



TOWNSHIP OF MONTAGUE

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 Montague Township's 2014-2018 Accessibility Plan.

Contact for Comments and Inquiries

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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 municipalities 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
- 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 Owned Facilities

1. Municipal Office / Fire Hall
2. Community Hall – Centennial (Rosedale) Hall
3. Municipal Garage (Municipal Office)
**not accessed by the public*

CONSULTATION ACTIVITIES

Council

The Council of the Corporation of the Township of Montague 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 Clerk 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.

SCHEDULE "A"

2014 to 2018 ACCESSIBILITY PLAN

2014 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Multi-Year Accessibility Plan – 2014 to 2018 <ul style="list-style-type: none"> • Develop Plan • Adopt Plan • Post Plan on Website 	Clerk Council	Staff Time	April 1, 2014
Establishment of Policies & Procedures <ul style="list-style-type: none"> • Develop consolidated Accessibility Policy & Procedures (Customer Service Standard & Integrated Standards) • Adopt Policy • Implement Procedures • Post Policy on Website 	Clerk Council	Staff Time	April 1, 2014
Procuring or Acquiring Goods, Services or Facilities <ul style="list-style-type: none"> • Amend Procurement Policy • Adopt Amended Policy 	Clerk Treasurer Council	Staff Time	April 1, 2014
Recruitment <ul style="list-style-type: none"> • Develop Template for Job Postings • Develop Telephone Script for Scheduling Interviews • Develop a Template for Letters of Offer and Employment Contracts 	Clerk	Staff Time	June 1, 2014
Multi-Year Accessibility Plan – 2014 to 2018 <ul style="list-style-type: none"> • Develop Annual Status Report Template 	Clerk	Staff Time	December 31, 2014
Individual Accommodation Plans <ul style="list-style-type: none"> • Develop Policy & Procedures • Adopt Policy • Implement Procedures 	Clerk Council	Staff Time	June 1, 2014
Return to Work Process <ul style="list-style-type: none"> • Develop Policy & Procedures • Adopt Policy • Implement Procedures 	Clerk Council	Staff Time	June 1, 2014

2014 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Municipal Website <ul style="list-style-type: none"> • Ensure Website and Content meet the WCAG 2.0 requirements at Level AA • Ensure PDF's are accessible 	Clerk	Staff Time	June 30, 2014
Training on Policies and Procedures that relate to Accessibility <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Complete Form • Post on Website and at Municipal Office 	Clerk	Staff Time	December 31, 2014

2015 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Accessibility Assessment <ul style="list-style-type: none"> • Exterior of Municipal Office / Fire Hall • Develop Plan for Removing Barriers 	Senior Management	Staff Time	June 1, 2015
Annual Accessibility Report to Province	Clerk	Staff Time	December 31, 2015
Annual Status Report <ul style="list-style-type: none"> • Complete Form • Post on Website and at Municipal Office 	Clerk	Staff Time	December 31, 2015

2016 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Accessibility Assessment <ul style="list-style-type: none"> • Interior of Municipal Office / Fire Hall • Develop Plan for Removing Barriers 	Senior Management	Staff Time	June 1, 2016
Annual Accessibility Report to Province	Clerk	Staff Time	December 31, 2016
Annual Status Report <ul style="list-style-type: none"> • Complete Form • Post on Website and at Municipal Office 	Clerk	Staff Time	December 31, 2016

2017 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Accessibility Assessment <ul style="list-style-type: none"> • Community Hall – Centennial (Rosedale) Hall • Develop Plan for Removing Barriers 	Senior Management	Staff Time	December 31, 2017
Annual Accessibility Report to Province	Clerk	Staff Time	December 31, 2017
Annual Status Report <ul style="list-style-type: none"> • Complete Form • Post on Website and at Municipal Office 	Clerk	Staff Time	December 31, 2017

2018 - ACTION	RESPONSIBILITY	COSTS	TARGET DATE
Multi-Year Accessibility Plan – 2019 to 2023 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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.

PAST ACHIEVEMENTS
2002 ACHIEVEMENT <ul style="list-style-type: none">• Created a text-only website to work with existing website for screen readers and users of older technology
2003 ACHIEVEMENT <ul style="list-style-type: none">• Carried out a site audit of municipally-owned building to identify barriers with the assistance of the Lanark County Accessibility Advisory Committee
2004 ACHIEVEMENTS <ul style="list-style-type: none">• Amended the Township's Parking By-law to establish accessible parking spaces at the municipal complex and Centennial (Rosedale) Hall
2005-6 ACHIEVEMENTS <ul style="list-style-type: none">• Replaced the main doors at Centennial Hall• Replaced the main walkway into the municipal complex
2007 ACHIEVEMENTS <ul style="list-style-type: none">• \$20,000 put into a capital reserve for Centennial Hall improvements to address a variety of barriers
2008 ACHIEVEMENTS <ul style="list-style-type: none">• A building condition report was completed showing exterior access at the Centennial Hall was good, identifying barriers in the washrooms
2010 ACHIEVEMENTS <ul style="list-style-type: none">• Carried out renovations at Centennial Hall improving access, including the washrooms, and removing a variety of barriers
2013 ACHIEVEMENTS <ul style="list-style-type: none">• Upgraded website to ensure compliance with IASR

