



INCORPORATED 1850

# **TOWNSHIP OF KING**

## **ACCESSIBILITY PLAN 2007 UPDATE**



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# TOWNSHIP OF KING ACCESSIBILITY PLAN UPDATE - 2007

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- Update of Identified Barriers, 2007

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# TOWNSHIP OF KING ACCESSIBILITY PLAN - 2007 UPDATE

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## SECTION 1: OVERVIEW

Pursuant to the *Ontarians with Disabilities Act*, the Accessibility Advisory Committee (AAC) was established in the fall of 2002. The AAC met with Township staff, toured the municipal facilities and advised on the development of the Township's Accessibility Plan which was received and approved by Council in June, 2003.

The Accessibility Plan 2003 is a 'living' document which identifies and sets targets for the removal of barriers for people with disabilities. The Plan will be reviewed on an annual basis, thus allowing Council, staff, and the public to monitor the barriers identified and to provide direction for the prevention of future barriers. The 2003 Plan focused on identifying existing problems and barriers, the annual Updates advise of the status of the recommendations of the earlier Plans and provide new targets for the coming year.

Lists of the members of the Accessibility Advisory Committee and the Staff Working Group are attached as Appendix 'A' and Appendix 'B' respectively.

## SECTION 2: 2007 RECOMMENDATIONS - STATUS

### 1. General Recommendations

*Status of existing identified barriers is shown in Schedules I – X.*

**The Accessibility Advisory Committee recommends the following projects as priority projects for 2008:**

- (i) The use of automated doors at the main public accesses to Township buildings and facilities, and it is recommended that the municipal offices and Council Chambers be given priority.
- (ii) The AAC is appreciative of the renovations at the Nobleton Community Recreation Centre. The Committee continues to recommend a raised viewing area near the ice surface similar to that in the Schomberg Arena.
- (iii) Council continue budgeting for an elevator in the King City Library.

### 2. Township Departments & Facilities

The attached Schedules I – X detail the barriers which were identified in the 2006 Accessibility Plan in each Township Department and in the municipal facilities and provide the status of addressing each barrier.

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### SECTION 3: ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005 (AODA) – STATUS

In June, 2005 the AODA became law. The purpose of this legislation is to develop, implement, and enforce accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025.

The AODA requires the Minister of Community and Social Services to develop accessibility standards that will remove barriers for people with disabilities. The standards are expected to apply to the public sector, including all municipalities in Ontario, as well as the not-for-profit and private sectors. The standards will address a full range of disabilities including physical, sensory, mental health, developmental and learning and will be implemented in phases leading to full accessibility in Ontario by 2025.

The Act requires the Ministry to appoint standards development committees to develop standards. **The first standard for Customer Service has been completed** and is now in effect. The committee for developing standards for Transportation has completed its first draft and the Transportation standards have been posted for comment on the Ministry website. There will be three further committees appointed to develop standards in the areas of information and communications, the built environment, and employment.

The Customer Service Standard will help lead to a fully accessible Ontario by 2025. Businesses and organizations that provide goods and services to people in Ontario are now required to make their customer services operations accessible to people with disabilities by identifying and removing barriers to customer service in such areas as operation, policies and procedures, communications and staff training.

### SECTION 4: IDENTIFICATION OF EXISTING BARRIERS

#### TAB 2 – TOWNSHIP OF KING BUILDINGS AND FACILITIES STRATEGY – UPDATE OF IDENTIFIED BARRIERS 2007

Please see Tab 2 - provides an overview of Barriers in the Township's buildings and facilities which were identified in previous Accessibility Plans, as well as any new Barriers that have been identified and provides the status of each.

#### TAB 3 – DEPARTMENTAL REPORTS

Schedules 1 – X provide a summary and status of barriers which have been identified in previous Accessibility Plans within each Township Department.

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**SECTION 5: ACCESSIBILITY ADVISORY COMMITTEE COMMENTS**

The Accessibility Advisory Committee (AAC) continues to be encouraged with the progress in accessibility that is enabling the Township of King on its way to being an all-inclusive municipality and congratulates Council and staff on the major renovations that have taken place at the Nobleton Community Recreation Centre.

The AAC's goals and objectives for 2008 include developing a guide for local businesses on becoming accessible and establishing a program for recognition of same. To this end, the AAC expects to interact with the Chambers of Commerce and the Township's Economic Development Officer.

The Committee extends its appreciation to the Township staff for guidance and assistance with the Accessibility program in the Township of King, and to Council for committing to an all-inclusive municipality.

**SECTION 6: 2007 RECOMMENDATIONS FOR 2008**

The (Staff) Working Committee recommends that:

- (a) As discussed in Section 3 above, the Accessibility Standards for Customer Service have been developed and municipalities must prepare to meet the deadline of full compliance by January, 2010. It is recommended that:
  - (i) Each Department shall establish policies, practices and procedures governing the provision of its goods and services to persons with disabilities;
  - (ii) All staff dealing with the public must receive training about the provision of the Township's goods and services to persons with disabilities as soon as practicable and receive regular updates;
  - (iii) A process for receiving and responding to feedback about the manner in which the Township provides goods and services to persons with disabilities is required to be established.

