



2019 - 2022

Access By Design

An Accessibility Plan

MUNICIPALITY OF THE DISTRICT OF ARGYLE
"A place we are proud to call home"

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WELCOME

The Municipality of Argyle Accessibility Advisory Committee's first meeting was May 28, 2020. This committee was composed of a member of the municipal council, municipal staff and members of the public, half of which have a disability. Terms of Reference of the Accessibility Advisory Committee are as follows:

"The Accessibility Advisory Committee provides advice to Council on identifying, preventing, and eliminating of barriers to people with disabilities in municipal programs, services, initiatives and facilities."

The Committee plays a pivotal role in helping the Municipality of Argyle become an accessible community and meet its obligations under the NS Accessibility Act.

From its first meeting the Committee concentrated its efforts on the impact of barriers to participation, the buildings and outdoor spaces have equitable access for those who live in the Municipality of Argyle. The Committee conducted a review of the spaces and buildings owned by the municipality to determine issues dealing with accessibility. An inventory of these properties was taken as staff went to each location to take photos and bring them back to the committee.

Each location was evaluated by members of the committee, municipal staff, the Argyle Recreation Commission, and the fire departments so they could be ranked according to their accessibility. The Committee felt that community input was a very important part of this plan so, with the health restrictions in place because of COVID-19, the Committee had a questionnaire designed and promoted on the municipal website. This survey attracted 105 responders and the results are a part of this plan.

As Committee Chair, I wish to thank all committee members and staff for their efforts and contribution. It is with pride and pleasure that I present you the Municipality of Argyle Accessibility Plan.

