MULTI-YEAR ACCESSIBILITY PLAN

2014 to 2018

FEEDBACK

Your comments will help us improve future accessibility plans. Please let us know what you think about Tay Valley Township's 2014-2018 Accessibility Plan.

Contact for Comments and Inquiries

Amanda Mabo, Clerk
The Corporation of Tay Valley Township
217 Harper Road
Perth, ON   K7H 3C6

Telephone: 613-267-5353   ext. 130
                      1-800-810-0161

Fax: 613-264-8516

Email: clerk@tayvalleytwp.ca

Website: www.tayvalleytwp.ca

TABLE OF CONTENTS

EXECUTIVE SUMMARY

The purpose of the *Ontarians with Disabilities Act, 2001, (ODA)* is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers. To this end, the ODA mandates that each Municipality prepare an annual accessibility plan.

In 2005, a second piece of legislation, the *Accessibility for Ontarians with Disabilities Act, 2005, (AODA)* was enacted. Through the AODA, Ontario is working to make the province fully accessible for people with disabilities by 2025. Under the Act, standards have been developed that must be followed to identify, remove and prevent barriers so that people with disabilities have more opportunities to participate in everyday life.

The Integrated Accessibility Standard requires the Municipality to develop a multi-year plan every five years.

Aim

Through its multi-year accessibility plan, the Municipality aims to become barrier free by 2025. This includes complying with the following accessibility standards:

- Customer Service
- Information and Communication
- Employment
- Transportation
- The Built Environment

This plan describes the measures that the Municipality may undertake to identify, remove and prevent barriers so that goods, services, facilities, accommodation, employment, buildings, structures and premises are accessible to persons with disabilities.

Statement of Commitment

The Municipality is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and shall do so by preventing and removing barriers to accessibility and meeting the accessibility requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*.

MUNICIPAL HIGHLIGHTS

Township History

The Corporation of the Township of Bathurst Burgess Sherbrooke was amalgamated on January 1st, 1998 from the former municipalities of Bathurst, North Burgess and South Sherbrooke. On July 30th, 2002 the Township was renamed to what is currently known as The Corporation of Tay Valley Township.

Township Description

Located in eastern Ontario, Tay Valley Township covers 554 square kilometres of rural countryside with an abundance of rivers and lakes. The Municipality is a permanent home to more than 6,000 people with the population increasing to close to 12,000 in summer months.

Township Owned Facilities

1.   Municipal Office

2.   Community Hall – Burgess Hall
3.   Community Hall - Maberly

4.   Playground/Park – Maberly
5.   Playground/Park – Fallbrook
6.   Playground/Park - O'Neill Park
7.   Tennis Court – Penny Grand Tennis Court
8.   Ball Park – Burgess
9.   Ball Park – Fallbrook (Fallbrook Park)
10.   Outdoor Ice Rink – Glen Tay (Bowes Ice Rink)
11.   Outdoor Ice Rink - Maberly

12.   Boat Launch - Otty Lake
13.   Public Access Point – Fall River
14.   Public Access Point – Glen Tay
15.   Public Access Point – Little Silver Lake
16.   Public Access Point – Mississippi River
17.   Public Access Point – Noonan

18.   Glen Tay ReUse Centre
19.   Waste Site – Glen Tay
20.   Waste Site - Maberly
21.   Waste Site – Stanleyville
22.   Waste Site – Christie Lake (Closed)
      not accessed by the public
23.   Waste Site – Noonan (Closed)
      not accessed by the public

24. Fire Hall – DNETV Fire Rescue (formerly BBDE)
    joint fire hall with Drummond/North Elmsley Township, has own Accessibility Plan
25. Fire Hall – South Sherbrooke

26. Municipal Garage – Bathurst (Municipal Office)
    not accessed by the public
27. Municipal Garage – Glen Tay
    not accessed by the public
28. Municipal Garage – Burgess (Community Hall)
    not accessed by the public
29. Municipal Garage – Maberly
    not accessed by the public

30. Pits & Quarries - McVeigh Pit
    not accessed by the public

Organization Chart

Tay Valley Township
Organizational Chart
November 2013

```
                              COUNCIL
                                 │
                      Chief Administrative Officer
                                 │
    ┌────────────────┬───────────┴───────────┬────────────────┐
Public Works       Clerk                  Planner           Treasurer
 Manager
```

