



ANNUAL ACCESSIBILITY PLAN 2013

TOWN OF PETROLIA

SUBMITTED TO

**MAYOR JOHN McCHARLES AND MEMBERS OF COUNCIL
MUNICIPALITY OF THE TOWN OF PETROLIA**

SUBMITTED BY

**DAVE MENZIES
DIRECTOR OF COMMUNITY SERVICES**

UPDATED DEC 1, 2013



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TOWN OF PETROLIA MUNICIPAL ACCESSIBILITY PLAN

1. INTRODUCTION

1.1 Municipality:

Town of Petrolia
411 Greenfield Street
Petrolia, Ontario
N0N 1R0

- 1.2 People with disabilities represent a growing part of our population. According to Statistics Canada, about 1.9 million Ontarians have disabilities - about 16% of the population. It is estimated that 20% of the population will have disabilities in two decades.

The purpose of the *Ontarians with Disabilities Act, 2001 (ODA)* is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province. The ODA mandates that all municipalities prepare annual accessibility plans.

To this end, the accessibility working group of the Town of Petrolia has prepared this report. Its aim is to describe measures that we took in 2012 / 2013 and will take in 2014 to identify, remove and prevent barriers to people with disabilities.

1.3 Key Contacts:

Name	Position	Telephone	Fax	Email
Dave Menzies	Director of Community Services	(519) 882-2350	519-882-3373	dmenzies@town.petrolia.on.ca
Richard Poore	Director of Performing Arts	(519) 882-2350	519-882-3373	rpoore@town.petrolia.on.ca
Manny Baron	CAO	(519) 882-2350	519-882-3373	mbaron@town.petrolia.on.ca

1.4 Municipal Highlights

The Town of Petrolia was incorporated in 1874 and is located in the County of Lambton. The Town of Petrolia is situated approximately 30km east of the City of Sarnia. The Town has a population of 5,528 people. Petrolia is a small urban community with a

vibrant retail sector and strong residential development with services usually found in much larger centres.

The Town Staff consists of a Public Works Department, Water Department, Community Services, Victoria Playhouse Petrolia (VPP), C.A.O. and Administrative Staff.

Municipal Council consists of the Mayor and six Councillors. Council meetings are held every other Monday and are open to the public.

2. ACCESSIBILITY WORKING GROUP

2.1 The accessibility working group consists of the Director of Community Services, Director of Corporate Services/Treasurer, Director of Performing Arts, Director of Operations and C.A.O.

2.2 All buildings and structures in the municipality will be reviewed annually by the department heads to identify accessibility barriers as well as their operations, policies and procedures.

3. CONSULTATION ACTIVITIES

3.1 The target group is the general public.

3.2 The following was undertaken to prepare the accessibility plan:

- Review of legislative and regulatory amendments and any other relevant documentation and local requirements.

4. REVIEW OF PAST ACCESSIBILITY INITIATIVES

4.1 The Town of Petrolia revised this Accessibility Plan in December 2006 / 2008 / 2010 / 2012 through consultation with staff members.

Barrier and Type	Location	Strategy Used
Completed 2012/2013		
Physical	Parks	Constructed new sidewalk around centotaph – 2012/2013
Physical	Parks	Constructed new wheel chair sidewalk leading up to cenotaph – 2012/2013
Physical	Theatre	Installed hearing assist in Victoria Playhouse – 2012/2013

Physical	Community Centre	Installed new grab bars and handrails – 2012/2013
Physical	Parks	Built wheelchair accessible picnic tables – 2012/2013
Physical	Theate	Installed new signage for washrooms – 2012/2013
Physical	Community Centre	Upgrades to accessible chair lift for Aquatics - 2012/2013
Physical	Downtown	Shaved sidewalks – 2012/2013
Physical	Theatre	Ugrades to exterior hand rails – 2012/2013
Physical	Roads	New sidewalks on Princess Street 2012/2013
Physical	Parks	All community events equipped with accessible Port-a-Johns 2012/2013
Policy/Practice	Theatre	Attendants stationed in elevator and at all entrances/exits - 2012/2013
Barrier and Type	Location	Strategy Used
COMPLETED 2009/2010/2011		
Physical	Municipality	Constructed fully accessibility Farmer's Market, area public washroom downtown - 2010/2011
Physical	Roads	Installed Crosswalk sounding alarm installed - 2011
Policy	Municipality	Notified Licensed Taxi Companies in Petrolia of requirement for No Charge to Stow Chairs - 2011

Physical	Arena	Completed in 2011 Various upgrades to facility including handicapped access to upper level (Elevator) washroom upgrades, drinking fountain accessibility, etc.
Physical	Theatre	Installed Theatre Manager On-Line Ticket Booking - 2011
Policy/Practice – Accessibility of Town Information	Municipality	Ongoing: through Website – Completed form – size to website
Physical	Community Centre	Install Accessible Lifting System and Change Table in Change Room - 2011
Physical	Community Centre	Installed Hand/Arm Ergometer for work out equipment for non-ambulatory persons - 2011
Physical	Community Centre & Arena	Installed Wireless Internet Services - 2011
Policy /Practice – Accessibility for Ontarians with Disabilities Act Staff Training	Municipality	Completed: all employees received required training in accordance with the Act
Barrier and Type	Location	Strategy Used
COMPLETED 2007/2008		
Physical	Administration Building	Replaced worn carpeting in staff areas; replaced carpet with slate tile in public areas
Policy/Practice	Municipality	Ongoing - Accessibility of Information on Town Website
Physical	Municipality	Leveled earth at dugouts in Greenwood Park and packed at edge

