

**ACCESSIBILITY PLAN  
TOWNSHIP OF ENNISKILLEN**

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## OBJECTIVES

The Ontarians with Disabilities Act, 2001 became effective on December 14, 2001. The legislation was replaced by the Accessibility for Ontarians with Disabilities Act, 2005. The purpose of the legislation is to improve opportunities for **people with disabilities** through identification, removal and prevention of barriers to participation in life in the province of Ontario.

**Disability** is defined as:

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impairment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- (b) a condition of mental impairment or developmental disability,
- (c) a learning disability or a dysfunction, one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

## AIM OF ACCESSIBILITY PLAN

This plan will focus on the areas of direct control of the Council of the Township of Enniskillen. The plan will establish a process in which:

- (1) the physical structures owned or operated by the Township will be evaluated to determine their accessibility.
- (2) the bylaw, policies, programs, practices and services will be evaluated to determine their effect on the accessibility for people with disabilities.
- (3) A time frame in which the evaluations will take place will be created.
- (4) Define measures to be undertaken within the year to remove and prevent barriers to people with disabilities
- (5) The accessibility plan will be made available to the public.

## DESCRIPTION OF THE TOWNSHIP OF ENNISKILLEN

The Corporation of the Town of Enniskillen is a municipality located in central Lambton County with a population of 3,200 people. The Township is primarily a farming community that includes the hamlets of Oil City and Marthaville. The municipality is responsible for the operation of a 280 km road system, a water system of 1,300 residential services, a sewer system in Oil City, three parks and two municipal halls. The municipality provides fire service jointly with neighbouring municipalities. A committee of Council operates the parks within the township.

## STATEMENT OF COMMITMENT

The Council of the Township of Enniskillen by preparing this plan commits to:

- The regular review of the access to municipal premises, facilities and services for its ratepayers and staff with disabilities.
- The participation of people with disabilities in the development and review of the accessibility plan.
- The provision of quality services to all ratepayers and members of the community with disabilities.

The Enniskillen Council has directed that the **Clerk** prepare an accessibility plan to meet the stated commitments reflecting on the budgetary limitations of the municipality.

## TIMING OF BARRIER EVALUATION

Project	Subject	Time Frame
STAGE 1.	Property Inspection	Completed December 15-03
STAGE 2	Bylaws, Polices & Programs	Completed December 15-05

## REVIEW AND MONITORING PROCESS

The Clerk has been directed to research the stated commitments and provide a report to the municipal Council on each year outlining barrier removal initiatives. The plan may provide recommendations for financial expenditures for inclusion within the following year budget. The Clerk shall list and evaluate the outcome of barrier removal initiatives within the current year.

## CONSULTATION

During the preparation of the plan notice of the meeting to consider the plan shall be provided by placement on the municipal website.

## COMMUNICATIONS

The plan will be available on the Township of Enniskillen website and at the municipal office at 4465 Rokeby Line for review. Copies of the plan will be made available on request.

## **BARRIER REMOVAL**

A review of municipal properties was undertaken to identify physical barriers on October 2, 2003. The review was undertaken by the Health & Safety Coordinator with the Lambton County Developmental Services and the Clerk.

The following highlights the outcome of the review.

The Council of the Township of Enniskillen through the budget process may approve projects for the upcoming budget year.

### **Enniskillen Township Offices: 4465 Rokeby Line**

The building is the administrative centre for the operations of the Township of Enniskillen.

Local residents access the building for the purposes of paying tax, water and drainage bills and to discuss land use development.

The review identified:

- Install accessible parking sign in the parking area
- Install two push button door opener systems at the entrance to the building
- Lower a portion of the office counter for wheel chair users
- Install accessible washrooms
- Place a ramp on the rear office entrance
- Install wider door on Administrator's office

### **Marthaville Park- Prince Street**

This park is located in Marthaville and consists of one ball diamond, a pavilion with washrooms, and bleachers to view the ball games.

The review identified:

- Install grab bars/handrails in both washrooms
- Leveling the surface area near the pavilion to enhance access to the washrooms
- Install accessible parking sign in the parking area
- Install rails on the end of the bleachers to permit support for people to sit or raise themselves
- Provide an accessible pathway for a viewing area near the ball diamond from the picnic area

### **Krall Park-Shiloh Line**

The park is located on Shiloh Line and County Road 21. The park consists of one ball diamond, a pavilion with washrooms, and bleachers to view the ball games.

