FALL 2004 & SUCCESS/BARRIERS TO ACHIEVEMENT
<p>KING CITY SENIORS CENTRE</p> <p>Downstairs: Lip at entrance should be reduced. Washroom doorway too narrow and too small for wheelchair access; no grab bars; soap & towel dispensers too high.</p> <hr/> <p>Upstairs: Washrooms are accessible. Main entrance lip too high – requires ramp; side entrance to patio – patio surrounded by raised bricks.</p> <p>Entrance doors to activity rooms too narrow for wheelchairs. No wheelchair accessibility between floors.</p> <hr/>	<p>Upstairs washroom to be designated as accessible washroom – signage required.</p> <p>Human, Financial Resources</p> <p>Signage to be placed in summer 2003.</p> <p>Main and downstairs entrances to be assessed by Maintenance Staff – determine cost of upgrade to make accessible. Also look at the side entrance/patio. Staff to report on costs of upgrades to make entrances accessible; discuss further with AAC; refer upgrades to 2004 budget and to the Needs Assessment study being undertaken.</p> <hr/> <p>Needs assessment is being undertaken in 2003 – addition/renovation planned. AAC will review renovation/addition plans.</p>	<p>Upstairs washroom undersized as per the Ontario Building Code barrier-free minimum size-renovations/addition being considered.</p> <p>Addition/renovations planned; accessibility issues to be addressed, AAC to have input on project.</p>

TOWNSHIP OF KING
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UPDATE OF IDENTIFIED BARRIERS 2004

FACILITY/BARRIERS IDENTIFIED	STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME	STATUS FALL 2004 & SUCCESS/BARRIERS TO ACHIEVEMENT
<p>GENERAL AAC COMMENTS</p> <p>There appear to be a number of small area rugs and mats at entrances at many of the facilities and at the Township offices which can hamper accessibility and safety.</p> <hr/> <p>Suggest talking to staff at facilities (where appropriate) to ensure they are knowledgeable about accessibility issues and to gather their input to issues they may face.</p> <hr/> <p>Staff to advise renters of accessibility issues of individual facilities and all rental contracts to provide accessibility information. Here some training may be necessary, as in some cases, the facility staff are not cognizant of accessibility problems and do not realize their facility may not be completely accessible.</p>	<p>Consider alternate ways of controlling tracking in of water, snow, dirt.</p> <p>Maintenance staff, facility operators to look at alternatives.</p> <hr/> <p>Facility staff to be included in Township awareness training Consider an information meeting for the facility Boards of Management and staff with the AAC or AAC rep attend a Board meeting to discuss AAC issues.</p> <p>Township Human Resources to arrange for training sessions – in 2003 if budget permits; include in 2004 budget considerations if not.</p> <hr/> <p>Refer to Manager of Parks and Recreation to ensure accessibility information is included in all rental agreements.</p> <p>This report will be provided to all Boards of Management for their information.</p>	<p>Cleaning/sanitization issues with using the 'grit', also mats are needed to absorb slush, snow and water.</p> <p>Refer to Township Health & Safety Committee for comments.</p> <hr/> <p>Disabilities Awareness Training held June/04 for all Township staff including Arena Staff.</p> <p>Looking for further training options.</p> <hr/> <p>The Township rental agreements include information re. accessibility; not consistent as the Arena & Hall Boards are using different agreements.</p> <p>Complete AAC Report was provided to all Boards and Committees of Management.</p>

**TOWNSHIP OF KING BUILDINGS & FACILITIES – STRATEGY FOR REMOVAL
'NOTES'**

NOTES:

1. Emergency Exits & Exempt Buildings

Section 3.8 of the Building Code addresses Barrier-Free Design. Section 3.8.1.1 of the Building Code addresses buildings which are exempt from the Barrier-free requirements; these include buildings which are not intended to be occupied on a daily or full-time basis. The Nobleton and Schomberg Fire Halls are considered as 'substations' and are exempt from the Barrier-free requirements.

The above notwithstanding, in halls, arenas and other public buildings, the AAC felt there is a major safety issue where emergency exit doors open to a steep 'drop off'. The AAC strongly recommends that these Emergency Exit thresholds be improved (2003 AAC Plan).