Physical	Municipality	Install amplification equipment in Victoria Hall Council Chambers
Policy/Practice	Community Centre	Train Staff Member in Sign Language
Physical	Municipality	Installation Pedestrian Cross Walk Downtown (Library / Farmer Market / Victoria Hall
Physical	Library	Completed: 2008 Install Lever Handles
Physical	Arena	Completed: 2008 Install Lever Handles
Barrier and Type	Location	Strategy Used
COMPLETED 2006/2007		
Policy/Practice	Administration	Completed written policy on recruitment practices giving persons with disabilities equal opportunity
Physical	Municipality	Constructed fully accessible community centre
Physical	Municipality	Demolished outdated outdoor pool
Physical	Municipality	Improved signage at entrance to Town on Oil Heritage Road
Physical	Municipality	Installed wireless internet services in Victoria Hall
COMPLETED 2005/2006		
Physical	Administration	Installed heated access ramp at Victoria Hall (Municipal Office and Theatre)
Physical	Administration	Installed automatic door opener on upper level entrance
Physical	Parks	Purchased and installed hand rail in washroom at Bridgeview Park
Physical	Administration Building	Ongoing – Replacement of worn road and parking signs

5. CURRENT INITIATIVES – 2014

Barrier and Type	Location	Status
Municipal Website		Quotes will be obtained to have website upgraded to be compliant to provincial regulations
Public Washrooms	Theatre	Work to be completed first quarter of 2014

6. IDENTIFICATION OF BARRIERS

- 6.1 It is noted that the public works buildings and work areas and the fire hall have not been inspected as part of this report, only the administrative areas and the public buildings where the public would require entrance have been reviewed at this time. Public access means an area where members of the public would meet with administrative staff such as department head or fire chief. It is encouraged that the public would meet with staff at the Municipal Office located at 411 Greenfield Street, Petrolia.
- 6.2 Buildings used by administrative staff and the public for meetings have been site-inspected and the barriers identified.
- 6.3 All future construction/renovations on municipal facilities will comply with the Ontario Building Code requirements.
- 6.4 The review and development of policies and procedures have been initiated and will be an ongoing procedure to provide a barrier free environment for persons with disabilities.
- 6.5 Municipal Office – Victoria Hall
- 6.6 Library (as inspected by County Joint Accessory Advisory Committee)

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Doorknobs not lever handles	Physical	Lever Handles

- 6.7 Theatre – Victoria Hall

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Building Assessment	Physical	Review and develop a plan for the public & performance areas of the Theatre -2013/2014

Information in alternate formats	Policy/Practice	Develop procedures for information available in alternate formats. E.g. programs in larger print or in electronic format, if requested.
Social Media	Policy/Practice	Develop best practices

6.9 Policies and Procedures

BARRIER	BARRIER TYPE	STRATEGIES FOR REMOVAL OR PREVENTION
Information in alternate formats	Policy/Practice	Develop procedures for information available in alternate formats. E.g. minutes printed in a 16 point or in electronic format, if requested.
Zoning provisions need to be reviewed to ensure consistency with Accessibility Standards	Policy/Practice	Review and amend Zoning By-law to be consistent with Accessibility Standards

7. 2014 SUMMARY OF ACTIONS AND PRIORITIES

7.1 Council will determine which barrier will be addressed in that current year depending on budget constraints, available resources and feasibility.

ACTION	TARGET	ESTIMATED COST
Greenwood Park – New Washroom Facilities	2014	To be determined - quotes will be obtained as per procurement by-law
Building Assessment – Victoria Hall	2014	Review & Develop a Plan for Victoria Hall

8. MONITORING PROCESS

8.1 Targets were established based on what is achievable within a 12-month period. Since a Municipality Accessibility Plan is required on an annual basis, reviews will occur mid year to review progress. Attempts to consult with individuals with disabilities will proceed in the annual re-evaluation of this accessibility plan.

8.2 The timing of submission of this report shall coincide and/or precede annual budget discussions if funding is required.

9. ANNUAL REVIEW

- 9.1 A written report shall be supplied annually to Council. This report shall include a review of past year's activities and proposals for the upcoming year. The annual report shall be considered with the annual budget discussions.

10. COMMUNICATION OF PLAN

- 10.1 The Town of Petrolia Accessibility Plan will be a web-enabled document in pdf format that is accessible for all on the Town's website. The Accessibility Plan will also be made available in hard copy format posted at the Petrolia Municipal Office.

APPENDIX A



The Town of Petrolia is in the process of updating their Accessibility Plan in accordance with the Ontarians with Disabilities Act 2001 and is required to attempt to consult with people with disabilities on an annual basis in regarding accessibility issues in the Town.

To discuss accessibility issues, please contact Dave Menzies, Director of Community Services by telephone at 519-882-2350, or by e-mail at dmenzies@town.petrolia.on.ca or by visiting the Petrolia Municipal Office at 411 Greenfield Street, Petrolia.

Dave Menzies
Director of Community Services