

**THE CORPORATION  
OF THE  
MUNICIPALITY OF MACHIN**

***ACCESSIBILITY PLAN***

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**Submitted to:  
Mayor and Council  
Municipality of Machin**

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# ACCESSIBILITY PLAN

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## Executive Summary

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

In the first year (2003) the Accessibility plan was prepared by an accessibility working group for the Municipality of Machin consisting of the Deputy Clerk and two summer students. The report described the measures that the Municipality would take during the current year to identify, remove and prevent barriers to people with disabilities who use the facilities and services of the Municipality, including staff and members of the community at large. The criteria for all buildings and green spaces is that 100% of users should be able to freely access and participate in applicable activities. The objective or outcome of all surveys is to allow for safe and easy access and participation for all individuals.

The working group identified a number of barriers to people with disabilities. The most significant finding was that the Municipal Administrative Office is not fully wheelchair accessible. Over the next number of years the working group recommends focussing on those barriers which deny access to the municipal office on a day-to-day basis.

As priorities are identified they will be presented to Council so that they may develop lists in order to determine when a project shall be completed. This will be done to coincide with the budgeting process in order to accommodate the resources required. The different departments shall include their input on specific buildings/green spaces that they are responsible for in order to incorporate planning of a time table for renovations or design once the priorities have been set. This shall be reviewed on an annual basis and be included in the planning of budgets and work schedules.

The Municipality has committed itself to continual improvement to municipal facilities. Council will also review by-laws and review or amend same to reflect the conformity to the Act.

## **Aim**

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This report describes the measures that the Municipality will take for the 2015 year to identify, remove and prevent barriers to people with disabilities who utilize the facilities and services of the Municipality, including staff.

## **Objectives**

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This report:

1. Describes the process by which the Municipality of Machin will identify, remove and prevent barriers to people with disabilities.
2. Reviews earlier efforts to remove and prevent barriers to people with disabilities.
3. Lists the facilities, policies, programs, practices and services the Municipality will review in the coming year to identify barriers to people with disabilities.
4. Describes the measures Council will take in the coming year to identify, remove and prevent barriers to people with disabilities.
5. Describes how the Municipality will make this accessibility plan available to the public.

## **Description of the Municipality of Machin**

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The Municipality of Machin is situated along the Trans Canada highway at the very heart of Northwestern Ontario. The Canadian Pacific Railway main line runs through Machin, with the Canadian National Railway main line just north of our boundary. Light aircraft are serviced by our licensed Municipal Airport. Surrounded by Unincorporated areas, it encompasses 289.84 square kilometres and consists of three communities; Vermilion Bay, Eagle River and Minnitaki, with a permanent population of 935 (Statistics Canada 2011 census). Machin's population has been decreasing annually.

The Municipality has two Seniors apartment buildings. The Eagle River Friendship Terrace located in Eagle River has eight apartments. The Eagle View Terrace located in Vermilion Bay has twelve units. There are five geared-to-income duplexes that offer housing for ten families in Vermilion Bay. All of these housings come under the auspices of the Machin Non-Profit Housing Corporation and are funded through Federal and Provincial governments, totally separate entities from the Municipality.

Machin Clinic, located at 87 Spruce Street, serves the population of Machin's medical health needs. It employs four staff (occasionally five). A vast and varied number of people may go through this facility in any given day. In 2007 a handicapped access door was installed funded by the Vermilion Bay Kinette Club. In 2008 major renovations were undertaken to the Clinic's lower level to make it completely accessible. In 2009 a full-time Administrative Assistant and a part-time social worker were added to the staff utilizing this lower level. In 2011 the part-time social worker left the Clinic's employ and they are currently seeking a replacement. In July of 2012 a full-time Social Services worker was hired and works in the lower level. In 2015 the Clinic completed renovations to the dentist side of the building, adding an examination room and a full time phlebotomist.

The Municipality has an Administration office located at 75 Spruce Avenue where residents come to pay their utility and tax bills, obtain building permit applications, lottery licence applications, landfill permits, general business transactions, etc. The downstairs meeting room, which houses a used book "library" is also rented as a meeting room to a variety of groups, organizations and companies. The entire building is accessible only by a variety of stairways and narrow hallways. Other organizations and businesses occasionally rent several rooms throughout this building in order to carry out their business. The front parking lot to this office has been oiled and mulch has been laid down to connect the parking lot to the sidewalk which has also been oiled. There is a designated 'Handicap Parking' area in the parking lot closest to the sidewalk.

There is a Municipal Website that in the fall of 2015 will be redesigned to allow people with disabilities to perceive, understand, navigate, and interact with the Webpage easier.