**ACCESSIBILITY ADVISORY COMMITTEE**

Beverley Barra-Berger  
32 Simon Henry Drive  
Nobleton, ON L0G 1N0  
Phone: 905-859-0855  
e-mail: [baberger@sympatico.ca](mailto:baberger@sympatico.ca)

Jane Binions (Vice-Chair)  
150 Cook Dr.  
Kettleby, ON L0G 1J0  
Phone: 905-939-7537  
e-mail: [jbinions@rogers.com](mailto:jbinions@rogers.com)

Dorothy Izzard  
14615 Weston Road  
King City, ON L7B 1K4  
Phone: 905-833-5816  
e-mail: [dorzard@iprimus.ca](mailto:dorzard@iprimus.ca)

Kathleen Patterson (Chair)  
17 Elizabeth Grove  
King City, ON L7B 1H7  
Phone: 905-833-0391  
e-mail: [patterson-w-k@bigfoot.com](mailto:patterson-w-k@bigfoot.com)

James Binsfeld  
165 Hambly Avenue  
King City, ON L7N 1J2  
Phone: 905-833-6465  
e-mail: [jamesbins@yahoo.com](mailto:jamesbins@yahoo.com)

Staff Liaison  
Chris Somerville  
Township of King  
Phone: 905-833-5321 ext. 4017  
e-mail: [csomerville@king.ca](mailto:csomerville@king.ca)

Recording Secretary  
Diane Moratto  
Township of King  
Phone: 905-833-5321 ext. 4068  
e-mail: [dmoratto@king.ca](mailto:dmoratto@king.ca)

**APPENDIX 'A'  
TO TOWNSHIP OF KING  
ACCESSIBILITY PLAN UPDATE – 2007**

**2007 - PLAN DEVELOPMENT WORKING GROUP**

<b>Working Group Member</b>	<b>Department Represented</b>	<b>Contact Telephone/Fax/e-mail</b>
I. Chris Somerville Clerk	Clerks Department	(905)833-5321, Ext. 4017 Fax: (905) 833-2300 <a href="mailto:csomerville@king.ca">csomerville@king.ca</a>
II. Brian Grubbe Dir. of Building Services Chief Building Official	Building Department & municipal properties	(905)833-5321, Ext. 4006 Fax: (905) 833-2300 <a href="mailto:bgrubbe@king.ca">bgrubbe@king.ca</a>
III. Stephen Kitchen Director of Planning	Planning Department	(905)833-5321, Ext. 4060 Fax: (905) 833-2300 <a href="mailto:skitchen@king.ca">skitchen@king.ca</a>
IV. Bryan Burbidge Fire Chief	Fire Department	(905)833-2800 Fax: (905) 833-6960 <a href="mailto:bburbidge@king.ca">bburbidge@king.ca</a>
V. Jody LaPlante Director of Operations	Operations Department	(905)833-5321, Ext. 4052 Fax: (905) 833-2300 <a href="mailto:jlaplante@king.ca">jlaplante@king.ca</a>
VI. Don Young Director of Finance & Treasurer	Finance Department	(905)833-5321, Ext. 4010 Fax: (905) 833-2300 <a href="mailto:dyoung@king.ca">dyoung@king.ca</a>
VII. Marilyn Loan Human Resources Manager	Finance - Human Resources Department	(905)833-5321, Ext. 4024 Fax: (905) 833-2300 <a href="mailto:mloan@king.ca">mloan@king.ca</a>
VIII. Walt Peacock Manager of By-law Enforcement	Clerks - By-law Enforcement	(905)833-5321, Ext. 4001 Fax: (905) 833-2300 <a href="mailto:wpeacock@king.ca">wpeacock@king.ca</a>
IX. Catherine Purcell Director Parks, Recreation & Culture	Parks, Recreation & Culture	(905)859-0056, Ext. 222 Fax: (905) 833-2300 <a href="mailto:cpurcell@king.ca">cpurcell@king.ca</a>
X. Murray McCabe CEO & Chief Librarian	King Township Public Library	(905)833-5101 Fax: (905) 833-0824 <a href="mailto:mmccabe85@hotmail.ca">mmccabe85@hotmail.ca</a>

**APPENDIX 'B' TO TOWNSHIP OF KING  
ACCESSIBILITY PLAN UPDATE – 2007**

**TOWNSHIP OF KING**  
**TOWNSHIP OF KING BUILDINGS AND FACILITIES STRATEGY**  
**UPDATE OF IDENTIFIED BARRIERS 2007**

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<b>FACILITY/BARRIERS IDENTIFIED</b>	<b>STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME</b>	<b>STATUS FALL 2007 &amp; SUCCESS/BARRIERS TO ACHIEVEMENT</b>
<p><b>MUNICIPAL OFFICES</b></p> <p>Main public entrance doors to be automated</p> <p>Sink may be too close to the door in the new accessible washroom.</p> <p>Planning area counter</p>	<p>Refer to 2008 Budget. Human &amp; Financial Resources.</p> <p>To be addressed by staff .</p> <p>Not accessible</p>	<p>To be addressed in 2008.</p>
<p><b>KING MUSEUM &amp; BUILDINGS</b></p> <p>Museum Site consisting of 3 heritage buildings.</p> <p>Main building not wheelchair accessible.</p> <p>The slope near the beginning of the new path is quite steep</p> <p>Parking space for persons with disabilities.</p>	<p>Front entrance lip should be reduced, barrier-free entrance required. Human &amp; Financial Resources</p> <p>The slope should be modified. Referred to staff to assess.</p> <p>For 2008, designated parking sign to be placed in appropriate location.</p>	<p>2007 – new entrance doors installed with barrier-free walkway in place. Doors have lever-style handles.</p> <p>In 2009, Parks &amp; Rec Department plans to pave a number of small facility parking lots under a single contract. The Museum parking lot will be paved and lined, with the appropriate number of designated parking spaces identified.</p>