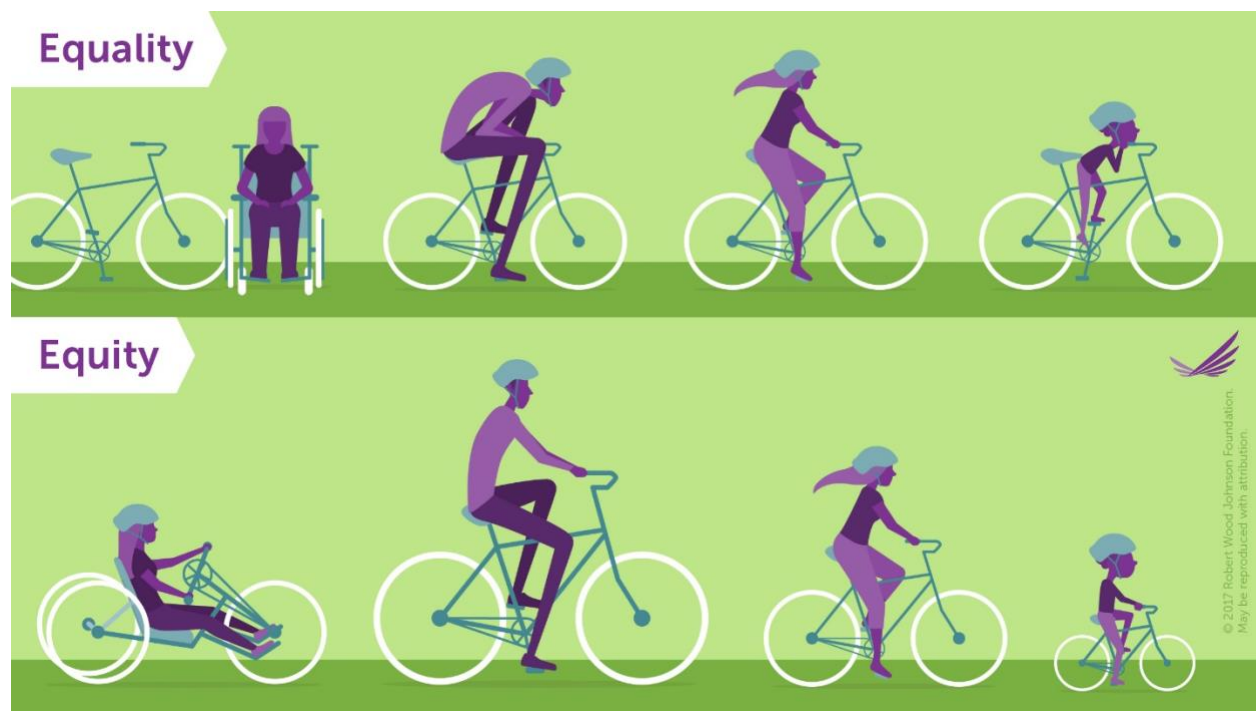
P.Earl Muise

Chair, Municipality of Argyle Accessibility Advisory Committee

WHAT WE BELIEVE

The Municipality of Argyle is committed to eliminating barriers and improving accessibility to persons with disabilities in a manner that respects dignity, independence, and equitable opportunity. We are committed to improving opportunities for people with disabilities as we believe in equitable opportunities. We recognize the value in creating an inclusive environment for everyone.

We are committed to meeting the needs of people who face barriers to accessibility. We will do this by identifying, removing, and preventing these barriers and by meeting the requirements of Nova Scotia's Accessibility Act.

