

An Accessibility Audit

for the Township of Esquimalt

Final Report

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Submitted to:

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I Executive Summary

In June 2009 the Township of Esquimalt retained the Social Planning and Research Council of BC (SPARC BC) to undertake an Accessibility Audit for the Township of Esquimalt. The accessibility audit assessed the level of accessibility in a variety of community amenities including:

- Municipal buildings
- Parks and recreation complexes
- Pedestrian walkways and crosswalks
- Retail stores
- Restaurants
- Places of worship
- Bed and Breakfasts

Following the accessibility audit, the audit findings were presented to the Accessibility Advisory Committee to review during a prioritization workshop. This report presents the recommendations that resulted from the audit and the workshop for the Township of Esquimalt's consideration.

Study Objectives

The purpose of the accessibility audit is to present a strategy to make the Township of Esquimalt accessible and inclusive for people with disabilities. In particular, this study:

- Inventories the existing conditions in the Township of Esquimalt as they relate to accessibility and inclusion;
- Identifies issues and opportunities to improve accessibility and inclusion within Esquimalt;
- Presents an implementation strategy for making the Township of Esquimalt a model community for accessibility and inclusiveness; and
- Increases the awareness and knowledge of accessibility issues faced by people with disabilities.

Key Findings

In general, the Township of Esquimalt does a good job of accessibility and inclusion. The Township has provided leadership in community accessibility through supporting the Access Advisory Committee,

conducting an accessibility survey, and improving the accessibility of municipal facilities over time.

Despite all that is going well at the Township of Esquimalt, there is always room for improvement. Several minor and not so minor improvements are recommended for municipal facilities to demonstrate the Township's ongoing commitment to accessibility.

This report also presents a proposed Township of Esquimalt Strategy for Accessibility and Inclusion. The proposed activities include:

- Continue to support the Access Advisory Committee;
- Focus on physical accessibility in municipal facilities starting with high priority and low cost recommendations;
- Obtain funding for accessibility projects;
- Focus on physical accessibility in non municipal facilities through sponsoring a Gold Star Program for accessible businesses and offering accessibility grants to community organizations;
- Prevent the creation of future accessibility barriers through consulting accessibility guidelines and persons with disabilities during the design process; and
- Continue to increase awareness of issues of accessibility and inclusion within the community.

II Acknowledgements

SPARC BC is please to submit the following Accessibility Audit report for the Township of Esquimalt.

As part of this study, SPARC BC engaged key stakeholders during the process of issue identification and developing solutions. In particular, we would like to thank various individuals who joined SPARC BC on the physical audits, Lorne Argyle, Larry Braes, and Mike Reed. Their knowledge of the community assisted the auditors in doing a thorough community accessibility assessment. We would also like to thank the Access Advisory Committee for providing invaluable input during the Prioritization Workshop.

We would also like to thank the Township of Esquimalt for this opportunity to work with the municipality to further their accessibility goals. In particular, we would like to thank Andy Katschor, Manager of Parks Services at the Township of Esquimalt for his guidance and support during this project.

III Introduction

The purpose of this project is to present recommendations for the Township of Esquimalt to become a model community for accessibility and inclusiveness for people with disabilities. In particular this project:

- Inventories the existing conditions in the Township of Esquimalt as they relate to accessibility and inclusion;
- Identifies issues and opportunities to improve accessibility and inclusion in the Township;
- Presents an implementation strategy for making the Township of Esquimalt a model community for accessibility and inclusiveness; and
- Increases the awareness and knowledge of accessibility issues faced by people with disabilities.

IV The Context of the Project

Whether we are born with a disability, ... acquire a disability later in life, ... or are simply encountering the realities of old age, we are all only temporarily able-bodied.¹

The 2010 Legacies Now program is providing support to communities throughout BC to become more accessible and inclusive.² The Township of Esquimalt has seized on this opportunity and has hired SPARC BC to evaluate the current level accessibility and inclusion and to develop recommendations to enhance community accessibility.

Through these actions, the Township can position itself as a model community for accessibility and inclusiveness. The Township's vision recognizes the potential of people with disabilities to contribute to their communities as active citizens and the importance of supporting an

¹ Patrice Pratt and Jonathan Ross/TDH Strategies (2005) *The Accessible/Inclusive Cities and Communities Project (Draft Report)*, p. 2.

² Distinguishing between 'accessibility' and inclusion' serves to draw out two dimensions of active participation in a community. Accessibility is about removing physical or structural barriers to participation—it's what gets you in the room. Inclusion goes further—it's knowing that once you are in the room, your presence, participation and contributions are recognized.

aging³ population by creating a more inclusive community where everyone is able to live life more independently and participate more fully. This vision also recognizes that creating an accessible community benefits all community members, including a mother pushing a baby stroller, a teenager who is temporarily using crutches, or a person using a wheelchair.

V Project Methodology

1. The Accessibility Inventory Sites/Audit

The accessibility audit sites included locations that were identified to have accessibility barriers during the Township of Esquimalt's past accessibility surveys in 2008 and 2009, locations that were recommended by municipal staff, and important community amenities that most residents would visit at one point or another.

Because the Township wanted the audit to have a community focus and did not want the audit to be limited to sites owned by Township, many non-municipal sites were audited, such as community amenities, restaurants and shopping areas. The intent of auditing non municipal sites was to create awareness of issues of accessibility and inclusion in the community.

The audit was divided into 7 major theme areas:

- Municipal buildings/facilities
- Parks and recreation facilities
- Pedestrian walkways
- Restaurants
- Retail stores
- Places of worship
- Bed & Breakfasts

Standard procedures were used for conducting, photographing and recording the audit of the physical and built environment. A literature review has revealed that very few comprehensive (city-wide) audits have been conducted and most previous audits (at least in the US and Canada) have focused on one building or street at a time. However, there were some good checklists and methodological templates

³ In Canada, by the year 2011, the age group of 44-64 year olds will number 10.2 million, up from 6.4 million today. Significant potential during the next decade will be with the 75+ age group.

available.⁴ For the purposes of accessibility and inclusion audits, SPARC BC developed our own checklist, which allowed us to quickly and efficiently review a number of facilities over a relatively short period of time (See Checklist, Attachment 1). This tool can be used by the Township of Esquimalt if they wish to audit additional facilities.

The audit tool was not used to undertake a full access audit of each building but was designed to assess the major barriers to access. It concentrated on the following elements:

- Designated accessible parking
- Accessible entrances
- Circulation (corridor width, obstructions, flooring material, width of doorways, thresholds)
- Service counters
- Accessible washrooms
- Access to all facilities and amenities
- Signage
- Seating
- Accessible elevators

In addition to the checklists, audit tools included a digital camera and a tape measure.

The commercial area was assessed through a technique that can be compared to “window shopping”: the consultants walked through the area and noted whether or not the shop entrances were accessible, and evaluated whether the aisles were sufficiently wide (and free of obstructions) to allow for easy wheelchair passage. Special visits were made to “key services” such as financial institutions and pharmacies. Stores and restaurants with public washrooms were subject to a more thorough review. When a manager was available and time permitted, the audit team also assessed staff areas to determine their accessibility for employees with disabilities.

User involvement:

For the vast majority of sites, at least one person with a wheelchair participated in the audit. Based on the audit, the Consultants developed a list of recommendations for the Township. While

⁴ We adapted our checklists primarily from the following sources: Canadian Abilities Foundation Access Guide Canada (www.abilities.ca/agc), and Mobility International USA

businesses were audited as part of the study, the findings were shared with the businesses during the audit process.

2. Prioritization Workshop

A prioritization workshop was held on July 22nd, 2009 to: present the findings of the audit to Esquimalt's Access Advisory Committee; identify any accessibility challenges that had been overlooked during the audit process; and to engage the Committee members in identifying accessibility priorities for the Township's implementation strategy. The workshop was attended by six members of the Access Advisory committee and one Council representative. For a complete participant's list, see Attachment 5.

During the workshop, participants identified a few new issues that had not been documented by the consultants. These issues were added to the list of recommendations. All the recommendations were posted on walls in the meeting room, and the participants were invited to select their priority recommendations through a technique known as "dotmocracy." Each participant was given a strip of 24 red dots, which they were asked to place on their top priority items. Participants were permitted to place more than one dot on a recommendation, but were asked to place no more than 3 dots on one item. These results were tallied to identify accessibility priorities.

VI Study Findings

1. Audit Findings – Municipal Sites

The Township of Esquimalt is on its way to becoming an accessible community. Generally, the consultants found that the newer buildings are relatively accessible for people with disabilities, and the older buildings needed to be retrofitted. Efforts have been made to make the major parks accessible, but there are varying degrees of accessibility in the smaller community parks. There are some steps that need to be undertaken to make the community fully accessible for people of all abilities.

Granted, the consultants recognize that municipalities can never be truly accessible as people have a wide variety of needs and abilities. However, the Township of Esquimalt is making a concerted effort to

meet the basic level of inclusion and accessibility through this study and beyond. Outlined below are some highlights of the audit findings for municipal facilities, parks and recreation sites, and pedestrian pathways. For more detailed audit results for municipal sites, please refer to Attachment 3.

Municipal Facilities

The accessibility of municipal buildings ranged from newer, relatively accessible facilities to older facilities with substantial accessibility barriers. Thus, the audit recommendations for the newer facilities are largely focused on small details which enhance accessibility, such as the height of coat hangers in the washroom, and whether the doormat is easy to walk, wheel over. Conversely, the audit recommendations for the older buildings which were constructed before the building code took into consideration accessibility needs, are centred on key accessibility features such as the availability of accessible washrooms or an accessible elevator.

The audit team visited a number of municipal buildings including Municipal Hall, the Greater Victoria Public Library – Esquimalt Branch, Public Safety Building, the Teen Centre, and the Health Unit.

Municipal Hall and Library

The Municipal Hall and adjacent Library were built recently and had many accessibility features such as accessible entrances, elevators and washrooms. The main entrance to Municipal Hall is designed to integrate (as opposed to segregate) the stairs and ramp which sends the message that everyone in the community is included and welcome. The audit team was also impressed that the Township installed an automatic door opener for the first set of doors leading to the washrooms within a week of the accessibility audit.

Some recommendations that would enhance accessibility for residents who are visiting Municipal Hall are:

- Install a call button for assistance at the back beside the sliding doors;
- Provide seats in the reception foyer area for those who are waiting for service; and
- Extend the glass window at reception so that a person seated in a wheelchair has a clear line of sight to the person on the other side.

A number of recommendations to improve accessibility for individuals with visual or auditory disabilities in Municipal Hall were also identified including:

- Install a hearing loop in Council Chambers;
- Install an auditory signal system in the elevator which indicates when the elevator arrives at a new floor; and
- Incorporate raised lettering or Braille on all signage.

Some recommendations to enhance accessibility in the library are to:

- Provide a lowered check out counter for people using wheelchairs, and people of short stature;
- Lower the book shelves as the top shelves are not reachable by someone in a wheelchair; and
- Offer some Braille and talking books within the local Esquimalt branch.

Esquimalt Health Unit

The Esquimalt Health Unit had many accessible features such as an automatic door, designated parking, and an accessible staircase with easy to grasp handrails and tactile markings for persons with visual impairments. A good example for other communities to follow is the directional signs that were installed on the handrails letting people know which way is up or down.

The accessibility of the Esquimalt Health Unit could be improved by:

- Retrofitting the washroom for accessibility (i.e. relocating signage, coat hangers, and the mirror to improve access for wheelchair users and people with visual impairments); and
- Obtaining an accessible exam table for patients with disabilities.

Esquimalt Teen Centre and Public Safety Building

Both the Esquimalt Teen Centre and the Public Safety Building are housed in older buildings so they have relatively few accessibility features. However, accessible features have been added to the buildings over time. For instance, the Teen Centre added a ramp and handrails to the main entrance, and the Public Safety Building has a level, accessible entrance and a lowered front counter which is accessible for people with disabilities.

The washrooms in both buildings need to be retrofitted with accessibility in mind. Some accessible features that should be incorporated are: grab bars, a raised toilet; lever style handles which are easier to grasp onto for those with limited hand dexterity or strength. In addition, the rectangular handrail in the Public Safety

Building should be replaced with a more accessible, round handrail that is easy to grasp, and designated parking should be provided at the Teen Centre.

Parks and Recreation Sites

The audit team also assessed the accessibility of Esquimalt's recreation centres and some of the smaller community parks.

Esquimalt Recreation Centre

The Esquimalt Recreation Centre is generally accessible and has many accessible features such as automatic doors, accessible staircases with round handrails and tactile markings, and a front reception area with a lower counter.

In particular, the swimming pool is an exemplary model of accessibility and inclusion. An accessible ramp provides access to both a hydrotherapy pool (a pool of a warmer temperature) and the main pool, which provides people with disabilities choice. In addition, the washroom/change room facilities include many accessible features. The main change room has a water bench, handheld showers and grab bar, and the accessible change room/washroom has a hoist system, grab bars, change tables and a wheel-in shower.

Some recommendations which would enhance the overall accessibility of the Esquimalt Recreation Centre include:

- Replace the current elevator which requires a key with an accessible elevator that provides access to the administration level;
- Incorporate raised lettering and/or Braille on building signage to assist persons with visual impairments; and
- Provide a lower counter in the café.

Archie Browning Sports Complex

The Archie Browning Sports Complex is an older building with significant accessibility challenges, but through the years, there have been efforts to increase its accessibility. For instance:

- The arena walls have been painted to contrast with the curling rink to improve visibility for people with visual disabilities; and
- The municipality has applied for funding to improve the accessibility of the first level viewing area.