**TOWNSHIP OF KING**  
**TOWNSHIP OF KING BUILDINGS AND FACILITIES STRATEGY**  
**UPDATE OF IDENTIFIED BARRIERS 2007**

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<b>FACILITY/BARRIERS IDENTIFIED</b>	<b>STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME</b>	<b>STATUS FALL 2007 &amp; SUCCESS/BARRIERS TO ACHIEVEMENT</b>
<p><b>LASKAY COMMUNITY HALL</b></p>		
<p>Heritage Building.</p>	<p>The parking lot to be paved in 2009, parking space for persons with disabilities to be identified.</p>	
<p><b>TOWNSHIP WORKS YARD (office area only)</b></p>		
<p>No barrier free parking spaces            No ramps            No barrier free washrooms, hardware            Hallways undersized            No signage</p>	<p>The 5 year Capital Projects Plan includes an addition             Human &amp; Financial Resources</p>	<p>Feasibility Study for expansion in 2008. Offices and public areas will be barrier-free.</p>
<p><b>POTTAGEVILLE PARK PAVILION</b></p>		
<p>No handicapped parking; consider providing two handicapped spaces to the west of the pavilion with signage</p>	<p>Due to security issues, providing parking at this location is problematic.             Human, Financial Resources</p>	
<p>Complaint received about use of small gravel rather than screenings for walkway – impossible to push a wheelchair or stroller along the path</p>	<p>Problem – the area is in the floodplain, the path material gets washed away. Staff will look into using a different material in 2008 to ‘top’ up the path.</p>	
<p>Sharp corners on picnic tables</p>	<p>Staff to ‘round’ corners of picnic tables and attached bench seats</p>	

**TOWNSHIP OF KING**  
**TOWNSHIP OF KING BUILDINGS AND FACILITIES STRATEGY**  
**UPDATE OF IDENTIFIED BARRIERS 2007**

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<b>FACILITY/BARRIERS IDENTIFIED</b>	<b>STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME</b>	<b>STATUS FALL 2007 &amp; SUCCESS/BARRIERS TO ACHIEVEMENT</b>
<p><b>NOBLETON COMMUNITY RECREATION CENTRE (Arena)</b></p> <p>Renovations substantially completed, summer of 2007.</p> <p>Foyer and lower level washrooms were not finished at the time of the AAC visit.</p> <p>New front doors should be automated</p> <p>Elevator access for wheelchairs and physically handicapped, however the key is kept 'upstairs' – suggest looking into making the elevator key accessible.</p> <p>Viewing area required for person with disabilities.</p>	<p>Due to security reasons, the key has to be kept at the front desk. Staff to look into addressing the elevator key situation. It may be possible to make some changes when the renovations are completed.</p> <p>Suggest a ramp &amp; raised platform similar to the Schomberg Arena be provided.  Humans &amp; Financial Resources.</p>	<p>AAC toured and was very pleased with the new accessible washrooms, barrier free service area , new meeting rooms.</p> <p>Now that the renovations are completed, and the Recreation Department has moved its offices into the building, there is someone available during Office Hours to provide the key. It is necessary to keep the elevator locked to avoid damage by vandals.</p> <p>Staff advised that due to needed repairs to the rink floor, the wall boards and floor of the rink will be torn out in 2009. At that time, a raised area will be incorporated in the design of the restoration.</p>

**TOWNSHIP OF KING  
TOWNSHIP OF KING BUILDINGS AND FACILITIES STRATEGY  
UPDATE OF IDENTIFIED BARRIERS 2007**

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<b>FACILITY/BARRIERS IDENTIFIED</b>	<b>STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME</b>	<b>STATUS FALL 2007 &amp; SUCCESS/BARRIERS TO ACHIEVEMENT</b>
<p><b>'ANSNORVELDT PUBLIC LIBRARY</b></p> <p>Approach to the boardwalk requires a 'ramp' assist from the parking area (perhaps just a build up of gravel)</p> <p>Although the (unpaved) parking lot was soggy, the boardwalk/ramp was easy to maneuver as the wood slats are evenly spaced and the edges provide definition (visual) Note: There are plans to change the swing of the door at the entrance to accommodate wheelchair access</p> <p>Shelving for videos on the wall and the free standing display with knobs for children's materials extends into aisles: safety issues for visually impaired.</p>	<p>Correction of door and ramp improvements referred to 2005 budget.</p> <p>Door to be rehung.</p> <p>Replace display stand and remove/relocate wall shelving. Human &amp; Financial Resources.</p>	<p>In 2007 access road was paved and the boardwalk was replaced with a concrete walkway – barrier-free.</p> <p>Door to be replaced and rehung to enable wheelchair access in 2008</p> <p>Video shelving still to be relocated, book kit stand has been moved.</p>
<p><b>SCHOMBERG PUBLIC LIBRARY</b></p> <p>The AAC had a number of issues with the washrooms. Washroom doors to be widened.</p> <p>Front doors to be automated.</p>	<p>The AAC was asked to comment on the renovations and on widening of the washroom doors to accommodate wheelchairs.</p> <p>Financial &amp; Human Resources.</p>	<p>The AAC was pleased with the renovation work that has been completed on the washrooms, making them fully accessible.</p>

