

Accessibility Plan

Executive Summary:

Almost one in four Manitobans over the age of 15 (or approximately 234,000 people) live with a disability. This number continues to grow every year as the population ages.

On December 5, 2013 the Accessibility for Manitobans Act (AMA) was passed to provide a clear, proactive method to identify, prevent and remove barriers, in an effort to make services accessible for all Manitobans.

Accessibility Standards to be developed of the next several years will address barriers and set requirements in five (5) key areas:

- 1. Customer Service Standard
- 2. Information and Communication
- 3. Transportation
- 4. Employment
- 5. Built Environment

Statement of Commitment:

Cartwright-Roblin Municipality is committed to provide services in a way that enhances citizen's quality of life and gives people equal opportunity to access and benefit from the same services. Cartwright-Roblin Municipality works toward meeting the requirements of The Accessibility for Manitobans Act (AMS) and include the public (community organizations and citizens) to identify, remove and prevent barriers. In 2021 Cartwright-Roblin Municipality was awarded a \$100,000 grant to increase accessibility within the municipality.

Overview

Cartwright-Roblin Municipality has 1,350 residents according to the 2021 census, includes the communities of Cartwright and Mather and is located in southwestern Manitoba. The following outlines the current facilities and services offered in the municipality.

A. Municipal Buildings & Services for Public Use

Municipal Office, Cartwright Manitoba

Available for: meetings, municipal finances (AR/AP/Utility payments/Licensing, Charitable donations/grants), Cemetery Inquires, Burn Permits, Recreation Office, CDC, Settlement Services Office, Council meetings held twice a month, open to the public for general business

Library, Cartwright Manitoba,

Available for: literature and media lending, media, provides internet and computer access to the public, open for general business

Fire Department & Fire Hall, Cartwright Manitoba,

Available for: board room available for meetings

Handi-Van, Cartwright Manitoba, Operated by Senior Services of Cartwright – Mather Roblin Board

Available for: Rentals to residents to transport to appointments and trips.

Mac Robinson Community Centre, Cartwright Manitoba,

Available for: Hockey practices, hockey games, learn to skate programs, recreation classes, special events, gym, curling, canteen, multipurpose rooms.

Cartwright Centennial Auditorium, Cartwright Manitoba

Available for social gatherings, funerals, weddings, fundraising events, community meetings, flu clinics

Mather-Cartwright Merry Makers Drop In Centre, Cartwright Manitoba

Available for social gatherings, bridal showers, meetings, fundraising events, election polling stations, card games

Mather Arena, Mather Manitoba

Available for: social gatherings, community events, equestrian riding

Mather Hall, Mather Manitoba

Available for: social gatherings, community events/meals, coffee house, fundraising events, funerals, weddings, family dances, meetings, election polling stations **Waldie Field (ball park)**, Cartwright Manitoba,

Available for: baseball games, canteen

Heritage Park, Cartwright Manitoba,

Services available: playground, shelter, picnic area, campgrounds, public washrooms and showers

Mather Park, Mather Manitoba

Services available: playground, benches

Badger Creek Park, Cartwright Manitoba,

Services available: picnic area, shelter, washrooms, change rooms, swimming area, floating dock, playground

Public Works Shed, Cartwright Manitoba

Workshop and shed used to house and maintain equipment for general road, bridge and culvert maintenance, snow clearing, graveling, mowers, weed control supplies, tree trimming tools, garbage and recycling trucks

Fire Department & Fire Hall, Cartwright Manitoba

Fire Hall houses fire water trucks, and equipment to aid in fire control and prevention

Ambulance Garage, Cartwright Manitoba, Handivan storage

B. Accessibility Achievements

The municipality has already taken steps to improve accessibility and will continue to find ways to ensure that all residents have equal access to municipal services. In 2021 Cartwright-Roblin Municipality was awarded a \$100,000 Enabling Accessibility Grant. Plans are being made in 2022-2023 to increase accessibility within the municipality

A few achievements to date include:

- a. Library:
 - i. See attached audit
- b. Municipal Office:
 - automated door & wheelchair ramp