Some recommendations to improve accessibility in the Archie Browning Sports Complex are to:

- Provide an accessible viewing area that is free from obstructions;

- Provide inclusive, accessible seating options that are close to staircases with handrails;
- Install handrails alongside the bleacher steps and incorporate tactile markings into the steps;
- Install a new fully accessible elevator that does not require individuals to hold down a button; and
- Provide a level landing pad at the top of the ramp with sufficient space for someone to rest briefly, and safely open the door without the risk of rolling back down the ramp.

Municipal Parks

The accessibility level of the municipal parks is varied, but most parks have at least some accessible features. Some common accessible features are:

- A smooth, paved walkway connecting the parking lots to the park;
- Spacious parking lots; and
- Accessible picnic tables with extended table tops that are easy for someone using a wheelchair to roll underneath.

Some overall accessibility recommendations for municipal parks include:

- Designate accessible parking spaces in all municipal parks;
- Install an accessible pathway connecting playgrounds and the surrounding area that is not obstructed by a 2" height difference;
- Repair bumps, gaps, cracks in the accessible pathway;
- Provide closed step bleachers that prevent individuals from stepping too far forward and tripping and/or falling;
- Provide handrails alongside all bleacher steps;
- Retrofit washrooms with accessibility in mind; and
- Consider replacing the woodchip surfaces in play areas with a smooth surface such as cushion play

Pedestrian Walkways

During last year's accessibility workshop, some intersections and crosswalks were identified to be accessibility challenges. These intersections and crosswalks were visited during the accessibility audit. Some resulting recommendations are to:

- Install auditory signals to guide persons with visual disabilities at all major intersections;
- Provide a level landing pad by the crosswalk which provides sufficient space for people to comfortably rest while waiting to cross the street (i.e. Esquimalt Road, Lampson & Head Street) –

- this allows people to wait comfortably without struggling to keep their balance and avoid rolling backwards or forwards;
- Ensure that the accessible paths of travel adjacent to curb cuts are kept clear of street furniture such as mail boxes or stop signs.

2. Audit Findings – Non Municipal Sites

The accessibility audit also included a number of non municipal sites in an effort to assess overall community accessibility and to increase awareness of accessibility issues among business owners and community groups. Most of the sites visited were along Esquimalt Road and included 9 restaurants, 4 churches/ mosques, 2 Bed & Breakfasts, 1 medical clinic, and 2 community plazas which includes drug stores, coffee shops, grocery stores, video stores, commercial banks, and a liquor store. The following section discusses some highlights of the findings. For more detailed audit findings, please refer to Attachment 4.

Restaurants

Some newer restaurants are completely accessible and were designed with mobility needs in mind. Some of the accessible features identified included:

- Wide aisles and accessible pathways; and
- Menus that are easy to read because they are in accessible font, and there is a high colour contrast between the text and background colour.

Some common accessibility recommendations that were identified during the audit of local restaurants include:

- Provide moveable chairs and tables that are easy for someone using a wheelchair to roll underneath;
- Provide an accessible pathway to the washroom that is sufficiently wide to allow a person using a mobility device to comfortably pass through;
- Do not use accessible washrooms as “storage” space because it blocks the transfer space alongside the toilet and space that is needed to maneuver in and out of the washroom;
- Install the stall/bathroom door so that it swings outwards and allows more space to maneuver; and
- Install accessible features such as grab bars, lever handles, and a raised toilet.

Retail Stores

Two shopping complexes along Esquimalt road were visited. Some accessibility features that were noted are:

- Wide and clear aisles;
- Automatic doors;
- Smooth, paved cement; and
- An AM/FM induction loop built into an ATM bank machine for individuals with auditory/visual impairments.

Some accessibility recommendations that were identified include:

- Provide a minimum of one designated accessibility parking space for each 20 parking stalls in large parking lots, and provide at least one designated parking space in each small parking lot with less than 20 stalls;
- Ensure that the curb ramp connecting the designated parking space to the sidewalk is not easily blocked by a parked car (this can be done by locating the curb cut by the side of the accessible parking space, instead of at the top of the parking stall); and
- Keep accessible washrooms unlocked during business hours, or install a sign indicating where a person with a disability can access the key.

Places of Worship

The auditors visited three churches and one mosque. While the mosque and two churches were closed during the time we visited, some accessibility features were visible from the outside. Some accessibility features that were noted include:

- Accessible signage indicating the location of the elevator and ramp; and
- Automatic door openers.

The church that was open was audited in more detail. The church had made positive efforts to retrofit the building to provide access to older members of the congregation, including installing an elevator, and providing spaces for persons using wheelchairs to sit beside the pews.

Some recommendations to further enhance accessibility of local religious institutions are to:

- Provide assistive hearing devices for people with auditory impairments to listen to the service; and
- Create designated, accessible parking spaces that are clearly identified with signage.

Bed and Breakfasts

Three Bed and Breakfasts were visited during the course of the audit. None of these were accessible for individuals with mobility impairments.

Some recommendations to improve the accessibility of the Bed and Breakfasts are to:

- Replace the front steps with an accessible ramp with handrails;
- Renovate the washroom with accessibility in mind (install grab bars, raised toilet, handheld shower, wheel-in shower, lever handles, lowered coat hooks and mirror, etc.)
- Provide accessible bedrooms (i.e. provide space to maneuver, and a high level bed for easy transfer, and place amenities at lower heights so that they are easily reached).

3. Prioritization Workshop

During the prioritization workshop, the Access Advisory Committee members had an opportunity to suggest additional recommendations that were not identified during the audit and identify their top priority recommendations (the recommendations that they thought should be implemented first). For complete prioritization workshop results refer to Attachment 6.

New recommendations raised in the workshop

Some new recommendations were identified during the workshop including:

- Provide computers with screen readers in the Library;
- Paint curb cuts with high colour contrasts;
- Install an automatic door opener at the Public Safety Building;
- Retrofit the height of the picnic table at the Esquimalt Town Square;
- Lower the membership card reader at the Esquimalt Recreation Centre so that it is easily reached by someone using a wheelchair;
- Provide more accessible equipment in the Recreation Centre's Weight Room;
- Replace the loose gravel and peat chips in Lampion Little League Park with a more accessible surface; and
- Provide Council materials in Braille and easy to read font.

Accessibility Priorities

During the prioritization workshop, some specific barrier removal recommendations were identified by the Advisory Committee to be relatively high priority. The top priority recommendations for municipal buildings, parks and recreation facilities, pathways, and non municipal buildings will be briefly outlined.

The recommendations for municipal buildings that were considered relatively high priority were:

- Provide chairs in the lobby/reception area of Municipal Hall; and
- Retrofit washrooms for accessibility (i.e. Public Safety Building).

The recommendations for parks and recreation facilities that were considered to be a relatively high priority were:

- Extend paved areas surrounding park benches and picnic tables;
- Ensure that ramps leading up to lookout sections of parks have a gradual incline (1:12);
- Obtain an accessible portable washroom;
- Modify washrooms to incorporate accessibility features; and
- Lower the membership card reader in the reception area of the Esquimalt Recreation Complex to allow people using wheelchairs to scan their card independently.

The recommendations for accessible pathways that were considered high priority were:

- Install auditory signals at intersections; and
- Paint curb cuts with high contrast colors to assist people with visual impairments.

In terms of the non-municipal sites, the high priority recommendations were to:

- Install movable chairs and tables in restaurants; and
- Provide access to the accessible washroom in shopping complexes.

VII Township of Esquimalt Strategy for Accessibility and Inclusion

In all, 120 recommendations for improving accessibility in the Township of Esquimalt were identified as a result of the Audit and the prioritization workshop. While some of the recommendations can be implemented at little or no cost, some do have cost and resource

implications, and the reality of municipal budgets and work loads means that these initiatives will need to be phased. Even when all proposed improvements are made, advances in technology and building techniques and standards are likely to mean accessibility is never “done”, but is a process of ongoing improvement.

A draft Township of Esquimalt Strategy for Accessibility and Inclusiveness is presented here for the municipality’s consideration. Now that the accessibility audit and draft strategies are complete, an annual review of progress and development of an annual implementation plan will ensure that the Township of Esquimalt stays on track and becomes a model community for accessibility and inclusiveness.

1. Continue to Support the Accessibility Advisory Committee

A review of best practices in accessibility planning has identified that it is important to provide ongoing opportunities for community involvement and to seek consumer advice⁵ as the Township moves ahead with its accessibility strategies. The Township could achieve this goal by continuing to support the Accessibility Advisory Committee as it works towards its accessibility goals. At a minimum, the Committee could assist the municipality in monitoring the implementation of accessibility strategies and provide guidance on policy development. The advisory committee could also review development applications for accessibility and audit new facilities for accessibility.

2. Focus on physical accessibility in municipal facilities

120 recommendations to improve physical accessibility in the community of Esquimalt were identified during the study. It is recommended that the Municipality “start at home” by undertaking several improvements to municipal facilities.

Start with High Priority Recommendations

Because of the large number of barrier removal recommendations identified during the accessibility assessment and the costs associated with barrier removal, it is necessary for the Township of Esquimalt to

⁵ People with disabilities are generally referred to as ‘consumers’ when a support services for people with disabilities is being planned, and it is customary for people with a wide range of disabilities to be consulted during the planning phase to ensure that the service meets their various needs.

prioritize recommendations. The Access Advisory Committee has identified some of the recommendations to be higher priority, recommendations that should be implemented first. The following recommendations for municipal facilities were considered to be high priority during the July workshop:

- Provide chairs in the lobby/reception area of Municipal Hall;
- Retrofit washrooms in municipal buildings and parks with accessibility in mind (i.e. Public Safety Building, Esquimalt Gorge Park, and Macaulay Point);
- Extend the paved areas surrounding park benches and picnic tables in Esquimalt Town Square and Esquimalt Gorge Park;
- Lower the membership card reader at the Esquimalt Recreation Centre so it is easy to reach for someone in a wheelchair;
- Ensure that ramps leading up to lookout sections of parks have a gradual incline (1:12);
- Obtain an accessible portable washroom;
- Install audible signals at all major intersections to assist people with visual impairments; and
- Paint curb cuts with high contrast colours to guide persons with visual impairments.

Start with low cost modifications

It was also noted that many of the accessibility modifications can be implemented at minimal cost. Some examples are replacing round door knobs with lever style handles, or lowering the height of a coat hook or mirror. It is recommended that the municipality start with the low cost projects first as these do not have substantial resource implications.

Obtain funding for other accessibility modifications

Some of the other recommended accessibility modifications do have substantial cost implications. It is recommended that the Township create a line item in its annual budget for implementation of accessibility projects, which would allow the municipality to work towards its accessibility goals as resources permit. It is also recommended that the municipality seek out external grants and funding opportunities for accessibility improvements. A comprehensive list of funding opportunities is provided in Attachment 7.

3. Focus on Physical Accessibility of Non Municipal Buildings

The Accessibility Advisory Committee has identified increasing the physical accessibility of businesses as a high priority. Municipalities are limited in their ability to demand accessibility improvements from private operators and landowners, but can encourage businesses to become more accessible in a number of ways.

Implement a "Gold Star" program for accessible businesses

As part of the accessibility audit, the consultants have conducted audits of restaurants, retail stores, and B&Bs in the community. The Township of Esquimalt can encourage businesses to take measures to address the accessibility issues that were identified by creating a "Gold Star Program" that recognizes accessible businesses (refer to Attachment 1).

Those facilities that already meet accessibility requirements and those that follow the suggestions arising out of the audit can be recognized by the municipality with a "Gold Star" accessibility designation. The municipality can recognize Gold Star businesses publicly at a Council meeting, and publicize the accessible businesses on their website, in other publications and can also add them to the Canadian Abilities Foundation *Access Guide* web site (see <http://www.abilities.ca/agc/index3.php?pid=2&cid=287>), which provides detailed information on accessibility features. The Township could also partner with the Esquimalt Chamber of Commerce to introduce a most accessible business award, which would also increase awareness of accessibility within the business community.

During the audit process the consultants assured the businesses that the audit results would be kept confidential and that inaccessible businesses would not be punished for having accessibility barriers. The intent was to connect with as many businesses as possible in an effort to increase awareness of issues of accessibility and to make the accessibility assessment process a positive experience for all business owners involved.

A full confidential list of complete audit findings from the businesses will be provided to the Township to assist with the implementation of a proposed Gold Star program. However, the consultants ask the Township to keep the complete audit results completely confidential unless individual business owners contact the Township and ask for detailed audit results on their business, or to learn how they could qualify for a Gold Star designation. It is hoped that the positive

publicity for running an accessible business will provide an incentive for inaccessible businesses to enhance their accessibility.

All the businesses audited have been rated on a scale that ranges from not accessible to exemplary; the criteria for different levels of accessibility are as follows:

- Not accessible: Facilities that have made no efforts to become accessible
- Bronze (Somewhat Accessible): Facilities that meet current building code requirements for access but have not gone beyond minimal requirements; older facilities that are not required to be up to current code but have made efforts to upgrade to code, as long as entrances, washrooms, and customer areas are reasonably accessible for most people with disabilities
- Silver (Reasonably Accessible): Meets all the requirements of the bronze status, plus most people with disabilities can access all areas of the facilities and use all amenities generally available to the public
- Gold (Fully Accessible): Meets all the requirements of the silver rating, plus entrances, washrooms, seating and circulation meet ideal accessibility standards as identified in the check lists and all work areas are fully accessible
- Platinum (Exemplary): Goes beyond the standards in the check lists by providing a high level of accessibility, comfort and convenience for people with disabilities. These facilities can be considered "models of accessibility"

Some businesses that the consultants would like to commend for meeting the GOLD or PLATINUM criteria for accessibility are Esquimalt Optical, Our Lady of Peace, Royal Bank of Canada, Shoppers Drug Mart, and the Vietnam Garden Restaurant.