COUNCIL

Chief Administrative Officer

Public Works Manager

- Administrative Assistant - Public Works
- Lead Hands (2)
- Heavy Equipment Operator (4)
- Truck Driver/ Operator PT (2)
- Truck Driver/Operator Casual P/T
- Waste Site Attendant (4)

Clerk

- Administrative Assistant -Corporate

Planner

- Administrative Assistant – Planning/Building
- Chief Building Official/By-Law Enforcement Officer

Treasurer

- Administrative Assistant - Finance
- Deputy Treasurer/ Tax Collector

Working Group	Staff Resource
Recreation	Clerk
Waste Management	Public Works Mgr.
200th Anniversary	Planner
Economic Development	CAO
Boards & Committees	**Staff Resource**
Police Services Board	Clerk
Committee of Adjustment	Planner

CONSULTATION ACTIVITIES

Council

The Council of the Corporation of Tay Valley Township is committed to implementing the necessary policies and providing the necessary resources so that goods, services, facilities, accommodation, employment, buildings, structures and premises of the Municipality are accessible to persons with disabilities.

The accessibility plan has been prepared in order to enable Council to meet these commitments.

Staff

Township Staff are encouraged to comment on and recommend improvements to policies and practices with regard to accessibility.

Lanark County Accessibility Advisory Sub-Committee

When practicable, staff attend meetings of the Lanark County Accessibility Advisory Sub-Committee (LCAAC).   These meetings provide an opportunity to consult with people with disabilities, to discuss, share and develop accessibility information and to ensure that this plan addresses measures to identify, remove and prevent barriers to people with disabilities.

2014 TO 2018 ACCESSIBILITY PLAN

The Municipality's accessibility plan focuses on three areas. These initiatives will support compliance with the existing Accessibility Standards for Customer Service, as well as with the new Integrated Accessibility Standards of Information and Communication and Employment. The Municipality does not provide public transportation and therefore the requirements of the Transportation Standard do not apply.

2014 to 2018 Accessibility Plan – See Schedule "A"

Past Achievements – See Schedule "B"

ASSESSING THE ORGANIZATION

An assessment will help the Municipality determine where it stands with respect to accessibility for people with disabilities and determine what specific steps the Municipality needs to take to increase accessibility and how it can reach the goals in its accessibility policy. The assessment will also assist in developing an effective plan to prevent and remove barriers.

Assessments will be conducted as per the schedule set out in the 2014 – 2018 Accessibility Plan.

Accessibility Assessment Form – See Schedule "C"

BARRIERS IDENTIFIED

Upon completion of an Accessibility Assessment the Senior Management Team will develop a plan to address any barriers that have been identified.

Barrier Removal Plan – See Schedule "D"

REVIEW AND MONITORING OF THE PROCESS

Council is committed to following through with this plan. This plan will be reviewed and updated at least once every five years, allowing Council, staff and the public to assess its effectiveness and reflect changing community requirements.

An annual status report on the progress on implementing this plan will be available on the Township website as well as at the Municipal Office.

COMMUNICATION OF THE PLAN

This plan will be available on the Township website as well as at the Municipal Office. Every effort will be made to make the plan and annual status report available to those with disabilities for their perusal and review. They will be provided in an accessible format upon request.

2014 to 2018 ACCESSIBILITY PLAN

2014 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Multi-Year Accessibility Plan – 2014 to 2018 • Develop Plan • Adopt Plan • Post Plan on Website	Clerk Council	Staff Time	January 1, 2014
Establishment of Policies & Procedures • Develop consolidated Accessibility Policy & Procedures (Customer Service Standard & Integrated Standards) • Adopt Policy • Implement Procedures • Post Policy on Website	Clerk Council	Staff Time	January 1, 2014
Procuring or Acquiring Goods, Services or Facilities • Amend Procurement Policy • Adopt Amended Policy	Clerk Treasurer Council	Staff Time	January 1, 2014
Recruitment • Develop Template for Job Postings • Develop Telephone Script for Scheduling Interviews • Develop a Template for Letters of Offer and Employment Contracts	Clerk	Staff Time	January 1, 2014
Multi-Year Accessibility Plan – 2014 to 2018 • Develop Annual Status Report Template	Clerk	Staff Time	January 31, 2014
Individual Accommodation Plans • Develop Policy & Procedures • Adopt Policy • Implement Procedures	Clerk Council	Staff Time	February 29, 2014
Return to Work Process • Develop Policy & Procedures • Adopt Policy • Implement Procedures	Clerk Council	Staff Time	February 29, 2014