**TOWNSHIP OF KING**  
**TOWNSHIP OF KING BUILDINGS AND FACILITIES STRATEGY**  
**UPDATE OF IDENTIFIED BARRIERS 2007**

<b>FACILITY/BARRIERS IDENTIFIED</b>	<b>STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME</b>	<b>STATUS FALL 2007 &amp; SUCCESS/BARRIERS TO ACHIEVEMENT</b>
<p><b>NOBLETON PUBLIC LIBRARY</b></p> <p>Washrooms require upgrades, referred to 2006 budget.</p>	<p>Future budget item.</p>	
<p><b>KING CITY PUBLIC LIBRARY</b></p> <p>2 Storey, no elevator – main floor is accessible.</p>	<p>Elevator/expansion to be considered in 5 year budget forecast. Library Board applied for a Trillium Grant, not approved. Council set aside \$50,000 in 2007 budget.</p>	<p>The Library Board unsuccessful with Trillium Grant. Recommend that Council continue to set aside funds for this project, with a goal to complete in the current term of Council.</p>
<p>Washroom on main floor is accessible; however doorway is slightly under required width of 32 in. As is doorway from library area to hallway to get to the washroom.</p>	<p>Staff to look into doorway width matter to see if anything can be done. Contractors have been in to estimate.</p>	<p>Refer to 2008 budget.</p>
<p>Accessible washroom upgrades and automated front door.</p>	<p>Recommend that these items be addressed in conjunction with the elevator expansion/project. Human, Financial Resources</p>	<p>Addition/renovations planned; accessibility issues to be addressed, AAC to have input on project.</p> <p>Note: Baby change tables have been added to the King City, Nobleton &amp; Schomberg libraries.</p>

**TOWNSHIP OF KING**  
**TOWNSHIP OF KING BUILDINGS AND FACILITIES STRATEGY**  
**UPDATE OF IDENTIFIED BARRIERS 2007**

<b>FACILITY/BARRIERS IDENTIFIED</b>	<b>STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME</b>	<b>STATUS FALL 2007 &amp; SUCCESS/BARRIERS TO ACHIEVEMENT</b>
<p><b>KING CITY SENIORS CENTRE</b></p> <p>Many accessibility issues were identified at the King City Seniors Centre.</p> <p>Main and downstairs entrances to be assessed by Maintenance Staff – determine cost of upgrade to make accessible. Also side entrance/patio.</p>	<p>Needs Analysis to be completed, future expansion planned &amp; referred to 10 year capital plan. Human &amp; Financial Resources.</p>	<p>Front threshold raised, entrance now accessible. Both upper and lower levels are now accessible, but not internally – stairs, no elevator.</p> <p>Needs analysis has been referred to 2008 budget.</p>
<p><b>NOBLETON COMMUNITY HALL</b></p> <p>AAC was invited to evaluate the Hall with respect to accessibility. The Womens Institute and Nobleton Lions Club wish to have the Hall upgraded to an accessible level.</p>	<p>The AAC identified many barriers. A copy of the AAC's observations is attached as "Appendix 'A'".</p> <p>Financial &amp; Human Resources.</p>	<p>The organizations are looking into obtaining a Trillium Grant with the assistance of the Township with the objective of having the Hall renovated and accessible in 2008.</p>

**TOWNSHIP OF KING  
TOWNSHIP OF KING BUILDINGS AND FACILITIES STRATEGY  
UPDATE OF IDENTIFIED BARRIERS 2007**

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<b>FACILITY/BARRIERS IDENTIFIED</b>	<b>STRATEGY FOR REMOVAL/ PREVENTION-RESOURCES REQUIRED/ TIME FRAME</b>	<b>STATUS FALL 2007 &amp; SUCCESS/BARRIERS TO ACHIEVEMENT</b>
<p><b>COLD CREEK CONSERVATION AREA</b></p> <p>The Township has entered into an agreement with the Toronto Region Conservation Authority to manage the Cold Creek Conservation Area as an outdoor education centre.</p>	<p>Local interest group, the Cold Creek Stewardship Committee, has established a partnership with the Township and through a Trillium grant has restored the Visitors Centre, complete with a barrier-free ramp in 2007. The washrooms were also upgraded to barrier-free status.</p>	<p>The Education Centre washrooms and entrance to be upgraded to barrier-free status in 2008.</p> <p>Trillium grant funding obtained.</p>
<p><b>KING CITY FIRE HALL</b></p> <p>Entrance/public area inconvenient for the public.</p>	<p>Renovation in 2007.</p>	<p>Redesign and re-arrangement of front office results in a more convenient, barrier-free entrance.</p>
<p><b>NOBLETON OUTDOOR SWIMMING POOL</b></p> <p>Not accessible.</p>	<p>AAC to visit in 2008 to evaluate.</p>	<p>This report will be provided to all Boards of Management for their information.</p>

**This report will be provided to all Boards of Management for their information.**



**TOWNSHIP OF KING  
ACCESSIBILITY ADVISORY COMMITTEE  
TOUR**

**Tuesday, June 12, 2007, 1:00 p.m.**

**Attendance:**

**AAC Members: Kathleen Patterson, Jane Binions, Bev Berger, Dorothy Izzard**

**Township Staff: Chris Somerville, Diane Moratto**

**Nobleton Women's Institute: Joan Jackaman, Mary Anne Merritt**

**Councillor Jeff Laidlaw**

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**(i) Nobleton Community Hall**

The Nobleton Women's Institute asked the AAC to visit the Hall and conduct a review of the accessibility issues. The AAC provided the following observations:

**Main Entrance**

- There is an 8inch concrete threshold step at the front doors
- Front doors are double, metal post in centre and are glass with metal frame. Each door is 35 1/2 inches wide and each has a crash bar. Width of door opening with crash bar is 31 1/2 inches.

The 8inch step prevents any wheelchair access. Upon entering the main entrance foyer, a visitor has to go either up or down stairs to access any part of the Hall.

**Foyer and Stairs**

- The foyer presents a landing from which 7 steps lead up to the main floor; and there are 7 steps down to the lower (kitchen) level.
- Steps are 69 inches wide; there is a landing at the top of the upper flight in front of the doors into the auditorium area.
- At the top of the upper flight are double glass doors with metal frame, and centre post. Each door is 31 inches wide, width of door openings with crash bars are 24 inches.
- At the bottom of the lower flight of stairs are double glass doors with metal frame, and centre post, same size as above.

The doors at either level are too narrow for wheelchair access.

