

2019
CORPORATION OF THE TOWNSHIP
OF
DUBREUILVILLE



Annual Status Report
November 2019

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Executive Summary

The purpose of the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* is to improve opportunities for persons with disabilities and to provide for their involvement in the identification, removal, and prevention of barriers to their full participation in the life of the Province. To this end, the AODA mandates that each Municipality prepare an annual status report on the progress of measures taken to implement accessibility standards.

The annual status report aims to describe the measures the Township has taken in the past and the measures of the progress that the Township has taken during the current year to identify, remove, and prevent barriers for persons with disabilities. The Township of Dubreuilville has also ensured that the progress of new and existing regulations of the AODA are addressed in the accessibility report. These regulations include:

- The Customer Service Standard, Regulation 429/07
- Integrated Accessibility Standards, Regulation 191/11

Scope

The scope of this report is to identify the progress towards the ongoing commitment of meeting with the *Accessibility for Ontarians with Disabilities Act, 2005* in addressing barriers to persons with disabilities who utilize the facilities and services of the Township. The report will also allow the Township to prepare a forecast for the correction of such barriers in addressing to the main principals of the *Act*. These principals include,

- Dignity
- Independence
- Integration
- Equality of Opportunity

Objectives

1. To describe the process by which the Township of Dubreuilville will identify, remove and prevent barriers to people with disabilities.
2. To list the facilities, policies, programs, practices, and services the Township will review in the coming year to identify barriers to people with disabilities.
3. Describe the measures the Township will take in the coming year to remove and prevent barriers to people with disabilities.

Brief Description of the Town of Dubreuilville

The Town of Dubreuilville is located in the Algoma District approximately 75 km north-east of Wawa and south of White River. The Town's population is approximately 635 people. The Township has one (1) elementary catholic French school and one (1) secondary French public school that houses French students from Dubreuilville and the surrounding area. The Municipal Complex includes Township offices, rental halls, reception area, Service Ontario (MTO & Health Card), Resource Centre/Library, Council Chambers, Seniors Centre and is attached to the Dubreuilville Fire Department building. The municipality itself owns a number of facilities including a combined garage and recreation centre.

Council commitment to accessibility planning

The Council of the Corporation of the Township of Dubreuilville is committed to:

- The continual improvement of access to all municipally owned facilities, premises and services for all those with disabilities;
- The provision of quality services to all members of the community with disabilities;
- The Council has authorized the CAO-Clerk to prepare an accessibility report that will enable the Council to meet these commitments in a reasonable fashion.

Recent Barrier Removal Initiatives

The Customer Service Standard, Regulation 429/07

In 2012, the Corporation of the Township of Dubreuilville successfully created and implemented the Customer Service Standard Regulation for the AODA. Upon adopting the policy, management ensured that all full-time staff members received training on all aspects of the Customer Service Standard as required under the *Act*. Training was provided to ten (10) staff members and consisted of an in-depth analysis of all aspects of the regulation through:

- A self-awareness quiz
- Detailed PowerPoint presentation
- Accessibility Handouts
- Compliance Test

Employees were signed off and successfully completed the training. A training package on the Customer Service Standard was created and will be given to all current employees who did not receive the training. Also, all future municipal employees will be provided with the proper training with regards to this regulation.

Subsequent to the training, municipal staff focused on implementing the regulation within the main public municipal buildings. This included the implementation of a service disruption policy, accessibility feedback form, and the posting of signage of the availability of accessible

formats. These documents were also made in French allowing all members of the public equal access to municipal services. The Township has also successfully converted council meeting minutes and agenda's into an accessible format through creating an "accessibility template". This means that all minutes and agenda's will be able to meet with the accessibility needs of persons with disabilities. All other documents such as By-Laws, correspondence and reports will be converted into an accessible format, upon request.

The Integrated Accessibility Standard Regulation 191/11

The Integrated Accessibility Standard policy has also been implemented in the Township of Dubreuilville. The policy seeks towards improving accessibility through: Information and Communication, Employment and Transportation within the Township. Municipal employees were given training pertaining to this regulation and were signed off. Currently, municipal staff has met all of the immediate deadlines within the regulation and are working towards the implementation of other time sensitive requirements.

In terms of meeting future deadlines, the Township will work on implementing any necessary and priority accessible improvements on a yearly basis.

Built Environment

Informal site audit of the municipally owned buildings

In 2005, staff and Council were asked to complete a survey of the municipally owned buildings in particular to the access of any barriers that may exist and any solutions towards removing these barriers.