SCHEDULE "C"

**TOWNSHIP OF MONTAGUE
ACCESSIBILITY ASSESSMENT FORM**

TOWNSHIP OF MONTAGUE 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? <ul style="list-style-type: none"> • 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?			

Communication Barriers	Y	N	Possible Solutions and Notes
Is there a route of travel that does not require the use of stairs?			<ul style="list-style-type: none"> • 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?			<ul style="list-style-type: none"> • Repair uneven paving • Fill small bumps and breaks with beveled patches • Replace gravel with hard top
Is the route at least 36 inches wide?			<ul style="list-style-type: none"> • Change or move landscaping, furnishings or other features that narrow the route of travel • Widen route
<p>Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?</p> <p>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.</p>			
Do curbs on the route have curb cuts at drives, parking and drop-offs?			<ul style="list-style-type: none"> • Install curb cut • Add small ramp up to curb
Is there signage and landmarks to aid orientation?			
Are vehicle and pedestrian routes clearly distinguished?			
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?			
<p>Are the slopes of ramps no greater than 1:12?</p> <p>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</p>			<ul style="list-style-type: none"> • Lengthen ramp to decrease slope • Relocate ramp • If available space is limited, reconfigure ramp to include switchbacks

Communication Barriers	Y	N	Possible Solutions and Notes
ramp, the height increases one inch.			
Do all ramps longer than 6 feet have railings on both sides?			<ul style="list-style-type: none"> • <i>Add railings</i>
Are railings sturdy and between 34 and 38 inches high?			<ul style="list-style-type: none"> • <i>Adjust height</i> • <i>Secure handrails to fixtures</i>
Is the width between railings or curbs at least 36 inches?			<ul style="list-style-type: none"> • <i>Relocate the railings</i> • <i>Widen the ramp</i>
Are ramps non-slip?			<ul style="list-style-type: none"> • <i>Add non-slip surface material</i>
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?			<ul style="list-style-type: none"> • <i>Remodel or relocate ramp</i>
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?			<ul style="list-style-type: none"> • <i>Add curb ramps</i> • <i>Reconstruct sidewalk</i>
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?			<ul style="list-style-type: none"> • <i>Implement a policy to check periodically for violators and report them to the proper authorities</i>
Entrance	Y	N	Possible Solutions and Notes
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.			
If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?			

Communication Barriers	Y	N	Possible Solutions and Notes
<p>Note: Do not use a service entrance as an accessible entrance unless there is no other option.</p>			
<p>Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?</p>			<ul style="list-style-type: none"> • <i>Install signs before inaccessible entrances so that people do not have to retrace the approach.</i>
<p>Can the alternate accessible entrance be used independently?</p>			<ul style="list-style-type: none"> • <i>Eliminate as much as possible the need for assistance – to answer a doorbell, operate a lift, or put down a temporary ramp, for example.</i>
<p>Does the entrance door have at least a 32 inch clear opening (for a double door, at least one 32 inch leaf)?</p>			
<p>Is there at least 18 inches of clear wall space on the pull side of the door next to the handle?</p> <p>Note: A person using a wheelchair or crutches needs this space to get close enough to open the door.</p>			<ul style="list-style-type: none"> • <i>Remove or relocate furnishings, partitions or other obstructions</i> • <i>Move door</i> • <i>Add power-assisted or automatic door opener</i>
<p>Is the threshold edge ¼ inch high or less, or if beveled edge, no more than ¾ inch high?</p>			<ul style="list-style-type: none"> • <i>If there is a single step with a rise of 6 inches or less, add a short ramp</i> • <i>If there is a threshold greater than ¾ inch high, remove it or modify it to be a ramp</i>
<p>If provided, are carpeting or mats a maximum of ½ inch high?</p>			<ul style="list-style-type: none"> • <i>Replace or remove mats</i>
<p>Are edges securely installed to minimize tripping hazards?</p>			<ul style="list-style-type: none"> • <i>Secure carpeting or mats at edges</i>
<p>Is the door handle no higher than 48 inches and operable with a closed fist?</p> <p>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.</p>			<ul style="list-style-type: none"> • <i>Lower handle</i> • <i>Replace inaccessible knobs with levers or loop handles</i> • <i>Retrofit with an add-on lever extension</i>
<p>Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbs for interior doors)?</p>			<ul style="list-style-type: none"> • <i>Adjust the door closers and oil the hinges</i> • <i>Install power-assisted or automatic door openers</i> • <i>Install lighter doors</i>
<p>If the door has a closer, does it take at</p>			<ul style="list-style-type: none"> • <i>Adjust door closer</i>