The Township Building officials have reviewed and acknowledged the Accessibility Advisory Committees' concerns, but maintain that the subject facilities meet the Ontario Building Code and no further attention is necessary.

2. Council has directed the Chief Administrative Officer to proceed with exploring options for re-location of the Township Municipal offices. With this in mind, only those retrofits/renovations deemed urgent will be undertaken for the Township Municipal Offices.

1.3 Clerk's Department - Barrier Identification 2003

Accessibility Plan Update 2004 - Status Fall 2004

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier?</p>	<p>• Resources required (Human /Financial) Timing (When will this be completed)</p>	<p>Status - Fall 2004</p>
<p>Review of all Township By-laws to assist Departments to identify any barriers.</p>	<p>Conduct inventory, review, bring forward and discuss with Staff Working Group.</p>	<p>•Human Resources Spring-summer 2004</p>	<p>Ongoing. More information required from ODA in order to identify barriers. Spring/summer 2005</p>
<p>Review the Procedural By-law to identify any process barriers for people with disabilities.</p>	<p>Review and discuss with and seek input from the AAC.</p>	<p>•Human Resources Spring-summer 2004</p>	<p>AAC has considered the Procedure By-law at its meeting in October. Requested further discussion, will be on January/05 AAC Agenda.</p>

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier?</p>	<p>• Resources required (Human /Financial) Timing (When will this be completed)</p>	<p>Status - Fall 2004</p>
<p>Review publication standards for Council and Committee Agendas and reports</p>	<p>Assess for most appropriate font based on input from AAC and Canadian Institute for the Blind.</p>	<p>•Human, Financial Spring-summer 2004</p>	<p>CNIB preferred font is Arial, size 14. Increases document size by 1/3, impacts on budget, filing and storage space. AAC agreed use existing preferred font, (Times New roman size 12) and provide agendas, minutes, by-laws and any Township reports in larger print upon request. Improvements to the Website will also assist with this barrier.</p>
<p>Investigate/initiate in-house training courses for staff to educate and to develop awareness of disabilities</p>	<p>Discuss with Staff Working Group, co-ordinate with other departments</p>	<p>•Human, Financial (2004 Budget) Spring/summer 2004</p>	<p>Disability Awareness Seminars were held for all Township staff in the summer of 2004. Clerk & Human Resources Coordinator attended seminar on Hearing disabilities. Humans Resources Dept. to continue to develop further training.</p>

1.3 Clerk's Department - Barrier Identification 2003

Accessibility Plan Update 2004 - Status Fall 2004

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier?</p>	<p>• Resources required (Human /Financial) Timing (When will this be completed)</p>	<p>Status - Fall 2004</p>
<p>Develop a client service survey to identify any existing barriers in service delivery to disabled customers</p>	<p>Obtain input from AAC for survey content, conduct survey (time period), review results and assess</p>	<p>• Human Prepare for Summer/Fall 2003 (Survey could be available for ongoing input)</p>	<p>On AAC work plan for future project – early 2005.</p>
<p>Physical barriers in Clerks Department: Main entrance not accessible, counter too high for wheelchair access, reception work area not accessible, tile floor very slippery when wet</p>	<p>Refer to Chief Building Official for assessment and cost estimate to remediate.</p>	<p>• Human, Financial (2004 Budget) Pending review by CBO and availability of financial resources.</p>	<p>New sidewalks installed; entrance now level. Further information in CBO Accessibility Report on facilities and Municipal Office, (Schedule II).</p>

1.3 Clerk's Department - Barrier Identification 2003

Accessibility Plan Update 2004 - Status Fall 2004

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier?</p>	<p>• Resources required (Human /Financial) Timing (When will this be completed)</p>	<p>Status - Fall 2004</p>
<p>Signage</p>	<p>Signage required for main entrance indicating where the (ramp) wheelchair entrance is located</p>	<p>• Human, Financial Summer 2003</p>	<p>Improvement to sidewalk eliminated the need for the ramp, further information in CBO Accessibility Report on facilities.</p>
<p>Physical barriers in Council Chambers: Portable ramp requires side rails, hand railing, landing area to enable opening of doors; entrance doors difficult to open from wheelchair. Council dais not accessible; public washroom doors not accessible - washrooms require some adjustments.</p>	<p>Refer to Chief Building Official for assessment and cost estimate to remediate</p>	<p>• Human, Financial (2004 budget) Pending review by CB) and availability of financial resources.</p>	<p>Refer to CBO Accessibility Report.</p>