There is a Fire Hall located at 63 Armstrong Street in Vermilion Bay where equipment and vehicles are parked and Volunteer Fire fighters and First Responders gather to answer call outs. There is a second Fire Hall located in Eagle River for the same purpose. These buildings are not for general public access but have been used on occasion for Open houses at Halloween and Safety Nights or during the Election

process.

The Public Works garage is located at 65 Armstrong Street in Vermilion Bay. Its primary purpose is for parking and storage of machinery, equipment and materials that the Public Works staff would require. It may be used for occasional repairs of equipment, welding, etc. This building is not used for general public access.

The Woodland Arena is located at 1 Arena Lane. This arena has undergone extensive renovations during 2008-2009 which have rendered it completely accessible. It is now capable of providing an ice surface year-round if necessary. Accessibility features include washrooms accessible from both inside the arena and outside of the building that are capable of holding a wheel chair, stroller or walking aid. These washrooms have hand rails installed for safety. The outside-accessible washrooms are level to the ground so that they can be easily entered. A cement pad has been poured in order to facilitate transfer into the arena from the back door. A marked, designated parking spot has been cleared close to the cement pad. Exit maps have been posted at the Arena in order to facilitate orderly evacuation in case of emergencies.

The Eagle River Recreation Centre is equipped with accessible entrance doors and handicapped accessible washrooms downstairs. There is a designated 'Handicap Parking' area in the parking lot closest to the entrance doors. There are stairs to access the upstairs room. This building is owned by the Municipality and bookings for social occasions and other rentals is done through the Municipal Office.

The Eagle River outdoor rink is owned by the Municipality. This seasonal ice surface is used by residents and ratepayers. There is a small structure where participants can use the washroom and warm up. This building has stairs through which to gain access. There is a designated 'Handicap Parking' area in the parking lot closest to the building.

The Vermilion Bay Water Treatment plant is located on Bay Street and provides service to 200 users. In the fall of 2014 the Municipality took over the operation of this plant, hiring a full time person to run it and in the summer of 2015 a part time person was hired to work in the plant. This building does not allow for public access or usage, however it is completely handicapped accessible. This Water Plant was constructed in 2005, and the Engineer has assured us that this building is entirely compliant to the new regulations.

The Municipality has four parks/green spaces. The Post Park has completed an accessible picnic pavilion and has an area available where people can launch their boats. There are also accessible washrooms on site and this year the plan is to build an

accessible walkway from the road to these washrooms. Eagle River Park is equipped with a slide. Kinsmen Beach is a swim area, having no other facilities. Pine Tree Park is located at the Vermilion Bay waterfront and is also the trail head for a series of hiking/biking trails in this community. Playground equipment at our green spaces has been inspected by a contractor through the Northwestern Health Unit. A detailed report was given and any playground equipment deemed unsafe has been taken out. On-going checks and maintenance are performed in the course of the grass cutting duties.

Pine Tree Pathways Trail Head has access from Bay Street to Eagle Lake. The swimming area includes picnic tables and washroom facilities. A staircase is in place to gain access from the parking area to the beach. There is a road that leads right to the picnic area from which wheelchairs can access the picnic tables and the washroom is accessible from a second road to the east of the beach area. In 2009-2010 a new trail to the west of the Government dock was developed with boardwalk accessibility from the main road.

Trees and brush are continually being cleaned out at all Municipal green spaces. The Pine Tree Pathways Committee perform on-going extensive work to their trail system and trail head. Gravel has been distributed at the sliding hill in order to even out the surface and remove dangerous contours. A handicapped accessible washroom is now in place. A bird watching/rest shelter on the Pine Point trail was completed in 2012. In 2015 a new handicapped accessible board walk and lookout platform along the shoreline west of the V.Bay Dock was completed.

The Vermilion Bay Lions Club partnered with the Municipality in 2009/2010 to construct an accessible picnic pavilion at Pine Tree Park. This open-air building has water and electrical service to it. There is also a stand-alone accessible double washroom built next to the pavilion.

The Home Support Program run by and out of the Municipal Office, funded through the Provincial Government, provides seniors and other special needs people with transportation into Dryden and surrounding area. These trips allow the participants to attend doctor, specialist, dentist appointments, pick up prescriptions at the pharmacy, grocery shopping and various other activities. This program is a fee-for-service which partially defrays expenses. A new handicapped accessible vehicle for the program was purchased in 2008 made possible through the efforts of the Machin Bus Fund Committee.

A Community Garden was built in 2012. Accessibility features include a wide entrance gate, rubber pavers inside the fenced in garden, and a low built work bench, all to aid wheel chair bound people and people with strollers or walking aids. Rubber pavers have been added at the entrance leading into the garden to provide safer access for wheel chair bound people and people with strollers or walking aids.

### **Council commitment to accessibility planning**

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The Council of the Municipality of Machin 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.