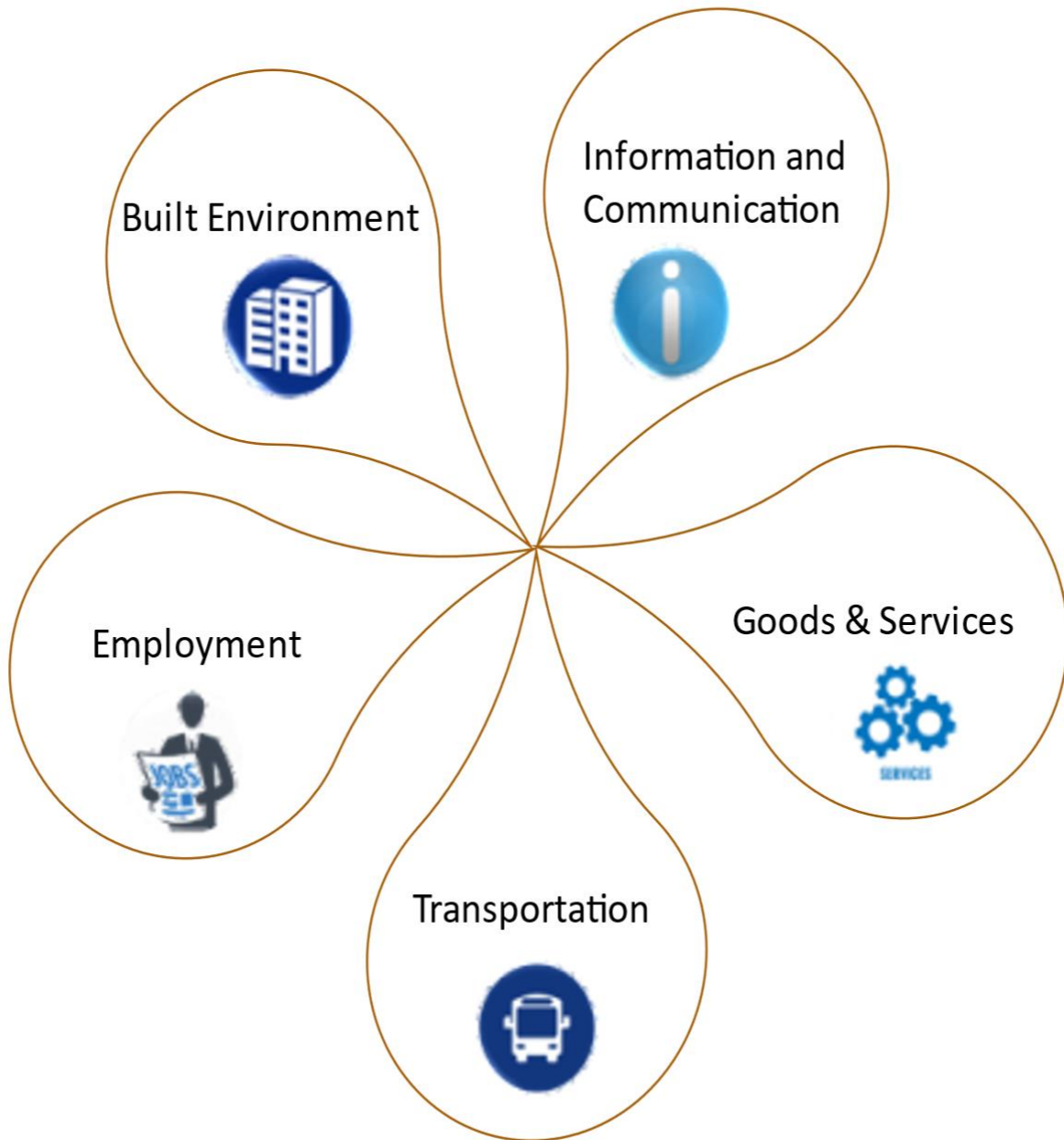


EQUALITY VS EQUITY

Equitable access is different than equal access. Equality means everybody gets the same thing, while equity means everybody is treated fairly, based on their needs.

AREA OF FOCUS

Our plan includes five areas of focus.



DEFINITIONS

ARGYLE ACCESSIBILITY ADVISORY COMMITTEE

A volunteer committee established by a municipality to advise municipal council about identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The committee plays a pivotal role in helping the municipality become a barrier-free community that complies with Nova Scotia's Accessibility Act (2017). At least one-half of the members of the advisory committee must have a disability or represent an organization that represents people with disabilities.

ACCESSIBILITY ACT

The provincial law was enacted to achieve accessibility by preventing and removing barriers for people with disabilities. The law defines the role and responsibilities of the Accessibility Directorate and the Accessibility Advisory Board and addresses standards, compliance, and enforcement.

BARRIER

Something that makes it harder for some people to participate. Nova Scotia's Accessibility Act defines a barrier as "anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice."

DISABILITY

As defined in Nova Scotia's Accessibility Act: "a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual's full and effective participation in society."

INCLUSION

The practise or policy of providing equal access to opportunities and resources for people who might otherwise be excluded, such as those who have physical or mental disabilities.

GOVERNMENT OF NOVA SCOTIA ACCESSIBILITY PLAN

A multi-year plan setting specific priorities and commitments for achieving accessibility within the Government of Nova Scotia. The first plan was published in 2018 and covers the years 2018-2021.

PLAIN LANGUAGE

Clear, conversational communication that makes sense to the intended audience. The goal of plain language is to communicate so clearly that the intended audience can easily find what they need, understand what they find, and use the information

EQUITY / EQUITABLE

A commitment to fairness. Equitable access is different from equal access. Equality means everyone is treated the same; equity means everybody is treated with fairness based on their needs.

BUILT ENVIRONMENT

OUR COMMITMENT

Our public buildings and public spaces will be accessible, where practical, to people of all ages and abilities, whether we own, lease, or operate the space. We will also encourage citizens, the business community, and schools to make their public and private spaces more accessible.

OUR STARTING POINT

The Municipality of Argyle owns, leases & operates public facilities such as our Municipal Office, Argyle Township Courthouse & Archives, parks, playgrounds, tennis / multi-purpose courts, fire departments, Pubnico Library, sidewalks, and other infrastructure and systems that help the municipality run smoothly.



Figure 1: Par en Bas Track and Field

ACHIEVEMENTS TO DATE

- Our new municipal building opened in June 2021 has met all the accessibility standards in the Nova Scotia Building Code.
- The Argyle Archives was constructed recently, abiding by the accessibility codes of that period.
- The Wedgeport & West Pubnico Fire Departments constructed their fire halls to the accessibility standards at the time of construction.

- We made changes to the Land Use Bylaw to make it easier for homeowners and landowners to:
 - Add a secondary suite, Air B&B, pocket communities & Affordable Housing effective August 2020.
- We completed an accessibility audit on Le Parc des Jeunes in Lower Wedgeport, and we have purchased some equipment to meet the audit recommendations.