- ii. yellow safety paint on step edges of entrance sidewalk steps (this gets repainted annually)
- iii. public notices distributed through local newspapers, website, e-sign in Cartwright, social media, mailbox stuffers, and newsletters
- iv. municipality employ staff that assist by writing cheques and forms, speak in higher volumes if beneficial, opening doors, sending electronic forms, receipts etc upon request, and in different font sizes, some staff are also bilingual which is beneficial for language barriers.

c. Mac Robinson Community Centre:

- i. automated doors & wheelchair ramp to the upper level
- ii. wheelchair accessible bathrooms
- iii. hi-rise toilets, grab bars
- iv. set-aside reduced ability parking
- v. increased parking lot lighting

d. Cartwright Centennial Auditorium:

- i. set-aside reduced ability parking
- ii. wheelchair accessible bathrooms

e. Mather Hall:

- i. Wheelchair lift
- ii. Set-aside reduced ability parking
- iii. Wheelchair accessible bathroom

f. Waldie Park Canteen:

- i. Deck created in front of the canteen to make the ground even and eliminate hazards of uneven ground.
- g. Various information is available on the community website for easy access by residents. Information can be emailed or mailed to residents/ratepayers, upon their request.
- h. Accessibility Corridor was created so that there is safe smooth access from the Cartwright downtown area to the Heritage Park
- i. Heritage Park has new washrooms/showers that are accessible for all abilities, as well as a cemented pathway which connects the park with downtown Cartwright

C. Accessibility Barriers

The municipality collected information from front line staff and will reach out to local residents to identify additional barriers. Some of the barriers identified are:

- a. Information is not available for visually impaired residents
- b. Washrooms in Municipal Office and Library are not all wheelchair accessible.
- c. While most buildings are wheelchair accessible, inside amenities have some barrier restraints. example counters in halls & office do not have a drop down
- d. Language barriers can sometimes exist, despite municipal office having bilingual staff
- e. Limited staff training for disability awareness to increase sensitivity and facilitate communication in interactions with people with disabilities.
- f. Limited Handicap Parking on Broadway for businesses
- g. Sidewalks and curbs in both Cartwright and Mather require improvement/ maintenance. Improvements made in Cartwright along west side of Broadway and on Veteran in Cartwright. The 2023 plan includes new sidewalk to Cartwright School
- h. Library: see attached audit
- i. Lighting in Cartwright Hall and Mather Hall parking lots is inadequate
- j. Play equipment is not accessible

<u>Section II – Accessibility Plan</u>

A. Actions

	Actions	Time Line
Action 1	 Establish Accessibility Working Group Identify Committee Appoint Coordinator Consult with SSCMR Coordinator, CR Rec Director, Community Development Officer Consult with public 	Council - Committee Dec/17 CAO - Coord Dec/17 SSCMR, CR Rec, CDO Dec/ 17 Public consult via website, Facebook page, community newsletter – annually in March
Action 2	Accessibility Working Group will make recommendations regarding projects to promote accessibility to Council to consider when making allocations in the yearly budget.	Annually in February

Action 3	All future renovations to municipally owned buildings will consider ways, within reason, to improve	Immediate & Ongoing
	accessibility.	
Action 4	Accessibility Plan will be posted on website and reviewed annually by the Accessibility Working Group	Annually
Action 5	Offer and provide information in an accessible format on request.	Immediate
Action 6	Explore ways to improve presentation of information on website	Ongoing
Action 7	Familiarize all staff with Accessibility Plan. At all times, staff will consider methods and opportunities to assist in the promotion of accessibility within municipal buildings	Ongoing
Action 8	Repaint entrance step to municipal office. Install "Please Watch Your Step" sign in highly visible location	Immediate & annually, as the paint fades this is redone ever summer
Action 9	Repaint all curb cut outs and wheelchair parking spots on a yearly basis to maintain high visibility.	Annually
Action 10	Municipality will partnership with Western Manitoba Regional Library to undertake any necessary physical changes, within reason, to improve accessibility to the library building. Ramp and front door to be completed 2023 (dependant on contractor and supply availability)	Ongoing

Parks

Accessibility Goals/ Achievements	Accessibility Barriers
Wide open areas, pathways are accessible and becoming better lit	Not all park buildings are accessible

Museums

Accessibility Goals/ Achievements	Accessibility Barriers
Wide open areas with boardwalk fronting	Museum buildings are not wheelchair accessible
main buildings	No automatic doors
	Display areas are crowded but well laid out.
	Lighting in buildings is not adequate

