

# Multi-Year Accessibility Plan

2019 to 2024



This document is available in alternate formats, upon request.

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# 1. Executive Summary

The Township of Warwick is committed to ensuring that the goods and services it provides and makes available to its residents and visitors are accessible to all. Over the years, the Township has maintained a proactive approach to addressing barriers to its buildings, facilities, programs, practices, and services by implementing positive changes geared towards improving accessibility.

As a result of the *Ontario Disability Act* (ODA, 2001) and the *Accessibility for Ontarians with Disabilities Act* (AODA, 2005) the Township is required to develop a Multi-year Accessibility Plan and a follow-up annual plan that determine how the municipality will eliminate barrier to the accessibility of its goods and services. This plan describes the measures the Township has taken in the past, and will take during the current and subsequent years to identify, remove, and prevent barriers for people with disabilities, including employees and members of the community.

The AODA, and the follow-up Integrated Accessibility Standard Regulation (IASR, 2011), has established mandatory accessibility standards for both public and private organizations including specific compliance timelines for each standard. The objective of the regulatory standards established under the AODA is to make Ontario fully accessible by 2025 in the areas of:

- Customer Service (O. Reg. 429/07)
- Transportation (O. Reg. 191/11)
- Information and Communications (O. Reg. 191/11)
- Employment (O. Reg. 191/11), and
- Built Environment (O. Reg. 413/12).

The *Accessible Customer Service Standard* (O. Reg. 429/07) has been implemented in the Township of Warwick and has focused on providing accessible customer service through staff training and developing policies and procedures.

The IASR is designed with staggered compliance deadlines to maximize accessibility while giving organizations time to plan for more difficult or costly provisions. The Regulation sets out standards for accessible employment, information and communications, and transportation. Further, the Design for Public Spaces Standard (41/12) is also included under the umbrella of the IASR. Deadlines for municipal compliance with the IASR and supplementary regulations range from July 1, 2011 to January 1, 2021.

## 2. Aim

The aim of this Multi-Year Accessibility Plan is to:

- Identify specific requirements applicable to the Township of Warwick as mandated by the Province of Ontario through the Integrated Accessibility Standards Regulation, and
- Outline the measures that have been taken or will be undertaken from 2019 to 2024 and beyond to ensure compliance with the Regulation.
- Identify potential barriers, solutions and timelines that may affect the participation of people with disabilities within the Township of Warwick

### 3. Objectives

The objectives of this plan are to:

- 1) Describe the process by which the municipality will identify, remove and prevent barriers to people with disabilities.
- 2) Describe the process and measures the Township of Warwick will undertake to fulfill the requirements within the mandated timelines.
- 3) Make a commitment to prepare an annual status report on the progress of the measures taken to complete the requirements.
- 4) Make a commitment to review and update the accessibility plan at least once every five years.
- 5) Describe how the plan will be made available to the public.

### 4. Description of the Township of Warwick

The Township of Warwick is a restructured municipality (1998) comprised of the former municipalities of the Village of Watford and the Township of Warwick. The new municipality has a population of approximately 4060 residents. There is no seasonal population in the municipality.

The municipality is responsible for the provision of municipal services throughout the municipality including (1) arena, (2) community halls, (1) library, (4) ball diamonds and park buildings, (2) fire halls, (2) works depots, (4) recreation courts, (1) Old Firehall/Museum, and (1) municipal office.

### 5. The Township of Warwick Commitment to Accessibility Planning

The Township of Warwick is committed to:

- The continual improvement of access to municipal premises, facilities and services for its ratepayers and staff with disabilities.
- The provision of quality services to all ratepayers and members of the community with disabilities.

## 6. Barriers and Identification

### A. Barriers

A 'barrier' is anything that may prevent a person with a disability from fully participating in the community, this may include physical barriers, architectural barriers, informational or communication barriers, attitudinal barriers, technological barriers, or because of a policy or a practice.

### B. Barrier Identification Methodologies

To ensure that this review is at a high standard, the following resources were used to identify potential barriers:

- City of Ottawa Accessibility Standards (2017)
- Accessibility for Ontarians with Disabilities Act (AODA) Standards (2005)
- AODA Design of Public Spaces Standard (DOPS,2012)
- The Ontario Human Rights Code (OHRC)
- The Ontario Building Code (OBC, 2015)
- Facilities Accessibility Design Standards (2007)
- GAATES, Illustrated Technical Guide of the Design of Public Spaces (2013)
- Oakville Universal Design Standards (2015)
- Pathways to Recreation, Parks and Recreation Ontario (2014)

These criteria assist in identifying the accessibility level of all buildings and outdoor spaces identified in this report at a high standard. It is critical to note that although we included an increased level of accessibility that will drastically improve the condition of these spaces, it is impossible to make them completely accessible to every individual. However, staff included best practices and considered the following disabilities when creating the criteria for this plan:

- Auditory disabilities
- Intellectual disabilities
- Physical disabilities
- Developmental disabilities
- Visual disabilities
- Learning Disabilities
- Mental Health Disabilities

In addition, the Township of Warwick recognizes that inclusive design positively affects **all** members of the public and every person will experience variations of abilities throughout their lives. Improving the accessibility level of these spaces assists **all** people living and visiting the Township of Warwick and not just those with disabilities.

#### Defining Recommendations

Immediately	<ul style="list-style-type: none"> <li>Completed in the first year after receiving this report</li> </ul>
Upon Request	<ul style="list-style-type: none"> <li>If needed, or if a person requests a specific accommodation</li> </ul>
One to three years	<ul style="list-style-type: none"> <li>Complete recommendation one to three years after report</li> </ul>
Three to five years	<ul style="list-style-type: none"> <li>Complete recommendation three to five years after report</li> </ul>
Five to ten years	<ul style="list-style-type: none"> <li>Complete recommendation five to ten years after report</li> </ul>
Major Construction	<ul style="list-style-type: none"> <li>Complete when significant planning and construction is scheduled</li> </ul>

### C. Barriers Previously Identified

An accessibility review was completed of each location identified in the chart below and in this report to identify barriers in those locations and over the next five years; the municipality will review and focus on the removal of these barriers.

<b>Barrier</b>	<b>Barrier Type</b>	<b>Strategy for Removal/Prevention</b>
Municipal Road Signage	Communicational	The municipality will phase out existing road signage with small print and replace with larger print signs that will meet code. Continue to install signs that warn motorists of persons with disabilities.
Accessible Parking Spots	Communicational	Recent study completed. Improve painting and signage for all parking spots.
Municipal office	Architectural	Automated front doors are required.
Watford Arena	Architectural	Design drawings completed in 2012 for grant application for a wheelchair accessible lift and other accessibility improvements. Construction expected in 2013.
Sidewalk	Architectural	Implement a plan for the removal/replacement of old sidewalks in Watford to an accessible width.

## 7. Review and Monitoring Process

The Township of Warwick plans to further identify accessibility issues and update the Multi-Year Plan to meet the accessibility guidelines in the future.

Services of the County Planning and Building Inspection Department will be utilized to advise the code and accessibility guidelines during retrofit procedures.

Accessibility will continue to be a factor in decision making about programs and services and facility design and retrofit. The success of this plan depends on having a clear way to measure, evaluate and report on progress. The multi-year accessibility plan is available on the Township of Warwick website for public review and comments, including from persons with disabilities. All feedback can be sent to the attention of the CAO/Clerk at the address below.

The Township of Warwick will report publicly on progress toward accessibility in the following ways:

- Make publicly available accessibility plans and annual progress reports (web and hard copy).
- Submit required compliance reports to the Accessibility Directorate of Ontario, which regulates compliance for all organizations in Ontario.

## 8. Communication of the Plan

The Township of Warwick's Multi-Year Accessibility Plan will be available on the Township's website ([www.warwicktownship.ca](http://www.warwicktownship.ca)). Copies of the Plan are available in the Municipal Office in the Township of Warwick.

On request, the report will be made available on hard copy, in large print, or electronic format.

### Contact Information

#### **Location and Mailing Address:**

Township of Warwick  
6332 Nauvoo Rd, R.R. #8  
Watford, ON N0M 2S0

# Township of Warwick 2019 Facility and Outdoor Spaces Accessibility Review

# 1. Watford Public Library

Watford Library is a unique space. It was built before the modernization of accessibility using a beautiful heritage building. Over time, the building has been modified to reduce barriers for people with disabilities. These are great additions that allow all members of the public to access the library without barriers and help to create an inclusive community.

## Findings

Although many accessibility improvements have been made at the library over the years to assist people with disabilities, there are issues that still need to be addressed.

## Accessing High Shelves

Libraries are a unique space due to the need to accommodate book racks and reference materials at both high and low shelving heights. One of the most important recommendations in all libraries, not just Watford, is to ensure staff members are always available to assist members of the public that are unable to reach high shelves for materials when requested. This will allow people in wheelchairs and other mobility devices to be able to have access to all materials in the library.

## Parking

The parking for Watford Library is located at the rear of the building. One of the biggest insufficiencies with this location is the lack of accessible parking. Ideally, because the parking lot is so small, one type “A” accessible parking spot should be included in this area with an access aisle (see figure 1) that is on an accessible, barrier free path of travel. The best location for the parking would be at the rear entrance near the doors. (However, for reasons outlined below the access should be located to the left of the push button controls for the automatic doors.) Furthermore, a curb cut would need to be installed at the end of the access aisle to allow for barrier free path of travel to the entrance.