Accessibility Assessment • Municipal Office • Develop Plan for Removing Barriers	Public Works Manager Senior Management	Staff Time	February 29, 2014
Accessibility Assessment • Community Hall – Maberly • Develop Plan for Removing Barriers	Public Works Manager Senior Management	Staff Time	April 30, 2014
Accessibility Assessment • Community Hall – Burgess • Develop Plan for Removing Barriers	Public Works Manager Senior Management	Staff Time	June 30, 2014
New Municipal Website • Develop RFP • Ensure Website and Content meet the WCAG 2.0 requirements at Level AA • Ensure PDF's are accessible	Clerk Senior Management	Estimated $10,000	June 30, 2014
Training on Policies and Procedures that relate to Accessibility • Develop Training Material • Provide Training	Clerk	Staff Time Materials	December 31, 2014
Annual Accessibility Report to Province	Clerk	Staff Time	December 31, 2014
Annual Status Report • Complete Form • Post on Website and at Municipal Office	Clerk	Staff Time	December 31, 2014

2015 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Accessibility Assessment • Outdoor Ice Rink – Glen Tay • Outdoor Ice Rink - Maberly • Develop Plan for Removing Barriers	Public Works Manager Senior Management	Staff Time	February 29, 2015
Accessibility Assessment • Boat Launch – Otty Lake • Develop Plan for Removing Barriers	Public Works Manager Senior Management	Staff Time	April 30, 2015
Accessibility Assessment • Playground/Park – O'Neill Park • Playground/Park – Maberly • Playground/Park – Fallbrook • Tennis Court – Penny Grand Tennis Court • Develop Plan for Removing Barriers	Public Works Manager Senior Management	Staff Time	June 30, 2015
Annual Accessibility Report to Province	Clerk	Staff Time	December 31, 2015
Annual Status Report • Complete Form • Post on Website and at Municipal Office	Clerk	Staff Time	December 31, 2015

2016 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Accessibility Assessment • Public Access Point – Little Silver Lake • Public Access Point – Noonan • Public Access Point – Mississippi River • Public Access Point – Glen Tay • Public Access Point – Fall River • Develop Plan for Removing Barriers	Public Works Manager Senior Management	Staff Time	April 30, 2016
Annual Accessibility Report to Province	Clerk	Staff Time	December 31, 2016
Annual Status Report • Complete Form • Post on Website and at Municipal Office	Clerk	Staff Time	December 31, 2016

2017 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Accessibility Assessment • Ball Park – Burgess • Ball Park - Fallbrook • Develop Plan for Removing Barriers	Public Works Manager Senior Management	Staff Time	April 30, 2017
Annual Accessibility Report to Province	Clerk	Staff Time	December 31, 2017
Annual Status Report • Complete Form • Post on Website and at Municipal Office	Clerk	Staff Time	December 31, 2017

2018 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Accessibility Assessment • Waste Site – Glen Tay • Glen Tay ReUse Centre • Waste Site – Maberly • Waste Site – Stanleyville • Develop Plan for Removing Barriers	Public Works Manager Senior Management	Staff Time	April 30, 2018
Multi-Year Accessibility Plan – 2019 to 2023 • Develop Plan • Adopt Plan • Post Plan on Website	Clerk Council	Staff Time	December 31, 2018
Annual Accessibility Report to Province	Clerk	Staff Time	December 31, 2018
Annual Status Report • Complete Form • Post on Website and at Municipal Office	Clerk	Staff Time	December 31, 2018

SCHEDULE "B"

PAST ACHIEVEMENTS

This section outlines the Municipality's accomplishments with regards to the measures implemented to identify, remove and prevent barriers.