Create Grant Program for Community Organizations

There are some important amenities in the community that are not owned by the municipality or are private businesses but are visited by almost everyone in the community. Because of the integral role that these facilities play in community life, they were included in the accessibility audit.

Retrofitting existing facilities can be relatively expensive for non-profit groups; as such, it is recommended that the Township of Esquimalt establish an "accessibility fund" for the community. Community organizations can apply for this fund to enhance their facility's

accessibility. This symbolizes the municipality's commitment to ensure that all people are included in the community.

4. Limit the creation of Future Accessibility Barriers

As was previously discussed, removing accessibility barriers can be expensive. However, the research has suggested that if accessibility is taken into consideration during the initial design phase of a building or space that constructing accessible facilities is not necessarily more expensive than constructing an inaccessible facility.

Consult Consumers with Disabilities and Accessibility Checklists During the Design Phase

It is recommended that the Township consult with the Accessibility Advisory Committee and other persons knowledgeable of issues of accessibility during the design phase of a new Municipal projects. Attachment 1 – Accessibility Checklists can also be used as a guide when designing new spaces.

Consider Implementing Accessibility Bylaws

It is also recommended that the City consider implementing accessibility bylaws that would prevent the creation of new accessibility barriers and enhance community accessibility over time. The Township should consider implementing bylaws in the areas of:

- Accessible parking
- Accessible public facilities
- Accessible streets
- Adaptable housing
- Accessible taxis
- Accessible gasoline stations

For a detailed discussion of municipal authority in the area of accessibility and accessibility bylaws and model accessibility bylaws, see SPARC BC's *Model Municipal Bylaws for Accessibility* (forthcoming)⁶.

5. Increase Awareness of Accessibility Issues

The Township of Esquimalt has already played a leadership role in regards to increasing awareness of accessibility issues through initiating this comprehensive community accessibility audit, which has

⁶ This Report will be made available to the Township of Esquimalt upon completion.

increased awareness of local businesses and municipal staff of accessibility issues. The Township has also increased awareness through supporting the Accessibility Advisory Committee and conducting an accessibility survey.

Another way that the Township of Esquimalt can enhance awareness of issues of accessibility and inclusion is to plan a disability simulation event.

For example, the District of Sooke hosted an “Accessibility Challenge” where Municipal Council and municipal staff had an opportunity to travel around the District by wheelchair for a few hours and do everyday activities. Everyone who participated reported that they had a new understanding of what daily life might be like for someone with a physical impairment, and since the event received coverage on the local news station and in the local paper, it raised community awareness of what sorts of accessibility challenges currently exist in the community.

VIII Conclusion

The Township of Esquimalt is one of the first municipalities to undertake a comprehensive accessibility audit. This report presents the study findings along with a proposed implementation strategy. Developing and implementing an annual action plan for implementing the Strategy will ensure that the Township of Esquimalt remains a leader in accessibility and inclusion.

List of Attachments

0. List of Attachments
1. Accessibility Checklists/ Gold Star Program
2. Glossary
3. Audit Findings – Municipal Sites
4. Audit Findings – Non Municipal Sites
5. Participants List for Prioritization Workshop
6. Results of Prioritization Process
7. Funding for Accessibility

Attachment 1

PHYSICAL ACCESSIBILITY CHECKLISTS

The following pages provide checklists for assessing the levels of accessibility for a range of types of facilities. These checklists present maximum and minimum dimensions, heights, forces, etc. for a facility to be considered fully accessible, and in many cases will exceed BC Building Code requirements. They are not meant to be comprehensive audits, but assess basic levels of accessibility.

RATING KEY

- * Does not meet criteria
- ✓ Meets criteria
- ✓✓ Surpasses criteria

Recommended action

- A Health and Safety Issue, address ASAP
- B Important: address w/in 12 months
- C Lower priority; address as practical (i.e. when next refurbished)

ACKNOWLEDGING ACCESSIBLE BUSINESSES WITH A "GOLD STAR" PROGRAM

Those facilities that already meet accessibility requirements as outlined in the check lists and those that follow the suggestions arising out of the audit can be recognized by the Municipality with a "Gold Star" accessibility designation. The Municipality can recognize these businesses publicly by presenting them with a Certificate at a televised Council meeting during Access Awareness Week in June, along with a decal bearing the universal accessibility symbol for placement at the entrance to their premises. In addition, the Township can publicize the accessible facilities on their web site and in their various publications, and also add them to the Canadian Abilities Foundation Access Guide web site. This Web site is well known by people with disabilities throughout the world, and can be searched by prospective visitors to Esquimalt with particular accessibility needs. The Access Guide provides space to detail the accessibility features, such as the location of the designated accessible parking.

(see Access Guide Web site at <http://www.abilities.ca/agc/index3.php?pid=2&cid=287>)

CRITERIA FOR "GOLD STAR" ACCESSIBILITY PROGRAM

The "Gold Star" is not an "all or nothing" program, but allows for rating of facilities along a continuum, similar to the star rating for quality of accommodation used world wide.

| Symbol | Rating | Description |
|--------|-----------------|---|
| - | | Not Accessible: Facilities that have made no efforts to become accessible, and/or have significant barriers to physical accessibility for people with disabilities will not receive "stars" |
| * | BRONZE | Somewhat Accessible: Facilities that meet current building code requirements for access but have not gone beyond minimal requirements will receive a single star. Older facilities that are not required to be up to current code but have made efforts to upgrade to code will also receive a single star, as long as entrances, washrooms and customer areas are reasonably accessible for most people with disabilities For Accessibility requirements in the building code, see "Building Access Checklist attached, or see http://www.housing.gov.bc.ca/building/BuildingAccessHandbook.htm |
| ** | SILVER | Reasonably Accessible: Meets all of the requirements of the single star, PLUS most people with disabilities can access all areas of the facility and use all amenities generally available to the public. |
| *** | GOLD | Considered fully accessible: Meets all of the requirements of the double star, PLUS entrances, washrooms, seating and circulation meet ideal accessibility standards as identified in the check lists AND all work areas are fully accessible |
| **** | PLATINUM | Exemplary: Goes beyond the standards in the check lists by providing a high level of accessibility, comfort and convenience for people with disabilities. These facilities can be considered "models of accessibility". |

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|---|--|--|--|--|--|--|
| SHOPPING | | | | | | |
| DROP OFF/Pick UP | | | | | | |
| Accessible drop/off | | | | | | |
| min. Dimensons 6 m x 1.5 m (19'8"x4'11") | | | | | | |
| Close to accessible entrance | | | | | | |
| Sheltered | | | | | | |
| Overhead clearance (actual) | | | | | | |
| Accessible transit | | | | | | |
| | | | | | | |
| PARKING | | | | | | |
| Sufficient designated spaces (5%) | | | | | | |
| Designated spaces close to entrance | | | | | | |
| Proper signage | | | | | | |
| Min 3.7 m (12') wide | | | | | | |
| If not, actual measurement | | | | | | |
| Overhead clearance (actual) | | | | | | |
| | | | | | | |
| | | | | | | |
| ENTRANCE | | | | | | |
| Wheelchair accessible | | | | | | |
| Threshold max 13 mm (1/2") high* | | | | | | |
| Automatic opener | | | | | | |
| Exterior doors max 3.87 kg (38 N) force | | | | | | |
| Call button for assistance | | | | | | |
| If ramp, slope max 1/12 width min 914.4 mm (3') | | | | | | |
| If ramp longer than 1.83 m (6'), railings | | | | | | |
| 1.52 m (5') landing for every 9.14 m (30') | | | | | | |
| ramp, top, bottom and switchback | | | | | | |
| If steps, marked with texture/color | | | | | | |
| If steps, handrail | | | | | | |
| Door min opening 914 mm (36")** | | | | | | |
| Door handle height 1219.2 mm (48") or less | | | | | | |
| Lever handle | | | | | | |
| Large print, hi contrast signage | | | | | | |
| adequate lighting (min 100 LUX) | | | | | | |
| | | | | | | |
| INTERIORS | | | | | | |
| Corridors at least 1.06m (3'5") wide | | | | | | |
| Corridors free of obstructions | | | | | | |
| non skid flooring | | | | | | |
| Wheelchair accessible counters(max 853mm 2'8") | | | | | | |
| Free path to service counter | | | | | | |
| Tables w 680 mm clearance, accessible | | | | | | |
| Accessible directional signage | | | | | | |
| Doors - 2.27 kg (5 lb) force or less | | | | | | |
| 1.52 m (5') circle or T space to turn chair | | | | | | |
| Places to sit and rest | | | | | | |
| good lighting (min. 100 LUX) | | | | | | |
| | | | | | | |
| | | | | | | |
| *if bevelled, can be 76.2 mm (3/4") high | | | | | | |
| **or 812.8 mm (32") clear opening | | | | | | |

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|--|--|--|--|--|--|--|
| SHOPPING | | | | | | |
| | | | | | | |
| ELEVATORS | | | | | | |
| Call buttons max 1.37 m (4'5") | | | | | | |
| Braille or raised buttons | | | | | | |
| doors reopen upon meeting obstacle | | | | | | |
| floor indicator (audible beep) | | | | | | |
| sign on both door jams identifying the floor (in raised letters or braille) | | | | | | |
| | | | | | | |
| WASHROOMS | | | | | | |
| Easy access (well located) | | | | | | |
| Wheelchair accessible | | | | | | |
| automatic door or lever handle | | | | | | |
| Min 914.4 mm (36") wide door opening | | | | | | |
| Cubicle min 823 mm opening (2'7") | | | | | | |
| cubicle min 1.5mx1.5m (4'11"x4'11") | | | | | | |
| Has Grab bars | | | | | | |
| Grab bars betw. 762 & 853mm (2'5" & 2'8") | | | | | | |
| Top of toilet seat betw 426-457 mm from floor (1'4" & 1'5") | | | | | | |
| Min 1.04m (3'5") transfer space by toilet | | | | | | |
| min 701mm (2'3") sink height | | | | | | |
| lever faucet handles | | | | | | |
| Bottom of mirror max 1 m high (3'3") (or tilted downward) | | | | | | |
| Appropriate signage | | | | | | |
| Stall door operable w closed fist | | | | | | |
| unisex accessible washroom | | | | | | |
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| PUBLIC TELEPHONES | | | | | | |
| Have public telephones | | | | | | |
| wheelchair accessible | | | | | | |
| volume control | | | | | | |
| TTY available for use | | | | | | |
| If more than 4, is one TDD? | | | | | | |
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Accessibility Audit
LODGING

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| LODGING AND ACCOMMODATION | | | | | | |
| WASHROOMS | | | | | | |
| Easy access (well located) | | | | | | |
| Accessible signage | | | | | | |
| Wheelchair accessible | | | | | | |
| automatic door or lever handle | | | | | | |
| Min 914.4mm (36") wide door opening | | | | | | |
| Cubicle min 822mm opening (2'7") | | | | | | |
| cubicle min 1.5mx1.5m (4'11"x4'11") | | | | | | |
| Grab bars | | | | | | |
| Grab bars betw. 762 & 853mm (2'5" & 2'8") | | | | | | |
| Top of toilet seat betw 427-457 mm from floor (1'4" & 1'5") | | | | | | |
| Min 1.04m (3'5") transfer space by toilet | | | | | | |
| min 701mm (2'3") sink height | | | | | | |
| lever faucet handles | | | | | | |
| Bottom of mirror max 1 m high (3'3") | | | | | | |
| Stall door operable w closed fist | | | | | | |
| unisex accessible washroom | | | | | | |
| well lit | | | | | | |
| | | | | | | |
| PUBLIC TELEPHONES | | | | | | |
| Have public telephones | | | | | | |
| wheelchair accessible | | | | | | |
| volume control | | | | | | |
| TTY available for use | | | | | | |
| If more than 4, is one TTY | | | | | | |
| | | | | | | |
| | | | | | | |
| GUEST ROOMS | | | | | | |
| Accessible rooms available | | | | | | |
| raised numbers or braille | | | | | | |
| max 914.4 mm (36") doorway | | | | | | |
| lever doorhandle | | | | | | |
| door handle mounted betw 426mm & 1219mm (1'4" & 4') | | | | | | |
| Non-slip flooring | | | | | | |
| If carpet, low pile | | | | | | |
| Accessible: | | | | | | |
| * Thermostat | | | | | | |
| * Light switches | | | | | | |
| *closet racks | | | | | | |
| *peep holes | | | | | | |
| Flashing light on door knocker | | | | | | |
| Telephone - volume control | | | | | | |
| Telephone - speakerphone | | | | | | |
| Telephone - light flashes when it rings | | | | | | |
| If desk, wheelchair accessible | | | | | | |
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Accessibility Audit
LODGING