The review identified:

- Leveling the area around the picnic area and washrooms.
- Install accessible parking sign the parking area
- Install rails on the end of the bleachers to permit support for people to sit or raise themselves

### **Gorman Park –Oil City**

The park is located on Shamrock Street Oil City and consists of two ball diamonds, a pavilion and a washroom building.

The review identified:

- Install accessible parking sign in the parking area
- Level the area around the picnic area and washrooms.
- Extensive renovations are required to make the washrooms accessible.
- Provide a pathway from the viewing area, washroom and picnic area

### **Shiloh Community Center (Demolished October 2013)**

The Township of Enniskillen purchased a one room school house in 1968 which has been used as a community center. No changes were made to the access or the washrooms of the building since the purchase.

The review identified:

- Designate accessible parking space
- Install access ramps to the building
- The washrooms require extensive work to be accessible

### **Enniskillen Community Center- Oil City (Demolished September 2018)**

The Oil City United Church was purchased by the Township Council to be used as a Community Center. An inspection of the 100 year old building identified modifications that would be required to address accessibility concerns.

The review identified:

- Designate accessible parking
- Access to the building requires ramps and auto doors need to be installed
- Internal ramping is required between the kitchen and the washrooms
- The washrooms require extensive work to be accessible.

## **2004 Activities**

An application was made to the Trillium Foundation in 2004 to provide funding to install auto doors, lower the office counter, install accessible washrooms and install wider door entrances at the municipal office.

The application for funding was turned down by the Trillium Foundation in that the application did not meet their program criteria.

In 2004 2-auto doors were installed within the municipal building.  
An accessible parking space was signed at the municipal building.

## **2005 Activities**

A second Trillium Foundation application was submitted in November of 2004. This application requested funding to make site changes to increase accessibility at Gorman, Krall and Marthaville Parks. The Trillium application was not funded.

Designated accessible parking would be created at each site.  
Accessible pathways from the pavilions to the viewing areas would be created at each park.  
Uneven landscaping around the Pavilions will be removed to provide more accessibility to the buildings.  
An Accessible picnic table will be placed at each park.

The 2005 Municipal budget review will determine whether accessible washrooms will be installed in the Municipal building.

## **2006 Activities**

The Second Trillium Foundation application was turned down by the organization. No action was taken on the completion of accessibility at Gorman, Krall and Marthaville Parks. A third application will be made to the Trillium Foundation to secure funding to increase the accessibility to the parks as was outlined for the 2005 activities. A further discussion will take place in the 2006 budget process to determine whether funds can be allocated to install accessible washrooms at the municipal building.

### **Administrative Review:**

Bills for water and sewer are now payable through internet banking. This permits payment of the most frequent bills from people from their homes. Historically all bills were payable at the municipal office.  
The font size of correspondence has been increased to permit these items to be more easily read.

### **Accessibility report -2007**

In 2006 no funds were allocated to change the accessibility of washrooms within the municipal building or any parks facilities.

The format of billings for water and taxes were reviewed in 2006. No action was taken to change the format of the billings.

In 2006 a review was made concerning the establishment of a web site for the Township of Enniskillen. The web site would provide remote access to municipal information for those with access to a computer.

Discussion took place regarding the content of such web site.

A Council decision was made not to proceed with the establishment of the web site due to the lack of clarity of the content and the commitment of staff time and costs to maintain the system.

### **Accessibility Report -2008**

There were no activities undertaken in 2008 to make changes to the accessibility to municipal buildings. No changes were made to service delivery in 2008.

### **Accessibility Report- 2009**

In 2009 the Township of Enniskillen adopted an accessibility standard for customer service. All staff and Council members participated in training provided by the County of Lambton for the customer service standard. A notice was placed in the municipal office outlining the municipality's standard for customer feedback.

No changes were made to municipal buildings to enhance access to municipal buildings.

### **Accessibility Report- 2010**

Enniskillen Township Office- 4465 Rokeby Line

The Township of Enniskillen paid an outside consultant to prepare a website for the municipality. The website provides:

- 1) general information concerning the history of the municipality,
- 2) public notices concerning events
- 3) permits contact with the municipality

Gorman Park- Shamrock Street Oil City

Planning started in 2010 for the replacement of the washroom building at Gorman Park. Work on the project is to be completed in 2011.

No physical changes were made to any other municipal facilities



## **Accessibility Report-2011**

Enniskillen Township Offices -4465 Rokeby Line

The office area was redesigned to permit a more ergonomic work place for staff. The counter area was designed to permit those persons in wheel chairs to enter the work area to be serviced by staff.