**Upper Hall**

- Men's washroom – there is structure behind the door which prevents the door from opening fully. Door opening is 27 inches wide, but because of the structure, it cannot be opened to full width. Stall is very narrow, 'false' privacy wall beside the sink creates a narrow hallway and wastes space.
- Women's washroom - smaller area with 3 small stalls. Entrance door is narrow.

- Walls have been erected on both sides of a service counter area which is located in front of the washroom area. These walls create narrow hallways past the service area to each washroom.

Neither upper floor washroom is wheelchair accessible. In addition to layout and space issues, the washrooms require accessible amenities such as lever tap handles, lever door handles, 'grab' bars, lower paper towel dispensers, adjustable mirrors, accessible soap dispensers, etc.

It was suggested that an accessible unisex washroom might be constructed to replace the present arrangement. This idea would have to be discussed with the Building Department Officials to ensure it is practical with respect to the number of washrooms required to accommodate the maximum Hall capacity.

It should also be noted that if the Hall is rented to two separate groups using each level simultaneously, the accessible washrooms would have to be available to both groups.

- Emergency Exit – there is a 4 inch step at the threshold, the doorway is 34 inches wide; there are 9 steps down the outside of the building to ground level.

There is no accessible emergency exit for the upper level.

#### Lower Level

- Washrooms are accessed by a narrow hall. Entrance doors are 27 1/2 inches wide with 25 1/2 inch openings. Neither washroom is wheelchair accessible.
- The lower level Emergency exit is in the kitchen – there are 5 steep steps up to the door, the door opens onto 2 steps down to ground level.

There is no accessible emergency exit for the lower level.

It is suggested that if renovations are undertaken to make the building accessible, such items as lever handles on all doors, lever taps in the kitchen as well as the washrooms, automated entrance doors, visual as well as audio alarm system, non-slip flooring, appropriate lighting in the stairway area, should be considered.

The AAC did not review the exterior area of the Hall. Convenient accessible parking, sidewalks/ramping would also require consideration.

This report is provided by the King Township Accessibility Committee to assist in identifying barriers in the Nobleton Community Hall. The Committee members have provided their suggestions and observations to the best of their personal knowledge and ability.



**(ii) Nobleton Community Centre & Arena re: Renovations**

The Committee toured the newly-renovated Nobleton Community Recreation Centre & Arena.

Comments:

- the Committee was generally very pleased with the renovations.
- Accessibility has been addressed with new fully accessible washrooms, and an accessible customer service counter.
- The new meeting rooms are spacious with many windows which provide natural light.
- the Committee would still like to see an accessible observation area for viewing in the rink area.



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN UPDATE 2007**

**CLERKS DEPARTMENT  
SCHEDULE 1 TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2007**

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**CLERKS DEPARTMENT**

Responsible for general public administration, municipal legislation, record keeping, Council/Committee meeting schedules, minutes and agendas, reception and switchboard services, municipal elections, operation of the Nobleton Cemetery, Freedom of Information, licensing. The By-law Enforcement Department is under the supervision of the Clerk.

**CONTACT**

Chris Somerville, Clerk      (905) 833-5321, Ext. 4017  
Fax: (905) 833-2300

[csomerville@king.ca](mailto:csomerville@king.ca)

**1.1 Our Customers**

This Department provides services to Township Council, various committees, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

**1.2 Accessibility Statement**

The Clerks Department will continue to review departmental, municipal election, council and committee processes to identify and remove barriers that limit accessibility to these processes for people with disabilities.

1.3 Clerk's Department - Barrier Identification 2006

Accessibility Plan Update 2007 - Status Fall 2007

<p><b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b></p>	<p><b>What method will be used to identify the barrier? Strategy for removal/Prevention.</b></p>	<p><b>• Resources required (Human /Financial) Timing (When will this be completed)</b></p>	<p><b>Status - Fall 2007</b></p>
<p>Review of all Township By-laws to assist Departments to identify any barriers.</p>	<p>Conduct inventory, review, bring forward and discuss with Staff Working Group.</p>	<p>•Human Resources Ongoing</p>	<p>Review of regulatory by-laws is being undertaken. To date no obvious accessibility issues have been found.  By-law review will continue to be ongoing.</p>
<p>Investigate/initiate in-house training courses for staff to educate and to develop awareness of disabilities</p>	<p>Customer Service Training planned for Fall of 2007</p>	<p>•Human, Financial (2007 Budget) Spring/summer 2007</p>	<p>Humans Resources Dept. to continue to develop further training.</p>

<p><b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b></p>	<p><b>What method will be used to identify the barrier?</b></p>	<p><b>• Resources required (Human /Financial)  Timing (When will this be completed)</b></p>	<p><b>Status - Fall 2007</b></p>
<p>Develop a client service survey to identify any existing barriers in service delivery to disabled customers</p> <p>Educational/Awareness Services</p>	<p>Obtain input from AAC for survey content, conduct survey (time period), review results and assess</p> <p>On AAC work plan for future project – possibly 2007.</p> <p>Ongoing.</p>	<p>• Human Fall 2007  (Survey could be available for ongoing input)</p> <p>• Human (2007 budget)</p>	<p>On AAC Work Plan.</p> <p>“Did You Know” feature to continue. The AAC developed letters which were sent to the various event organizers to remind of the need for parking spaces for the disabled.</p>

<p><b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b></p>	<p><b>What method will be used to identify the barrier?</b></p>	<p><b>• Resources required (Human /Financial) Timing (When will this be completed)</b></p>	<p><b>Status - Fall 2007</b></p>
<p>In 2007, the AAC plans to work with the Local Chambers of Commerce in getting the word out to businesses that accessibility must be achieved by 2025.</p>	<p>Meetings, work with new Township Economic Development Officer (EDO).</p>	<p>• Human (2007 budget)</p>	<p>The EDO has discussed accessibility issues with the Chambers. The Chambers have assisted by circulating AAC letters to members, and forwarding information regarding accessibility to the members.</p>