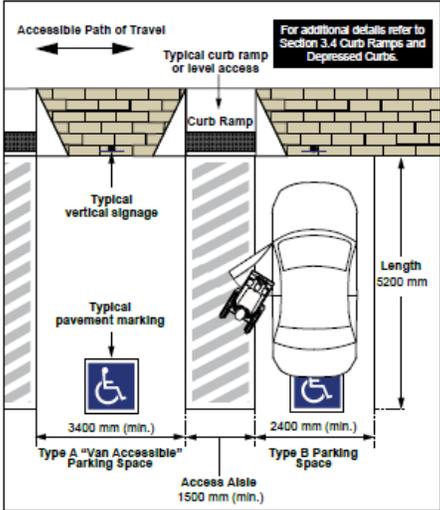


Figure 1: Accessible Parking

## Path of Travel

Another large deficiency with the building is the size of the sidewalk at the rear entrance and the location of the button for the power door system. For a person on a mobility device to enter the building, the individual would need to enter the sidewalk and travel past the doors to push the button to the left of the entrance. The sidewalk is currently 914 mm in front of the library doors. This does not provide enough of a turning radius to allow for the person to maneuver safely without falling off the sidewalk. Ideally, the main accessible entrance should have a lead up sidewalk of 1800 mm and in front of the door

there should be a landing that is 1650 mm x 1650 mm. This allows for enough room for a person to safely turn entering the building. Furthermore, the current design of the push button and the door could be a hazard with individuals with low to no sight. Typically, a person using a cane to navigate would travel the accessible path of travel from the sidewalk. Having the power door button situated to the left of the doorway puts the individual into the path of the swinging door and potentially knocking the person off the sidewalk into the parking lot. Adding a landing would provide enough room for a person to navigate safely into the building.

## Walkways

In addition to the issues with parking, the current walkway leading to the library from the parking lot is 1200 mm. Ideally, all walkways should have a clear width of 1800 mm. This would provide for passing of multiple mobility device users and ensure that the exterior path of travel is accessible to the building (as seen in figure)

In addition, all changes in elevation, such as a curb ramp or depressed curbs, would need to have a tactile walking surface indicator (TWSI). TWSIs are installed at the bottom portion of the ramp and set-back 150 to 200 mm from the back edge of the curb (see figure 2).

## Front Steps

The front steps are a beautiful feature of the library and enhance the aesthetics of the building. However, with a few small additions, these steps can also be more accessible to members of the public. One recommendation would be to add horizontal marking strips that are at a high contrasting colour from the actual steps. These strips will help prevent slippage and also assist a person with low-sight to find each step under foot. Each strip would extend the full length of the step. Moreover, the top of the steps should include TWSI to caution people of a change in elevation. TWSI should start one tread depth back from the leading edge of the steps (see figure for more design details)

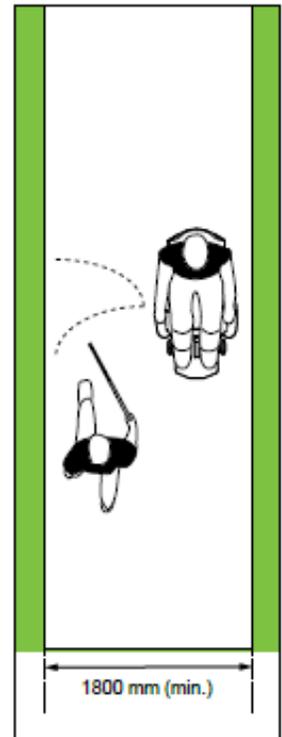


Figure 2: Accessible Walkway

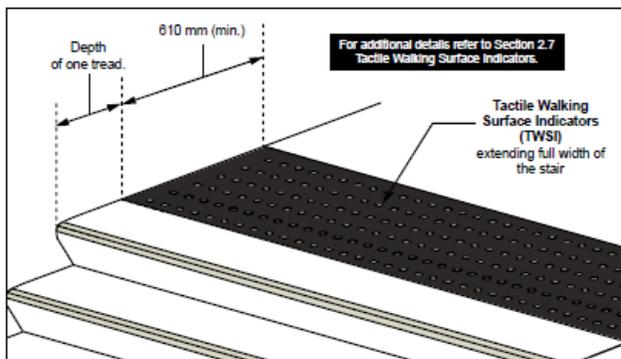


Figure 3: TWSI Design on Stairs

## Front Entrance

The front doors entering the building enhance the look of the building. However, ideally (although not required under the AODA) the addition of a power door system would assist members of the public with accessing the building, especially those individuals that have no issues with using stairs but may not have the strength or ability to open a door. Adding the power door system would increase the accessibility level of the building.

## Interior Environments

An individual requiring an accessible entrance must use the back entrance of the building. Once inside, a person enters a small foyer that is cluttered with signs and cleaning materials. The sign advertising the events held at the building was blocking the button for the accessible door preventing anyone from pushing the button. Recommendation would be to find another location in the building to store these materials that does not impact the accessibility of an already small foyer

One good feature of the building is the matting on the floor. This matting provides not only a non-slip feature for people but also guides individuals with low sight to the stairs because people can feel the matting underfoot.

Although the foyer is small (6 x 8 feet), ideally it should have a place for a person to sit, for people with balance and stability issues waiting for the lift.

## Lift

The Watford Library consists of a lift to allow people who are unable to use the stairs to access the second floor. In order to use the lift, a person would need to press a call button at the bottom of the lift. Ideally, a staff person would hear the call and assist the individuals with entering the lift and moving to the next level. However, at the time of this review the call button did not function. A recommendation would be to have the call button working at all times.

## Interior Steps

The steps leading to the second level of library of the library should include similar features as outlined above (nosing and contrast colour tread) However, with these steps the railings should have a high contrasting colour from the walls to help people with low vision to navigate the stairs.

## Interior Accessible Routes

The actual floor space within the library is small and it seems as though the library may have outgrown the actual space with the addition of computers, book racks and other materials. However, all interior routes should have spacing of at least 1100 mm to allow for clear passage of wheelchairs and for people who use white canes. This would allow all people to navigate the space without clutter and barriers.

## Accessible Washroom

One of the newer additions to the building is the accessible washroom. This washroom provides the ideal space for a person who uses a mobility scooter to turn around without barriers. In addition, the space consists of transfer bars to allow for easy use of the facilities. Furthermore, the sink has a faucet that can be used with one hand and knee clearance at the sink. However, if this washroom was built by today's standards it would need to have room to install an adult change table, a call button, and a power door system to the washroom. An adult change table provides people with disabilities, such as Cerebral Palsy, and their caregivers with security when using the building. However, due to the cost, determining the need with clientele would be advantageous to ensure a need. The addition of a power door system to the washroom would be beneficial and would most likely assist many people who access the library.

## Customer Service Desk

In order to serve people who access the library, it is important to have the service desk at a height of between 730 and 865 mm. This would allow a person in a wheelchair to be served at eye level. The current height of the desk is 914.4 mm. In addition, ensure the book drop slots are at a height between 900 to 1100 mm.

## General Library Services

Providing good customer service is the most important accessibility feature. Ensure all staff members are fully trained in serving customer with disabilities. Also, provide materials such as large print books and magazines to be available on lower shelves that are easy to reach for people with disabilities. In addition, provide flexible seating options and ensure there are study and computer areas that are fully accessible for clientele with disabilities. Furthermore, adding a free charging station for mobility devices would also help members of the public.

## Watford Library Recommendations

Recommendations	Timelines
1.1. Include accessible parking type “A” with access aisle located left of the accessible doors	Immediately
1.2. Insert curb cut at the end of the access aisle to allow for a barrier free path of travel	Immediately
1.3. Add sidewalk of at least 1100 mm at the rear entrance	Three to five years
1.4. Add a landing of 1650 x 1650 mm at the rear of the entrance	Three to five years
1.5. Expand the current lead-up sidewalk to the rear of the building from the accessible parking to 1800 mm	Three to five years
1.6. Add TWSI to any change in elevation on walkways	Three to five years
1.7. Add horizontal marking strips to the stairs at the front entrance	One to three years
1.8. Add TWSIs to the top of the steps	Three to five years
1.9. Include power door system to front doors	Three to five years
1.10. Clear the clutter from the accessible entrance (especially the sign blocking the power door button)	Immediately
1.11. Add chair to accessible entrance	Immediately
1.12. Ensure that the call button for the lift is functional	Immediately
1.13. Add horizontal marking strips to the internal stairs in the building	Immediately
1.14. Paint railings on back stairs a contrasting colour from walls	Immediately
1.15. Remove clutter and ensure all spaces have a clear width of 1100 mm	Immediately
1.16. Add power door system to the washroom doors	Three to five years
1.17. Add adult change table to the washroom	Consultation needed
1.18. Include a service desk at height of between 730 and 865 mm.	One to three years
1.19. Add a book drop at a height between 900 to 1100 mm	One to three years
1.20. Add flexible seating options for people with disabilities to computer areas	Immediately
1.21. Add free charging station for mobility devices	Immediately

## 2. Town Administration Building

The Township of Warwick Administration Building is home to municipal services and offices. Many parts of the building were built with accessibility in mind. However, it is important to note that the building does have accessibility gaps that could impact the members of the public that visit the building.