Gorman Park- Shamrock St. Oil City

During the 2011 year the washroom building at Gorman Park was replaced with a new building. The structure was designed to meet the accessibility requirements of the Ontario Building Code. Sidewalks were constructed to the asphalted roadway and connected to the pavilion at the park.

The building became useable for the 2011 soccer season.

No other physical changes were made to any other municipal facility in 2011.

## **Accessibility Report-2012**

Enniskillen Township- Offices: 4465 Rokeby Line

The Township of Enniskillen hired one new staff member in 2012. The staff member received accessibility training for customer service.

Two staff members received training for the use of Microsoft Office 2010 in regards to preparing documents in an accessible format. This training was shared with the remaining office staff.

Council minutes and committee minutes are reviewed to determine accessible compliance with Microsoft Office 2010.

The municipal website was reviewed and brought into compliance with AODA standards.

Information supplied by the municipality addressing emergencies will be circulated on the municipal website. Information supplied by the municipality to disabled employees addressing emergencies will be provided in a format to address the disability.

The hiring policy for the Township was amended to provide accommodations to those with a disability.

The purchasing policy for the Township was under administrative review with the goal of amendment in 2013.

No physical changes were made at any municipal facility in 2012 in regards to accessibility. The future of the Enniskillen Community Centre was discussed in 2012. No decisions were made on the future of the building specifically in regards to the accessibility issues associated with the building.

## **Accessibility Report-2013**

The purchasing policy for the Township of Enniskillen was amended on February 19 2013 to consider and have regard to disability and accessibility issues in the purchase of goods and services.

The purchase of a new photo copier was undertaken in 2013. During the purchasing process suppliers were required to clarify attributes that could be provided to the machine to accommodate accessibility concerns for users of the machine. Some changes can be incorporated to the machine to accommodate the needs of a future user.

A review was undertaken of the Township properties by Nick Salaris General Manager –Property of the Lambton County Developmental Services. His report identified built environment issues at municipal properties. Recommendations in the report will be used for budget purposes in 2014. Accessibility concerns identified will need to be accommodated as renovations are planned for the various sites.

The Township Council adopted accessibility policies concerning information and communications, employment and design of public spaces.

The Council made the decision to close and sell the Shiloh Community Center in June of 2013. The building was sold at public auction on October 28 2013.

No physical changes were made to municipal buildings in 2013 in regards to accessibility.

## **Accessibility Report-2014**

The Township of Enniskillen hired one new staff member in 2014. The staff member received accessibility training for customer service.

There were two new members of Council in 2014. The council members received accessibility training for customer service.

The Township of Enniskillen – Integrated Accessibility Standards (IAS) Table of Requirements was developed to ensure continued compliance with the Integrated Accessibility Standards Regulations.

Office staff will receive training on the Integrated Accessibility Standards Regulation. The training will consist of three modules – The Employment Standard, The Information and Communications Standards and the General Requirements of the Regulation.

No physical changes were made to municipal buildings in 2014 in regards to accessibility.

## **Accessibility Report-2015**

No new staff members were hired in 2015.

Office staff have completed training on the Integrated Accessibility Standards Regulation. The training consists of three modules – The Employment Standard, The Information and Communications Standards and the General Requirements of the Regulation.

In 2016 there will be a requirement to make the public aware that information is accessible to the public. If a person with a disability requests information, their needs will be met as soon as possible. A plan will be developed to ensure this requirement is met.

No physical changes were made to municipal buildings in 2015 in regards to accessibility.

## **Accessibility Report-2016**

One new staff member was hired in 2016. The new staff member received accessibility training for customer service.

The requirement to make the public aware that information is accessible to the public is now in place. If a person with a disability requests information, their needs will be met as soon as possible.

The commitment was posted on the municipal website:  
“The Township of Enniskillen is committed to providing accessible customer service and information to everyone. If you require any information to be provided in an accessible format, please contact the Municipal Office and arrangements will be made in a timely manner to accommodate the request”.

The Enabling Accessibility Fund was announced in 2016. An application was submitted in July to renovate the Municipal Office for the inclusion of accessible interior and exterior doors as well as installing an accessible washroom.

### **Accessibility Report-2017**

Renovations were undertaken to the municipal hall with funds made available from the Enabling Accessibility Fund. The work included installing an accessible washroom and installing widened doorways to the building. The automatic accessible doors were replaced at the main front entrance of the municipal hall.

The 2017 Accessibility Compliance Report was filed on March 31, 2017. The Township of Enniskillen is compliant with Ontario's accessibility laws.

### **Accessibility Report-2018**

In 2018 the Enniskillen Community Centre was demolished with no plans to re-build a facility of this nature on the property.