What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities	What method will be used to identify the barrier?	• Resources required (Human /Financial) Timing (When will this be completed)	Status - Fall 2004
Educational/Awareness Services	Work with the AAC in producing educational printed and web-site material to inform and increase staff and public awareness of disabilities	• Human (2004 budget) Spring/summer 2004	AAC with Township staff developed an information brochure, distributed Township wide with July Tax Bills. Website has been re-designed and is more user-friendly. Accessibility upgrades in progress, demonstration for AAC at November meeting. Accessibility Plan and AAC items will be on the Website. AAC will have input.

1.3 Clerk's Department - Barrier Identification 2003

Accessibility Plan Update 2004 - Status Fall 2004

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier?</p>	<p>• Resources required (Human /Financial) Timing (When will this be completed)</p>	<p>Status - Fall 2004</p>
<p>Access to Records/Archival materials, information.</p>	<p>Review of record management to be undertaken to determine ways to make more accessible, eg. Transferring to micro-film or providing electronically. Retain consultant to conduct overview of records management system</p>	<p>• Human, Financial (2004 budget) Initiate Spring/summer 2004 – ongoing.</p>	<p>Initiate Spring/summer 2004 – ongoing. 2005 budget recommendation – partnership with King Township Library for electronic archival of records. Once initiated will provide access via internet. Hoping for student grant.</p>



**TOWNSHIP OF KING
ACCESSIBILITY PLAN UPDATE 2004**

**BUILDING DEPARTMENT
SCHEDULE II TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2004**

BUILDING DEPARTMENT

Reviews plans, issues building permits and inspects buildings. The Chief Building Official is also responsible for the maintenance of all the Township buildings and facilities (Property Services).

CONTACT

Brian Grubbe, Chief Building Official

(905) 833-5321, Ext. 232

Fax: (905) 833-2300

bgrubbe@township.king.on.ca

2.1 Our Customers

This Department provides services to the Township Council, residents and rate payers, trades, other Township staff, and staff of Region of York, other municipalities and governmental agencies.

2.2 Accessibility Statement

The Building Department plans to continue to review departmental processes to identify and remove barriers that limit accessibility to these processes for people with disabilities.

2.3 Building Department – Barrier Identification 2003

Accessibility Plan Update – Status Fall 2004

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier?</p>	<p>• Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS – FALL 2004</p>
<p><u>Property Services</u> Review current practices relating to all aspects of building accessibility, including physical, sensory and cognitive</p>	<p>Research current best practices utilized in both the public and private sectors for identifying and eliminating barriers.</p> <p>Assist the Accessibility Advisory Committee in developing educational materials for the private sector.</p>	<p>• Human</p>	<p>Ongoing.</p>
<p><u>Property Services</u> A Needs Study has been recommended for the Municipal Offices. In conjunction with this, the Municipal Offices should be evaluated/assessed for accessibility.</p>	<p>The Study will determine the building’s accessibility level measured against current Building Code standards; identify existing barriers or problems areas (signage, colour use, lighting, flooring, technology, reception areas, etc.)</p>	<p>• Human: Staff + Consulting; Financial 2004 Budget</p>	<p>Needs Study was not conducted, instead Council directed Chief Administration Officer to consider options for relocation.</p>
<p><u>Property Services</u> Review of properties owned by the Township and leased (ie. Plaza units) – also to be completed with the above-noted study.</p>	<p>Inspect all leased properties to identify current barriers or problem areas, identify priorities and pending the outcome of the Needs Study, develop a plan to ensure these properties are made accessible.</p>	<p>• Human – Consultant 2004 – Budget</p>	<p>Same as above.</p>



**TOWNSHIP OF KING
ACCESSIBILITY PLAN UPDATE 2004**

**BY-LAW DEPARTMENT
SCHEDULE III TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2004**

BY-LAW DEPARTMENT

Responsible for enforcement of the Township's by-laws including property standards.