2004 ACHIEVEMENT • Reviewed all programs and existing documents to identify potential barriers (systemic and specific)
2005 ACHIEVEMENT • Educated employees and Council about the barriers and work with the County Committee on the establishment of practices/forms for use in evaluation of buildings
2006 ACHIEVEMENTS • Worked with County Committee on the establishment of standards and application of those standards during joint site visit of 3 Municipal Halls • Established handicapped parking spaces (line paint/signage) at 3 Municipal Halls • Considered accessibility issues for municipal election – electronic voting
2007 ACHIEVEMENTS • Improved accessibility to Municipal Halls by implementing corrective actions suggested by the County of Lanark – Inspection Sub-Committee • Established a reserve in anticipation of mandatory standards for accessibility and the cost of implementation over time
2008 ACHIEVEMENTS • Monitoring of documents and decisions to identify inherent, systemic, culture insensitivities or barriers
2009 ACHIEVEMENTS • Renovated the BBDE Fire Hall incorporating accessibility features throughout • Hired a full-time in-house Planner to improve education and one-on-one consultation with applicants of development proposals • Provided Customer Service training to all Employees and Members of Council
2010 ACHIEVEMENTS • Rebuilt Municipal Office, incorporating accessibility features throughout • Revamped Municipal Website using plain language and intuitive design • Designed new South Sherbrooke Fire Hall with accommodations for the mobility challenged • Offered on-line and telephone voting services for the municipal election
2011 ACHIEVEMENTS • Built new South Sherbrooke Fire Hall and included accessibility features • Increased access to Municipal Information - in addition to the website, developed a Facebook page, developed a "Municipal Matters" bi-weekly newspaper column
2012 ACHIEVEMENTS • Installed an audio visual system in the Council Chambers at the Municipal Office, consisting of microphones and projector screens • Posted Emergency Plan on Municipal Website

2013 ACHIEVEMENTS

- Adoption of an "Accessibility Policy" (consolidated Customer Service Standard & Integrated Standards
- Adoption of a Multi-Year Accessibility Plan
- Amended Procurement Policy to incorporate Accessibility provisions
- Developed Template for Job Postings
- Developed Telephone Script for Scheduling Interviews
- Developed a Template for Letters of Offer and Employment Contracts

TAY VALLEY TOWNSHIP
ACCESSIBILITY ASSESSMENT FORM

Location:	
Date of Assessment:	
Completed By (Name, Position):	

Communication Barriers	**Y**	**N**	**Possible Solutions and Notes**
Are signs or posted information clear and easily understood?			
Are there communication supports available?			
Are there assistive devices available?			
Are computers loaded with the following software and hardware? • Printer that can handle large and enlarged fonts • Non-distorting monitors that can be set to a resolution which enlarges the information on the screen to the desired size • Keyboard with tactile markings for home keys • Text to speech • Conversion software • Speakers • Sound output jacks			

Emergency Procedures	**Y**	**N**	**Possible Solutions and Notes**
Is an evacuation plan, emergency response plan or public safety information available for visitors with disabilities in case of an emergency?			
Has staff been trained on evacuation for people with disabilities?			
Is staff fully trained in response procedures?			

Physical Barriers	Y	N	Possible Solutions and Notes
Are there alternative accessible entrance(s) clearly signed from the main entrance?			
Is there a route of travel that does not require the use of stairs?			• *Add a ramp if the route of travel is interrupted by stairs* • *Add an alternative route on level ground*
Is the route of travel stable, firm and slip-resistant?			• *Repair uneven paving* • *Fill small bumps and breaks with beveled patches* • *Replace gravel with hard top*
Is the route at least 36 inches wide?			• *Change or move landscaping, furnishings or other features that narrow the route of travel* • *Widen route*
Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane? Note: In order to be detected using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.			
Do curbs on the route have curb cuts at drives, parking and drop-offs?			• *Install curb cut* • *Add small ramp up to curb*
Is there signage and landmarks to aid orientation?			
Are vehicle and pedestrian routes clearly distinguished?			

	Y	N	Possible Solutions and Notes
Are path surfaces suitable?			
Is planting kept well-trimmed?			
Is there a drop-off point near the main entrance?			
Ramps	**Y**	**N**	**Possible Solutions and Notes**
Are ramps easily identifiable or clearly signed?			
Are steps easily identifiable or clearly signed?			
Are the slopes of ramps no greater than 1:12? Note: Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch.			• *Lengthen ramp to decrease slope* • *Relocate ramp* • *If available space is limited, reconfigure ramp to include switchbacks*
Do all ramps longer than 6 feet have railings on both sides?			• *Add railings*
Are railings sturdy and between 34 and 38 inches high?			• *Adjust height* • *Secure handrails to fixtures*
Is the width between railings or curbs at least 36 inches?			• *Relocate the railings* • *Widen the ramp*
Are ramps non-slip?			• *Add non-slip surface material*
Is there a 5 foot long level landing at every 30 foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?			• *Remodel or relocate ramp*