### **Informal site audit of the municipally owned buildings**

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In August of 2003 two Summer Program students completed a physical survey of the municipally owned buildings and green spaces and in particular to assess any barriers that may exist and to offer some solutions to removing those barriers in order to comply with the current legislation under the *Ontarians with Disabilities Act*.

There have been numerous barriers identified in the Municipal buildings and green spaces. These will be discussed further in this document under Barriers Identified.

### **Barriers Identification Methodologies**

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In order to identify barriers the following methodology was used:

A survey checklist was developed to be used as a guideline in order to determine the accessibility of a particular location.

Methodology	Description	Status
Physical Survey by Students	A survey was given to the students to help identify any barriers in the Municipally owned buildings. A physical inspection was completed with a participant sitting in a wheel chair, along with an assistant to guide the chair. A second survey was completed in order for the students to access the green spaces.	The survey was completed and the barriers identified with a report turned in.

### **Barriers Identified**

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

Municipal buildings and green spaces require bright and easily legible signage. All Municipal buildings and parking areas require adequate indoor and outdoor lighting.

### **Machin Clinic, 87 Spruce Street**

<b>Barrier</b>	<b>Type/location of barrier</b>	<b>Strategy for removal or prevention</b>
DOORS	STRUCTURAL - DOORWAY INTO OLD DENTIST SIDE VERY NARROW	RENOVATE/REDESIGN AREA
HALLWAYS	STRUCTURAL - HALLWAY IN OLD DENTIST SIDE VERY NARROW	RENOVATE/REDESIGN AREA
EXAMINATION ROOM	STRUCTURAL - DIFFICULT TO MANOEUVER	REDESIGN AREA

**Administrative Office, 75 Spruce Street**

<b>Barrier</b>	<b>Type/location of barrier</b>	<b>Strategy for removal or prevention</b>
ENTRANCE DOOR	ARCHITECTURAL - NARROW BUT MANAGEABLE	REDESIGN/RENOVATE TO ACCOMMODATE; INSTALL CALL BELL
WASHROOMS	ARCHITECTURAL - STAIRS A PROBLEM, NO WHEEL CHAIR STALLS, REQUIRE HANDRAILS	REDESIGN/.RENOVATE TO ACCESS; INSTALL HANDRAIL
ADMINISTRATION OFFICE	ARCHITECTURAL – STAIRS A PROBLEM, NO WAY TO ACCESS MOST ROOMS ON EITHER LEVEL	REDESIGN/RENOVATE TO ACCESS; INSTALL LIFT/ELEVATOR SYSTEM.
READING ROOM	ARCHITECTURAL - STAIRS A PROBLEM	REDESIGN/RENOVATE TO ACCESS; INSTALL LIFT/ELEVATOR SYSTEM.

**Vermilion Bay Fire Hall**

<b>Barrier</b>	<b>Type/location of barrier</b>	<b>Strategy for removal or prevention</b>
DOORS	ARCHITECTURAL - LIP ON BOTTOM OF DOOR, BUT MANAGEABLE	REDESIGN/POSSIBLY NEW DOOR
WASHROOM	ARCHITECTURAL - REQUIRE HANDRAIL, SINK UNACCESSIBLE	INSTALL HANDRAIL; RENOVATE TO ACCESS SINK
LIGHTING	ARCHITECTURAL	KIND OF HIGH - REDESIGN OR RENOVATION REQUIRED TO ACCESS

**Eagle River Fire Hall**

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<b>Barrier</b>	<b>Type/location of barrier</b>	<b>Strategy for removal or prevention</b>
DOORS	ARCHITECTURAL - HAS LIP BUT SOMEWHAT MANAGEABLE	REDESIGN/POSSIBLY NEW DOOR WITH PUSH BUTTON OPENER
WASHROOM	ARCHITECTURAL - FIT - NO ROOM TO PARK, HANDRAIL REQUIRED, LIGHT SWITCHES AND SINKS HIGH	INSTALL HANDRAIL; RENOVATE TO ACCESS SINK, LIGHT SWITCHES

### **Public Works Garage**

<b>Barrier</b>	<b>Type/location of barrier</b>	<b>Strategy for removal or prevention</b>
DOOR	3 INCH LIP	REDESIGN/POSSIBLY NEW DOOR WITH PUSH BUTTON OPENER
WASHROOM	DOOR TOO NARROW, LIP UP, NO HANDRAIL, NO ROOM FOR WHEELCHAIR	REDESIGN/ RENOVATE WASHROOM
LIGHTING	ARCHITECTURAL - SWITCHES HARD TO GET TO	REDESIGN IN ORDER TO ACCESS EASILY