The Employee Manual was updated to include statements that ensure employees are aware that accommodation and accessibility needs will be met as required. An Accommodation Plan Form is now available in the event that an employee requires an Individual Accommodation Plan. Employees are updated at a staff meeting when changes are made to the Employee Manual.

In May 2018 a report to Council was prepared by the Clerk regarding Accessibility Accommodations for the 2018 Municipal Election.

In June 2018 a review of the Enniskillen website was completed by the website provider which confirms compliance with the AA level.

No physical changes were made to municipal buildings or properties in 2018 in regards to accessibility.

### **Accessibility Report-2019**

In 2019 there was a requirement to file an Accessibility Compliance Report. The Accessibility Compliance Report was completed and filed on July 15, 2019.

The Investing in Canada Infrastructure Program (ICIP) funding opportunity became available for applications under four priority areas, including Community, Culture and Recreation. The Township submitted an application for the replacement of the washrooms and pavilion at Krall Park with a focus on improving accessibility at the park. If approved the work will consist of removal and replacement of the existing washroom and pavilion facilities, installing cement pads in the dug outs, installing netting from back stop to side fencing of ball diamond area, installing a new septic and installing an accessible walkway from the parking lot to the washrooms/pavilion.

No physical changes were made to municipal buildings or properties in 2019 in regards to accessibility.

**Accessibility Report-2020 and 2021**  
**(Due to Covid-19 2020 and 2021 are combined on this update)**

In March of 2020 the COVID-19 Pandemic hit the world. This emergency situation changed the way in which business operated. Many municipalities in Ontario closed the doors to the public for physical access but continued to be available to the public by telephone and email. This was done from home or with limited numbers of people working from the office. Zoom meetings became the new way of holding meetings. The public were able to access all open council meetings by a link posted on the municipal web site.

Due to the emergency situation there were no updates or changes made to any programs or services related to accessibility in 2020. No physical changes were made to municipal buildings or properties in 2020 in regards to accessibility.

In December of 2020 the municipality was selected to submit documentation as per a checklist to a representative at Accessibility for Ontarians with Disabilities Act (AODA) to complete a desk audit. The documentation was submitted on December 3 of 2020. A response was received on April 23, 2021 in the form of a list of questions to confirm and/or provide further information. The audit resulted in some non-compliance issues with the requirement to be in compliance by July 27 2021. On July 5, 2021 Council adopted Bylaw 33 of 2021 – Township of Enniskillen Accessibility Policy. This bylaw/policy document contains all of the policies and procedures related to accessibility for the Township. The bylaw/policies were presented to employees at the Health and Safety meeting on September 2, 2021.

The Investing in Canada Infrastructure Program (ICIP): Community, Culture and Recreation Stream grant submitted for Krall park was approved. Bylaw 46 of 2021 was passed on September 20, 2021 which authorized the signing of the agreement to replace the existing washroom and pavilion facilities, install cement pads in the dug outs, install netting from back stop to side fencing of ball diamond area, install a new septic and install an accessible walkway from the parking lot to the washrooms/pavilion.

In September 2021 an application was submitted to the Ontario Trillium Foundation – Community Building Fund – Capital stream to bring Marthaville park washroom facilities up to accessibility standards as well as install accessible walkways in the park. Funding announcements for this grant are expected in early 2022.

The 2021 Accessibility Compliance Report is due December 31, 2021. The report was completed and submitted on September 29, 2021.

## **Accessibility Report-2022 and 2023**

The Ontario Trillium Foundation – Community Build Fund announced grant funding approval to the Township for upgrades to Marthaville Park in late 2022. The project consisted of an addition to the existing facility and pavilion for the inclusion of accessible washrooms. The accessible washrooms were completed in May of 2023. An open house/media release event took place on May 26 2023 with our local Council, staff and MPP as well as a grant representative from the Ontario Trillium Foundation. The remaining component of the project includes accessible walkways within the park which is scheduled to be completed after ball season concludes in 2023.

Krall Park - Tenders were received in June of 2023 for the replacement of the existing washroom and pavilion facilities, installation of cement pads in the dug outs, installation of netting from back stop to side fencing of ball diamond area, installation of a new septic system and installation of an accessible walkway from the parking lot to the washrooms/pavilion. The tenders were substantially over budget compared the amount approved in the eligible grant funding from 2019. Council will be making a decision in 2024 as to the future of this project.

An accessibility report was completed in May of 2023 as required for the 2023 year. As part of a health and safety meeting in 2023, Township staff will be given a refresher on Accessibility, Ontario Human Rights and Workplace Harassment.