In April 2016, an Age-Friendly Community Action Plan was completed. At the same time, a community audit was undertaken by Township and WSP/MMM staff which identified current strengths and challenges in the Outdoor Spaces & Buildings and Transportation dimensions. The audit involved visiting a wide range of public and community spaces in Dubreuilville, identifying age-friendly features and opportunities for improvement.

Barrier Identification Methodologies

A site visit was conducted by the Chief Building Official to determine the measurements of all doorways, hallways, entries and washrooms. The site visit also confirmed any work that has to be done to provide a barrier free environment including automatic doorways, counter height, etc.

The Chief Building Official reviewed the diagrams of each site in regards to the Ontario Building Code.

The department heads were provided with a survey questioning current practices as they relate to the barrier free environment goal. This assisted in identifying any barriers in the various departments that may have been missed during the initial visit.

Barriers identified

Municipal buildings:

1. Township Office

1.1 Customer Counter:

- The current counter is forty two (42) inches which could make it difficult for some people with disabilities.

Recommended plan of action: Township staff will accommodate the individual by using the elevator and servicing the individual via the side counter which is lower or bring the individual directly within the office of the secretary. This will ensure that staff treats the individual with dignity and on an eye to eye level.

1.2 Washroom:

- Both employee washrooms, male and female are undersized and are not handicap equipped. There is an existing handicap public washroom in the building which would mean if the disabled person is in the Office Area or upstairs at the side counter, they would have to go down the elevator to get to it.

Recommended plan of action: Individuals with disabilities will have to continue using the washroom on the main floor of the building. Everything remains accessible.

1.3 Photocopy room:

- The photocopy room would be too small for a wheelchair.

Recommended plan of action: Future employees with disabilities would be accommodated by obtaining an individual printer that scans and faxes.

1.4 Basement Hall:

- The basement hall is available from the elevator, but we only have one barrier-free washroom in the building which is on the first floor. The disabled person would have to take the elevator to get there.

Recommended plan of action: Individuals with disabilities will have to continue using the washroom on the main floor of the building. Staff will ensure that a key to the elevator will be made available to the Forêt du Bonheur and individual/organization renting the multi-purpose hall. Converting the washrooms downstairs could be a potential project for a future funding program.

2. Resource Centre (This building has recently been sold and all services have been moved to the main municipal complex)

2.1 Counter Height:

- The counter is forty four (44) inches high and this could make it difficult for a handicapped person.

Recommended plan of action: Staff is able to accommodate individuals through the side of the counter.

Built Environment Accessibility Report Update

Location	Work to be done	Year Completed	Completed √
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Municipal Complex Building

Entrance	Install automatic doors Install automatic door mechanism system at main back doors (future funding project)	2006	√
Basement Hall	Install a handicap stall in each washroom (future funding project) Provide Forêt du Bonheur with a key to the elevator		

Recreation Centre

Entrance	Install automatic doors	2009-2010	√
Main entrance	Install automatic foot button	2017	√
Doorways	Enlarge all doorways	2009-2010	√
Washrooms	Enlarge and install a handicap stall	2009-2010	√
Arena Hall Washrooms	Enlarge and install a handicap stall	2009-2010	√

Parks and playgrounds

Beach	Install a new accessible washroom (future funding project)		
	Install a new accessible path for wheelchairs and those with mobility issues to allow to get close to the lake and sit under the gazebo	2019	√
	Install a new round picnic table under the gazebo with accessible side	2019	√
Parks	Install benches in several different locations around town, in parks and playgrounds to allow for seating along streets (funding received and benches received to be installed next spring)	2020	
	Install a new round picnic table under the gazebo with accessible side	2019	√
	Install a new accessible path/ramp for wheelchairs and those with mobility issues to allow to sit under the gazebo	2020	

Review and monitoring of the process

The CAO-Clerk and designated department heads will be charged with the responsibility of monitoring the progress of the above noted action items to ensure completion provided that the necessary funds are made available through funding and/or municipal budget and with final council approval.

Dubreuilville Accessibility Advisory Committee

An accessibility advisory committee has been established since January 2015. This group meets as needed to discuss and identify areas of improvement with regards to municipal buildings/services, as well as any other businesses, buildings and services throughout the community. The committee advises Council and Staff on specific initiatives to be taken by the organizations to reduce and prevent barriers, in order to cultivate inclusion within the community of Dubreuilville.

Communication of the Accessibility Report

This report will be available at the main office of the Township and on our municipal website and will be available in an accessible format, upon request. The library will also be given a copy of the Accessibility report to be included in their reference section.