<p><b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b></p>	<p><b>What method will be used to identify the barrier?</b></p>	<p><b>• Resources required (Human /Financial) Timing (When will this be completed)</b></p>	<p><b>Status - Fall 2007</b></p>
<p>Access to Records/Archival materials, information.</p>	<p>Review of record management to be undertaken to determine ways to make more accessible.  Additional full time staff requested in 2007 budget.</p>	<p>• Human, Financial (2007 budget) Initiate Spring/summer 2007</p>	<p>Deputy Clerk hired in the Clerks Department.  Records were moved from the small vault to the Clerks Department Vault, which will provide easier access for staff to obtain records for the public.  Records Management program to be determined for the 2008 budget.</p>
<p>Website improvements</p>	<p>Create a section of the website for AAC items</p>	<p>Human, Financial Summer, 2007</p>	<p>Staff committee was formed to review the Township's corporate standards for documents, website, and to develop a staff code of conduct.  The addition of a co-op student in September will make it possible to improve and increase the content on the website.</p>

<b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b>	<b>What method will be used to identify the barrier?</b>	<b>• Resources required (Human /Financial) Timing (When will this be completed)</b>	<b>Status - Fall 2007</b>
In conjunction with upgraded Switchboard/telephone system, TTY Service to be added.	Provision of TTY Service for the hearing impaired.	Human, Financial	Staff is investigating a new communications program called "Textnet" and will report on this to Council and the AAC in 2008.
Customer Service Regulations	Staff to attend seminars to learn about the new regulations and what is required to meet them.  Clerks Staff to play a lead role in imparting the information to the rest of the Township departments.	Human, Financial	



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN UPDATE 2007**

**BUILDING DEPARTMENT  
SCHEDULE II TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2007**

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**BUILDING DEPARTMENT**

Reviews plans, issues building permits and inspects buildings. The Chief Building Official is also responsible for the maintenance of all the Township buildings and facilities (Property Services).

**CONTACT**

Brian Grubbe, Chief Building Official

(905) 833-5321, Ext. 4006

Fax: (905) 833-2300

[bgrubbe@king.ca](mailto:bgrubbe@king.ca)

**2.1 Our Customers**

This Department provides services to the Township Council, residents and rate payers, trades, other Township staff, and staff of Region of York, other municipalities and governmental agencies.

**2.2 Accessibility Statement**

The Building Department plans to continue to review departmental processes to identify and remove barriers that limit accessibility to these processes for people with disabilities.



<p><b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b></p>	<p><b>What method will be used to identify the barrier?</b> <b>Strategy for removal/Prevention.</b></p>	<p><b>• Resources required</b> <b>(Human/Financial)</b> <b>Timing</b> <b>(When will this be completed)</b></p>	<p><b>STATUS – FALL 2007</b></p>
<p><u>Property Services</u> Review current practices relating to all aspects of building accessibility, including physical, sensory and cognitive</p>	<p>Research current best practices utilized in both the public and private sectors for identifying and eliminating barriers.</p> <p>Assist the Accessibility Advisory Committee in developing educational materials for the private sector.</p>	<p>• Human</p>	<p>Ongoing.</p>
<p><u>Property Services</u> Review of properties owned by the Township and leased (ie. Plaza units) – also to be completed with the above-noted study.</p>	<p>Inspect all leased properties to identify current barriers or problem areas, identify priorities and develop a plan to ensure these properties are made accessible.</p>	<p>• Human – Consultant 2008 – Budget</p>	<p>Accessibility issues to be considered in any renovations of the rental units.</p>



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN UPDATE 2007**

**BY-LAW DEPARTMENT  
SCHEDULE III TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2007**

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**BY-LAW DEPARTMENT**

Responsible for enforcement of the Township's by-laws including property standards.

**CONTACT**

Walt Peacock, By-law Enforcement Manager      (905) 833-5321, Ext. 4001  
Fax: (905) 833-2300

[wpeacock@king.ca](mailto:wpeacock@king.ca)

**3.1 Our Customers**

This Department provides services to Township Council, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

**3.2 Accessibility Statement**

The By-law Department plans to continue to review departmental processes to identify and remove barriers that limit accessibility to these processes for people with disabilities.

3.3 By-law Enforcement Department - Barrier Identification 2006

Accessibility Plan Update – Status Fall 2007

<p><b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b></p>	<p><b>What method will be used to identify the barrier?</b>   <b>Strategy for removal/Prevention.</b></p>	<p><b>• Resources required (Human/Financial)</b>   <b>Timing (When will this be completed)</b></p>	<p><b>STATUS – FALL 2007</b></p>
<p>Following the renovations, the public window for the By-law Department was not accessible. Security windows with 'speakers' were not satisfactory.</p>	<p>Referred to Chief Building Official for assessment and cost estimate to remediate</p>	<p>Financial &amp; Human Summer, 2007</p>	<p>Counter was lowered, window replaced with sliding security window; accessibility improved.</p>
<p>Provide more by-law information on the website.</p>	<p>An additional staff person was hired in 2007, will provide more time to enter materials on the website</p>	<p>• Human Financial</p>	



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN UPDATE 2007**

**PLANNING DEPARTMENT  
SCHEDULE IV TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2007**

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**PLANNING DEPARTMENT**

Responsible for Township's Official Plan, land use and zoning information as well as subdivision development agreements.