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| LODGING AND ACCOMMODATION | | | | | | |
| GUEST WASHROOMS | | | | | | |
| Wheelchair accessible | | | | | | |
| automatic door or lever handle | | | | | | |
| Min 914.4 (36") wide door opening | | | | | | |
| Cubicle min 823mm opening (2'7") | | | | | | |
| cubicle min 1.5mx1.5m (4'11"x4'11") | | | | | | |
| Grab bars | | | | | | |
| Grab bars betw. 762 & 853mm (2'5" & 2'8") | | | | | | |
| Top of toilet seat betw 427-457 mm from floor (1'4" & 1'5") | | | | | | |
| Min 1.04m (3'5") transfer space by toilet | | | | | | |
| min 701mm (2'3") sink height | | | | | | |
| lever faucet handles | | | | | | |
| Bottom of mirror max 1 m high (3'3") | | | | | | |
| Bathtub | | | | | | |
| If Bathtub, grab bars | | | | | | |
| Roll in shower | | | | | | |
| * bath bench | | | | | | |
| * grab bars | | | | | | |
| * handheld shower knozzle | | | | | | |
| * min 792 X 1524 mm (2'6"x 5") | | | | | | |
| well lit | | | | | | |
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| SAFETY | | | | | | |
| alarms with flashing lights | | | | | | |
| evacuation plan for people w disabilities | | | | | | |
| fire alarm pulls max 1.2m (4') from floor | | | | | | |
| fire extinguishers max 1.2m (4') from floor | | | | | | |
| Audible safety-route signalling device | | | | | | |
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Accessibility Audit
RESTAURANTS

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|---|--|--|--|--|--|--|
| RESTAURANTS | | | | | | |
| DROP OFF/Pick UP | | | | | | |
| Accessible drop/off | | | | | | |
| Dimensons 600mm x 150mm (19'8"x4'11") | | | | | | |
| Close to accessible entrance | | | | | | |
| Sheltered | | | | | | |
| Overhead clearance (actual height) | | | | | | |
| | | | | | | |
| | | | | | | |
| PARKING | | | | | | |
| Sufficient designated spaces | | | | | | |
| Proper signage | | | | | | |
| Min 370 mm (12') wide | | | | | | |
| If not, actual measurement | | | | | | |
| Overhead clearance (actual height) | | | | | | |
| | | | | | | |
| | | | | | | |
| ENTRANCE | | | | | | |
| Wheelchair accessible | | | | | | |
| Threshold max 13 mm (1/2") high | | | | | | |
| Automatic opener | | | | | | |
| Call button for assistance | | | | | | |
| If ramp, slope max 1/12 (1/20 preferred) | | | | | | |
| If ramp, min 915 mm wide (36") | | | | | | |
| If ramp longer than 1830 mm (6') provide hand railings | | | | | | |
| 1525 mm (5') landing for every 30 ft ramp, top, bottom and switchback | | | | | | |
| If steps, marked with texture/color | | | | | | |
| If steps, handrail | | | | | | |
| Door min opening 915 mm (36"), or 810 mm clear opening | | | | | | |
| Door handle height 1220 mm (48") or less | | | | | | |
| Lever handle | | | | | | |
| Appropriate signage | | | | | | |
| well lit (100 LUX) | | | | | | |
| | | | | | | |
| | | | | | | |
| INTERIORS | | | | | | |
| Corridors at least 106mm (3'5") wide | | | | | | |
| non skid flooring | | | | | | |
| appropriate directional signage | | | | | | |
| Doors - max force required 2.24kg (22 newtons/5 lb) | | | | | | |
| 1525 mm (5') circle or T space to turn chair | | | | | | |
| well lit (100 LUX) | | | | | | |
| | | | | | | |
| ELEVATORS | | | | | | |
| Call buttons max 137mm (4'5") | | | | | | |
| Braille or raised buttons | | | | | | |
| doors reopen upon meeting obstacle | | | | | | |
| floor indicator (audible beep) | | | | | | |
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Accessibility Audit
RESTAURANTS

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|--|--|--|--|--|--|--|
| RESTAURANTS | | | | | | |
| WASHROOMS | | | | | | |
| easy to access (appropriately located) | | | | | | |
| Appropriate signage | | | | | | |
| Wheelchair accessible | | | | | | |
| automatic door or lever handle | | | | | | |
| Door min opening 915 mm (36"), or 810 mm clear opening | | | | | | |
| Cubicle min 810mm opening (2'7") | | | | | | |
| cubicle min 150mmx150mm (4'11"x4'11") | | | | | | |
| Grab bars | | | | | | |
| Grab bars betw. 750 & 850mm (2'5" & 2'8") | | | | | | |
| Top of toilet seat betw 400-460mm from floor (1'4" & 1'5") | | | | | | |
| Min 104mm (3'5") transfer space by toilet | | | | | | |
| min 680mm (2'3") sink height | | | | | | |
| lever faucet handles | | | | | | |
| Bottom of mirror max 1 m high (3'3") | | | | | | |
| Stall door operable w closed fist | | | | | | |
| unisex accessible washroom | | | | | | |
| well lit (100 LUX) | | | | | | |
| | | | | | | |
| SERVICE COUNTERS | | | | | | |
| Wheelchair accessible counters (max 860mm/2'8") | | | | | | |
| Free path to service counter | | | | | | |
| Food visible to patron in wheelchair | | | | | | |
| | | | | | | |
| DINING AREA | | | | | | |
| Menus Available in braille | | | | | | |
| Menu available in large font (14 pt or better) | | | | | | |
| Accommodate dietary restrictions | | | | | | |
| Adequate lighting | | | | | | |
| adequate room to manoeuvre wheelchair | | | | | | |
| Non-slip flooring | | | | | | |
| If carpet, low pile | | | | | | |
| Tables w 680mm clearance, accessible | | | | | | |
| | | | | | | |
| PUBLIC TELEPHONES | | | | | | |
| Have public telephones | | | | | | |
| wheelchair accessible | | | | | | |
| volume control | | | | | | |
| TTY available for use | | | | | | |
| | | | | | | |
| SAFETY | | | | | | |
| alarms with flashing lights | | | | | | |
| evacuation plan for People w Disabilities | | | | | | |
| fire alarm pulls max 1.2m (4') from floor | | | | | | |
| fire extinguishers max 1.2m (4') from floor | | | | | | |
| Audible safety-route signalling device | | | | | | |

Accessibility Audit
PARKS AND TRAILS

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|---------------------------------------|--|--|--|--|--|--|
| PARKS | | | | | | |
| DROP OFF/Pick UP | | | | | | |
| Accessible drop/off | | | | | | |
| Dimensions 6 m x 1.5 m (19'8"x4'11") | | | | | | |
| Sheltered | | | | | | |
| Overhead clearance (actual) | | | | | | |
| | | | | | | |
| | | | | | | |
| PARKING | | | | | | |
| Sufficient designated spaces | | | | | | |
| Proper signage | | | | | | |
| Min 3.7 m (12') wide | | | | | | |
| If not, actual measurement | | | | | | |
| Overhead clearance (actual) | | | | | | |
| | | | | | | |
| | | | | | | |
| CIRCULATION | | | | | | |
| paved pathways | | | | | | |
| If boardwalk, hard and slip resistant | | | | | | |
| pathways at least 1.2m wide (4') | | | | | | |
| Picnic tables accessible | | | | | | |
| accessible path to water | | | | | | |
| trail surface (material) | | | | | | |
| trail surface hard, slip-resistant | | | | | | |
| * free of obstacles, leaves | | | | | | |
| * easy to maneuver | | | | | | |
| * slopes max 1/12 | | | | | | |
| Places to sit and rest | | | | | | |
| well lit (if open at night) | | | | | | |
| | | | | | | |
| | | | | | | |
| PUBLIC TELEPHONES | | | | | | |
| Have public telephones | | | | | | |
| wheelchair accessible | | | | | | |
| volume control | | | | | | |
| TTY available for use | | | | | | |
| If more than 4, is one TTY | | | | | | |
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| PLAY EQUIPMENT | | | | | | |
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| PICNIC AREA | | | | | | |
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Accessibility Audit
PARKS AND TRAILS

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|---|--|--|--|--|--|--|
| PARKS | | | | | | |
| WASHROOMS | | | | | | |
| easy access (appropriately located) | | | | | | |
| Wheelchair accessible | | | | | | |
| automatic door or lever handle | | | | | | |
| Min 914.4 mm (36") wide door opening | | | | | | |
| Cubicle min 823mm opening (2'7") | | | | | | |
| cubicle min 1.5mx1.5m (4'11"x4'11") | | | | | | |
| Grab bars | | | | | | |
| Grab bars betw. 762 & 853 mm (2'5" & 2'8") | | | | | | |
| Top of toilet seat betw 426-457 mm from floor (1'4" & 1'5") | | | | | | |
| Min 1.04m (3'5") transfer space by toilet | | | | | | |
| min 701mm (2'3") sink height | | | | | | |
| lever faucet handles | | | | | | |
| Bottom of mirror max 1 m high (3'3") | | | | | | |
| Stall door operable w closed fist | | | | | | |
| unisex accessible washroom | | | | | | |
| well lit | | | | | | |
| | | | | | | |
| SERVICE COUNTERS | | | | | | |
| Wheelchair accessible counters max 853mm (2'8") | | | | | | |
| Free path to service counter | | | | | | |
| Products visible to patron in wheelchair | | | | | | |
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| | | | | | | |
| | | | | | | |
| DINING AREA (if applicable) | | | | | | |
| Menus Available in braille | | | | | | |
| Menus Available in large font | | | | | | |
| Accommodate dietary restrictions | | | | | | |
| Adequate lighting | | | | | | |
| adequate room to manoeuvre wheelchair | | | | | | |
| Non-slip flooring | | | | | | |
| If carpet, low pile | | | | | | |
| Tables w 680 mm clearance, accessible | | | | | | |
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Accessibility Audit
PUBLIC FACILITIES

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| PUBLIC FACILITIES | | | | | | |
| | | | | | | |
| MEETING ROOMS/PERFORMANCE HALLS | | | | | | |
| Seating choice for people with wheelchair | | | | | | |
| Induction loop for hard of hearing | | | | | | |
| Signage indicating loop available | | | | | | |
| Way finding - appropriate signage | | | | | | |
| Well lit | | | | | | |
| | | | | | | |
| ELEVATORS | | | | | | |
| Call buttons max 1.37m (4'5") | | | | | | |
| Braille or raised buttons | | | | | | |
| doors reopen upon meeting obstacle | | | | | | |
| floor indicator (audible beep) | | | | | | |
| sign on both door jams identifying the floor (in raised letters or braille) | | | | | | |
| | | | | | | |
| WASHROOMS | | | | | | |
| easy access (appropriately located) | | | | | | |
| Accessible signage | | | | | | |
| Wheelchair accessible | | | | | | |
| automatic door or lever handle | | | | | | |
| Min 914.4 (36") wide door opening | | | | | | |
| Cubicle min 823mm opening (2'7") | | | | | | |
| cubicle min 1.5mx1.5m (4'11"x4'11") | | | | | | |
| Stall door operable w closed fist | | | | | | |
| Grab bars | | | | | | |
| Grab bars betw. 762 & 853mm (2'5" & 2'8") | | | | | | |
| Top of toilet seat betw 427-457 mm from floor (1'4" & 1'5") | | | | | | |
| Min 1.04m (3'5") transfer space by toilet | | | | | | |
| min 701mm (2'3") sink height | | | | | | |
| lever faucet handles | | | | | | |
| Bottom of mirror max 1 m high (3'3") | | | | | | |
| unisex accessible washroom | | | | | | |
| | | | | | | |
| | | | | | | |
| PUBLIC TELEPHONES | | | | | | |
| Have public telephones | | | | | | |
| wheelchair accessible | | | | | | |
| volume control | | | | | | |
| TTY available for use | | | | | | |
| If more than 4, is one TDD? | | | | | | |
| | | | | | | |
| | | | | | | |
| OTHER | | | | | | |
| | | | | | | |
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Accessibility Audit
TRANSPORTATION

| | | | | | | | |
|---|--|--|--|--|--|--|--|
| TRANSPORTATION | | | | | | | |
| | | | | | | | |
| ACCESSIBLE TRANSPORT | | | | | | | |
| Accessible taxis | | | | | | | |
| Accessible buses | | | | | | | |
| accessible bus stops | | | | | | | |
| Bus shelters | | | | | | | |
| Shelters are accessible | | | | | | | |
| PARKING | | | | | | | |
| 5% Designated Parking | | | | | | | |
| designated stalls | | | | | | | |
| designated Parking located next to curb cut | | | | | | | |
| Min 3.7 m (12') wide | | | | | | | |
| | | | | | | | |
| PEDESTRIAN SIGNALS | | | | | | | |
| Audible Pedestrian signals at major intersections | | | | | | | |
| Consistent pole and signal button location | | | | | | | |
| signal button close to cross walk | | | | | | | |
| Visual count-down timer (ideal) | | | | | | | |
| Vibrating arrow for blind-deaf (ideal) | | | | | | | |
| | | | | | | | |
| SIDEWALKS | | | | | | | |
| 1675 mm wide (ideal) | | | | | | | |
| 1525 mm wide (minimum) | | | | | | | |
| Actual width of sidewalk | | | | | | | |
| Pedestrian pathway clear of obstacles | | | | | | | |
| Curb cuts 1500 mm wide | | | | | | | |
| Slopes max 5% | | | | | | | |
| Cross slopes max 2% | | | | | | | |
| ramps max 1/12 (min) | | | | | | | |
| ramps max 1/20 (ideal) | | | | | | | |
| | | | | | | | |
| CROSSWALKS | | | | | | | |
| 300 mm wide | | | | | | | |
| 100 mm painted white lines | | | | | | | |
| | | | | | | | |

Attachment 2

Glossary of Accessibility Terms

Accessibility

Accessibility can perhaps best be understood as being accomplished when social, political, economic and physical barriers which prevent people from accessing social, economic, cultural and political opportunities have been removed. In the context of people with disabilities, accessibility refers to a variety of practical and concrete measures which assist people with disabilities to access the community, including, making building and infrastructure accessible, making civic services and programs accessible, making information available in alternative formats and providing various accessible transportation options.