CONTACT

Walt Peacock, By-law Enforcement Manager (905) 83305321, Ext. 226
Fax: (905) 833-2300

wpeacock@township.king.on.ca

3.1 Our Customers

This Department provides services to Township Council, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

3.2 Accessibility Statement

The By-law Department plans to continue to review departmental processes to identify and remove barriers that limit accessibility to these processes for people with disabilities.

3.3 By-law Enforcement Department - Barrier Identification 2003

Accessibility Plan Update – Status Fall 2004

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier?</p>	<p>• Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS – FALL 2004</p>
<p>Township Disabled Parking By-law</p>	<p>In review with the Planning Department, it was learned that the Township By-law for Disabled Parking with respect to # and size of parking spaces has been repealed. Clerk's By-law Dept. to work with Planning and Building Departments to prepare and with AAC for input, and bring forward for Council approval</p>	<p>• Human Summer 2003 By-law to be prepared for AAC review & comment Fall, 2004</p>	<p>Early 2005</p>
<p>By-law Enforcement Department Physical Barrier: small, confined area is not wheelchair accessible</p>	<p>Refer to Chief Building Official for assessment and cost estimate to remediate</p>	<p>• Human Financial Pending review by CBO and availability of financial resources</p>	<p>Council directed CAO to consider options for relocation.</p>

3.3 By-law Enforcement Department - Barrier Identification 2003

Accessibility Plan Update – Status Fall 2004

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier?</p>	<p>• Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS – FALL 2004</p>
<p>Assist Clerk in review of all Township By-laws to assist Departments to identify any barriers.</p>	<p>Conduct inventory, review, bring forward and discuss with Staff Working Group.</p>	<p>• Human Spring-Summer 2004-11-05</p>	<p>Unable to complete due to lack of Human Resources and information from the ODA – guidelines required. Ongoing.</p>



**TOWNSHIP OF KING
ACCESSIBILITY PLAN UPDATE 2004**

**PLANNING DEPARTMENT
SCHEDULE IV TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2004**

PLANNING DEPARTMENT

Responsible for Township's Official Plan, land use and zoning information as well as subdivision development agreements.

CONTACT

Stephen Kitchen, Director of Planning (905) 83305321, Ext. 255
Fax: (905) 833-2300
skitchen@township.king.on.ca

4.1 Our Customers

This Department provides services to Township Council, various committees, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

4.2 Accessibility Statement

The Planning Department plans to continue to review departmental processes to identify and remove barriers that limit accessibility to these processes for people with disabilities.

4.3 Planning Department - Barrier Identification 2003

Accessibility Plan Update – Status Fall 2004

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier?/Strategy to Address</p>	<p>•Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS - FALL 2004</p>
<p>Disabled Parking By-law</p>	<p>Review and implement on Site Plans</p>	<p>• Human Review and Revision of By-law 2003</p>	<p>By-law to be developed by Clerks/By-law and Building Departments with comment from Planning Department, early 2005.</p>
<p>Rental of external facilities for Public Meetings</p>	<p>Require accessibility</p>	<p>• Human Financial Implement immediately, ongoing</p>	<p>Implement immediately, ongoing; Staff to ensure any buildings used for public meetings will be accessible.</p>

4.3 Planning Department - Barrier Identification 2003

Accessibility Plan Update – Status Fall 2004

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier?/Strategy to Address</p>	<p>•Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS - FALL 2004</p>
<p>Planning Application Forms both hard copy and on Web Site - Fonts</p>	<p>Review and update</p>	<p>• Human 2003 AAC to prepare accessibility guidelines pamphlet to be distributed with application packages. This guideline would also be suitable to circulate with Building Department Applications.</p>	<p>On AAC Workplan.</p>

4.3 Planning Department - Barrier Identification 2003

Accessibility Plan Update – Status Fall 2004

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier?/Strategy to Address</p>	<p>•Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS - FALL 2004</p>
<p>Circulation of Commercial/Industrial, Institutional & Multi-residential (5 units or greater) Site Plans to AAC</p>	<p>To be circulated to AAC</p>	<p>• Human Ongoing</p>	<p>The AAC has considered and commented on 5 Site Plans over the past year, comments have been incorporated into the Planning Department Reports and requirements for Site Plan Agreements. Consider drafting Site Plan Accessibility Check List.</p>