Communication Barriers	Y	N	Possible Solutions and Notes
least 3 seconds to close?			
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?			<ul style="list-style-type: none"> • <i>Add ramps or lifts</i> • <i>Make another entrance accessible</i>
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?			<ul style="list-style-type: none"> • <i>Install offset (swing-clear) hinges</i> • <i>Widen doors</i>
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?			<ul style="list-style-type: none"> • <i>Reverse the door swing if it is safe to do so</i> • <i>Move or remove obstructing partitions</i>
Can doors be opened without too much force (5 lbs maximum for interior doors)			<ul style="list-style-type: none"> • <i>Adjust or replace closers</i> • <i>Install lighter doors</i> • <i>Install power-assisted or automatic door openers</i>
Are door handles 48 inches high or less and operable with a closed fist?			<ul style="list-style-type: none"> • <i>Lower handles</i> • <i>Replace inaccessible knobs or latches with lever or loop handles</i> • <i>Retrofit with add-on levers</i> • <i>Install power-assisted or automatic door openers</i>
Is the threshold edge ¼ inch high or less, or if beveled edge, no more than ¾ inch high?			<ul style="list-style-type: none"> • <i>If there is a threshold greater than 3.4 inch high, remove or modify it to be ramp</i> • <i>If between ¼ and ¾ inch high, add bevels to both sides</i>
Emergency Way Out	Y	N	Possible Solutions and Notes
If emergency systems are provided, do they have both flashing lights and audible signals?			<ul style="list-style-type: none"> • <i>Install visible and audible alarms</i> • <i>Provide portable devices</i>

Communication Barriers	Y	N	Possible Solutions and Notes
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?			<ul style="list-style-type: none"> • <i>Rearrange furnishings and fixtures to clear aisles</i>
Is there a 5 foot circle or T-shaped space for turning a wheelchair completely?			<ul style="list-style-type: none"> • <i>Rearrange furnishings to clear more room</i>
Is carpeting low-pile, tightly woven, and securely attached along edges?			<ul style="list-style-type: none"> • <i>Secure edges on all sides</i> • <i>Replace carpeting</i>
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)?			<ul style="list-style-type: none"> • <i>Remove obstacles</i> • <i>Install furnishings, planters or other cane-detectable barriers underneath</i>
Are there ramps, lifts, or elevators to all levels?			<ul style="list-style-type: none"> • <i>Install ramps or lifts</i> • <i>Modify a service elevator</i> • <i>Relocate goods or service to an accessible area</i>
On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?			<ul style="list-style-type: none"> • <i>Post clear signs directing people along an accessible route to ramps, lifts or elevators</i>
Signage for Goods and Services and Directions	Y	N	Possible Solutions and Notes
<p>If provided, do signs designating permanent rooms and spaces where goods and services are provided comply with the appropriate universal requirements for such signage?</p> <p>Signs must be mounted with centreline 60 inches from floor.</p> <p>Signs must be mounted on wall adjacent to latch side of door, or as close as possible.</p> <p>Signs must have raised characters, sized between 5/8 and 2 inches high, with high contrast.</p>			
Are directional signs provided for accessibility of people with disabilities?			
Are directional signs in a logical position, at an appropriate height and not obstructed?			

Communication Barriers	Y	N	Possible Solutions and Notes
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.			<ul style="list-style-type: none"> • <i>Relocate controls</i>
Are controls operable with a closed fist?			<ul style="list-style-type: none"> • <i>Replace controls</i>
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?			<ul style="list-style-type: none"> • <i>Rearrange chairs or tables to provide 36 inch aisles</i>
Are spaces for wheelchair seating distributed throughout?			<ul style="list-style-type: none"> • <i>Rearrange tables to allow room for wheelchairs in seating areas throughout the area</i> • <i>Remove some fixed seating</i>
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			