Accessible community

An accessible community works to support the independence, comfort, self-esteem, and security of everyone, including people with disabilities. SPARC BC considers the following elements to be necessary components of accessibility: physical access, access to services, social inclusion, equality and respect, and equality in opportunities.

Adaptable Design

An “adaptable” home is one that has been designed and built to be easily modified or adapted to meet the changing needs of the residents. For example, the bathroom walls will be reinforced so that a grab bar can easily be installed at a future point.

Disability

Disability is defined as:

- (i) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- (ii) a condition of mental impairment or a developmental disability,
- (iii) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,

(vi) a mental disorder, or
(v) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workers Compensation Act*.

An accessible parking bylaw will define disability more narrowly, because only certain disabilities result in a person requiring a parking permit. The definition of person with a disability for that bylaw is "a person who has a physical disability, illness or injury which results in the person needing extra space to exit an automobile, or the person cannot walk more than 100 meters; or the person is legally blind and meets any other criteria required to be issued a person with a disability parking permit by the Social Planning and Research Council of British Columbia."

Equal Opportunity

Equal opportunity is a philosophical idea of justice that builds off of the work of John Rawls. Equal opportunity proposes that society should be organized such that everyone has an equal opportunity to society's goods and resources. According to the theory, barriers to fair competition must be removed in order to organize society into a level playing field¹.

Inclusion

Inclusion, by its very nature, is difficult to define. There is a thriving debate on the nature of inclusion, and a person's views on the matter are driven by one's politics.² For the purposes of this project, it means that people with disability can participate in the planning and decision-making process regarding issues that affect them; that society's policies and laws embrace diversity and varying needs; and that all members of societies contributions are valued.³

Universal Design

Universal design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. The intent of universal design is to simplify life for everyone by making products, communications, and the built environment more usable by as many people as possible at little or no extra cost⁴.

Visitability

A "visitable" home is one that has at least a basic level of accessibility to accommodate guests with disabilities. Basic visitability has four main criteria: (1) an accessible path of travel; (2) a no-step entrance;

(3) passable interior circulation on the main floor; (4) access to a main floor washroom.

¹ Ruger, J. (Winter, 2007) Rethinking equal access: Agency, quality, and norms. *Global Public Health*. 2(1), p. 78-96.

² Andrew Mitchell and Richard Shillington, *Perspectives on Social Inclusion: Poverty, Inequality and Social Inclusion*, December 2002, p. 13.

³ Peter Clutterbuck and Marvyn Novick, "Building Inclusive Communities: Cross-Canada Perspectives and Strategies," Federation of Canadian Municipalities and The Laidlaw Foundation, (April 2003) 5.

⁴ Vandebelt, D., Beaulne, T., Boston-Nyp, D., DeSantis, G., MacDonald, V., Hunsberger, J., Sanderson, M., and Saunders, P. (April, 2001). *Disabilities: Universal Design*. Social Planning Council of Cambridge and North Dumfries and the Social Planning Council of Kitchener-Waterloo. Retrieved August 15, 2007 from <http://www.waterlooregion.org/spc/trends/disabilities/design.html#endnotes>

Attachment 3

AUDIT RECOMMENDATIONS: TOWNSHIP OF ESQUIMALT PROPERTIES – Municipal Sites

Audit Recommendations for the Township of Esquimalt Properties

| | | |
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1 Township of Esquimalt Municipal Hall (Ground Floor)

Things that work well:

- Excellent designated parking spots with signage
- Automatic sliding doors to the foyer that is shared between Municipal Hall and the Library
- Easy to move around the foyer and hallway
- Low water fountain with button located in front
- Accessible washrooms that are shared with the library
- Accessible elevators
- Excellent staircase with tactile markings



and smooth, round handrails

1.1 Install a call button for assistance at the back beside the automatic sliding doors

A call button/buzzer should be installed beside the automatic sliding doors so that if the automatic button does not work, people with disabilities can contact someone inside.

1.2. Install washroom signage with tactile markings or raised lettering

Incorporate tactile markings or raised lettering into the signage on the washroom doors so that they are readable for people with visual impairments.

1.3. Install an automatic door opener on washroom doors

An automatic door opener would enhance the accessibility of the washrooms.

1.4. Install audible signals in elevator for people with visual impairments

An elevator with audible signals would let people with sensory disabilities know when the elevator has arrived at a new floor.

2 Township of Esquimalt Municipal Hall (2nd Floor)

Things that work well:

- Excellent automatic doors at the main entrance
- Excellent integration of the ramp with handrails and the stairs
- Good design of the stairs with tactile markings and handrails
- Very spacious hallways and foyer in the reception area
- Accessible washrooms
- Level access to the Council Chambers

2.1. Consider installing a Hearing Loop in Council Chambers

An FM loop, or other assistive listening system can be installed in public meeting rooms (priority being the Council Chambers). A permanent loop wire can be installed or a portable loop can be purchased. Sometimes the local Branch of the Canadian Hard of Hearing Association can provide a portable loop system at no cost for a public meeting. The cost of a portable loop system ranges from \$400-\$700 and a permanent loop starts at around \$1000 plus costs for wiring and installation.

The Canadian hard of Hearing Association can provide assistance in determining the best system for any particular situation, and an estimate of costs.

2.2. Widen the cut out of the front reception desk so that the glass case does not block their line of vision.



The Township recently built a glass window to protect individuals working at the front desk. However, the glass window ends right in the middle of the lower cut out section, which blocks the line of vision for someone seated in a wheelchair. Accessibility can be enhanced through widening the cut out section of the reception desk or extending the glass window so that there is no barrier.

2.3. Provide some seats in the foyer

For some people standing or walking can be difficult. Thus, it is important to provide some seats for individuals who are waiting to be served.

3 Township of Esquimalt Municipal Hall (3rd Floor)

Things that work well:

- Spacious reception and foyer area
- Level entrance from the elevator or the staircase to the reception area
- All mats have rubber seal edging which keep them from moving and flipping up

3.1. Install Public Payphones with the TTY device

Public payphones are becoming obsolete as a large proportion of the general population now own cell phones. However, as this is a municipal site, we would recommend installing a public payphone. Adding the telephone typewriter (TTY) will allow people with hearing impairments or people that are deaf to use the public payphone. Most of the new payphones have a volume control which assists people with hearing impairments, but having the TTY option will provide an enhanced level of accessibility.

3.2. Install a ramp connecting the staff room with the outdoor patio

There is a height difference between the staff room and outdoor patio which makes the patio inaccessible for staff members with disabilities.

There should be a ramp (with a grade of 1:12) which provides access to the patio.

3.3. Provide lower coat hooks in washroom stalls

Lowered coat hooks should be provided in accessible washroom cubicles so that they are reachable by persons in a wheelchair

4 Greater Victoria Public Library- Esquimalt Branch

Things that work well:

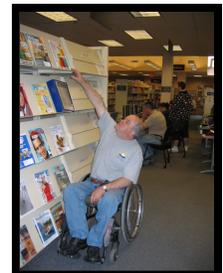
- 3 accessible parking spots with signage on posts (shared parking lot with the Municipal Hall)
- Level access from the foyer to the Library
- Excellent variety of chairs and tables that are easy to roll underneath

4.1. Retrofit the check-out counter so that it includes a lower cutout section for people of different heights.

The check-out counter is too high for people who use a wheelchair or someone of small stature. Providing an alternate, lower desk counter would be more accessible as the counter will not block the line of vision between customer and staff person.

4.2. Lower the book shelf height

Some books are located too high for a person using mobility aids to reach. All books should be reachable for people using wheelchairs.



4.3. Offer a variety of Braille and talking books in the Library

People with visual impairments are currently required to order their talking or Braille books from the main Victoria library. It is important to provide some talking or Braille books at the local branch for people with visual impairments.

5 Public Safety Building

Things that work well:

- 1 designated parking spot for people with disabilities
- Smooth and level entrance
- Different heights of the front counter shielded by glass

5.1. Install a smooth and round handrail along the staircase connecting different floors

Currently, there are rectangular shaped handrails along the stairs, which are difficult for people with limited hand dexterity to grasp. The decorative pillars at the end of the handrails are also an accessibility challenge. These should be replaced with round and smooth handrails that are easier to grasp and hold onto. The handrail should also curve downwards at the bottom of the steps to let people with visual impairments know that the staircase is ending.



5.2. Retrofit the washroom with accessibility in mind.

An accessible washroom should be built to take into account accessibility and mobility needs (refer to Attachment 1 - Accessibility Checklist for guidelines).

6 Esquimalt Town Square

Things that work well:

- Spacious with room to move around
- Level access from grass to the cement area
- Excellent extension of cement and picnic table to enhance accessibility



6.1. Consider replacing woodchips in the play area with a smooth surface to enhance accessibility

Although woodchips provide an accessible surface, a smoother surface, such as cushion play, would provide a higher degree of accessibility. This surface is ideal for people with mobility challenges and would also absorb some of the impact if children fall on play equipment.

6.2. Construct an accessible picnic table

The picnic table should be made accessible for persons with disabilities. This can be done by extending the table top to allow a person in a wheelchair to pull up underneath. Another accessibility challenge is the bar which connects the bench to the table top. This bar is an accessibility barrier because people have to balance their body weight and swing their legs up and over the bar to sit at the table. Lowering the connecting bar would improve accessibility. Also, the terrain surrounding the picnic table should be paved to provide access.

6.3. Construct an accessible cement platform surrounding the park bench

The terrain surrounding the park bench should also be paved to provide access for people using wheelchairs to sit beside the benches.

6.4. Modify the play area so that it is accessible for people with disabilities

There is a 2" height difference between the pathway and the play area. Installing a ramp or accessible pathway into the play area would provide access for children or parents with disabilities.

6.5 Construct accessible play equipment

The play equipment should be made accessible for children with disabilities.

7 Esquimalt Teen Centre

Things that work well:

- Excellent gradual ramp incline with handrails
- A good ramp was installed from the patio to the backyard
- Very spacious washroom to maneuver around

7.1. Retrofit the washroom with accessibility in mind.

The washroom is spacious but currently lacks accessible features. It should be retrofitted to take into account accessibility and mobility needs (refer to Attachment 1 - Accessibility Checklist for guidelines).

7.2. Create some designated accessible parking spaces

Accessible parking could be allocated on the street-level right in front of the Esquimalt Teen Centre as there is a smooth and level entrance to the building. The accessible parking should be designated with a sign on a post and a painted symbol within the stall.

7.3. Install lever handles on all doors

Knob style door handles should be replaced with lever or loop style handles which are easier to use for someone with limited upper body strength or hand dexterity.

7.4. Install a ramp connecting the Teen Centre and balcony for ease of access

There is a height difference between the Teen Centre and balcony which makes the balcony inaccessible for people with disabilities. There should be a ramp of 1:12 grade level, which creates an accessible pathway.

8 Esquimalt Health Unit

Things that work well:

- 1 designated parking spot
- Automatic door at both the front and back entrances
- On-street level entrance with spacious reception area
- Excellent staircase with tactile markings and handrails
- Directional signs pasted on the handrails letting people know which way is up and down– A good example for other communities!
- Different counter heights in reception area
- Good elevator with audible signals and Braille

8.1. Retrofit the washrooms with accessibility in mind

Lower the signage so that it can be more easily read by people with visual disabilities, lower the coat hanger and the mirror so that they are useable by people using wheelchairs. The washroom should be also be retrofitted taking into account accessibility and mobility needs (refer to Attachment 1 - Accessibility Checklist for guidelines)

8.2. Install a ramp connecting the waiting area to the play area for ease of access

There are some stairs in front of the door leading to the play area which makes the play area inaccessible for people with disabilities. Installing a ramp (with 1:12 grade level) would provide improved access to the play area (although there is a ramp from the outside of the building connecting to the play area).

8.3. Purchase an accessible exam table for people with disabilities to use in their appointment.



An accessible exam table includes features such as a removable bench pad, an adjustable height mechanism, a foot pad, and a safety bar.

http://www.hausmann.com/Model_4460.html

8.4. Provide wide, accessible paths of travel on the 2nd floor

There is currently limited space to move around on the 2nd floor because of the office furniture. Corridors should be at least 1.05 m wide and be free of obstructions.

9 Esquimalt Recreation Centre (Main Level)

Things that work well:

- Ample accessible parking and good signage
- Pickup area at street level that is sheltered and unobstructed
- Automatic double doors
- Good seating available all around the recreation centre
- Cafeteria is spacious and easy to move around
- Moveable chairs and wide open spaces underneath tables
- Excellent staircase with tactile markings leading to the 1st level
- Easy to grip handrails
- Reception area is open and spacious - different counter heights are provided
- All mats are thin and easy to move over
- All mats have rubber seal edging which keep them from moving or flipping up
- Accessible washrooms

9.1. Replace current lift with accessible elevator

The current elevator is difficult to use because it requires a key and there is limited space to maneuver. It also lacks accessible features such as tactile markings or Braille on the floor buttons, and auditory signals which let people with visual disabilities know what floor they are on. Providing handrails in an elevator also enhances accessibility.



9.2. Install Public Payphones with the TTY device

Public payphones are becoming obsolete as a large proportion of the general population now own cell phones. However, as this is a

municipal site, it is recommended that a public payphone be installed. Adding the telephone typewriter (TTY) will allow people with hearing impairments or people that are deaf to use the public payphone. Most of the new payphones have a volume control which assists people with hearing impairments, but having the TTY will provide an enhanced level of accessibility.

9.3. Post a sign above or beside the public payphone stating the building address and the pay phone's phone number

It can sometimes be difficult for people with cognitive or memory challenges to remember where they are, and the building location. A clear sign will provide them with the necessary information to call a taxi or family and friends.