**TOWNSHIP OF KING
ACCESSIBILITY PLAN UPDATE 2004**

**FIRE & EMERGENCY SERVICES DEPARTMENT
SCHEDULE V TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2004**

FIRE DEPARTMENT

Volunteer Fire Department provides fire protection and emergency services through three stations - King City, Nobleton and Schomberg. There are two full-time staff, being the Fire Chief and the Fire Prevention Officer.

CONTACT

Dennis Gannon, Fire Chief (905) 833-2800
Fax: (905) 833-6960
dgannon@township.king.on.ca
Or Keith Wells kwells@township.king.on.ca
Fire Prevention Officer

5.1 Our Customers

This Department provides services to Township Council, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

5.2 Accessibility Statement

The Fire Department plans to continue to review and evaluate accessibility as it relates to disabled persons requiring fire and emergency services.

5.3 Fire & Emergency Services - Barrier Identification 2003

Accessibility Plan Update – Status Fall 2004

What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities	What method will be used to identify the barrier? Strategy for removal/Prevention.	• Resources required (Human/Financial) Timing (When will this be completed)	STATUS – FALL 2004
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<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier? Strategy for removal/Prevention.</p>	<p>• Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS – FALL 2004</p>
<p><u>Public Education Programs</u></p> <p>Smoke Alarm Program Smoke alarms provided to residents without a working smoke alarm in their home are not able to be used by people with a hearing impairment</p> <p>Purchase and distribute smoke alarms made for deaf people.</p> <p>Accessibility Advisory Committee suggests that in conjunction with the Smoke Alarm Program, a list of persons with disabilities in King Township be created.</p>	<p>Provide literature at community fire prevention events with regards to smoke detection devices available to people with hearing impairments. Also include information on these devices on the website.</p> <p>The use of media during this program to make the public aware of such products would be very beneficial.</p>	<p>• Human, Financial</p> <p>Our Department is beginning a door-to-door smoke alarm program in late May or June of 2003. This would be a good time to target this improvement to our current program.</p>	<p>Due to SARS, the 2003 door-to-door program was deferred.</p> <p>Our department is beginning a door-to-door smoke alarm campaign in King Township and will install standard smoke alarms for residents unable to install them by themselves.</p> <p>Cost prohibitive.</p> <p>We do have information to provide to residents that are deaf in regards to fire detection equipment.</p> <p>This list would be very difficult to keep updated due to varying factors such as people changing addresses, seasonal residency, etc.</p>

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier? Strategy for removal/Prevention.</p>	<p>• Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS – FALL 2004</p>
<p>Home Escape Planning. Very little information is provided on this subject with regards to people with physical challenges.</p>	<p>Research will be required in this area, before public education in this area can be distributed.</p>	<p>• Human, Financial Research to be conducted through the Fire Marshal's Office starting immediately. Once research in this subject area is complete it can be implemented into our Public Education Program.</p>	<p>Freedom of Information Act may not allow for us to keep such a list. Search and rescue efforts would be no different for a person with disabilities than for a person without a disability and therefore such a list would not serve a specific purpose. Currently reviewing a fairly old program put out by the Office of the Fire Marshall. Making updates to it for appropriateness purposes.</p>

5.3 Fire & Emergency Services - Barrier Identification 2003

Accessibility Plan Update – Status Fall 2004

What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities	What method will be used to identify the barrier? Strategy for removal/Prevention.	• Resources required (Human/Financial) Timing (When will this be completed)	STATUS – FALL 2004
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**TOWNSHIP OF KING
ACCESSIBILITY PLAN UPDATE 2004**

**OPERATIONS DEPARTMENT
SCHEDULE VI TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2004**

OPERATIONS DEPARTMENT

Operations Department looks after municipal roads, landfill sites, waste management, recycling, water and wastewater, watermains, storm and sanitary sewers, sidewalks/walkways, street lighting, park maintenance, and engineering. The Township operates a works yard as part of this department and the Parks and Recreation Department is under the supervision of the Director of Operations.