Communication Barriers	Y	N	Possible Solutions and Notes
counter?			
Are the tops of tables or counters between 28 and 34 inches high?			<ul style="list-style-type: none"> • 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?			<ul style="list-style-type: none"> • 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?			<ul style="list-style-type: none"> • 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?			<ul style="list-style-type: none"> • 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?			<ul style="list-style-type: none"> • Add non-slip surface to treads
Do stairs have continuous rails on both sides with extensions beyond the top and bottom stairs?			<ul style="list-style-type: none"> • Add or replace handrails if possible within existing floor plan
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?			
Usability of Restrooms	Y	N	Possible Solutions and Notes
When restrooms are available to the public, is at least one restroom fully accessible?			<ul style="list-style-type: none"> • Reconfigure restroom • Combine restrooms to create one unisex accessible restroom
Are there signs at inaccessible restroom that give directions to accessible ones?			<ul style="list-style-type: none"> • 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.			<ul style="list-style-type: none"> • 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

Communication Barriers	Y	N	Possible Solutions and Notes
Are pictograms or symbols used to identify restrooms, and, if used, are raised characters and Braille included below?			<ul style="list-style-type: none"> • <i>If symbols are used, add supplementary verbal signage with raised characters and Braille below pictogram symbol</i>
Is the doorway at least 32 inches clear?			<ul style="list-style-type: none"> • <i>Install offset (swing-clear) hinges</i> • <i>Widen doorway</i>
Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?			<ul style="list-style-type: none"> • <i>Lower handles</i> • <i>Replace knobs or latches with lever or loop handles</i> • <i>Add lever extensions</i> • <i>Install power-assisted or automatic door openers</i>
Can doors be opened easily (5 lbs maximum force)?			<ul style="list-style-type: none"> • <i>Adjust or replace closers</i> • <i>Install lighter doors</i> • <i>Install power-assisted or automatic door openers</i>
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.			<ul style="list-style-type: none"> • <i>Rearrange furnishings such as chairs and trash cans</i> • <i>Remove inner door if there is a vestibule with two doors</i> • <i>Move or remove obstructing partitions</i>
Is there a 36 inch wide path to all fixtures?			<ul style="list-style-type: none"> • <i>Remove obstructions</i>
If they are stalls, are stalls operable with a closed fist, inside and out?			<ul style="list-style-type: none"> • <i>Replace inaccessible knobs with lever or loop handles</i> • <i>Add lever extensions</i>
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)?			<ul style="list-style-type: none"> • <i>Move or remove partitions</i> • <i>Reverse the door swing if it is safe to do so</i>
In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?			<ul style="list-style-type: none"> • <i>Add grab bars</i>
Is the toilet seat 17 to 19 inches high?			<ul style="list-style-type: none"> • <i>Add raised seat</i>
If a lavatory, does one lavatory have a 30 inch wide by 48 inch deep clear space in			<ul style="list-style-type: none"> • <i>Rearrange furnishing</i> • <i>Replace lavatory</i>

Communication Barriers	Y	N	Possible Solutions and Notes
front? Note: A maximum of 19 inches of the required depth may be under the lavatory.			<ul style="list-style-type: none"> • 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?			<ul style="list-style-type: none"> • Adjust or replace lavatory
Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?			<ul style="list-style-type: none"> • Adjust or replace lavatory
Can the faucet be operated with one closed fist?			<ul style="list-style-type: none"> • Replace faucet handles with paddle type
Are soap and other dispensers and hand dryers within reach ranges and usable with one close fist?			<ul style="list-style-type: none"> • 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?			<ul style="list-style-type: none"> • 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)?			<ul style="list-style-type: none"> • 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)			<ul style="list-style-type: none"> • 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?			<ul style="list-style-type: none"> • 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)?			<ul style="list-style-type: none"> • Lower telephone
Does the phone protrude no more than 4 inches into the circulation space?			<ul style="list-style-type: none"> • Place a cane-detectable barrier on each side at floor level
Does the phone have push-button controls?			<ul style="list-style-type: none"> • Contact phone company to install push-buttons
Is the phone hearing-aid compatible?			<ul style="list-style-type: none"> • Contact phone company to replace with hearing-aid compatible phone
Is the phone adapted with volume control?			<ul style="list-style-type: none"> • Contact the phone company to add volume control
Is the phone with volume control identified with appropriate signage?			<ul style="list-style-type: none"> • Add signage
If there are four or more public phones in the building, is one of the phones			<ul style="list-style-type: none"> • Install a text telephone • Have a portable text telephone

Communication Barriers	Y	N	Possible Solutions and Notes
equipped with text telephone (TT or TDD)?			<i>available</i> <ul style="list-style-type: none"> • <i>Provide a shelf and outlet next to the phone</i>
Is the location of the text telephone identified by accessible signage bearing the International TDD symbol?			<ul style="list-style-type: none"> • <i>Add signage</i>
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?			

SCHEDULE "D"

**TOWNSHIP OF MONTAGUE
BARRIER REMOVAL PLAN**

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