### Accessible Parking

There is one accessible parking spot at the administration building. This accessible parking spot should be a type “A” designated spot that is large enough for van accessibility. The parking spot should be repainted with markings for accessibility as seen figure 1 (page 14). In addition, a designated access aisle should be included that shows drivers where to lower their ramps for exiting their accessible vehicle. However, the location of the current spot should provide enough room to include the proper size of both spot and the aisle. In addition, it may be prudent, depending on the number of visitors to the building, to add an additional accessible parking space. The parking lot is large enough not to impact other users and due to the aging demographic it may be strategic to add the parking now instead of later.

### Front Entrance

The front entrance includes a power door system and a foyer that is large enough to allow ample turning radius for people who use wheelchairs and mobility devices. The power door button is located in an ideal spot away from the door. Once inside, the button is also ideally located and provides enough space that is ideal for all users.

### Customer Service Desk

Customers are led to the customer service desk by carpet that can be felt underneath foot. This carpet not just provides a stable and slip resistant floor surface but helps guide individuals with low sight navigate the building.

The customer service desk should have both a high and low level to properly serve customers in wheelchairs and individuals who need to stand. Currently, the desk is at a height of 914.4, too high for people using wheelchairs. The desk should be at a height of between 730 and 865 mm high at the low areas. In addition, the desk should also have knee clearance for people in wheelchairs.

### Accessible Washroom

There is both a male and female accessible washroom within the office areas. Both spaces consist with grab bars to allow for easy transferring and a sink that possesses knee clearance for people in wheelchairs. However, both sinks in the male and female washrooms have faucets that involve grasping of the occupant to use. This is problematic for individuals who have arthritis or other disabilities with limited hand

movement and strength. A better solution is to have a faucet that can be used without grasping and used with one hand.

In addition, ensure that washroom amenities, such as hand dryers and paper towel holders, are at a height of 1200 mm and waste bins are at a height of 900 mm.

## Meeting Room

The municipal building consists of a meeting room located at the rear of the building. There is a double door leading from the foyer. However, at the time of this review, the doors were unable to open due to other materials located in the room blocking one of the doors. This could be an issue for someone who has a scooter or chair and needs to use the room. Meeting rooms are intended to be flexible to host many users. These rooms should be equipped with at least two accessible seating areas and be flexible for many types of users by having chairs with both armrests and no armrests and some chairs that are stable and do not roll.

One of the main issues with this specific room is the lack of space to allow the passage of people with mobility devices or individuals with support persons. Ideally, the room should have space of at least 1100 mm around the table. However, if this is not possible, ensure that individuals with disabilities can access the room without barriers and have a place to sit at the table.

## Other Issues

- Ensure that all doors in the offices have knobs that do not require grasping and turning and consist of levers that can be used with a fist
- Paint the door frames a different contrast from the walls to help people with low sight distinguish the door from the surroundings
- Ensure that the fire alarm has a flashing light that notifies people with hearing impairments of an emergency

## Township Administrative Building Recommendations

Recommendations	Timelines
2.1. Add proper markings and sign for accessible parking space that include an access aisle	Immediately
2.2. Consider adding an additional accessible parking space	Immediately
2.3. Have a low portion of the desk at a maximum of 865 mm	Three to five years
2.4. Change faucets to automatic or lever type faucet that can be operated with a closed fist	Immediately
2.5. Ensure hand dryers and other amenities are positioned at 1200 mm	One to three years
2.6. Clear meeting area of clutter to ensure doors open properly	Immediately
2.7. Include at least two accessible seating spaces	Upon request

Recommendations	Timelines
2.8. Add lever knobs to all doors	Immediately
2.9. Paint door frames a contrasting colour from walls	One to three years
2.10. Ensure all fire alarms have audible and visible indicators	One to three years

### 3. Watford Arena

Watford Arena includes a recent addition that was built with accessibility in mind. The building consists of meeting rooms, a large gathering area, eating areas, dressing rooms, shower areas, and a large skating rink. Most areas were built with a high level of accessibility at this location. This is encouraging, and it would take little to turn the arena portion into a [sledge hockey arena](#). [Sledge Hockey or Para-Hockey](#) is a game played by mostly people with disabilities on a sled taking place at arenas.

The possibility of a sledge hockey arena would allow the Township to host games and tournaments that may assist with sports tourism in the community. This report will consist of recommendations that improve accessibility but assist with modifications to incorporate the option of sledge hockey teams. Watford Arena appears to be in a better position to host these teams than many other arenas in the County. This is optional, but should be considered.

#### Findings

##### Accessible Parking

Watford Arena consists of two accessible parking spaces that have the proper signage and are on an accessible path of travel. However, both spaces should be a type “A” accessible spot that consists of an access aisle with the proper markings. At the time of this report, the markings on the concrete that assist in identifying the spaces as accessible parking spots had faded. Adding new paint to the parking spaces would assist drivers in properly knowing where to park. In addition, there appears to be a spot that has faded markings for an accessible parking space but does not possess the proper signage identified in the highway traffic act. Without the proper signage this spot is not enforceable by law. Ideally, all intended accessible parking spots would need to have the proper signs outlined in the *Highway Traffic Act* and the DOPS.

##### Entrances

Large buildings such as arenas and community centres are required to have at least one accessible entrance. Both the community centre portion of the arena and the arena itself have accessible entrances. These entrances consist of a power door system and what appears to be automatic doors; although, at the time of this report both the automatic and sensor doors were not operational on the community centre side of the

building. This may be due to the centre not being open at the time but the staff member was not aware of how to operate the doors to make them operational. This could be problematic in the future, and it is recommended that these doors be checked in the future and that all staff members are trained on how to operate the doors without issue.

## Internal Elements

Once fully inside the community centre portion of the building, the large foyer takes you to either stairs or an elevator. The floors here are firm, stable and slip resistant due to the carpet that leads the user to the stairs. In addition, most locations within the building have an unobstructed width of 1100 mm to allow for easy passage of people in wheelchairs.

## Lift

The facility consists of a lift to allow people who are unable to use the stairs access to the second floor of the building. The lift has a call button that is used to notify staff members of a person needing to use the lift. However, it was not known by staff if the call button was operational. This may be simply an uninformed staff member or it could be a deeper issue of a non-functioning call system for the lift. It is recommended that the call system be checked and that all staff members are properly trained using the lift for when a member of the public requires it.

## Stairs

The stairs in the location have the proper riser height (125 mm) and tread depth (280 mm); however, the nosing should have horizontal marking strips that are 50 mm deep, at the leading edge of the tread and have a high tonal contrast from the rest of the steps. In addition, the internal steps should have a TWSI at the head of the stair system as a warning for people with visual impairments. However, this is a recommendation that adds a higher level of accessibility and not necessary. In addition, the hand rails should have a higher tonal contrast from the walls to also help a person with low-vision navigate the stairs safely.

## Service Counters

For all service counters in the building, including food counters, it is ideal to have a high and low section of the counter. Accessible counters have a section that is usable by a person seated in a mobility aid such as a wheelchair or scooter. This section of the counters should be no higher than 865 mm above the ground. For counters that require a person to complete paperwork or forms, the counters should have a knee and toe clearance of 750 mm wide by 680 mm high by 250 mm deep below the service counters. For counters that have speaking ports such as ticket booth, the counters should have the speaking port at no higher than 1000 mm for seated users. The service counter at the arena is 914mm and the concessions are 1,143 high.

## Accessible Seating Spaces

Watford Arena has provided an accessible seating area for people who use wheelchairs and mobility devices. This is a great idea and it creates an inclusive and accessible environment for all visitors and users. Ideally, a ramp such as this would be a maximum running slope of 1:15 or 6.67% and it appears that this ramp may be too steep to meet these guidelines. However, the inclusion of this ramp and the addition of the high contrast yellow lines is a great start and shows how inclusion matters to the municipality. It is recommended to add an additional ramp on the other end of the platform. That way, if multiple people using wheelchairs are spectators, there is more than one way to leave the platform without impacting the rest of the audience.

If the arena was built today and at a high level of accessibility, it would include accessible seating spaces throughout the building and at every level. In addition, each seat would have room for a companion, service animal or support worker and would be at a ratio of 3% accessible seating to non-accessible seating.