CONTACT

Jody LaPlante (905) 833-5321, Ext. 225
Director of Operations Fax: (905) 833-2300

6.1 Our Customers

This Department provides services to Township Council, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

6.2 Accessibility Statement

To plan and provide accessible, safe, cost-effective operations services.

6.3 Operations Department – Barrier Identification 2003

What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities	What method will be used to identify the barrier? Strategy for removal/Prevention.	• Resources required (Human/Financial) Timing (When will this be completed)	STATUS – FALL 2004
Disabled Parking By-law	Review with respect to size of parking spaces required	• Human 2003	To be completed Early 2005

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**TOWNSHIP OF KING
ACCESSIBILITY PLAN UPDATE 2004**

**FINANCE DEPARTMENT
SCHEDULE VII TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2004**

FINANCE DEPARTMENT – TREASURY

Finance Department – Treasury is responsible for tax billing and collection, water billing and collection, budgeting and expenditure control, as well as Human Resources and pay roll. The Finance Department is also responsible for provision of technical services (Computer System and Website).

CONTACT

Don Young (905) 833-5321, Ext. 242
Director of Finance/Treasurer Fax: (905) 833-2300
dyoung@township.king.on.ca

7.1 Our Customers

This Department provides services to Township Council, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies, vendors and suppliers.

7.2 Accessibility Statement

This Department will continue to review the services it delivers and the processes it manages with a view to continually improve service quality and accessibility.

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier?</p>	<p>• Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS – FALL 2004</p>
<p>Information Technology Access to the Township Website</p>	<p>Review of Township Website to update with accessibility options and improved accessibility features FRFP to be issued for upgrade - AAC to review RFP</p>	<p>• Human Financial 2003 - Part of upgrade of system</p>	<p>Website developer has reviewed accessibility guidelines and submitted a proposal. This proposal is presently being implemented. Website developer will meet with the AAC to review and explain accessibility features and changes and get input on further changes required.</p>
<p>Access to Treasury Counter</p>	<p>Determine if there is a way to lower part of the Treasury Counter area without creating a security issue in order to better serve the needs of persons with physical mobility related disabilities</p>	<p>• Human Financial</p>	<p>This is being looked at in conjunction with security measures. In meantime, staff is prepared to accommodate persons with physical disabilities.</p>
<p>Purchasing By-law, policies & procedures</p>	<p>Review in conjunction with Accessibility Committee to identify any accessibility issues</p>	<p>• Human 2003</p>	<p>The Municipal Act requires all municipalities to have a revised procurement policy in place by Dec. 31/04. The review will include a review by the AAC.</p>



**TOWNSHIP OF KING
ACCESSIBILITY PLAN UPDATE 2004**

**FINANCE DEPARTMENT – HUMAN RESOURCES
SCHEDULE VIII TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2004**

FINANCE DEPARTMENT - HUMAN RESOURCES

Finance Department - Human Resources is responsible for providing services to the Township employees and families to meet their issues and needs: compensation, disability management, employee assistance program, employee information and organization data, employee records, human rights, labour relations, occupational health and safety, organizational development, pay roll, pension and benefits, policy development, recruitment & selection and training and development

CONTACT

Marilyn Loan (905) 833-5321, Ext. 242
Human Resources Coordinator Fax: (905) 833-2300
mloan@township.king.on.ca

8.1 Our Customers

Human Resources provides services to Township Council and Township staff.

8.2 Accessibility Statement

This Department will continue to review the services it delivers and the processes it manages with a view to continually identify and reduce barriers and enhance and improve the work environment with a vision of a barrier free workplace for municipal staff.