**CONTACT**

Stephen Kitchen, Director of Planning      (905) 833-5321, Ext. 4060  
Fax: (905) 833-2300

[skitchen@king.ca](mailto:skitchen@king.ca)

**4.1 Our Customers**

This Department provides services to Township Council, various committees, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

**4.2 Accessibility Statement**

The Planning Department plans to continue to review departmental processes to identify and remove barriers that limit accessibility to these processes for people with disabilities.

4.3 Planning Department - Barrier Identification 2006

Accessibility Plan Update – Status Fall 2007

<b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b>	<b>What method will be used to identify the barrier? Strategy to Address.</b>	<b>•Resources required (Human/Financial) Timing (When will this be completed)</b>	<b>STATUS - FALL 2007</b>
Planning Application Forms both hard copy and on Web Site - Fonts	Review and update	• Human/Financial	Completed - all application forms are available on the website.
Front counter not accessible	To be redesigned and rebuilt.	Human/Financial	2008



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN UPDATE 2007**

**FIRE & EMERGENCY SERVICES DEPARTMENT  
SCHEDULE V TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2007**

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**FIRE DEPARTMENT**

Volunteer Fire Department provides fire protection and emergency services through three stations - King City, Nobleton and Schomberg. There are two full-time staff, being the Fire Chief and the Fire Prevention Officer.

**CONTACT**

Bryan Burbidge, Fire Chief (905) 833-5321 ext. 4026  
Fax: (905) 833-6960 [bburbidge@king.ca](mailto:bburbidge@king.ca)

Or Keith Wells, Fire Prevention Officer (905)833-5321 ext. 4071 [kwells@king.ca](mailto:kwells@king.ca)

**5.1 Our Customers**

This Department provides services to Township Council, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

**5.2 Accessibility Statement**

The Fire Department plans to continue to review and evaluate accessibility as it relates to disabled persons requiring fire and emergency services.

5.3 Fire & Emergency Services - Barrier Identification 2006

Accessibility Plan Update – Status Fall 2007

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier? Strategy for removal/Prevention.</p>	<p>• Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS – FALL 2007</p>
<p>Emergency Preparedness brochure for persons with disabilities is outdated.</p>	<p>There is an updated brochure on Emergency Preparedness developed by the Region of York which includes a section for persons with disabilities or persons with special needs.</p> <p>Copies to be provides to the AAC for review and comment.</p>		



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN UPDATE 2007**

**OPERATIONS DEPARTMENT  
SCHEDULE VI TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2007**

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**OPERATIONS DEPARTMENT**

Operations Department looks after municipal roads, landfill sites, waste management, recycling, water and wastewater, watermains, storm and sanitary sewers, sidewalks/walkways, street lighting, park maintenance, and engineering. The Township operates a works yard as part of this department and the Parks, and Recreation Department is under the supervision of the Director of Operations.

**CONTACT**

Jody LaPlante (905) 833-5321, Ext. 4052 [jlaplante@king.ca](mailto:jlaplante@king.ca)

Director of Operations Fax: (905) 833-2300

**6.1 Our Customers**

This Department provides services to Township Council, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies.

**6.2 Accessibility Statement**

To plan and provide accessible, safe, cost-effective operations services.



6.3 Operations Department – Barrier Identification 2007

<p><b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b></p>	<p><b>What method will be used to identify the barrier? Strategy for removal/Prevention.</b></p>	<p><b>• Resources required (Human/Financial) Timing (When will this be completed)</b></p>	<p><b>STATUS – FALL 2007</b></p>
<p>Provision of portable parking signs to event organizers to indicate parking for persons with disabilities</p>	<p>Signs will be provided for event use and for the Township Elections.</p> <p>Signs to be delivered to the event sites by the Parks and recreation staff when they deliver barricades, picnic tables, etc.</p> <p>When available, the AAC will send letters to the organizations to advise of the availability of the signs.</p>	<p>Human/Financial To be completed in 2008</p>	



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN UPDATE 2007**

**FINANCE DEPARTMENT  
SCHEDULE VII TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2007**

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**FINANCE DEPARTMENT – TREASURY**

Finance Department – Treasury is responsible for tax billing and collection, water billing and collection, budgeting and expenditure control, as well as Human Resources and pay roll. The Finance Department is also responsible for provision of technical services (Computer System and Website).

**CONTACT**

Don Young (905) 833-5321, Ext. 4010  
Director of Finance/Treasurer Fax: (905) 833-2300  
[dyoung@king.ca](mailto:dyoung@king.ca)

**7.1 Our Customers**

This Department provides services to Township Council, residents and rate payers, all Township staff, and staff of Region of York, other municipalities and governmental agencies, vendors and suppliers.

**7.2 Accessibility Statement**

This Department will continue to review the services it delivers and the processes it manages with a view to continually improve service quality and accessibility.

<p>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</p>	<p>What method will be used to identify the barrier? Strategy for removal/Prevention.</p>	<p>• Resources required (Human/Financial) Timing (When will this be completed)</p>	<p>STATUS – FALL 2007</p>



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN UPDATE 2007**

**FINANCE DEPARTMENT – HUMAN RESOURCES  
SCHEDULE VIII TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2007**

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**FINANCE DEPARTMENT - HUMAN RESOURCES**

Finance Department - Human Resources is responsible for providing services to the Township employees and families to meet their issues and needs: compensation, disability management, employee assistance program, employee information and organization data, employee records, human rights, labour relations, occupational health and safety, organizational development, pay roll, pension and benefits, policy development, recruitment & selection and training and development

**CONTACT**

Marilyn Loan (905) 833-5321, Ext. 4024  
Human Resources Coordinator Fax: (905) 833-2300  
[mloan@king.ca](mailto:mloan@king.ca)

**8.1 Our Customers**

Human Resources provides services to Township Council and Township staff.