Cartwright Centennial Auditorium

Accessibility Goals/ Achievements	Accessibility Barriers
Designated handicap vehicle parking	No wheelchair accessible sidewalk
Washrooms were fully renovated in summer	No wheelchair accessible entry
of 2021 to be accessible	No wheelchair accessible stage
	No low-level service counters
	No low-level coat rack in foyer
	Upper floor is not mobility aid accessible
	Access to upper floor is poorly lit
	Poor Lighting in the Parking Lot

Mather Hall

Accessibility Goals/ Achievements	Accessibility Barriers
Designated handicap vehicle parking	No wheelchair accessible sidewalk
Wheelchair lift to upper level at back	No push button access at front door
Wheelchair accessible washroom at back	Basement is not mobility aid accessible
	No low-level service counters
	No low-level coat rack in foyer
	Poor Lighting in the Parking Lot

MRCC Skating Rink and Curling Club

Accessibility Goals/ Achievements	Accessibility Barriers
Automatic doors at wheelchair ramp	No designated wheelchair viewing area
Skating Rink has wheelchair access to heated	but there is plenty of area available to do so
main floor viewing areas	Parking lot is poorly lit
Wheelchair accessible washrooms	
Two-level kitchen counters	
Curling Club is wheelchair accessible with	No designated wheelchair viewing area
accessible washrooms.	
"Push sticks" are provided for participant use.	

Mather Arena

Accessibility Goals/ Achievements	Accessibility Barriers	
	No designated handicap vehicle parking	
No wheelchair accessible sidewa		
	No designated wheelchair viewing area	

	Wheelchair accessible washrooms
	Wheelchair accessible entry at east entry only

Consultation with Individuals Representing Persons with Disabilities:

As a part of this plan, Senior Services of Cartwright-Mather-Roblin, local Handivan driver(s) and ratepayers will be given a draft copy of the plan and asked to provide input.

Staff Awareness and Training

Municipal Office and Public Works Staff will be provided a copy of the Accessibility Plan for review and input.

Accessible Employment Standards

Action	Completed	Not Completed	Ongoing
Provide individual	-Was completed		
emergency response	in 2020		
information to keep			
employees with			
disabilities safe			
(instated May 1 2020)			
Employees who	-completed in		
require assistance	2020		
during an emergency			
have been asked for			
their permission to			
share their			
information with			
individuals who have			
agreed to assist			
(instated May 1 2020)			
Reasonable	-2022		
accommodations are			
offered when			
recruiting new			
employees (instated			
May 1 2022)			
Applicants are	-completed 2020		
informed about			

workplace			
accommodation			
policies and practices			
when making an offer			
of employment			
(instated May 1 2022)			
Action	Completed	Not Completed	Ongoing
CRM considers			
workplace			
accommodations to			
remove a barrier			X
affecting an			
employee's			
performance.			
(Instated May 1 2022)			
Management			
considers workplace			
accommodations to			
remove a barrier that			
may affect an			X
employee's			
opportunities for			
training and			
advancement.			
(Instated May 1 2022)			
CRM develops and			
implements			
individual			
accommodation plans			X
for employees that			
request them.			
(Instated May 1 2022)			
CRM lets employees			
know about policies			
and practices,			
including updates.			X
This information is			
offered in accessible			
formats and with			
communication			
supports upon			
request. (Instated			
May 1 2022)			
IVIAY I ZUZZJ			

CRM follows a return- to-work policy for employees who have been off work due to a disability and have a process to determine reasonable workplace accommodations. (Instated May 1 2022)		X
CRM trains		
management and staff with human		
resource		x
responsibilities about		
accessible		
employment and		
related legislation.		
(Instated May 1 2022)		