## Change/Dressing Rooms

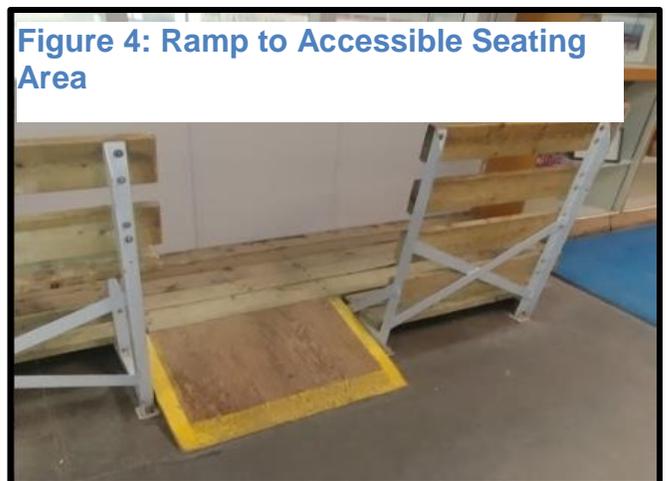
There are several change/dressing rooms in the building that are used by referees, players and figure skaters. Ideally, to make this area more accessible, and at a higher level of accessibility for sledge hockey teams, the following recommendations are needed:

- Lower 50% of the coat hooks to no higher than 1100 mm off of the floor
- Have emergency alarm devices that have lights for individuals with hearing impairments
- Have at least 10% of the seats to be 430 to 460 mm above the floor
- Ensure that there is a clear path of travel without barriers from the door to the ice surface
- Include accessible washroom stalls to at least two dressing rooms within the building

## Showers

Accessible showers at public facilities should have the following. These showers should be included in all dressing rooms that are designated for sledge hockey or other inclusive sports:

- Have an accessible entrance of at least 1100 mm deep



- Ensure the space is 1500 mm wide by 900 mm deep
- Locate floor drain of the opposite side of the shower controls and seat
- Provide lever type or automatic controls that can be operated with a closed fist
- Have soap dispensers between 900 and 1200 mm above the floor
- Provide a shower seat that is 450 mm wide by 400 mm deep and mount between 430 and 460 mm above the floor and within 500 mm of shower control
- Mount grab bars as seen in figure 6

## Other Facility Consideration for Sledge Hockey

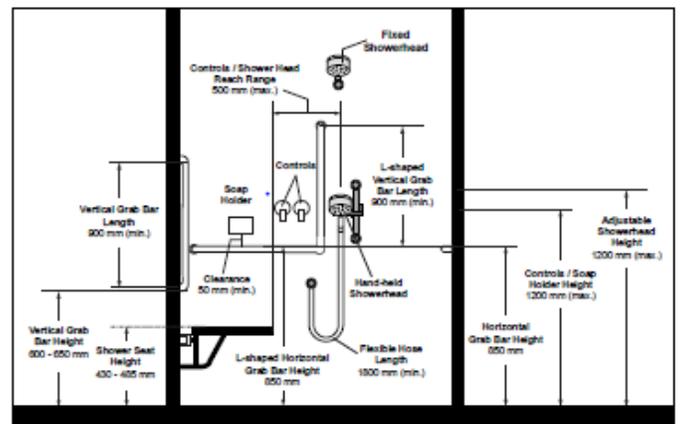
For more information for accessible sledge hockey arenas please click on the following link:

[https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Sledge/Downloads/sledge\\_arena\\_guidelines\\_e.pdf](https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Sledge/Downloads/sledge_arena_guidelines_e.pdf)

Other consideration to incorporate into the arena:

- Add Plexiglass to the benches to allow players in sledges to see the game as it progresses
- The drop from penalty and player boxes to the ice should be no more than 2.5 cm
- Have enough room in the benches to fit a sledge. It is recommended to have a width of 914 mm

**Figure 5: Design for Grab Bars**



## Watford Arena Recommendations

Recommendations	Timelines
3.1. Add proper markings and sign for accessible parking space that include an access aisle	Immediately
3.2. Ensure proper signs are erected to indicate accessible parking	Immediately
3.3. Train all staff on proper usage of the automatic door and lift system	Immediately
3.4. Ensure call button for lift system is operational	Immediately
3.5. Install proper horizontal marking strips to stairs	One to three years
3.6. Install TWSI at the top of each stair	If needed
3.7. Paint hand rails a higher tonal contrast from the walls	Immediately
3.8. Add accessible service counters to the arena	One to three years

Recommendations	Timelines
3.9. Ensure ramp to accessible seating area is at a minimum slope of 1:15	Immediately
3.10. Add an additional ramp to the accessible searing area	One to three years
3.11. Add accessible seating throughout building at 3% ratio	Major renovation
3.12. Lower Coat racks to 1100 mm above the floor	One to three years
3.13. Install both audible and visible alarms	One to three years
3.14. Include accessible washrooms to at least two dressing rooms	Major Construction
3.15. Add accessible shower stalls	Three to five years
3.16. Add requirements for sledge hockey	As desired

## 4. Warwick Community Centre

Warwick Community Centre is another location that was built with a high level of accessibility. This building accommodates a large number of people in a hall, and has two kitchens, and accessible washrooms. The Community Centre is attached to Warwick Fire Hall.

### Findings

Even though the community centre possesses a high level of accessibility there are changes that could be made to increase the accessibility level in the building.

### Accessible Parking

There is one accessible parking space located at the community centre. However, at the time of this report, the sign was marked by a portable accessible sign. There were no pavement markings and parking in this accessible spot would be confusing for the driver. It is recommended that the addition of type “A” and type “B” accessible parking spaces be added with the proper signage as indicated in the Highway Traffic Act. In addition, ensure that the proper markings are also identified for an access aisle (as seen in figure 4). The accessible parking should be on a clear path of travel to the accessible entrance.

Figure 6: Existing Parking



## Entrances

The required accessible entrance to the building has proper width, power-door systems, and a large enough foyer for proper turning radius of people who use mobility devices. The only recommendation to this would be to have 10% of the coat hangers lowered to 455 mm to 1100 mm from the floor.

However, when exiting the building the activation device for the power door system is situated next to the door that does not swing open. In this case, the individual would push the door and correctly position themselves to exit in enough time before the door closes. Ideally, this push button should be within 600 mm of the door that the power is connected.

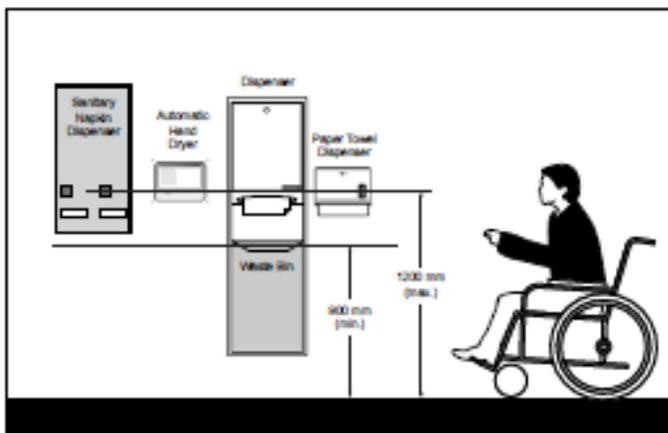


**Figure 7: Push Button for Exit**

## Washrooms

Warwick Community Centre possesses two multiple occupancy washrooms for males and females with accessible stall. A recommendation would be to have power door systems installed on each washroom to assist with the usability. These washrooms were built with a high level of accessibility and within the proper design guidelines. One recommendation to increase the accessibility level even further is to provide grab bars on the side of the urinals to assist with stability of users.

In addition, ensure that all amenities such as light switches and paper towel holders are within the design graphic below.



**Figure 8: Design for Washroom Amenities**

## Mounted Defibrillator

The community centre possesses a defibrillator that is mounted near the entrance of the building at a height of 1646 mm. Ideally, the height of the defibrillator should be at a height of between 900 mm and 1200 mm from the floor.

## Warwick Community Centre Recommendations

Recommendations	Timelines
4.1. Add proper markings and signs for accessible parking space that include an access aisle	Immediately
4.2. Lower coat hanger to 455 mm to 1100 mm from the floor.	One to three years
4.3. Add the button for the power door system beside the door that is activated	One to three years
4.4. Add accessible power door system to each washroom	One to three years
4.5. Add grab bars to urinals	Three to five years
4.6. Ensure all washroom amenities are at proper height of 1200 mm	One to three years
4.7. Mount the defibrillator at a height between 900 and 1200 mm	One to three years

## 5. Warwick Fire Station

### Findings

Warwick fire station is attached to the Warwick Community Centre. At times, the meeting room is used by the public and, based on the user groups, it may be ideal to consider adding features to the facility at a high level of accessibility.

### Entrance

The current entrance is 863 mm wide and within the range of an accessible door. However, the entrance does not have a power door system that would assist a person in a wheelchair and other various disabilities with accessing the fire station independently. Nevertheless, only one entrance of the building is required to be accessible and this may not be necessary due to the proximity to the community centre. Furthermore, the fire station is accessible from the community centre entrance with two large doors leading from the community centre into the fire station bay. However, for a higher level of accessibility the township may want to add a power door system to the

fire station front entrance to ensure the independence of the people who visit for meetings but this would only be required if it becomes more frequently needed.

## Internal Elements

Once inside, a person has enough spacing to move through the door and throughout the meeting room without worrying about clutter. There is enough space to allow passage for a person who uses a cane or a mobility device and the wheeled chairs can be moved out to accommodate a person in a wheel chair if necessary. However, there is not a clear path of travel to other elements in the fire station such as the kitchen and the washroom when the fire trucks are in the building.

## Washrooms

Similar to the accessible entrance, a building is only required to have one accessible washroom. Because the community centre possesses both male and female multi-occupancy washrooms, it is not necessary to add an accessible washroom that is at a close proximity to the fire station meeting room. However, for a higher level of accessibility the municipality may want to add an accessible washroom if it becomes a need due to frequent use the meeting room by someone with a disability.

Considering the attachment to the community centre it may be more convenient for both the township and a person/persons with a disability to schedule any meetings where accessible washrooms and doors are needed in the community centre. It is suggested to make the recommendations found in the Warwick Community Centre findings more of a priority to accommodate a wider range of visitors and users.

## 6. Watford Fire Station

Watford Fire was built before the modernization of accessibility. However, according to staff, this location is used by the public for education and training regarding fire safety and should incorporate accessibility features throughout the building.