9.4. Keep lowered counter at front entrance free of obstructions

A lowered counter should be provided at the front entrance because it is more accessible for people using wheelchairs and people of short stature. This counter space should also be kept clear of obstructions and displays.

9.5. Retrofit the washroom by the Craigflower Room with accessibility in mind

The washroom should be retrofitted to take into account accessibility and mobility needs (refer to Attachment 1 - Accessibility Checklist for guidelines)

9.6. Lower the counter of the Bullen cafeteria.

A lower counter helps people who use wheelchairs and people of small stature to grab their condiments.

9.7. Make a hand-held menu available for the cafeteria.

A hand-held menu will assist people with visual impairments to see what is being offered at the cafeteria. The menu at the back of the counter can be difficult to read.

9.8. Use signage that has tactile markings or raised lettering for the room signs and the washrooms

Incorporate tactile markings or raised lettering on the signage on the washroom and room doors so that they are readable for people with visual impairments.

9.9. Install visual signals (blinking lights) in some of the main rooms to assist people with hearing impairments in an emergency

Incorporate visual signals such as blinking lights in the main rooms for people with hearing impairments so that if there is an emergency, they know that they have to leave the premise.

10 Esquimalt Recreation Centre – Swimming pool

Things that work well:

- Accessible family change room that is reserved for those needing it
 - Includes a hoist, hand-held shower, mechanical lift, shower bench
- Accessible shower and change room in the women and men's washrooms
- There are 5 water chairs and 1 lift available for use
- Excellent walk-in ramp with handrails
- A hydrotherapy pool is available and integrated into the pool
- Accessible sauna



10.1. Install signage with tactile markings or raised lettering on room and washroom signs

Incorporate tactile markings or raised lettering on signage for pool instructions, washrooms and room doors so that the signs are readable for people with visual impairments.

10.2. Install an accessible entrance to the lane pool

There is no accessible entrance into the lane pool except the ladder-type stairs which are inaccessible for people with mobility impairments. Installing a ramp with handrails would provide access.

Another option to improve access for some people with disabilities, is to get a low riser or easy steps into the pool so people with disabilities can use the gravity of the water to assist them in entering and exiting the pool.

10.3. Modify the height of the railing in the viewing area so that it is not in the line of vision

Lower the railing by the viewing area so that people using wheelchairs or other mobility aids can view the swimming pool unobstructed.

11 Esquimalt Recreation Centre – Weight room

Things that work well:

- Excellent entrance that is smooth and unobstructed
- Excellent accessible weight equipment – free weights and adaptive machine
- Very spacious to maneuver around

11.1. Install an elevator that goes to the 2nd level of the weight room

There are similar types of weight equipment on the 1st floor and 2nd floors. However, not having access to the 2nd level is a barrier as it limits the workout options that people with disabilities have.

11.2. Install tactile markings on the steps leading to the 2nd level of the weight room

The steps should be retrofitted with tactile markings as a guide for people with visual impairments.

11.3. Install accessible signage on the adaptive weight equipment to encourage people with disabilities to use it

There should be a sign or accessible symbol on the adaptive weight equipment, to increase awareness of the equipment among persons with disabilities in the community.



12 Archie Browning Complex

Things that work well:

- 2 designated accessible parking spots with signage
- Accessible entrance with automatic double doors
- Spacious reception area with room to maneuver
- Different counter heights
- Accessible ramp with handrails and good contrast of colors to the curling rink
- Good closed-step bleachers for viewing the curling rink
- Excellent individual seats with arm rests

- Very spacious lounge area with room to maneuver
 - Excellent chairs and tables with open space underneath

12.1. Install handrails alongside the bleacher steps in the viewing area

When there are bleacher steps, always have a set of handrails so that people with mobility difficulties can hold on to the handrails for extra support. Handrails are smooth and circular in diameter making it easier for people to grasp onto.



12.2. Install tactile markings along the steps in the viewing area

The steps should be retrofitted with tactile markings as a guide for people with visual impairments.

12.3. Put accessible signage on the seats closest to a staircase with handrails

In the arena, there are three sets of staircases in the bleacher area, but only one of the staircases has handrails alongside it. Because this staircase provides the best accessible seating within the bleacher area, some of the seats located closest to the staircase should be designated as accessible seating with signage indicating that the seats are reserved for persons with disabilities or seniors.

12.4. Replace current lift with accessible elevator

The current elevator is difficult to use because it requires a key and it lacks maneuvering space. It also lacks accessible features such as tactile markings or Braille on the floor buttons, and auditory signals which let people with visual disabilities know what floor they are on. Providing handrails in an elevator also enhances accessibility.

12.5. Modify washroom to enhance accessibility level

Some actions that would enhance the accessibility of the washroom are to: change the knob faucets to lever faucets as they are easier to turn on and off for people with limited hand dexterity or strength; provide a cutout below the sink so that it is easier for people using wheelchairs to roll underneath the sink; lower the mirror and coat hanger so that they are more reachable for people with disabilities and children. In addition, a sign should be installed indicating that the washroom is accessible.

12.6. Ensure that there is a landing pad on top of the ramp to allow people to safely open the door

Without a landing pad on top of a ramp leading to a closed door, people with disabilities will risk rolling or falling back when trying to open the door. The landing pad gives people room to open the door on a level surface, as well as some rest. If a landing pad is not an option, install an automatic door opener.



12.7. Modify the height of the railing in the viewing area

Lower the railing so that people using wheelchairs or other mobility aids can see the swimming pool

13 Bullen Park

Things that work well:

- Smooth and paved entrance from the two recreation sites to the park
- The pathway incorporates different textures of pavement which helps guide people with visual impairments



13.1. Install some designated accessible parking spaces

There should be a minimum of one designated accessible parking stall for people with disabilities. The accessible parking should be designated with signage. Currently, there is only one accessible parking stall in the parking lot behind the Archie Browning Centre.

13.2. Modify the bleacher steps so that there are no gaps between the steps.

Close the gaps between the bleacher steps so that people who have difficulties in climbing steps, do not accidentally step too far forward off the step and trip.

13.3. Install handrails and tactile markings alongside the bleacher steps

When there are bleacher steps, always have a set of handrails so that people with mobility difficulties can hold on to the handrails for extra support. Accessible handrails are smooth and circular in diameter making it easy for people to grasp onto. The steps should incorporate

tactile markings which serve as a guide for people with visual impairments.



13.4. Construct an accessible entrance to the dugout zone.

There is currently a 2" lip which blocks the pathway between the field and dugout zone. Installing a ramp would provide access to this space for parents or children with disabilities.

13.5. Construct an accessible pathway to the Lacrosse fields

This pathway should be paved and smooth so that persons with disabilities have access to the Lacrosse fields. As well, the entrance should be at least 36" wide to provide access.

14 Memorial Park

Things that work well:

- On-street level entrance with a paved cement pathway
- Excellent signage
- Easy access through the three playground areas due to the cement paved walkway

14.1. Install some designated accessible parking spaces

There should be a minimum of one designated accessible parking stall for people with disabilities. The accessible parking should be designated by a sign and a painted symbol in the stall.

14.2. Modify the play area so that it is accessible for people with disabilities

There is a 2" height difference between the pathway and the play area which blocks access. Installing a ramp or accessible pathway into the play area would provide access for children or parents with disabilities.

14.3. Construct an accessible cement platform surrounding the park bench and tables

The terrain surrounding the park benches should be paved to provide access for people using wheelchairs.

14.4. Consider replacing woodchips in the play area with a smooth surface to enhance accessibility

Although woodchips provide an accessible surface, a smoother surface, such as cushion play, would provide a higher degree of accessibility.

This surface is ideal for people with mobility challenges and would also absorb some of the impact if children fall on play equipment.

14.5. Obtain one accessible portable washroom for people with disabilities to use

Here is an example of an accessible portage washroom

http://www.mesawasteservices.com/images/HandicapAccess_Satellite.jpg

An accessible pathway should also be created to provide access to portable washroom.

14.6. Install handrails and tactile markings alongside the steps to the Cenotaph

When there are steps provided, they should always be accompanied by a set of handrails for people with mobility difficulties to hold onto for extra support. Accessible handrails are smooth and circular in diameter making it easier for people to grasp onto. The steps should be retrofitted with tactile markings to serve as a guide for people with visual impairments.

14.7. Construct an accessible ramp to the Cenotaph

This ramp should be paved and smooth with a grade level of 1:12 to provide access to the Cenotaph. The ramp should also have handrails alongside it.

14.8. Repair the cracked and uneven pavement

Ensure that the pavement is smooth and even allowing for ease of movement for people with difficulties in walking or using mobility aids.



15 Saxe Point Park

Things that work well:

- Smooth and accessible pathway to the viewing area
- 1 accessible picnic table with table top extensions on either end and an extended cement pad
- Spacious parking lot

15.1. Install some designated accessible parking spaces

There should be a minimum of one designated accessible parking stall for people with disabilities. The accessible parking should be designated by a sign and a wheelchair symbol painted in the stall.



15.2. Widen the pathway between and the cement column and the bushes to make it at least 36" wide.

This is the only entrance to the paved pathway around the park so it is important to widen the entrance to provide access. This would provide an accessible pathway.

15.3. Retrofit the washrooms with accessibility in mind

The washroom should be renovated taking into account accessibility and mobility needs (refer to Attachment 1 - Accessibility Checklist for guidelines).

15.4. Construct a continuous accessible pathway to enhance accessibility

The current gravel pathway is difficult to walk or wheel over. This pathway should be paved to create an accessible pathway.

15.5. Modify the ramp's grade level

Currently the ramp leading up to the viewing area is too steep for people with disabilities to walk or wheel over. The BC Building Code requires that ramps have a grade level of 1:12.

16 Esquimalt Gorge Park

Things that work well:

- 1 accessible picnic table with table top extensions on both ends and an extended cement pad
- Spacious parking lot which makes it easy to maneuver around

16.1. Create some designated accessible parking spaces

Accessible parking should be allocated in a smooth and level area of the parking lot. The accessible parking should be designated with a sign on a post and a painted symbol in the stall.

16.2. Retrofit the washrooms with accessibility in mind

An accessible washroom should be renovated to take into account accessibility and mobility needs (refer to Attachment 1 - Accessibility Checklist for guidelines).



16.3. Modify the ramp's grade level

Currently the ramp leading up to the viewing area is too steep for people with disabilities to walk or wheel over it. The BC Building Code requires that ramps be a grade level of 1:12.

16.4. Modify the play area so that it is accessible for people with disabilities

There is a 2" height difference between the pathway and the play area. Installing a ramp or accessible pathway into the play area would provide access for children or parents with disabilities.

16.5. Consider replacing woodchips in the play area with a smooth surface to enhance accessibility

Although woodchips provide an accessible surface, a smoother surface, such as cushion play, would provide a higher degree of accessibility. This surface is ideal for people with mobility challenges and would also absorb some of the impact if children fall on play equipment.



16.6. Construct an accessible cement platform surrounding the park bench and tables.

The terrain surrounding the park benches and tables should be paved to provide access for people using wheelchairs

16.7. Construct an accessible picnic table

The picnic table should be made accessible for persons with disabilities. This can be done by extending the table top to allow a person in a wheelchair to pull up underneath. Another accessibility challenge is the bar which connects the bench to the table top. This bar is an accessibility barrier because people have to balance their body weight and swing their legs up and over the bar to sit at the table. Lowering the connecting bar would improve accessibility. Also, the terrain surrounding the picnic table should be paved to provide access.

16.8. Construct a continuous accessible pathway that connects to all the picnic tables.

Currently, there are some picnic tables on a cement platform, but there are steps leading up to the platform making it inaccessible for people with disabilities. Installing a ramp to this pathway would provide persons with disabilities access to the tables.

16.9. Repair cracked and uneven pavement

Ensure that the pavement is smooth and even allowing for ease of movement for people with difficulties in walking or using mobility aids.

17 Macaulay Point Park

Things that work well:

- 2 designated accessible parking spaces with signage on posts
- Smooth and paved cement pathway with railings leading to a viewing spot from the parking lot
- 2 accessible picnic tables with extensions on either sides, large concrete pads

17.1. Retrofit the washrooms with accessibility in mind

The washroom should be renovated taking into account accessibility and mobility needs (refer to Attachment 1 - Accessibility Checklist for guidelines)

17.2. Install Public Payphones with the TTY device

Public payphones are becoming obsolete as a large proportion of the general population now own cell phones. However, as this is a municipal site, it is recommended that a public payphone be installed. Adding the telephone typewriter (TTY) will allow people with hearing impairments or people that are deaf to use the public payphone. Most of the new payphones have a volume control which assists people with hearing impairments, but having the TTY will provide an enhanced level of accessibility.

17.3. Repair the cracked and uneven pavement

Ensure that the pavement is smooth and even allowing for ease of movement for people with difficulties in walking or using mobility aids.

18 Anderson Park

Things that work well:

- Smooth and paved cement walkway from the parking lot to the park
- 1 accessible picnic table with extensions on both ends and an extended cement pad

18.1. Install some designated accessible parking spaces

There should be a minimum of one designated accessible parking stall for people with disabilities in the parking lot. The accessible parking stall should be designated with a sign on a post and a painted symbol in the stall.

18.2. Modify the play area so that it is accessible to people with disabilities

There is a 2" height difference between the pathway and the play area. Installing a ramp or accessible pathway into the play area would provide access for children or parents with disabilities.

18.3. Consider replacing woodchips in the play area with a smooth surface to enhance accessibility

Although woodchips provide an accessible surface, a smoother surface, such as cushion play, would provide a higher degree of accessibility. This surface is ideal for people with mobility challenges and would also absorb some of the impact if children fall on play equipment.