### **Woodland Arena, 1 Arena Lane**

<b>Barrier</b>	<b>Type/location of barrier</b>	<b>Strategy for removal or prevention</b>
EXERCISE ROOM (2 <sup>ND</sup> )	ARCHITECTURAL - NO WAY TO ACCESS SECOND LEVEL	REDESIGN/RENOVATE TO ACCESS;

FLOOR)	OTHER THAN STAIRS	INSTALL LIFT/ELEVATOR SYSTEM
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### Eagle River Rec. Centre

Barrier	Type/location of barrier	Strategy for removal or prevention
DOORS	ARCHITECTURAL, PHYSICAL - HEAVY, WIDER, LIP TOO HIGH, OUTER DOOR ONLY ONE OPENED	REDESIGN/POSSIBLY NEW DOOR WITH PUSH BUTTON OPENER
KITCHEN	ARCHITECTURAL - SINK TOO HIGH FOR WHEELCHAIR	REDESIGN/POSSIBLY NEW COUNTER TOP/SINK
<b>Eagle River Rec. Centre (cont'd)</b>		
WASHROOM	ARCHITECTURAL - DOOR VERY HEAVY, UPSTAIRS REQUIRE HANDRAILS	REDESIGN/POSSIBLY NEW DOOR WITH PUSH BUTTON OPENER - INSTALL HANDRAILS
LIGHTING	COMMUNICATION - SWITCHES DIFFICULT TO FIND	POSSIBLE SIGNAGE; SPECIFIC LIGHTING FOR SWITCHES
STORAGE AREAS/CLOSETS	PHYSICAL - TOO MANY THINGS STORED TO GET INTO	REARRANGE STORAGE AREA

### Eagle River Rink

Barrier	Type/location of barrier	Strategy for removal or prevention

PARKING LOT	COMMUNICATIONS - SIGNAGE REQUIRED	CONSTRUCT SIGNS
DOORS	ARCHITECTURAL - 1.5 INCH DROP - ANOTHER RAMP IN STORAGE	CONSTRUCT RAMP
KITCHEN	ARCHITECTURAL - WHEEL CHAIR WOULD NOT FIT IN	RECONSTRUCTION/RENOVATION REQUIRED
WASHROOM	ARCHITECTURAL - DOORWAY TOO NARROW, NO ROOM INSIDE, REQUIRE HANDRAIL	REDESIGN/RENOVATE WASHROOM - INSTALL HANDRAIL
STAIRWAY RAMP	ARCHITECTURAL - LIP AT BOTTOM REQUIRE HANDRAIL	INSTALL BANISTER

### **Vermilion Bay Water Plant**

New Building – not for public access.

### **Eagle River Park, Eagle River**

<b>Barrier</b>	<b>Type/location of barrier</b>	<b>Strategy for removal or prevention</b>
PARKING AREA	COMMUNICATION - NOT WELL PRESENTED PHYSICAL - REQUIRE HANDICAP SPACE	CLEAR OUT BRUSH; PRODUCE SIGNAGE; DESIGN BY-LAW TO ADDRESS
PATH	PHYSICAL - TREES OVERHANGING THE PATH AND IN THE WAY	TRIM TREES/ BRUSH AREAS

### **Kinsmen Beach, Vermilion Bay**

<b>Barrier</b>	<b>Type/location of barrier</b>	<b>Strategy for removal or prevention</b>
PATH	PHYSICAL - STEEP, RUTS, LOGS OVER IT -	GRADE/LANDSCAPE AREA CLEAR/BRUSH

TERRAIN	PHYSICAL - DIFFICULT WITH WALKER, ROCKS	LANDSCAPE/CLEAR AREA
SIGNAGE	COMMUNICATION - BROKEN-UPSIDE DOWN, POORLY MARKED FROM HIGHWAY,	REQUIRE LARGE PRINT BETTER SIGNAGE; SIGN TO SAY "DISABLED - DRIVE TO BEACH"

### **Pine Tree Pathways Trail Head**

<b>Barrier</b>	<b>Type/location of barrier</b>	<b>Strategy for removal or prevention</b>
SIGNAGE	COMMUNICATIONS - SIGNAGE REQUIRED	IN PROGRESS
PARKING	PHYSICAL - REQUIRE HANDICAP SPACE	DESIGN BY-LAW TO ADDRESS

### **Reviewing and Monitoring of the Process**

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

### **Communication of the Plan**

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This plan will be available on the web site as well as at the Municipal office and every attempt will be made to make it available to those with disabilities for their perusal and review. Should a copy in braille be requested, Council will try to accommodate by having staff contact the CNIB to inquire if it could be translated.

## **Accessibility Standards for Customer Service**

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Effective January 1, 2010 the Municipality complied with Ontario Regulation 429/07 of the AODA to ensure we are providing accessible customer service to people with various disabilities.