### Findings

The findings include parts of the building that could be used by the public and not sections such as kitchens, offices and other locations that would be off-limits to members of the public.

### Training Room

The training room to this location is offered up a set of stairs. It is recommended to provide off-site training in other locations when needed; i.e. such as accessible meeting

room at Watford Arena. This would solve the many accessible and expensive accessibility issues at this location.

### Accessible Washroom

One of the largest issues with this location is the lack of accessible washroom facilities. This is a necessity, especially if the fire department is continuing to offer tours to classrooms and schools. Many classrooms have students that require accessible washrooms and not having one at this location prevents some students from participating equally with their classmates. There are several accessibility issues with the current washrooms and adding one gender neutral family accessible washroom will correct many of the issues at this location.

### Watford Fire Station Recommendations

Recommendations	Timelines
5.1. Hold training sessions at separate location	When needed
5.2. Install accessible family washroom	One to three years

## 7. Warwick Township Baseball, Park and Pavilion

Warwick Township has fantastic recreation and leisure facilities and outdoor spaces. Participating in outdoor spaces and recreational activities benefits and enhances the health and social well-being of participants in the communities. That is why it is important to make these spaces as accessible as possible so everyone in the community can participate equally. This section of the report will address accessibility insufficiencies at both ball parks in Watford and Warwick Township.

### Accessible Parking

#### Watford Park

At Watford Park there are four accessible parking spots in the vicinity of Watford Park (two at Watford Arena and two at Centennial Hall). However, these accessible parking spots are not near amenities such as the baseball fields, playground, washrooms or pavilions. Ideally at least two parking spots should be closer to these elements. Currently, people who are physically impaired would have a difficulty accessing these areas of the park.

#### Warwick Park

Warwick Park consists of a gravel parking lot and does not have an accessible parking spot. Ideally, an accessible parking spot should be close to the amenities and on accessible path of travel. The parking lot does not need to be paved; however, a sign designating an accessible parking spot should be erected at this location in a centralized location near the park amenities.

## Path of Travel

One of the largest issues in both areas is the lack of accessible path of travel to the amenities within the parks.

### Watford Park

At Watford Park there is limited path of travel from the accessible parking area. There is a gravel sidewalk that leads from other areas that is wide enough for mobility devices. However, there is no path to all amenities such as the playground and all the baseball diamonds. Ideally, a firm and stable surface would be added to connect all amenities in the park.

### Warwick Park

At Warwick Park, there is not a path of travel to amenities such as the baseball diamond and playground. For this area, it would be ideal to have a clear path of travel to all elements within the park.

Ideally, these paths of travel would have a minimum width of 1100 mm and have a firm, stable and slip-resistant surface. Also, ensure to have rest areas at these locations to assist people without the ability to stand for a long period of time. Specifically, there should be a rest area, such as a bench, at the playgrounds for caretakers such as grandparents watching children and where visitors are expected to walk long distances to specific amenities.

## Outdoor Play Spaces

Outdoor play spaces include play equipment such as swings, slides, and climbing equipment. This equipment provides play opportunities and experience for children. It is important to note that all new play spaces must go through the public consultation process with people with disabilities. This consultation will guide the decision making process on what features are a priority in the community depending on the feedback from the public. Both Watford and Warwick Park have play spaces for children and caregivers. Ideally, if these parks were built by today's accessible standards, they would include the following:

- Sensory and active play components for children with various disabilities such as sight and hearing impairments, physical disabilities and development disabilities
- Provide a ground surface that is firm and stable to accommodate users with mobility devices and has absorbent components to absorb impact for injury prevention
- Have sufficient clearance of at least 980 mm around the equipment for children and caregivers with mobility devices to maneuver
- Have an accessible path of travel to the play space from the accessible parking
- Ensure rest areas such as benches are within the area for caregivers to sit

- For a higher level of accessibility, provide access to the play features on multiple levels by adding a ramp

Inclusive playground designs incorporate features that allow all children to fully participate with their peers.

### Bleachers/Viewing Areas

Each baseball park has bleachers for spectators. However, the bleachers do not have accessible viewing areas for people with disabilities. Ideally, people with disabilities should have access to a raised viewing area that takes into consideration of sight lines. This viewing should be on an accessible path of travel and be clearly marked.

### Washrooms

Both parks possess a male and female multiple occupancy accessible washroom at their locations. These washrooms are attached to the eating area and both are on an accessible path of travel. Ideally, these washrooms should possess a power door system to allow for easy transition into the washrooms. In addition, both washrooms should have accessible entrances that are flush and easily accessible. Furthermore, each washroom should have transfer bar that are specific to the design in figure as seen in figure 9.

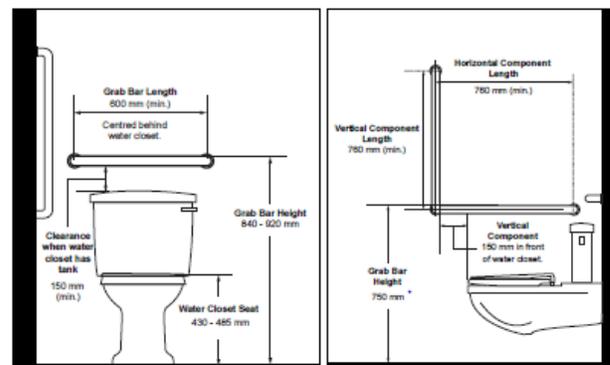


Figure 9: Position of Grab Bars in Washroom

### Warwick Township Baseball, Park and Pavilion Recommendations

Recommendations	Timelines
6.1. Add accessible parking close to amenities at both Watford and Warwick Park	One to three years
6.2. Connect all amenities in the park with an accessible path of travel using a firm and stable surface	One to three years
6.3. Install rest areas at play spaces and when it is required to travel long distances to amenities along an accessible path of travel	One to three years
6.4. Consult with the public when adding accessible play spaces and consider the following: <ul style="list-style-type: none"> <li>• Sensory and active play equipment</li> <li>• Provide a ground surface that is firm and stable</li> <li>• Provide a clear width of 980 mm between equipment</li> </ul>	When needed

Recommendations	Timelines
6.5. Add power door system to washrooms at both Watford and Warwick Park	One to three years
6.6. Ensure that all transfer bars are installed correctly as seen in figure 9	One to three years

Appendix A: AODA/IASR Requirements Completed and 2019 to 2021 Legislative Action Plan

**A. Legislated Actions**

**Note:** A check mark indicates an action has been completed.

<b>GENERAL REQUIREMENTS AND TIMELINES (O. Reg. 191/11)</b>		
<b>January 1, 2013</b>	<b>Deliverable(s)</b>	<b>Status/Actions to be Taken</b>
✓ <b>Accessibility policies s. 3</b>	<ul style="list-style-type: none"> <li>✓ Develop, implement and maintain accessibility policies, including statement of organization commitment</li> <li>✓ Make policies publically available</li> </ul>	<ul style="list-style-type: none"> <li>✓ Warwick Township has developed a policy that addresses the requirements of the IASR and includes a statement of organizational commitment</li> <li>✓ The policy is to be placed on the Township’s website</li> </ul>
✓ <b>Accessibility Plan s. 4</b>	<ul style="list-style-type: none"> <li>✓ Establish, implement, maintain and document a multi-year accessibility plan</li> <li>✓ Prepare an annual status report on the progress of the measures taken to implement the strategy</li> <li>✓ Post multi-year accessibility plan on website and provide in an accessible format, upon request</li> </ul>	<ul style="list-style-type: none"> <li>✓ A multi-year accessibility has been developed</li> <li>✓ Once approved, it will be posted on the Township’s website</li> <li>✓ Annual status report on progress will be developed and posted on Township’s website</li> </ul>
✓ <b>Procurement of goods and services or facilities s. 5</b>	<ul style="list-style-type: none"> <li>✓ Incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so</li> <li>✓ Where not practicable – explanation must be provided upon request</li> </ul>	<ul style="list-style-type: none"> <li>• Wording in procurement documents will be reviewed and updated, as required, to reflect requirements of the IASR (including procurement by-law). Review will occur as part of regular review of procurement policy</li> </ul>

<b>January 1, 2014</b>	<b>Deliverable(s)</b>	<b>Status/Actions to be Taken</b>
<b>Training s. 7</b>	<ul style="list-style-type: none"> <li>✓ Ensure that training on the IASR and the Human Rights Code, as it pertains to persons with disabilities, is provided to employees, volunteers, persons who participate in developing policies and others who provide goods, services or facilities on behalf of the organization</li> </ul>	<ul style="list-style-type: none"> <li>✓ Current accessibility training to be amended to include training specific to the requirements under the IASR</li> </ul>
<b>January 1, 2015</b>	<b>Deliverable(s)</b>	<b>Status/Actions to be Taken</b>
<b>Service Kiosks s. 23</b>	<ul style="list-style-type: none"> <li>• Incorporate accessibility features when designing, procuring or acquiring self-service kiosks</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable at this time</li> </ul>