18.4. Repair the cracked and uneven pavement on the accessible curb cut

Ensure that the pavement is smooth and even allowing for ease of movement for people with difficulties in walking or using mobility aids.



19 Lampson Little League Park

Things that work well:



- Smooth and paved cement walkway from the parking lot to the play area and baseball fields
- An accessible ramp is integrated into the play equipment allowing for easy access

19.1. Install some designated accessible parking spaces

There should be a minimum of one designated accessible parking stall for people with disabilities in the parking lot. The accessible parking stalls should be designated with a sign on a post and a painted symbol within the stalls.

19.2. Modify the bleacher steps so that there are no gaps between the steps.

Close the gaps between the bleacher steps so that people who have difficulties in climbing steps do not step too far forward, causing them to trip and fall.



19.3. Install handrails alongside the bleacher steps and incorporate tactile markings

When there are bleacher steps, there should always be a set of handrails to provide extra support. Accessible handrails are smooth and circular in diameter making it easy for people to grasp onto. The steps should be retrofitted with tactile markings to serve as a guide for people with visual impairments.

19.4. Replace pebbles in the play area with a smooth surface to enhance accessibility

Replace the pebbles in the play area to a smooth surface, such as cushion play, to enhance accessibility for people with mobility challenges. If that is not affordable, a woodchip surface is more accessible than the current pebbled surface.

19.5. Install an accessible pathway from the parking lot to the park to enhance accessibility

A continuous pathway should be made smooth and paved so that persons with disabilities have easy access to the park.

19.6. Construct an accessible seating area in the dugout zone.

Create some room beside the bench in the dugout zone for people using wheelchairs to sit.

20 West Bay Walkway

Things that work well:

- Smooth and paved wooden walkway with railings alongside it
- Easy access to the seating area
- There is a map outlining the distances to each destination point. This may help people with mobility impairments plan their route.

20.1. Create some designated accessible parking spaces

There should be a minimum of one designated accessible parking stall for people with disabilities in the parking lot. The accessible parking should be designated with a sign on a post and a painted symbol within the stall.

20.2. Modify the ramp grade level

Currently the walkway ramp is too steep for people with disabilities to walk or wheel over. The BC Building Code requires that ramps be a grade level of 1:12.

20.3. Obtain one accessible portable washroom for people with disabilities to use

Here is an example of an accessible portage washroom:

http://www.mesawasteservices.com/images/HandicapAccess_Satellite.jpg An accessible pathway should be created to provide access to the portable washroom.

20.4. Modify the bleacher steps so that there are no gaps between the steps.

Close the gaps between the bleacher steps so that people who have difficulties in climbing steps do not step too far forward, causing them to trip and fall.

21 Around Town

Things that work well:

- Generally good sidewalks and curb cuts
- Good audible signals at the intersection of Esquimalt Road and Admirals
- Wide doorway entrances for ease of entering and exiting most retail stores
- Good signage to notify the neighborhood residents and visitors that a resident with a hearing impairment lives there



21.1. Install audible signals at every major intersection

Audible signals assist people who are blind or visually impaired to cross the streets. Besides the one operating at Admirals and Esquimalt Road, there are no other audible signals.

21.2. Move all street furniture to one side of the curb cut so that it does not obstruct the path of travel.

All street furniture including light standards, signs, planters, mailboxes, and vending machines should be placed to one side of the normal path of travel so that they do not block the accessible pathway.

21.3. Install tactile markings on curb cuts at the intersections

Tactile markings are important for people with visual impairments so that they are aware of intersections.

21.4. Install landing pads at crosswalks for people to wait to cross the streets.

Some landing pads by crosswalks are on uneven surfaces (such as the three way intersection at Esquimalt Road, Lampson, and Head), which pose an accessibility challenge when people with disabilities are waiting to cross the street. If the ground is uneven, it is difficult for individuals to balance, and for people using wheelchairs to rest safely.

1.5. Repair cracked and uneven pavement

Ensure that pavement is smooth and even allowing for ease of movement for people with difficulties in walking or using mobility aids.

Attachment 4

**AUDIT RECOMMENDATIONS:
TOWNSHIP OF ESQUIMALT PROPERTIES – Non Municipal Sites**

**Audit Recommendations for the Township of Esquimalt
Properties – Non Municipal Sites**

| | |
|---|---|
| 1 Shopping & Entertainment | 1 |
| 3 Restaurants | 2 |
| 4 Bed & Breakfasts | 3 |
| 5 Places of Worship | 3 |

1 Shopping & Entertainment

Outlined below are some general recommendations that were noted during the audit of local businesses.

Things that work well:

- Wide and clear aisles enhancing accessibility
- Automatic doors
- Positive efforts to retrofit historic buildings to enhance accessibility
- Good built-in AM/FM induction loops within specific ATM machines
- Generally, the accessibility audit was very well received by private businesses

2.1. Provide accessible parking space(s) in all business parking lots

Some businesses do not currently provide accessible parking stalls in their parking lot. Businesses with small parking lots (less than 20 parking stalls) should have a minimum of one designated accessible parking stall for people with disabilities. The accessible parking stalls should be designated by a sign and a wheelchair symbol painted within the stall.



2.2. Ensure that the curb ramp is not easily obstructed by a parked car

Sometimes curb ramps are located at the top of the parking stall where the path of travel is easily blocked by a parked car. The ramp should be located beside the parking stall so that a person using a wheelchair can easily use the

ramp once parked.

2.3. Provide access to the accessible washroom

Sometimes a shopping complex has an existing accessible washroom, which is kept locked. In cases where the washroom must be kept locked, there should be signage indicating where a person with a disability can go to access the key. There should also be signage guiding consumers with disabilities to the accessible washroom.

3 Restaurants

Outlined below are some general recommendations that were noted during the audit of local restaurants.

Things that work well:

- Many menus were readable with good color contrast between text and background colour
- The newer restaurants are spacious and easy to maneuver around

3.1. Retrofit the washroom with accessibility in mind

Some of the washrooms were not designed with accessibility in mind. They should be retrofitted to take into account accessibility and mobility needs (refer to Attachment 1 - Accessibility Checklist for guidelines)

3.2. Widen the hallways or corridors to the washrooms

It is important to provide an accessible path of travel to the washrooms that is sufficiently wide and provides enough space for persons using mobility devices to maneuver into the washrooms.

3.3. Provide accessible seating

A variety of seating options should be provided to enhance accessibility within a restaurant. For instance, moveable seats and open tables that are easy to roll under provide access for persons using wheelchairs.

3.4. Install handrails alongside ramps and staircases

Handrails enhance the safety of ramps and staircases. They prevent people from falling or slipping off ramps and staircases, serve to guide persons with visual impairments, and provide stability to persons who are unsteady on their feet.



4 Bed & Breakfasts

Outlined below are some general recommendations that were noted during the audit of Bed & Breakfasts.

4.1. Renovate washrooms

Washrooms were often not designed with accessibility in mind. They should be retrofitted to take into account accessibility and mobility needs (refer to Attachment 1 - Accessibility Checklist for guidelines).

4.2. Create rooms that are accessible

The rooms visited at Bed & Breakfasts were not designed with accessibility in mind and lacked accessible features such as a higher bed for ease of transfer, an accessible telephone, and light switches and coat hangers that are easy to reach for someone who uses a wheelchair (refer to Attachment 1 - Accessibility Checklist for guidelines).

4.3. Install an accessible entrance into the accommodation unit

Some B&Bs have steps leading into the units, which make them inaccessible. A ramp should be created with a grade of 1:12 and handrails (refer to Attachment 1 - Accessibility Checklist for guidelines).

4.4. Promote accessible accommodation in travel guides

Once B&Bs have been retrofitted with accessibility in mind, they can be advertised in travel guides to attract visitors with disabilities to Esquimalt.

5 Places of Worship

Outlined below are some general recommendations that were noted during the audit of places of worship.

Things that work well:

- The churches and mosque are making an effort to retrofit their buildings to enhance accessibility and provide access to older members of their congregation

5.1. Provide accessible parking spaces

Some places of worship do not currently provide accessible parking stalls in their parking lot. Some with small parking lots (less than 20

parking stalls) should have a minimum of one designated accessible parking stall for people with disabilities. The accessible parking should be designated by a sign and a wheelchair symbol painted within the stall.

5.2. Offer auditory assistive devices for members with auditory disabilities

Individuals with auditory disabilities may have difficulty following the service, and may require access to auditory assistive devices. The Canadian Hard of Hearing Association can provide assistance in determining the best system along with estimates of costs.

Attachment 5

Participants List for July 22nd Prioritization Workshop

| Name | Organization/Committee |
|--------------------|----------------------------------|
| Barbara Amberstone | Access Advisory Committee |
| Meagan Brame | Council Member |
| Joe Buczkowski | Access Advisory Committee |
| Meagan Duncan | Access Advisory Committee |
| Brian Gray | Chair, Access Advisory Committee |
| Andy Katschor | Manager of Parks Services |
| Emmy Labonte | Access Advisory Committee |
| Paul Newcombe | Access Advisory Committee |

Attachment 6
Results from the Prioritization Workshop

| | # Votes |
|---|---------|
| Municipal Hall | |
| <i>Ground Floor</i> | |
| | |
| Install a call button for assistance at the back beside automatic sliding doors | 1 |
| Install raised lettering signage for the washrooms to improve readability | 2 |
| Install an automatic door opener for the washrooms in the foyer | |
| Install an auditory signal system in the elevator | 1 |
| | |
| <i>Second Floor</i> | |
| Provide induction loop in Council Chambers for persons w/ auditory impairments | 1 |
| Widen the cutout to the front reception desk | 1 |
| Place some chairs in the foyer so that people can sit while waiting | 3 |
| | |
| <i>Third Floor</i> | |
| Install public pay phones with TTY option | |
| Install ramp connecting the kitchen area/staff room to the patio | 1 |
| Lower the coat hanger in the staff washroom | 2 |
| Widen the hallways to the administration offices | |
| | |
| Greater Victoria Public Library - Esquimalt Branch | |
| Lower book shelves so the books are easy to reach | 2 |
| Have a variety of Braille books available | 1 |
| Provide both a lower and higher checkout counter | |
| | |
| Esquimalt Town Square | |
| Consider replacing woodchips with a smooth surface in play area | |
| Extend smooth areas around the park tables and benches | 6 |
| Install an accessible pathway to the playground area | 1 |
| | |
| Esquimalt Teen Centre | |
| Designate accessible parking stalls with sign posts | |
| Replace the knobs on the doors with lever handles so that they are easier to grip | 1 |
| Modify accessible washroom | 1 |
| Install a level entrance from the house to the patio for ease of access | |
| | |
| Esquimalt Recreation Centre | |
| <i>Main Level</i> | |
| Replace current key operated elevator with fully accessible elevator | |
| Enhance the accessibility level of the washroom near the Craigflower Room | |
| | |
| Install a public pay phone with the TTY option (post sign with building address on pay phone) | |
| Keep the low front counter of the seniors centre clear | |
| Modify the counter height at the Bullen Café | |
| Offer hand-held menu at the Bullen Café to assist people with visual impairments | |
| Install tactile markings or raised lettering on room signage | |

| | |
|---|---|
| Install visual signals (blinking lights) in some of the main rooms to assist people with hearing impairments in an emergency | |
| <i>Weight Room</i> | |
| Install an elevator to the 2nd floor | |
| Install tactile markings on the steps for people w/ visual impairments | 2 |
| Install accessible signage on the adaptive equipment to promote usage | 1 |
| <i>Swimming Pool</i> | |
| Install tactile markings or raised lettering on all signage | |
| Install an accessible entrance to the lane pool – a ramp with handrails or a soft inclined steps | |
| Modify the height of the railing in the viewing area to allow persons with disabilities to view the pool (without obstructions) | |
| Archie Browning Sports Complex | |
| <i>Ground Level</i> | |
| Install handrails along the bleachers in the viewing area | |
| Install tactile markings on the steps to the bleachers in the curling area | |
| Install accessible signage on the seats closest to the staircase in the arena | |
| Replace current elevator with a fully accessible elevator | |
| Retrofit the washrooms so that they have accessibility features | |
| Install an accessible ramp with a landing pad for entry into the ice rink | |
| <i>Second Level</i> | |
| Lower the railing to the accessible viewing area of the ice rink so people can see without obstruction | |
| Esquimalt Health Unit | |
| <i>Ground Level</i> | |
| Acquire an accessible exam table | |
| Modify washrooms to enhance accessibility | |
| Install a ramp from the waiting area to the play area | |
| <i>Second Level</i> | |
| Widen the hallways so that there is more room to maneuver | |
| Public Safety Building | |
| Install a round handrail on the stairs connecting the ground floor to the second floor | |
| Improve accessibility in washroom | 3 |
| Bullen Park | |
| Create an accessible entrance to the dugout zone | |
| Close the gaps between bleacher steps | |
| Install handrails alongside the bleachers | 2 |
| Install tactile markings on the steps to serve as a guide for persons with visual impairment | 1 |
| Increase the designated accessible parking spaces | 2 |
| Create an accessible pathway from parking lot to the park | |
| Create an accessible entrance to the Lacrosse field | |
| Memorial Park | |