**8.2 Accessibility Statement**

This Department will continue to review the services it delivers and the processes it manages with a view to continually identify and reduce barriers and enhance and improve the work environment with a vision of a barrier free workplace for municipal staff.

<b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b>	<b>What method will be used to identify the barrier? Strategy to remove/Prevention.</b>	<b>• Resources required (Human/Financial) Timing (When will this be completed)</b>	<b>STATUS – FALL 2007</b>
Job Analysis (Policy/Practice)	In order to determine what positions we are able to accommodate the above, we must know what the actual requirements are for the jobs.	<ul style="list-style-type: none"> <li>• Human ongoing</li> </ul>	All Human Resources Policies are currently under review, will consider accessibility issues.
Injury at the Workplace or elsewhere (Policy/Practice)	Return to Work Policy required which will detail the return, modifications to the position, equipment or the workplace	<ul style="list-style-type: none"> <li>• Human ongoing</li> </ul>	All Human Resources Policies are currently under review, will consider accessibility issues.
Training Sessions for staff to comply with the new AODA regulations	Review programs available, schedule sessions, and ensure attendance mandatory for all staff involved with customer relations.	<ul style="list-style-type: none"> <li>• Human/Financial</li> </ul>	



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN UPDATE 2007**

**PARKS, RECREATION & CULTURE DEPARTMENT  
SCHEDULE IX TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2007**

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**PARKS AND RECREATION DEPARTMENT**

Parks and Recreation Department provides recreation programs, community liaison, parks and trails development. The Township works with a number of volunteer boards of management to operate its facilities on a user pay basis.

**CONTACT**

Catherine Purcell (905)859-0056, Ext. 222  
Director of Parks, Recreation & Culture Fax: (905) 859-8018  
[cpurcell@king.ca](mailto:cpurcell@king.ca)

**9.1 Our Customers**

Parks and Recreation Department provides services to the Township Council, Staff, residents, rate-payers, volunteer boards and committees and other volunteer organizations, Region of York and other government staff and agencies.

**9.2 Accessibility Statement**

This Department will continue to review the services it delivers and the processes it manages with a view to continually identify and reduce barriers and provide safe, accessible, cost-effective services and to enhance and improve the quality of life for all in King Township.

9.3 Parks, Recreation & Culture Department -Barrier Identification 2006

Accessibility Plan Update – Status Fall 2007

What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities	What method will be used to identify the barrier? Strategy to Remove/Prevention.	• Resources required (Human/Financial) Timing (When will this be completed)	STATUS – FALL 2007
Pottageville Trail AAC identified problem with material used – difficult to push a wheelchair or stroller.	Addition of different type of material.	Human, Financial	To be applied in Spring, 2008
Installation of new Playground in Osin-Lions Park	Some accessible play structures to be included	Human, Financial	To be constructed in 2008
Toddler and Pre-schooler Sign Language Programs	Educational and awareness training for children with respect to disability	Human, Financial	Fall of 2007, ongoing
Tai chi Program	Provides fitness training to persons to improve flexibility, balance and ability	Human, Financial	Fall of 2007, ongoing
Advertising accessibility of Township facilities	All advertisements for Township facilities to indicate accessible status	Human, Financial	Fall of 2007, ongoing



**TOWNSHIP OF KING  
ACCESSIBILITY PLAN UPDATE 2007**

**KING TOWNSHIP PUBLIC LIBRARY  
SCHEDULE X TO TOWNSHIP OF KING ACCESSIBILITY PLAN – UPDATE 2007**

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**KING TOWNSHIP PUBLIC LIBRARY**

(Governed by the King Township Public Library Board)

Operating four libraries within the Township of King at the following locations:

Ansnorveldt Library, 18997 Dufferin Street, Ansnorveldt, Ontario L3Y 4V9

905-775-8717 (Branch Head, Sharon Bentley)

King City Library, 1970 King Road, King City, Ontario L7B 1A6

905-833-5101 (Branch Head, Adele Reid)

Nobleton Library, 8 Sheardown Drive, Nobleton Ontario, LOG 1N0

905-859-4188 (Branch Head, Mary Oram)

Schomberg Library, 77 Main Street, Schomberg, Ontario, LOG 1T0

905-939-2102 (Branch Head, Sharon Bentley)

The King Township Public Library system

- Information Provider to all residents of King Township and open to all citizens
- Lender of numerous information formats and provider of electronic information resources
- Provides instruction on the use of information formats and information retrieval systems
- Programs - provided for all patrons throughout the year
- Public Meeting Rooms and equipment rented to the public or used for library activities
- Community development

**CONTACT**

Murray McCabe

(905) 833-5101

Chief Executive Officer & Chief Librarian

Fax: (905) 833-0824

[mmccabe85@hotmail.com](mailto:mmccabe85@hotmail.com)

All Library Branch Heads report to the Chief Executive Officer who in turn reports to the Library Board. Each branch head supervises a trained staff of library personnel. They are also responsible for the safety and security of the facility and those within. All library workers are employees of the Library Board and operate under the policies developed by the Board and the requirements of the Public Libraries Act.



<p><b>What By-laws, policies and practices will be reviewed in the coming year in order to identify barriers to persons with disabilities</b></p>	<p><b>What method will be used to identify the barrier? Strategy to Remove/Prevent.</b></p>	<p><b>• Resources required (Human/Financial) Timing (When will this be completed)</b></p>	<p><b>STATUS – FALL 2007</b></p>
<p>Please see the Township of King Buildings Schedule for status of Library facilities.</p>			

**NOTES:**

Homebound Pilot Programme took place this fall - while the numbers so far do not warrant more staff - it has proven that a modest level of need for the service does exist. The Library will continue to find ways to place volunteer book delivery people with those in need.