Parking and Drop-Off Areas	Y	N	Possible Solutions and Notes
Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5 foot access aisles)?			
Are 8 foot wide spaces, with minimum 8 foot wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?			
Are the access aisles part of the accessible route to the accessible entrance?			• *Add curb ramps* • *Reconstruct sidewalk*
Are the accessible spaces closest to the accessible entrance?			
Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible? At van spaces?			
Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?			• *Implement a policy to check periodically for violators and report them to the proper authorities*
Entrance People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.	**Y**	**N**	**Possible Solutions and Notes**
If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance? Note: Do not use a service entrance as an accessible entrance unless there is no other option.			
Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?			• *Install signs before inaccessible entrances so that people do not have to retrace the approach.*

Can the alternate accessible entrance be used independently?			• *Eliminate as much as possible the need for assistance – to answer a doorbell, operate a lift, or put down a temporary ramp, for example.*
Does the entrance door have at least a 32 inch clear opening (for a double door, at least one 32 inch leaf)?			
Is there at least 18 inches of clear wall space on the pull side of the door next to the handle? Note: A person using a wheelchair or crutches needs this space to get close enough to open the door.			• *Remove or relocate furnishings, partitions or other obstructions* • *Move door* • *Add power-assisted or automatic door opener*
Is the threshold edge ¼ inch high or less, or if beveled edge, no more than ¾ inch high?			• *If there is a single step with a rise of 6 inches or less, add a short ramp* • *If there is a threshold greater than ¾ inch high, remove it or modify it to be a ramp*
If provided, are carpeting or mats a maximum of ½ inch high?			• *Replace or remove mats*
Are edges securely installed to minimize tripping hazards?			• *Secure carpeting or mats at edges*
Is the door handle no higher than 48 inches and operable with a closed fist? Note: The "closed fist" test for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.			• *Lower handle* • *Replace inaccessible knobs with levers or loop handles* • *Retrofit with an add-on lever extension*

Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbs for interior doors)?			• *Adjust the door closers and oil the hinges* • *Install power-assisted or automatic door openers* • *Install lighter doors*
If the door has a closer, does it take at least 3 seconds to close?			• *Adjust door closer*
Access to Good and Services Ideally, the layout of the building should allow people with disabilities to obtain goods, materials or services without assistance.	**Y**	**N**	**Possible Solutions and Notes**
Does the accessible entrance provide direct access to the main floor, lobby or elevator?			• *Add ramps or lifts* • *Make another entrance accessible*
Are all public spaces on an accessible route of travel?			
Is the accessible route to all public spaces at least 36 inches wide?			
Is there a 5 foot circle or a T-shaped space for a person using a wheelchair to reverse direction?			
Doors	**Y**	**N**	**Possible Solutions and Notes**
Do doors into public spaces have at least a 32 inch clear opening?			• *Install offset (swing-clear) hinges* • *Widen doors*
On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?			• *Reverse the door swing if it is safe to do so* • *Move or remove obstructing patricians*

Can doors be opened without too much force (5 lbs maximum for interior doors)			• *Adjust or replace closers* • *Install lighter doors* • *Install power-assisted or automatic door openers*
Are door handles 48 inches high or less and operable with a closed fist?			• *Lower handles* • *Replace inaccessible knobs or latches with lever or loop handles* • *Retrofit with add-on levers* • *Install power-assisted or automatic door openers*
Is the threshold edge ¼ inch high or less, or if beveled edge, no more than ¾ inch high?			• *If there is a threshold greater than 3.4 inch high, remove or modify it to be ramp* • *If between ¼ and ¾ inch high, add bevels to both sides*
Emergency Way Out	**Y**	**N**	**Possible Solutions and Notes**
If emergency systems are provided, do they have both flashing lights and audible signals?			• *Install visible and audible alarms* • *Provide portable devices*
Are emergency evacuation alarms regularly checked?			
Rooms and Spaces	**Y**	**N**	**Possible Solutions and Notes**
Are all aisles and pathways to materials and service at least 36 inches wide?			• *Rearrange furnishings and fixtures to clear aisles*
Is there a 5 foot circle or T-shaped space for turning a wheelchair completely?			• *Rearrange furnishings to clear more room*
Is carpeting low-pile, tightly woven, and securely attached along edges?			• *Secure edges on all sides* • *Replace carpeting*