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier? Strategy to remove.</p>	<p>• Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS – FALL 2004</p>
<p>Stereotyping (Attitudinal)</p>	<p>Training of staff to break down attitudes about disabilities whether evident or non-evident</p>	<p>• Human, Financial To be initiated in 2003, ongoing</p>	<p>Disability Awareness seminars were held for all staff. Clerk & Coordinator Human Resources attended seminar on Hearing Disabilities. Ongoing continuing education planned.</p>
<p>Applications (Informational)</p>	<p>Larger type print for those with low vision. Allow people to take home or provide assistance for filling in the forms</p>	<p>• Human To be initiated in 2003, ongoing</p>	<p>Staff is always willing to assist anyone with filling out forms.</p>
<p>Testing for Job Interviews (Informational) (Technological)</p>	<p>Assistance for those who may require interpretations (learning disabled) Screen size may need to be larger for those with low visions.</p>	<p>• Human Finance To be initiated in 2003, ongoing</p>	<p>Ongoing. We provide any specific equipment as required.</p>
<p>Position Vacancies (Policy/Practice)</p>	<p>Include a statement to the advertisement encouraging people with disabilities to apply</p>	<p>• Human To be initiated in 2003, ongoing</p>	<p>“Equal Opportunity Employer” to be included in Ads.</p>

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier? Strategy to remove.</p>	<p>• Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS – FALL 2004</p>
<p>Job Analysis (Policy/Practice)</p>	<p>In order to determine what positions we are able to accommodate the above, we must know what the actual requirements are for the jobs.</p>	<p>• Human To be initiated in 2003, ongoing</p>	<p>All Human Resources Policies are currently under review, will consider accessibility issues.</p>
<p>Injury at the Workplace or elsewhere (Policy/Practice)</p>	<p>Return to Work Policy required which will detail the return, modifications to the position, equipment or the workplace</p>	<p>• Human To be initiated in 2003, ongoing</p>	<p>All Human Resources Policies are currently under review, will consider accessibility issues.</p>
<p>Health & Safety (Physical)</p>	<p>Review emergency evacuation procedures for auditory or visual impact</p>	<p>• Human (May have Financial Implications) 2003 2004 Budget</p>	<p>Completed, as part of Emergency Plan exercise.</p>



**TOWNSHIP OF KING
ACCESSIBILITY PLAN UPDATE 2004**

**PARKS, RECREATION & CULTURE DEPARTMENT
SCHEDULE IX TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2004**

PARKS AND RECREATION DEPARTMENT

Parks and Recreation Department provides recreation programs, community liaison, parks and trails development. The Township works with a number of volunteer boards of management to operate its facilities on a user pay basis.

CONTACT

Catherine Purcell (905) 833-5321, Ext. 265
Director of Parks, Recreation & Culture Fax: (905) 833-2300
cpurcell@township.king.on.ca

9.1 Our Customers

Parks and Recreation Department provides services to the Township Council, Staff, residents, rate-payers, volunteer boards and committees and other volunteer organizations, Region of York and other government staff and agencies.

9.2 Accessibility Statement

This Department will continue to review the services it delivers and the processes it manages with a view to continually identify and reduce barriers and provide safe, accessible, cost-effective services and to enhance and improve the quality of life for all in King Township.

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier? Strategy to Remove.</p>	<p>• Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS – FALL 2004</p>
<p>Municipal Playgrounds - 10 (Physical/Architectural barriers)</p>	<p>No part of current playground facilities are accessible for physical disabilities - all new planned structures or repairs to be looked at for creation of accessible playground (Wray property)</p>	<p>• Human, Financial 2004 - as opportunities arise</p>	<p>As opportunities arise. Accessible play structure was included in Ansnorveldt playground renovation. As upgrades/new playgrounds are approved, accessibility will be considered.</p>
<p>Trails (Physical/Architectural barriers)</p>	<p>Current trails are not accessible - development of new trails, consider paving part of trail system</p>	<p>• Human, Financial - as new opportunities arise - capital funds</p>	<p>As new opportunities arise.</p>

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier? Strategy to Remove.</p>	<p>• Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS – FALL 2004</p>
<p>Nobleton Pool (Physical)</p>	<p>Access to Pool itself limited for physical disabilities - Add lift or railing for stairs</p>	<p>• Human, Financial - Capital funds - no current plans</p>	<p>The AAC visited the Nobleton Pool and concluded that the pool dressing rooms and washrooms are virtually inaccessible – step at front entrance, lip at rear entrances, lip at showers, washrooms and change rooms too small, no accessible hardware, configuration of screens at rear entrances too narrow to maneuver a wheelchair; as for the pool itself, there is no ramp.</p> <p>The age of the building and extent of the work required to bring the pool up to accessible standards would be more than the facility is worth.</p>