**INFORMATION AND COMMUNICATION STANDARDS (O. Reg. 191/11)  
Requirements and Timelines**

<b>January 1, 2012</b>	<b>Deliverable(s)</b>	<b>Status/Actions to be Taken</b>
<ul style="list-style-type: none"> <li>✓ <b>Emergency procedure, plans or public safety information s. 13</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide emergency procedures, plans or public safety information, that are available publically, in an accessible format or with appropriate communication supports upon request</li> </ul>	<ul style="list-style-type: none"> <li>✓ Information provided in alternate formats upon request</li> <li>✓ Emergency information will be available on the Township's new website</li> </ul>
<b>January 1, 2014</b>	<b>Deliverable(s)</b>	<b>Status/Actions to be Taken</b>
<ul style="list-style-type: none"> <li>✓ <b>Feedback s. 11</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ Ensure that processes for receiving and responding to feedback are accessible to persons with disabilities by providing/arranging for accessible formats and communication supports, upon request</li> <li>✓ Notify the public about the availability of accessible formats and communication supports</li> </ul>	<ul style="list-style-type: none"> <li>✓ Policies and procedures for receipt of feedback are in place</li> <li>✓ Future advertisements will provide information on requesting accommodations</li> </ul>
<ul style="list-style-type: none"> <li>✓ <b>New internet websites and web content s. 14</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ Conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.90 – Level A</li> </ul>	<ul style="list-style-type: none"> <li>✓ Complete with new Township website launch in 2013</li> </ul>

**Information and Communications Standards CONTINUED...**

<b>January 1, 2015</b>	<b>Deliverable(s)</b>	<b>Status/Actions to be Taken</b>
<b>Accessible formats and communication supports s. 12</b>	<ul style="list-style-type: none"> <li>✓ Upon request, provide for provision of accessible formats and communication supports for person with disabilities</li> <li>✓ Notify the public about availability of accessible formats and communication supports</li> </ul>	<ul style="list-style-type: none"> <li>✓ Currently in practice</li> <li>✓ Existing feedback processes and wording on the website on the availability of accessible documents will be reviewed and updated, as required</li> </ul>
<b>January 1, 2021</b>	<b>Deliverable(s)</b>	<b>Status/Actions to be Taken</b>
<b>All internet websites and web content s. 14</b>	Conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.90 – Level AA	<ul style="list-style-type: none"> <li>• Conduct website review with accessibility tool checker to determine actions needed to determine compliance</li> <li>• Ensure all new web content conforms to requirements</li> </ul>

**EMPLOYMENT STANDARD (O. Reg. 191/11)  
Requirements and Timelines**

<b>January 1, 2012</b>	<b>Deliverable(s)</b>	<b>Status/Actions to be Taken</b>
✓ <b>Workplace emergency response information s. 27</b>	<ul style="list-style-type: none"> <li>✓ Provide individualized workplace emergency response information to employees that have a disability, as required</li> </ul>	<ul style="list-style-type: none"> <li>✓ Established and communicated to staff</li> </ul>
<b>January 1, 2014</b>	<b>Deliverable(s)</b>	<b>Status/Actions to be Taken</b>
<b>Recruitment processes s. 22, 23 and 24</b>	<ul style="list-style-type: none"> <li>✓ Notify employees and the public about the availability of accommodation for applicants with disabilities in recruitment process</li> <li>✓ Notify job applicants when selected to participate in an assessment or selection process that accommodations are available</li> <li>✓ When making an offer of employment, notify successful applicants of policies for accommodating employees with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>✓ Policies and procedures will be reviewed and updated, as required</li> <li>✓ Notification will become standards on all job postings</li> <li>✓ Staff will advise individuals selected to participate in interviews of the availability of accommodations</li> <li>✓ A statement notifying successful applicants of policies for accommodation will be added to offer letters or reiterated verbally</li> </ul>

## Employment Standards CONTINUED...

January 1, 2014	Deliverable(s)	Status/Actions to be Taken
<b>Informing employees of supports s. 25</b>	<ul style="list-style-type: none"> <li>✓ Inform employees of policies to support employees with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employees will be informed of applicable policies</li> </ul>
<b>Accessible formats and communication supports s. 26</b>	<ul style="list-style-type: none"> <li>✓ When requested by an employee, employers shall provide or arrange for the provision of accessible formats and communication supports for information needed to perform employee's job and information generally available to employees in workplace</li> </ul>	<ul style="list-style-type: none"> <li>✓ This requirement will be addressed in both the IASR policy and staff training program</li> </ul>
<b>Documented individual accommodation plans s. 28</b>	<ul style="list-style-type: none"> <li>✓ Develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>✓ This requirement will be addressed in both the IASR policy and staff training program</li> <li>✓ Procedure for forming and implementing an IAP will be created</li> </ul>
<b>Return to work s. 29</b>	<ul style="list-style-type: none"> <li>✓ Continue to work on creating and outlining its policies and procedures as it relates to employment develop and have in place return to work process for employees who have been absent from work due to a disability and require disability-related accommodations to return to work</li> </ul>	<ul style="list-style-type: none"> <li>✓ This requirement will be addressed in both the IASR policy and staff training program</li> <li>✓ Procedure for returning to work will be created</li> </ul>
<b>Performance management, career development and redeployment s. 30, 31 and 32</b>	<ul style="list-style-type: none"> <li>✓ Continue to work on creating and outlining its policies and procedures as it relates to employment take into account accessibility needs of employees with disabilities and individual accommodation plans as part of performance management processes, when providing career development opportunities and considering redeployment</li> </ul>	<ul style="list-style-type: none"> <li>✓ IASR policy reflects requirements for performance management, career development and redeployment</li> <li>• Existing policies associated with career development and redeployment will be updated, as required</li> </ul>

**DESIGN OF PUBLIC SPACES STANDARD (O. Reg. 413/12)**  
**Requirements and Timelines**

January 1, 2016	Deliverable(s)	Status/Actions to be Taken
<b>Recreational trails and beach access routes</b> <b>s. 80.6 – 80.13</b>	<ul style="list-style-type: none"> <li>Consult with people with disabilities when planning to build new, or make major changes to existing, recreational trails</li> <li>Meet specific technical requirements for accessibility (width, height and slope)</li> </ul>	<ul style="list-style-type: none"> <li>Policies and procedures to be revised and updated, if required</li> </ul>
<b>Outdoor public use eating areas</b> <b>s. 8.16 – 80.17</b>	<ul style="list-style-type: none"> <li>When building new, or making major changes to existing, outdoor public areas follow the requirements for accessibility (accessible tables and chairs, level ground, and path of travel)</li> </ul>	<ul style="list-style-type: none"> <li>Policies and procedures to be revised and updated, if required</li> </ul>
<b>Outdoor play spaces</b> <b>s. 80.17 – 80.20</b>	<ul style="list-style-type: none"> <li>Consult with people with disabilities when planning to build new, or make major changes to existing, outdoor play spaces</li> <li>Meet specific technical requirements for accessibility</li> </ul>	<ul style="list-style-type: none"> <li>Policies and procedures to be revised and updated, if required</li> </ul>
<b>Exterior paths of travel</b> <b>s. 80.21 – 80.31</b>	<ul style="list-style-type: none"> <li>When building new, or making major changes to existing, outdoor public areas follow the requirements for accessibility (width, height, slopes and surfaces)</li> </ul>	<ul style="list-style-type: none"> <li>Policies and procedures to be revised and updated, if required</li> </ul>
<b>Parking</b> <b>s. 80.32 – 80.39</b>	<ul style="list-style-type: none"> <li>Follow accessibility requirements when building new or redeveloping existing on and off street parking</li> </ul>	
<b>Obtaining service</b> <b>s. 80.40 – 80.43</b>	<ul style="list-style-type: none"> <li>Follow accessibility requirements when building new or making major changes to existing on service counters, queuing areas and waiting areas</li> </ul>	<ul style="list-style-type: none"> <li>Policies and procedures to be revised and updated, if required</li> </ul>

**Design of Public Spaces Standards CONTINUED...**

<b>January 1, 2014</b>	<b>Deliverable(s)</b>	<b>Status/Actions to be Taken</b>
<b>Maintenance s. 80.44</b>	<ul style="list-style-type: none"><li>• Accessibility plan includes preventative and emergency maintenance procedures for accessible parts of public spaces</li><li>• Procedures for handling temporary disruptions in service when an accessible part of a public space is unable or stops working</li></ul>	<ul style="list-style-type: none"><li>• Policies and procedures to be revised and updated, if required</li></ul>

**B. Non Legislated Actions**

## Appendix B

### Recommendation Summary

The following chart consists of a summary of all the recommendations of each area within the Warwick Township.

\*Any recommendations marked “immediately” should be completed within one year of this report.

\*\* Any recommendation marked “upon request” should be completed if a member of the public requests a change.

\*\*\* Any recommendation marked “major renovation” should be completed with extensive planning and when it is time to make major changes to the building.