	Y	N	Possible Solutions and Notes
In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?			• *Remove obstacles* • *Install furnishings, planters or other cane-detectable barriers underneath*
Are there ramps, lifts, or elevators to all levels?			• *Install ramps or lifts* • *Modify a service elevator* • *Relocate goods or service to an accessible area*
On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?			• *Post clear signs directing people along an accessible route to ramps, lifts or elevators*
Signage for Goods and Services and Directions	**Y**	**N**	**Possible Solutions and Notes**
If provided, do signs designating permanent rooms and spaces where goods and services are provided comply with the appropriate universal requirements for such signage? Signs must be mounted with centreline 60 inches from floor. Signs must be mounted on wall adjacent to latch side of door, or as close as possible. Signs must have raised characters, sized between 5/8 and 2 inches high, with high contrast.			
Are directional signs provided for accessibility of people with disabilities?			
Are directional signs in a logical position, at an appropriate height and not obstructed?			

For directional signage, if mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish and are they well lighted?			
Do directional and informational signs comply with legibility requirements? Are they easily identifiable against their background? Is there adequate visual contrast between text and sideboard? Are the words a suitable text size? Are symbols used to supplement text?			
Are tactile signs used where appropriate and positioned at a suitable height?			
Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height? Reach ranges: The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.			• *Relocate controls*
Are controls operable with a closed fist?			• *Replace controls*
Seats, Tables and Counters	**Y**	**N**	**Possible Solutions and Notes**
Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?			• *Rearrange chairs or tables to provide 36 inch aisles*
Are spaces for wheelchair seating distributed throughout?			• *Rearrange tables to allow room for wheelchairs in seating areas throughout the area* • *Remove some fixed seating*

Are counter heights suitable for standing and seated users?			
Is there suitable space to write or sign documents on the counter?			
Is there adequate lighting on the counter?			
Are the tops of tables or counters between 28 and 34 inches high?			• *Lower part or all of high surface* • *Provide auxiliary table or counter*
Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?			• *Replace or raise tables*
At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?			• *Provide a lower auxiliary counter or folding shelf* • *Arrange the counter and surrounding furnishings to create a space to hand items back and forth*
Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?			• *Lower section of counter* • *Arrange the counter and surrounding furnishings to create space to pass items*
Stairs/Surfaces The following questions apply to stairs connecting levels not serviced by an elevator, ramp, or lift.	**Y**	**N**	**Possible Solutions and Notes**
Do treads have a non-slip surface?			• *Add non-slip surface to treads*
Do stairs have continuous rails on both sides with extensions beyond the top and bottom stairs?			• *Add or replace handrails I possible within existing floor plan*

	Y	N	
Are floor surfaces slip resistant?			
Are floor and wall surfaces free of confusing glare and reflection?			
Are bright and boldly patterned floors avoided?			
Are busy, distracting wall coverings avoided?			
Elevators	**Y**	**N**	**Possible Solutions and Notes**
Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?			• *Install visible and verbal or audible signals*
Are the call buttons in the hallway no higher than 42 inches?			• *Lower call buttons* • *Provide a permanently attached reach stick*
Do the controls inside the cab have raised and Braille lettering?			• *Install raised lettering and Braille next to buttons*
Is there a sign on both door jambs at each floor identifying the floor in raised and Braille letters?			• *Install tactile signs to identify floor numbers, at a height of 60 inches form floor*
If an emergency intercom is provided, is it usable without voice communication?			• *Modify communication system*
Is the emergency intercom identified by Braille and raised letters?			• *Add tactile identification*