Manitoba Community Places Program 400-352 Donald St. Winnipeg, MB R3B 2H8

Accessibility Checklist for Existing Facilities

Date	April-06-17					
Type of Facilit	y Library					
Name of Facili	ty Lakeland Regional Library - Cartwright Branch	-]
				**		
Address	483 Veteran Drive	Town/City	0	artwrigh	ıt	
Priority 1: Priority 2: Priority 3: Priority 4:	Accessibility of approach and entrance Access to goods and/or services Access to washrooms Other measures as necessary		are num categori	es. All reco s are referr	various sub mmended	
Priority 1:	Accessibility of approach and entrance		ŧ	YES	NO	NOTES
1.1 Route	e of Travel					The front entry has a ramp that is non compliant however the rear entry coomplies. Interior door
	a) Is there a route of travel that does not require the	use of stairs?		•	0	width limits accessibility.
	b) Is the route of travel stable, firm and slip-resistant	?		•	0	
	c) Is the route at least 36.25" wide?		_	0	0	MBC requires 43 5/16"
	Width?	72.''				
	d) Are all obstacles identifiable with the use of a cane:			•	0	
	e) Do all curbs have curb cuts where required?			0	•	
1.2 Ramp	S		_			
	a) Are the slopes no greater than 1:12? Degrees	6°		0	•	$\label{eq:constraints} \textbf{Ramp entrance is not complete, required to cross \text{mud to gain access.} \textbf{Rear entrance is accessible,}$
	Slope	1:10				grade entry. Interior slope to main area of 7.8 degrees
	b) Do all ramps have a rail on both sides?			0	0	
1 of 8	c) Are the railings between 34" and 38" high with 35.5	" clear width??		0	•	Ramp is 34.5" wide

	YES	NO	NOTES
Width 31."			
d) Is the ramp surface non slip?	•	0	Concrete
e) Does the ramp have a 5' level area for every 30' run?	0	0	
f) Do landings in front of doors include an extra 23.625" of space?	0	•	
1.3 Parking Lot			
a) Are an adequate number of parking spots available?	0	•	Street parking only
Number			
b) Is the stall 8' wide?	0	•	
Width			
c) Is there an adjacent 5' wide access aisle?	0	•	
Width			
d) Are the access aisles part of the route to the entrance?	0	•	
e) Are the accessible spaces closest to the entrance?	0	•	
f) Are the spots properly identified as being accessible?	0	•	
g) Is there an enforcement procedure to ensure compliance?	0	•	
1.4 Entrance			
a) If there are stairs at the entrance, is there also a ramp or lift?	•	0	
b) If "No" above, is there an alternate accessible entry?	0	0	
c) If "Yes" above, is there signage indicating the location	0	•	
of the accessible entrance?			
d) Can the alternate accessible entrance be used independently?	•	0	Rear entry is accessible and alternate but not marked. Handles do not comply on rear door.
e) Does the entrance door have at LEAST 32.5" CLEAR opening?	0	•	Rear entry is 33.5" wide
Width 32.25''			
f) Is there at least 24" of clear space on the pull side of the door?	•	0	Inswing doors both front and rear, rear door clear space is 12" but easily increased by moving.
Width 48.''			book stack
g) Is there an automatic door opener?	0	•	
h) Is the threshold edge 1/4" or less high or 3/4" if beveled?	•	0	
Height .5''			
i) If carpeting or a mat is provided is it 1/2" or less high?	•	0	

			YES	NO	NOTES
	j) Are the edges secured to prevent tri	pping?	0	•	
	k) Can the door be opened using a "close	d fist"?	•	0	Rear door cannot, change to lever handle
	l) Is the door handle less than 43" off	the ground?	•	0	
		Height 40.*'			
	m) Can the door be opened easily? Less t	han 8.5 lb force?	0	•	
		Force 15 lbs			
	n) Does the door closer have a 3 second	speed delay?	0	•	
		Time 0 sec			
Priority 2:	Access to goods and/or services				
2,1 Path o	of Travel				
α) Does the accessible entrance provide	direct access to the	•	0	
	main floor, lobby, or elevator?				
b) Are all public spaces on an accessible	route of travel?	•	0	
c)) Is the accessible route at least 36.25	5" wide?	0	\odot	An existing door way limits access to the rear area
		Width 31.''			
ď) Is thre an area to change direction in	a wheelchair?	•	0	
		Width 60.''			
2.2 Doors	5				None provided
a)) Do all doors into public spaces have a	32.5" clear opening?	0	0	
		Width			
b)) Is there at least 24" of clear space of	1 the pull side of the door?	0	0	
		Width			
c)	Can the door be opened using a "closed	d fist"?	0	0	
d)	Is the door handle less than 43" off t	he ground?	0	0	
		Height			
e)	Can the door be opened easily? Less t	nan 5 lb force?	0	0	
		Force			
f)	Is the threshold edge 1/4" or less hig	h or 3/4" if beveled?	0	0	
3 of 8		Height			
					•