Watford Library Recommendations	Timelines
1.1. Ensure staff are always available to assist members of the public that are unable to reach high shelves and materials when requested	Immediately
1.2. Include accessible parking type “A” with access aisle located left of the accessible doors	Immediately
1.3. Insert curb cut at the end of the access aisle to allow for a barrier free path of travel	Immediately
1.4. Add sidewalk of at least 1100 mm at the rear entrance	Three to five years
1.5. Add a landing of 1650 x 1650 mm at the rear of the entrance	Three to five years
1.6. Expand the current lead-up sidewalk to the rear of the building from the accessible parking to 1800 mm	Three to five years
1.7. Add TWSI to any change in elevation on walkways	Three to five years
1.8. Add horizontal marking strips to the stairs at the front entrance	One to three years
1.9. Add TWSIs to the top of the steps	Three to five years
1.10. Include power door system to front doors	Three to five years
1.11. Clear the clutter from the accessible entrance (especially the sign blocking the power door button)	Immediately
1.12. Add chair to accessible entrance	Immediately
1.13. Ensure that the call button for the lift is functional	Immediately
1.14. Add horizontal marking strips to the internal stairs in the building	Immediately
1.15. Paint railings on back stairs a contrasting colour from walls	Immediately
1.16. Remove clutter and ensure all spaces have a clear width of 1100 mm	Immediately

Watford Library Recommendations Continued...	Timelines
1.17. Add power door system to the washroom doors	Three to five years
1.18. Add adult change table to the washroom	Consultation needed
1.19. Include a service desk at height of between 730 and 865 mm.	One to three years
1.20. Add a book drop at a height between 900 to 1100 mm	One to three years
1.21. Add flexible seating options for people with disabilities to computer areas	Immediately
1.22. Add free charging station for mobility devices	Immediately

Township Administration Buildings Recommendations	Timelines
2.1. Add proper markings and sign for accessible parking space that includes an access aisle	Immediately
2.2. Consider adding an additional accessible parking space	Immediately
2.3. Have a low portion of the desk at a maximum of 865 mm	Three to five years
2.4. Change faucets to automatic or lever type faucet that can be operated with a closed fist	Immediately
2.5. Ensure hand dryers and other amenities are positioned at 1200 mm	One to three years
2.6. Clear meeting area of clutter to ensure doors open properly	Immediately
2.7. Include at least two accessible seating spaces	Upon request
2.8. Add lever knobs to all doors	Immediately
2.9. Paint door frames a contrasting colour from walls	One to three years
2.10. Ensure all fire alarms have audible and visible indicators	One to three years

Watford Arena Recommendations	Timelines
3.1 Add proper markings and sign for accessible parking space that includes an access aisle	Immediately
3.2 Ensure proper signs are erected to indicate accessible parking	Immediately
3.3 Train all staff on proper usage of the automatic door and lift system	Immediately
3.4 Ensure call button for lift system is operational	Immediately
3.5 Install proper horizontal marking strips to stairs	One to three years
3.6 Install TWSI at the top of each stair	If needed
3.7 Paint hand rails a higher tonal contrast from the walls	Immediately

Watford Arena Recommendations Continued...	Timelines
3.8 Add accessible service counters to the arena	One to three years
3.9 Ensure ramp to accessible seating area is at a minimum slope of 1:15	Immediately
3.10 Add an additional ramp to the accessible seating area	One to three years
3.11 Add accessible seating throughout building at 3% ratio	Major renovation
3.12 Lower Coat racks to 1100 mm above the floor	One to three years
3.13 Install both audible and visible alarms	One to three years
3.14 Include accessible washrooms to at least two dressing rooms	Major Construction
3.15 Add accessible shower stalls	Three to five years
3.16 Add requirements for sledge hockey	As desired

Warwick Community Centre Recommendations	Timelines
4.1. Add proper markings and signs for accessible parking space that include an access aisle	Immediately
4.2. Lower coat hanger to 455 mm to 1100 mm from the floor.	One to three years
4.3. Add the button for the power door system beside the door that is activated	One to three years
4.4. Add accessible power door system to each washroom	One to three years
4.5. Add grab bars to urinals	Three to five years
4.6. Ensure all washroom amenities are at proper height of 1200 mm	One to three years
4.7. Mount the defibrillator at a height between 900 and 1200 mm	One to three years

Watford Fire Hall Recommendations	Timelines
5.1. Hold training sessions at separate location	When needed
5.2. Install accessible family washroom	One to three years

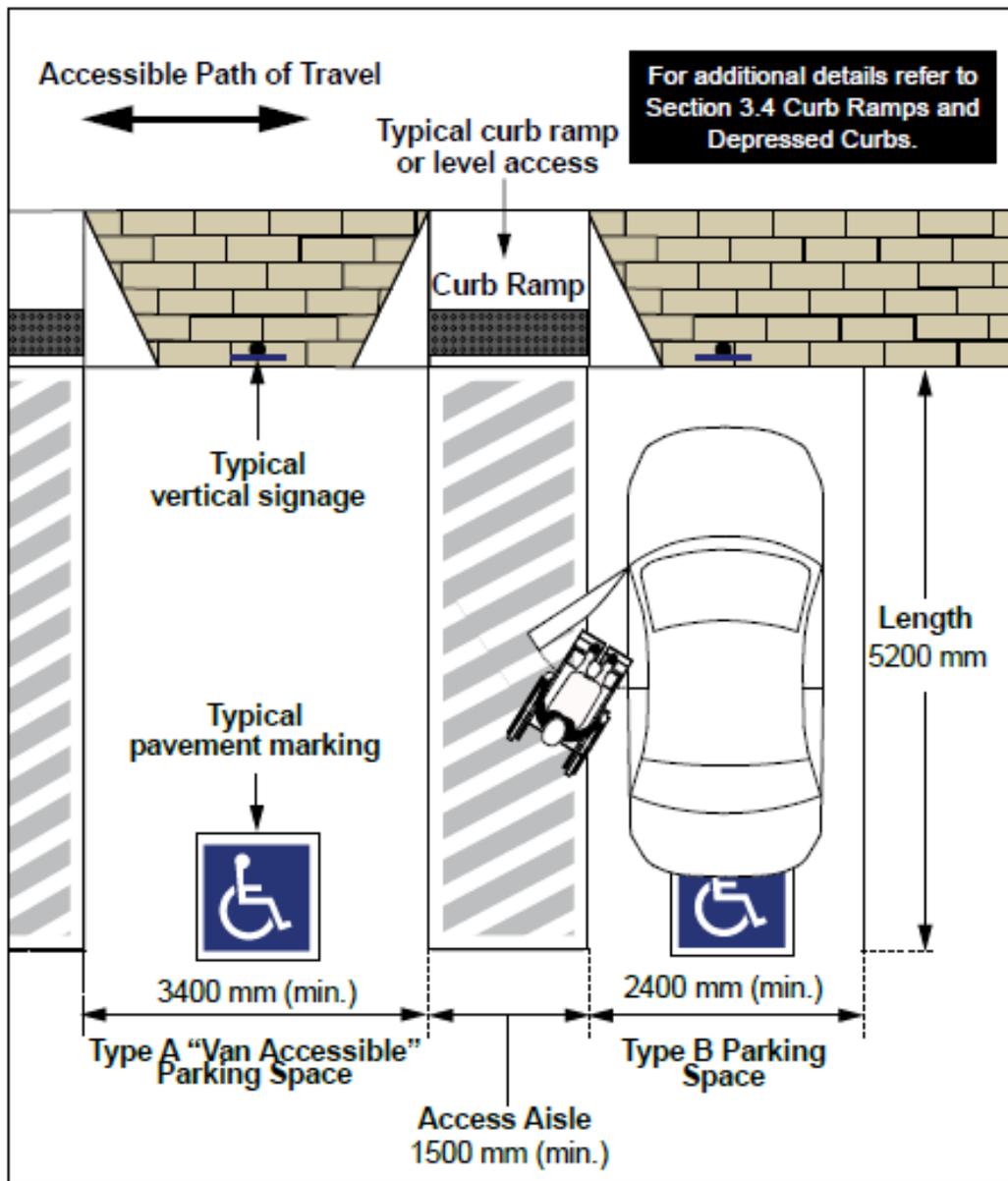
Warwick Township Baseball, Park and Pavilion Recommendations	Timelines
6.7. Add accessible parking close to amenities at both Watford and Warwick Park	One to three years

Warwick Township Baseball, Park and Pavilion Recommendations Continued...	Timelines
6.8. Connect all amenities in the park with an accessible path of travel using a firm and stable surface	One to three years
6.9. Install rest areas at play spaces and when it is required to travel long distances to amenities along an accessible path of travel	One to three years
6.10. Consult with the public when adding accessible play spaces and consider the following: <ul style="list-style-type: none"> <li>• Sensory and active play equipment</li> <li>• Provide a ground surface the is firm and stable</li> <li>• Provide a clear width of 980 mm between equipment</li> </ul>	When needed
6.11. Add power door system to washrooms at both Watford and Warwick Park	One to three years
6.12. Ensure that all transfer bars are installed correctly as seen in figure 9	One to three years