Lifts	Y	N	Possible Solutions and Notes
Can the lift be used without assistance? If not, is a call button provided?			• *At each stopping level, post clear instructions for use of the lift* • *Provide a call button*
Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?			• *Rearrange furnishings and equipment to clear more space*
Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?			• *Move controls*
Usability of Restrooms	**Y**	**N**	**Possible Solutions and Notes**
When restrooms are available to the public, is at least one restroom fully accessible?			• *Reconfigure restroom* • *Combine restrooms to create one unisex accessible restroom*
Are there signs at inaccessible restroom that give directions to accessible ones?			• *Install accessible signs*
Is there tactile signage identifying restrooms? Note: Mount signs on wall, on the latch side of the door, complying with the permanent signage.			• *Add accessible signage, placed to the side of the door, 60 inches to centreline (not on the door itself)* • *If symbols are used, add supplementary verbal signage*
Are pictograms or symbols used to identify restrooms, and, if used, are raised characters and Braille included below?			• *If symbols are used, add supplementary verbal signage with raised characters and Braille below pictogram symbol*
Is the doorway at least 32 inches clear?			• *Install offset (swing-clear) hinges* • *Widen doorway*

Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?			• *Lower handles* • *Replace knobs or latches with lever or loop handles* • *Add lever extensions* • *Install power-assisted or automatic door openers*
Can doors be opened easily (5 lbs maximum force)?			• *Adjust or replace closers* • *Install lighter doors* • *Install power-assisted or automatic door openers*
Does the entry configuration provide adequate maneuvering space for a person using a wheelchair? Note: A person using a wheelchair needs 36 inches of clear width for forward movement and a 5 foot diameter clear space or a T-shaped space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.			• *Rearrange furnishings such as chairs and trash cans* • *Remove inner door if there is a vestibule with two doors* • *Move or remove obstructing patricians*
Is there a 36 inch wide path to all fixtures?			• *Remove obstructions*
If they are stalls, are stalls operable with a closed fist, inside and out?			• *Replace inaccessible knobs with lever or loop handles* • *Add lever extensions*
Is there a wheelchair accessible stall that has an area of at least 5 feet clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?			• *Move or remove partitions* • *Reverse the door swing if it is safe to do so*
In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?			• *Add grab bars*

Is the toilet seat 17 to 19 inches high?			• *Add raised seat*
If a lavatory, does one lavatory have a 30 inch wide by 48 inch deep clear space in front? Note: A maximum of 19 inches of the required depth may be under the lavatory.			• *Rearrange furnishing* • *Replace lavatory* • *Remove or alter cabinetry to provide space underneath* • *Make sure hot pipes are covered* • *Move a partition or wall*
Is the lavatory rim no higher than 34 inches?			• *Adjust or replace lavatory*
Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?			• *Adjust or replace lavatory*
Can the faucet be operated with one closed fist?			• *Replace faucet handles with paddle type*
Are soap and other dispensers and hand dryers within reach ranges and usable with one close fist?			• *Lower dispensers* • *Replace with or provide additional accessible dispensers*
Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?			• *Lower or tilt down the mirror* • *Add a larger mirror anywhere in the room*
Is there a fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?			• *Provide cup dispensers for fountains with spouts that are too high* • *Provide accessible water cooler*

Is each water fountain cane-detectable (located within 27 inches off the floor or protruding less than 4 inches from the wall into the circulation path)			• *Place a planter or other cane-detectable barrier on each side at floor level*
Telephones	**Y**	**N**	**Possible Solutions and Notes**
If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?			• *Move furnishings* • *Replace booth with open station*
Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?			• *Lower telephone*
Does the phone protrude no more than 4 inches into the circulation space?			• *Place a cane-detectable barrier on each side at floor level*
Does the phone have push-button controls?			• *Contact phone company to install push-buttons*
Is the phone hearing-aid compatible?			• *Contact phone company to replace with hearing-aid compatible phone*
Is the phone adapted with volume control?			• *Contact the phone company to add volume control*
Is the phone with volume control identified with appropriate signage?			• *Add signage*
If there are four or more public phones in the building, is one of the phones equipped with text telephone (TT or TDD)?			• *Install a text telephone* • *Have a portable text telephone available* • *Provide a shelf and outlet next to the phone*

Is the location of the text telephone identified by accessible signage bearing the International TDD symbol?			• *Add signage*
Building	**Y**	**N**	**Possible Solutions and Notes**
Is information readily available on the accessibility of the building?			
Are building management procedures and policies regularly reviewed and updated?			

TAY VALLEY TOWNSHIP
BARRIER REMOVAL PLAN

Barrier Location	Type of Barrier	Strategy for Removal or Prevention	Estimated Cost	Status Update
		SUB-TOTAL		
		TOTAL		