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier? Strategy to Remove.</p>	<p>• Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS – FALL 2004</p>
<p>Parks - Osin Lions, Centennial, St. Andrews (Physical)</p>	<p>Grade of park, width of paths - Create accessible grades at entrances, widen paths, stable materials</p>	<p>• Human, Financial - some upgrades planned to paths for 2003</p>	<p>As opportunities for improvement or upgrading come up, accessibility will be addressed.</p>
<p>Park Washrooms (Physical)</p>	<p>Non-accessible washroom facilities and doorways - refurbish facilities - order accessible portable washrooms</p>	<p>• Human, Financial - capital funds - operating funds</p>	<p>As opportunities for improvement or upgrading come up, accessibility will be addressed.</p>
<p>Park Signage (Communicational)</p>	<p>Information Signs, Trail Signs, Park By-laws - order signs with larger print, maintain regularly</p>	<p>• Human, Financial - no current plans</p>	<p>Consistent design for Park Name Signs has been established. Accessibility will be considered in future signage.</p>
<p>Parks Parking Lots (Attitudinal, Communicational, Physical)</p>	<p>Not all parks have designated parking areas for disabled patrons - clearly mark parking spaces, monitor parking</p>	<p>• Human, Financial - no current plans - allocate spaces at time of parking lot repairs or painting</p>	<p>As upgrades occur, accessibility will be considered.</p>



**TOWNSHIP OF KING
ACCESSIBILITY PLAN UPDATE 2004**

**KING TOWNSHIP PUBLIC LIBRARY
SCHEDULE X TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2004**

KING TOWNSHIP PUBLIC LIBRARY

(Governed by the King Township Public Library Board)

Operating four libraries within the Township of King at the following locations:

Ansnoerveldt Library, 18997 Dufferin Street, Ansnoerveldt, Ontario L3Y 4V9

905-775-8717 (Branch Head, Sharon Bentley)

King City Library, 1970 King Road, King City, Ontario L7B 1A6

905-833-5101 (Branch Head, Linda Chadwick)

Nobleton Library, 8 Sheardown Drive, Nobleton Ontario, LOG 1N0

905-859-4188 (Branch Head, Mary Oram)

Schomberg Library, 77 Main Street, Schomberg, Ontario, LOG 1T0

905-939-2102 (Branch Head, Sharon Bentley)

The King Township Public Library system

- Information Provider to all residents of King Township and open to all citizens
- Lender of numerous information formats and provider of electronic information resources
- Provides instruction on the use of information formats and information retrieval systems
- Programs - provided for all patrons throughout the year
- Public Meeting Rooms and equipment rented to the public or used for library activities
- Community development

CONTACT

Murray McCabe

Chief Executive Officer & Chief Librarian

<mailto:csomer@township.king.on.ca>

(905) 833-5101

Fax: (905) 833-0824

mmccabe85@hotmail.com

All Library Branch Heads report to the Chief Executive Officer who in turn reports to the Library Board. Each branch head supervises a trained staff of library personnel. They are also responsible for the safety and security of the facility and those within. All library workers are employees of the Library Board and operate under the policies developed by the Board and the requirements of the Public Libraries Act.

10.4 King Township Public Library -Barrier Identification 2003

Accessibility Plan Update – Status Fall 2004

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier? Strategy to Remove/Prevent.</p>	<p>• Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS – FALL 2004</p>
<p>King City Library - circulation desks at all libraries are not wheelchair friendly (Physical)</p>	<p>2004 capital budget to address this issue at King City, with other branches to follow</p>	<p>• Human, Financial 2004 capital budget</p>	<p>Schomberg is done</p>
<p>Schomberg Library - bathrooms do not meet space requirements for wheelchairs (Physical)</p>	<p>To be determined</p>	<p>• Human, Financial</p>	
<p>Ansnorveldt Library - no public washroom (Physical, Architectural) - entrance to Library (Physical, Architectural)</p>	<p>Can only be solved with a building expansion and none is planned at this time. Ramp to be installed.</p>	<p>• Human, Financial 2003 • Human, Financial</p>	<p>2004</p>