		YES	NO	NOTES
2.3 Rooms	and Spaces			
a)	Are all aisleways and pathways at least 36.25" wide?	•	0	Some areas are less than 36" due to movable fixtures or furniture
	Width 42.''			
b)	Is thre an area to change direction in a wheelchair?	•	0	
	Width 72."			
c)	Is all floor covering short pile and fastened securely?	•	0	
d)	Are all obstacles identifiable with the use of a cane?	•	0	
2.4 Emerg	ency System			
If	an Emergency system is provided, are both audible & visual signals present?	0	0	
2,5 Signag	e for Services			
a)	Do signs designating room numbers or services comply	0	•	
	with the appropriate requirements for such signage?			
b)	Mounted 53" to centre line from floor?	0	0	
	Height			
c)	Mounted 6" from the jamb on latch side of door?	0	0	
d)	Raised characters with high contrast?	0	0	
e)	Braille?	0	0	
f)	Pictogram with raised characters and braille?	0	0	
2.6 Directi	ion and Informational Signs			
a)	If mounted above 80", are the letters high contrast, non glare,	0	•	Stack labels are at about 68" off floor and letters are 3/4" tall
	and at least 3" high? Height .75"			
b)	Does the signage comply with legibility requirements?	0	0	Font is non compliant
2.7 Contro	s			1
a)	Are all public switches and other controls located	0	•	53" is typically considered the maximum height. Minor, no remedy suggested
	at an accessible height? Height 54.''			
b)	Are they operable with a closed fist?	•	0	

Q Coata	Tables, and Counters	YES	NO	NOTES
		^	^	No fixed seating is provided
a)	Are the aisles between fixed seating at least 36.25" wide?	0	0	
L)	Width	^	^	
p)	Are the spaces for wheelchair seating evenly distributed?	0	0	
c)	Are the tops of tables or counters between 24" and 36"? Height 29.''	•	0	
d)	Height 29.'' Are the knee spaces at accessible tables at least	0	•	No. beautiful and the second of the second o
u,	27" high, 30" wide and 19" deep?	U	•	Keyboard tray could be moved to increase width at long computer des
	Height 27.'' Width 26.''			
	Depth 21.''			
e)	At each service counter, is there a portion that is no more than 36" high?	•	0	
-,	Height 29.5''	٥	Ü	
.9 Vertica	al Circulation			
a)	Are there ramps, lifts or elevators to all public levels?	0	0	
b)	If there are stairs, is there an accessible alternate route?	0	0	
.10 Stairs				
a)	Applicable if an area is not served by an elevator, ramp, or lift.	0	0	
b)	Do treads have non slip surfaces?	0	0	
c)	Do stairs have continuous rails on both sides with extensions	0	0	
	at both the top and bottom?			
d)	Do stair nosings have a conspicuous colour?	0	0	
11 Elevato	ors			
a)	Are there both visible and audible indicators?	0	0	
b)	Are the hallway call buttons no higher than 42"?	0	0	
	Height			
c)	Do the controls have raised letters and braille?	0	0	
d)	Is there signage on both door jambs indicating the floor level	0	0	
	with raised letters and braille?			

			YES	NO	NOTES
	e)	If an emergency call is available, can it be operated without	0	0	
		voice communication?			
	f)	Is the intercom identified with raised letters and braille?	0	0	
2.12 (ifts				
	a)	Can the lift be used without assistance?	0	0	
	b)	If "No", is a call button provided?	0	0	
	c)	Is there a clear space of $30^{\circ} \times 40^{\circ}$ in front of the lift?	0	0	
	d)	Are the controls between 51 and 58" high?	0	0	
		Height			
Priority 3:	Acc	cess to washrooms			
3.1 Us	sabilit	ry of Washrooms			
	a)	Is the washroom fully accessible?	0	•	Single washroom, non ADA compliant in all ways
	b)	Are there signs at inaccessible washrooms providing direction	0	0	
		to the accessible washrooms?			
3.2 D	oorwa	ys and Passages	0	0	
	a)	Is there appropriate signage identifying the washroom?	0	•	
	ь)	Is the signage located on the latch side of the door?	0	•	
	c)	Are pictograms used, and are there raised letters and braille?	0	•	
	d)	Do all doors leading to the washrooms have a 32.5" clear opening?	0	•	
		Width 25.75''			
	e)	Is there at least 24" of clear space on the pull side of the door?	0	•	
		Width .''			
	f)	Can the door be opened and locked using a "closed fist"?	0	•	Install a lever handle
	g)	Is the door handle less than 39.25" off the ground?	0	•	
		Height 41.''			
	h)	Can the door be opened easily? Less than 5 lb force?	•	0	
		Force 1 lbs			
	i)	Does the entry configuration provide for adequate maneuvering?	0	•	