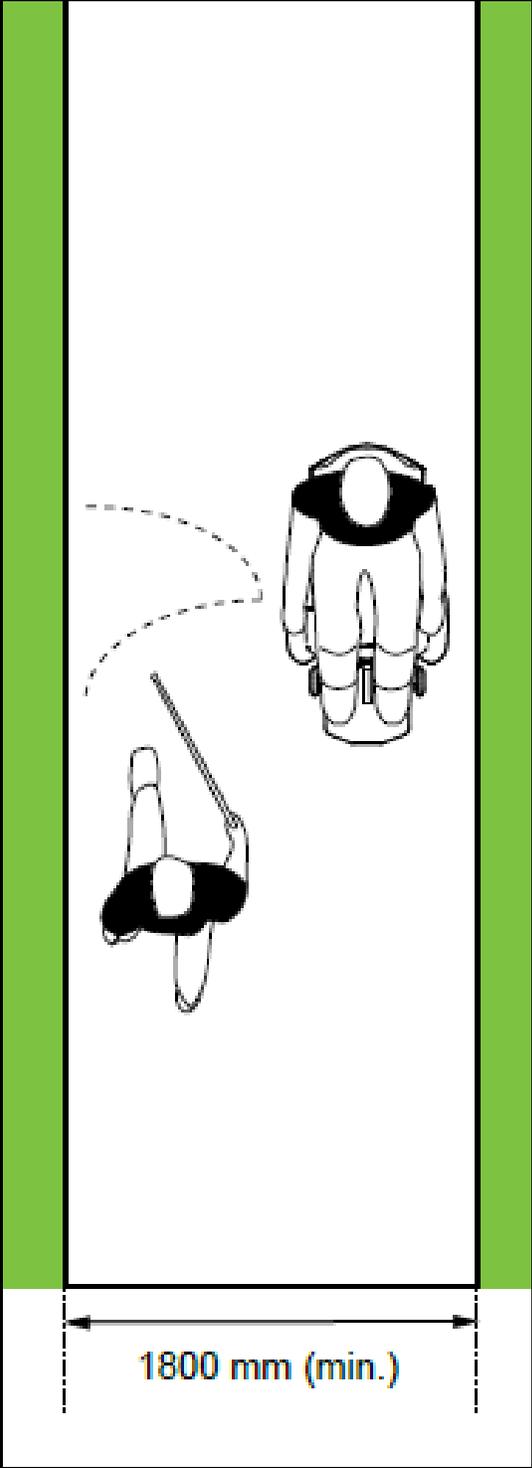
# Appendix C

## Design Figures

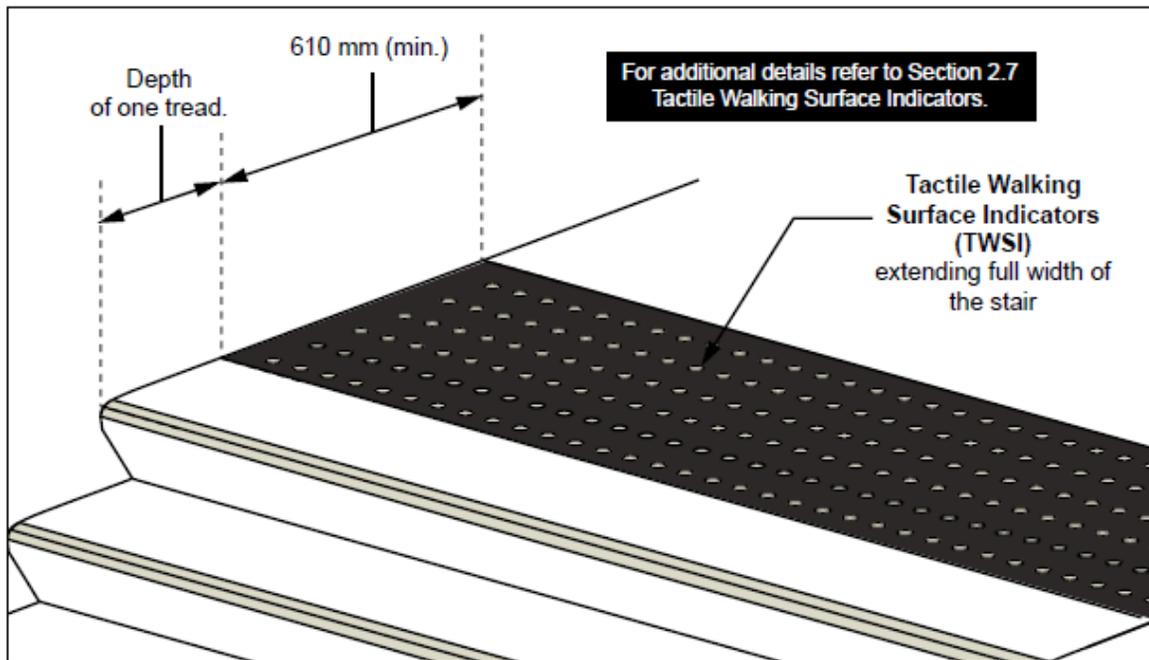
Watford Library  
Figure 1



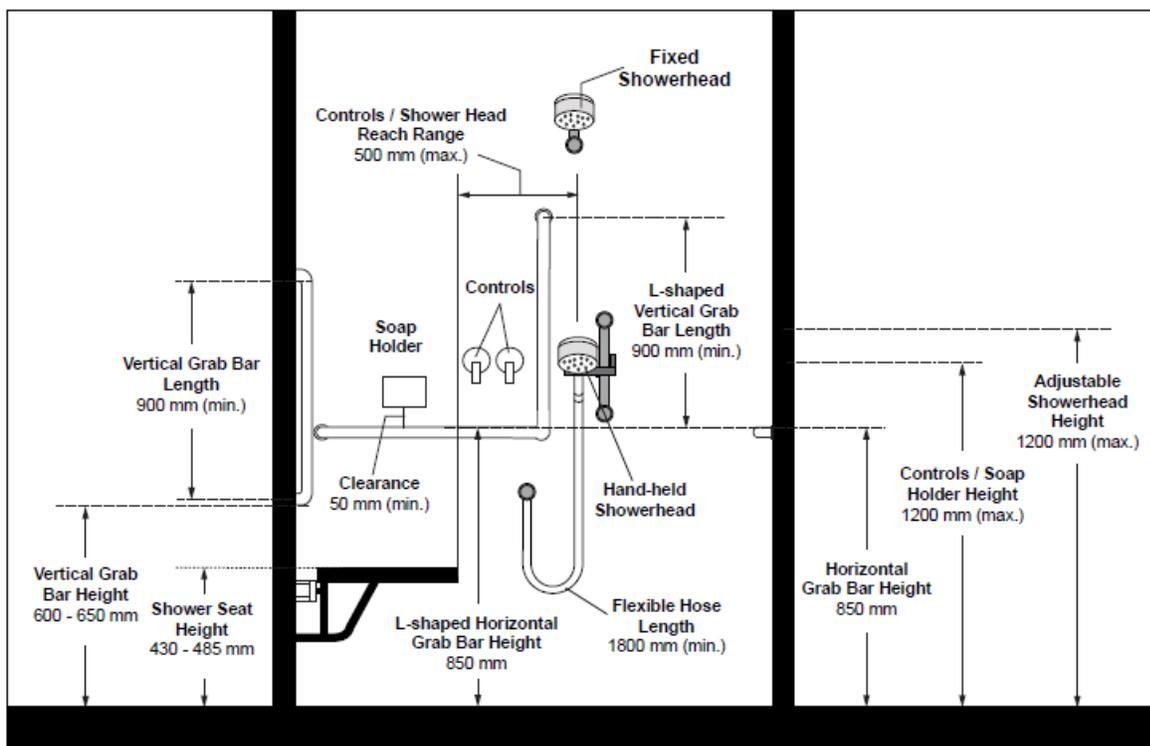
Watford Library  
Figure 2: Walkways



Watford Library  
 Figure 3. TWSI Design on Stairs

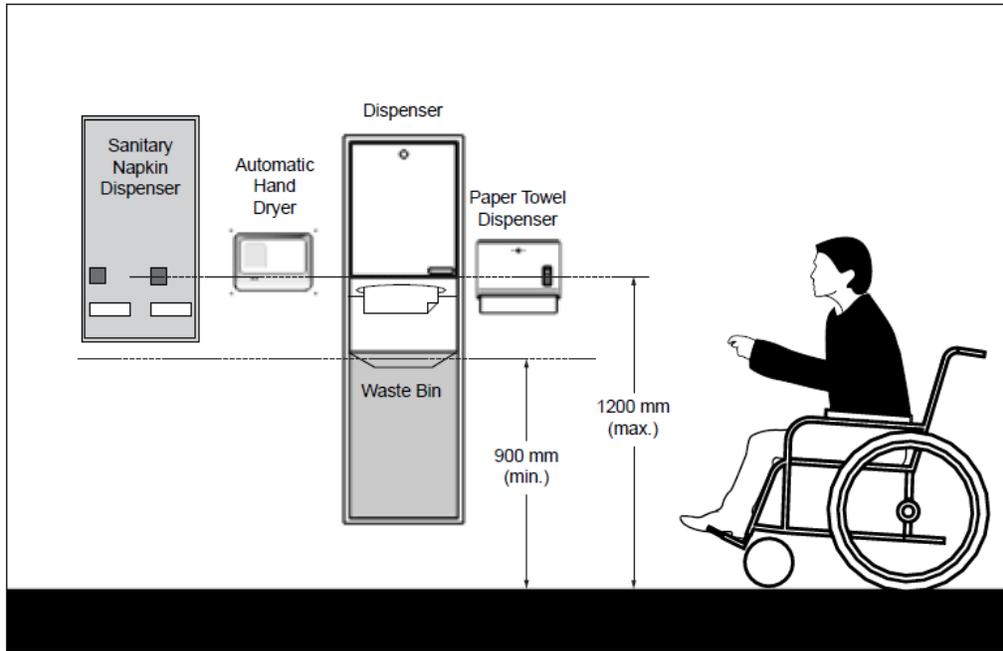


Watford Arena. Figure 5. Design of Grab Bars



# Warwick Community Centre

## Figure 8: Design for Washroom Amenities



# Warwick Township Baseball, Park and Pavilion

## Figure 9: Position of Grab Bars in Washroom