| | |
|--|---|
| Obtain an accessible portable washroom | 3 |
| Repair bumps and cracks on the cement so that it is smooth and paved to enhance accessibility | 1 |
| Consider replacing the wooden chip surface of the play area with a smooth paved surface | 1 |
| Install a ramp with handrails to the Cenotaph | |
| Install handrails alongside the steps leading up to the Cenotaph and add tactile markings to the steps | 2 |
| Designate some accessible parking on the street | 1 |
| Extend paved areas around the park tables and benches to enhance accessibility | 1 |
| Install an accessible pathway to the playground area | 1 |
| | |
| Saxe Point Park | |
| Install designated accessible parking spots with signage on posts | |
| Widen the entrance to a minimum of 36" to allow people to enter into the park from the parking | |
| Replace the gravel along the pathway with smooth paved cement | |
| Improve accessibility in washrooms | |
| Modify the ramp to the viewing area from the parking lot to be more of a gradual incline | |
| | |
| Esquimalt Gorge Park | |
| Create an accessibility pathway to the picnic tables located on the cement platform | 1 |
| | |
| Repair the bumps and cracks on the cement so its smooth and paved to enhance accessibility | |
| Extend large paved surrounding areas around the park tables and benches to enhance accessibility | 3 |
| Change the picnic tables so that the seats are not attached to the tables by wood | 1 |
| Modify the ramp to the veiwing area from the parking lot to be more of a gradual incline | 3 |
| Create a smooth, paved pathway to the playground area | |
| Consider replacing the woodchips with a smooth surface in the play area | 1 |
| Create designated accessible parking spots with signage on posts | 2 |
| Modify the washroom to enhance accessibility | 4 |
| | |
| Macaulay Point | |
| Modify washroom to enhance accessibility stall | 5 |
| Repair the bumps and cracks on the cement in the parking lot | |
| Install TTY on the public phone for people with hearing impairments | 1 |
| | |
| Anderson Park | |
| Consider replacing the woodchips with a smooth surface in the play area | |
| Repair the accessible curb cut from the parking lot to the park to enhance accessibility | |
| Create an accessible entrance connecting the park to the playground area | 2 |
| Install designated accessible parking stalls with signage on posts | |
| | |
| Lampson Little League Park | |
| Install designated accessible parking with signage on posts | 1 |
| Install curb cuts connecting the parking lot to the park for easy access | 1 |
| Replace the small rock pebbles with a smooth surface in the play area | 1 |
| Close the gaps between bleacher steps | 1 |
| Install tactile markings on the steps to guide persons with visual impairments | |
| Replace pebble rocks with smooth surface | 1 |

| | |
|--|---|
| Install extra room in the dug out area | |
| | |
| West Bay Walkway | |
| Modify the ramp to the walkway from the parking lot to be more of a gradual incline | 1 |
| Create at least 1 designated accessible spot in the parking lot with signage on a post | |
| Close the gaps between bleacher steps | |
| Add an accessible portable washroom | 3 |
| | |
| Pedestrian Intersections and Crosswalks along Esquimalt Road | |
| Install audible signals at every major intersection | 3 |
| All street furniture shall be mounted to one side of the normal path | |
| Install tactile markings on curb cuts | 2 |
| Install landing pads at crosswalks when waiting to cross | 1 |
| Repair the bumps and cracks on the cement so that it is smooth and paved to enhance accessibility | |
| | |
| General Recommendations for Shopping/ Entertainment along Esquimalt Road | |
| Install designated accessible parking with signage on posts | 1 |
| Ensure that the accessible ramps are beside the designated stalls and not right in front of the stall | 2 |
| Ensure that the accessible washroom in a shopping complexes are unlocked during the day, or install a sign indicating where people can locate the washroom key | 3 |
| | |
| General Recommendations for Restaurants | |
| Modify accessible washroom stalls | 1 |
| Widen the hallway so that it is easy to turn and enter into the washrooms | |
| Install movable chairs and tables | 3 |
| Create accessible pathways to all levels of the restaurant | |
| Install a landing pad on top of the accessible ramp so people can open the door | |
| Create designated parking stalls with signage on posts in parking lots | |
| Install handrails that are smooth and round alongside stairs | |
| Install a railing on either side of the accessible ramp as it acts as a guide and prevents people from falling off the ramp | |
| | |
| General Recommendations for Bed & Breakfasts | |
| Install an accessible ramp with handrails or an elevator so people with disabilities can enter and stay there | 1 |
| Offer rooms that meet with the accessibility requirements | |
| Promote accessibility features of site in travel guides | 1 |
| | |
| General Recommendations for Religious Insititutions | |
| Install designated parking stalls with signage on posts | 1 |
| Provide AM/FM induction loop for people with hearing disabilities for the service | |
| | |
| Other New Recommendations Raised in Workshop | |
| Obtain some computers with screen readers for the library | 2 |
| Paint curb cuts with high color contrasts | 3 |
| Install an automatic door opener at the Public Safety Building | 1 |
| Retrofit the height of picnic table at the Esquimalt Town Square | 2 |

| | |
|---|---|
| Lower the membership card reader at the Esquimalt Recreation Centre so it is reachable for someone in wheelchair to swipe | 3 |
| Provide more accessible equipment downstairs in the Recreation Centre Weight Room | 1 |
| Replace the loose gravel in Lampson Little League Park | 1 |
| Provide council materials in Braille and easy to read font | 2 |

Attachment 7

Funding and Programs for Accessibility

Overview

This section outlines a number of different funding streams that the Township of Esquimalt may wish to apply to when considering how fund future accessibility projects.

Some of these funding opportunities may not only be of interest to the municipality, but may also assist other community groups in achieving their accessibility objectives.

2010 Legacies Now

<http://www.2010legaciesnow.com/home/>

Legacies Now is a non-profit organization that works in partnership with community organizations, non-government organizations, the private sector and all levels of government to develop sustainable legacies in sport and recreation, arts, literacy and volunteerism. Financial support from the Provincial government allows Legacies Now to assist communities create unique and inclusive social and economic opportunities leading up to, and beyond the 2010 Olympic and Paralympic Winter Games. 2010 Legacies provided funding through Measuring Up for this accessibility study. There may potentially be future funding opportunities through 2010 Legacies Now and Measuring Up following the 2010 Olympics.

New Horizons for Seniors Program

http://www.hrsdc.gc.ca/en/community_partnerships/seniors/index.shtml

The New Horizons for Seniors Program provides funding for community-based projects that encourage seniors to contribute to their communities through their social participation and active living. Although not targeted directly to seniors with disabilities, projects funded under this program have both a direct and indirect impact on seniors with disabilities. Among the projects that the New Horizons for Seniors Program funded in 2005-06, 15 involved organizations that deal with people with disabilities. These projects received a total of

\$319,825 in funding. Calls for Applications are issued once or twice a year. In British Columbia, a call went out in May with an end of June deadline for applications.

Canada Mortgage and Housing Corporation

<http://www.cmhc-schl.gc.ca/en/co/prfinas/index.cfm>

Canada Mortgage and Housing Corporation (CMHC) administers five initiatives that contribute to accessible housing for people with disabilities: the Residential Rehabilitation Assistance Program for Persons with Disabilities (RRAP-D), the Home Adaptations for Seniors' Independence Program (HASI), the Residential Rehabilitation Assistance Program – Secondary/Garden Suite, the Shelter Enhancement Program (SEP), and FlexHousingTM. The details of each program are available on the CMHC website at www.cmhc.ca. In general, assistance is in the form of a fully forgivable loan that does not have to be repaid, provided the owner adheres to the conditions of the program. The funds allow the homeowner to make adaptations to their home to make it accessible. In the case of the Secondary/Garden Suite program, an owner without a disability can access up to \$25,000 to put in an accessible suite, provided they rent to a low income senior or person with a disability. The Shelter Enhancement Program (SEP) assists in repairing, rehabilitating and improving existing shelters for women and their children, youth and men who are victims of family violence; and in acquiring or building new shelters and second-stage housing where needed. Up to 100% financing is available for new shelters, and up to \$24,000 per unit to upgrade existing shelters.

Enabling Accessibility Fund

http://www.hrsdc.gc.ca/en/disability_issues/eaf/call2008/index.shtml

The Enabling Accessibility Fund supports community-based projects across Canada. It provides funding for projects that improve accessibility and enable Canadians, regardless of physical ability, to participate in and contribute to their communities and the economy. Approved projects will have strong ties to, and support from the communities they serve.

The Enabling Accessibility Fund has two components:

1. Major Projects Enabling Accessibility:
 - Funded through a contribution agreement

- Eligible activities include: construction of a new participatory abilities centre or the expansion of an existing facility to create a participatory abilities centre within Canada
- Project funding levels range from \$1 – 15 million

2. Small Projects Enabling Accessibility Fund

- Funded through a grant
- Eligible activities will include renovations of buildings or modifications to existing vehicles within Canada. Activities must improve physical, information and/or communication accessibility. All activities must be accessible to the public. Examples of eligible activities include but are not limited to:
 - building an exterior or interior ramp, building an accessible washroom, installing a computer that is voice-interactive, installing a wheelchair lift on a community based vehicle
 - The maximum amount payable per recipient cannot exceed \$50,000

Who is eligible to apply?

- Non-governmental agencies (i.e. community based groups, non-profit organizations)
- Small municipalities (population under 250,000)
- Small, private-sector organizations (fewer than 50 employees, under \$5 million in gross revenue per year)
- Territorial governments
- Aboriginal governments and organizations

The call for applications for 2009 has now closed. The next competition will open in spring 2010.

Seniors Housing and Support Initiative

<http://www.civicnet.bc.ca/siteengine/ActivePage.asp?PageID=217>

Launched in 2004, UBCM's Seniors' Housing and Support Initiative (SHSI) was created through a one-time \$2 million grant from the (now) Ministry of Community Development to assist local governments to prepare for an aging population. In 2007, the (now) Ministry of Healthy Living & Sport provided a \$0.5 million grant to further support the initiative and to incorporate a focus on Age-friendly projects.

In the initial phases of the program, the emphasis was on information sharing, including workshop sessions at all five Area Association meetings, the development of a seniors' website (www.seniorsincommunities.ca) and grants for 'Seniors in Communities Dialogues.' Feedback and analysis of these initial grants led to the creation of pilot project funding, which was available to local governments in 2006, 2007 and 2008.

In the fall of 2008, the first round of Age-friendly Community Planning grants was available to local governments. UBCM is now pleased to announce a second round of Age-friendly Community Planning grants.

The deadline for the 2009 grants has now passed. Check back for information regarding 2010 funding.

Sport Canada (Canadian Heritage)

http://www.pch.gc.ca/progs/sc/index_e.cfm

Sport Canada is a branch of the International and Intergovernmental Affairs and Sport Sector within the federal Department of Canadian Heritage. Sport Canada provides funding for sports programs for people with disabilities. In 2006-07 Sport Canada provided \$12.5 million for sport programming for people with disabilities, which represents over 8% of Sport Canada's grants and contributions budget in 2006-07 (about \$140 million). Of this total, \$11 million is provided annually toward programming initiatives that improve access to sport for people with disabilities (for example, support for Paralympic sport programs run by national sport organizations; mission support for the Canadian team participating in the Paralympic Games; Athlete Assistance Program stipends to more than 200 carded Paralympic athletes; funding for the Canadian Paralympic Committee's "Ready, Willing and Able" participation project to recruit participants, coaches and leaders; and base funding for Special Olympics Canada, the Canadian Paralympic Committee, and the Canadian Deaf Sports Association). An additional \$1.5 million is provided annually toward increasing participation in sport for people with disabilities (see Sport Canada *Policy on Sport for Persons with a Disability* at <http://www.pch.gc.ca/pgm/sc/pol/spt/tdm-eng.cfm>)

Let's Play

Let's Play is a program to contribute to the construction and renovation of accessible play spaces in British Columbia. A joint initiative of the Rick Hansen Foundation and the Province of British Columbia, Let's Play offers grants for the creation of accessible, public play spaces for children ages 0-6 in B.C., and builds awareness about accessible play and related best practices.

Grants of up to \$50,000 are available for accessible play space projects that focus primarily on accommodating children 0-6 years old and caregivers with mobility-related disabilities. Funds may be applied to new construction, renovation of an existing space, and/or the purchase of equipment. Submissions are usually due in January of each year and funding is distributed in May and June.

For more information on Let's Play, please visit the website at www.rickhansen.com/play or call the Let's Play Coordinator at 604.707.2106.

Active Communities Grants

The BC Recreation and Parks Association's (BCRPA) Active Communities Initiative Grant Program is designed to assist communities with the development and implementation of an Active Community plan, or development and maintenance of walkways, trails and/or bikeways. Grants of up to \$5,000 are offered twice a year, with application deadlines in May and November.

When communities already have a plan in place, they can apply for funding for:

- Walkways, trails and/or bikeways development and maintenance
- Examples of eligible projects include hiring a consultant for an environmental assessment or feasibility study for trails or walkways; producing signage or improving the lighting or accessibility and safety of a trail; or developing resources for increasing active transportation in your community. For this category, submitting a community plan is recommended but not required.

For more information about the Active Communities Grants' contact the program coordinator at kwhite@bcrpa.bc.ca or visit their website:

<http://www.activecommunities.bc.ca/wp/grants/active-communities-grants/>

Local Motion Grants

The objective of the LocalMotion Fund is to accelerate the development of capital projects that make communities greener, healthier and more active and accessible places in which to live. The program supports projects that:

- reduce community greenhouse gas emissions, with an emphasis on getting people out of their cars;
- advance the ActNow BC principle of being physically active; and,
- build seniors-friendly and disability-friendly communities.

LocalMotion provides \$40 million, over four years, for capital projects that build bike paths, walkways and greenways and build seniors-friendly and disability-friendly communities.

Projects are cost-shared 50/50 with local governments (municipalities and regional districts). The maximum provincial funding for a local government is \$1 million per year.

The competition has closed for 2009. Check back in the Fall for details about the 2010 competition.