		YES	NO	NOTES
j)	Does the washroom permit the required 60" turning circle?	0	•	
	Diameter .''			
k)	Is there a 36" wide path to all fixtures?	0	•	
	Width 30."			
3.3 Stalls				
a)	Can the stall door be operated with a closed fist on both sides?	0	0	
b)	Is at least one stall accessible with a 60" turning radius?	0	0	
	Diameter			
c)	Is there a 36" clear space next to the toilet as required?	0	•	
	Width ''			
d)	Are there appropriate grab bars in place?	0	•	Wooden handrail on handrail brackes are not appropriate grab bars
e)	Is the toilet seat 17" to 19" high?	0	•	11 1
	Height 15.5''			
3,4 Lavator	ies (Basins, faucets, etc)			
a)	Does at least one lavatory have a 30" wide and 48" deep	0	•	Cabinet below lavatory, zero clearance
	clear space in front? (19" may be under the lavatory)			
	Width 30.''			
	Depth 30.''			
b)	Is the lavatory rim no higher than 34" from the floor?	•	0	
	Height 31.''			
c)	Is there at least 29" from the floor to the underside of the apron?	0	•	
	Height .''			
d)	Is the faucet operable with a closed fist?	0	•	Install lever faucet handles
e)	Is there a suitable anti scald device installed?	0	•	
f)	Are the soap and hand dryers within reach range and	0	•	
	operable with a closed fist?			
<i>g</i>)	Is the mirror mounted with the bottom edge 40" high or is it tilted?	0	•	
	Height 56.''			

Priority 4:	Otl	her measures as necessary (if provided)	YES	NO	NOTES
4.1 Dri	nkin	g fountains			
	a)	Is there one available with a 30"x48" clear space in front?	0	0	
		Space			
	b)	Is there one available with the spout 36" from the ground?	0	0	
		Height			
	c)	Can the controls be operated with a closed fist?	0	0	
	d)	Is the fountain cane detectable?	0	0	
		Protrusion			
4.2 Tel	epho	ones			
	a)	Is there one available with a 30"x48" clear space in front?	0	0	
	b)	Is the highest operable part no more the 48" off the floor?	0	0	
	c)	Does the phone protrude more than 4" into the circulation space?	0	0	
	d)	Does the phone have push button controls?	0	0	
	e)	Is the phone hearing aid compatible?	0	0	
	f)	Does the phone have volume controls?	0	0	
	g)	Is the volume control properly identified?	0	0	
	h)	Is one phone out of 4 equipped with a text telephone?	0	0	
	i)	Is the location of the text telephone indicated with proper	0	0	
		signage bearing the international TDD symbol?			

CARTWRIGHT-ROBLIN MUNICIPALITY

PO Box 9 485 Curwen Street , Cartwright , Manitoba , R0K 0L0 Tel: (204) 529-2363 www.cartwrightroblin.ca

February 22, 2023

RESOLUTION

Resolution # 23-Feb-050

Agenda Item # 2.2.1 Regular

Moved By : Brent Pawich Seconded By : Rob Sveinson

WHEREAS Cartwright-Roblin Municipality Council reviews their Accessibility Plan annually; BE IT RESOLVED THAT Cartwright-Roblin Municipality Council adopts the Accessibility Plan as amended and presented,

Carried



Certified as a true and correct copy of the resolution passed by the Council of Cartwright-Roblin Municipality on the meeting date noted above.

Kara Hildebrand, ARO