PROJECTS UNDERWAY

- We are installing an accessible canoe/kayak dock launch and an accessible pathway to get to the launch at the Glenwood Provincial Park, awaiting final Provincial funding.
- We are refreshing our 2016 Active Transportation Plan to include sidewalks to improve pedestrian traffic.
- We are planning final purchases for the Wedgeport Park des Jeunes.

BARRIERS

- The tennis courts/multi-purpose courts are not physically accessible to the public.
- All sidewalks owned by the Municipality currently are not barrier-free, and we currently do not have a documented plan for new sidewalk construction that contemplates accessibility issues.
- Our only crosswalk in Wedgeport does not contemplate accessible needs in its installation.

- Our current library location in Pubnico Head is not entirely accessible to the public and is also reaching the end of life.
- Our Courthouse and Archives parking lot is gravel, and unpaved.
- Parking at the Parc des Jeunes, ballfields, and potentially other locations do not contemplate physical disabilities in its design. (ie, gravel parking challenges those in wheelchairs to access the location).
- Equipment at the Parc des Jeunes playground does not consider accessibility in the design.
- Current track and field facility in Tusket is constructed of a material that does not enable accessible access and use.
- Seating areas in our public places are not all accessible.
- Accessibility needs are not yet built into Build environment budgets.
- The Tusket Courthouse is a Heritage building & oldest standing Courthouse in Canada. Any contemplated accessibility changes could impact its registered status.



Figure 2: Parc des Jeunes

RECOMMENDATIONS

- To provide an Accessibility Audit of the following municipal assets:
 - Argyle Archives
 - 7 Fire Departments located in Argyle
 - Existing parking lots at recreation facilities and the Archives
 - Multi-purpose recreation courts owned and operated by Argyle
 - 3 sidewalks are currently constructed. (Pubnico, Tusket, Wedgeport)
- Develop an installation plan of action for these listed assets, along with a planned date of execution to install improvements to accessibility where practical.



Figure 3: Wedgeport Sidewalk

FOR COMMUNITY PARTNERSHIPS

The Municipality of Argyle will:

- Work with the Argyle Businesses & Yarmouth and Area Chamber of Commerce to inform businesses of the funding available to them to enable a barrier-free business for its residents.

ACTIONS

TOP PRIORITIES

- On additional new sidewalk constructions, ensure the inclusion of curb cut outs & crosswalks where needed.
- Commit a portion of the annual budget to install, maintain, or improve accessibility in public buildings and spaces.

- If crosswalks are installed ensure barrier-free options are considered in its construction.
- Complete the accessibility project in Lower Wedgeport at Le Parc des Jeunes.
- Complete the accessible canoe/kayak launch with an accessible pathway at Glenwood Provincial Park.
- Develop and fund a replacement plan for existing benches and picnic tables, and always purchase/build new barrier-free seating.

OTHER PRIORITIES

- Identify roles and responsibilities of improving accessibility to the Pubnico Head library location and take fiscal responsibility for building improvements on location.
- If a new library in Pubnico is approved and funded, ensure accessible design.
- Amend, if applicable, the Municipal Planning Strategy and Land Use Bylaw to facilitate the construction and location of barrier-free housing options.
- Promote the Municipality of Argyle Accessibility Plan through different media channels, both digital and printed materials.

INFORMATION & COMMUNICATION

OUR COMMITMENT

Information and communications delivered by the Municipality of Argyle will be focused on an online outreach and done regularly. Our existing online options already contemplate issues around visual disabilities.



Figure 4: Municipality of Argyle Newsletter

We will improve our clear and plain language to consider learning and literacy limitations. We create an awareness and education of the barriers to participation and the rights of those affected by these barriers.

OUR STARTING POINT

The Municipality of Argyle delivers information to the public in several ways, which include:

- Meetings such as Argyle Council & Advisory Committee meetings are open to the public.
- The municipal website, Facebook, Twitter, and Instagram.
- An online newsletter.
- Ad Mail outs to all residents.
- Through celebratory events, such as Experience of Argyle.

ACHIEVEMENTS TO DATE

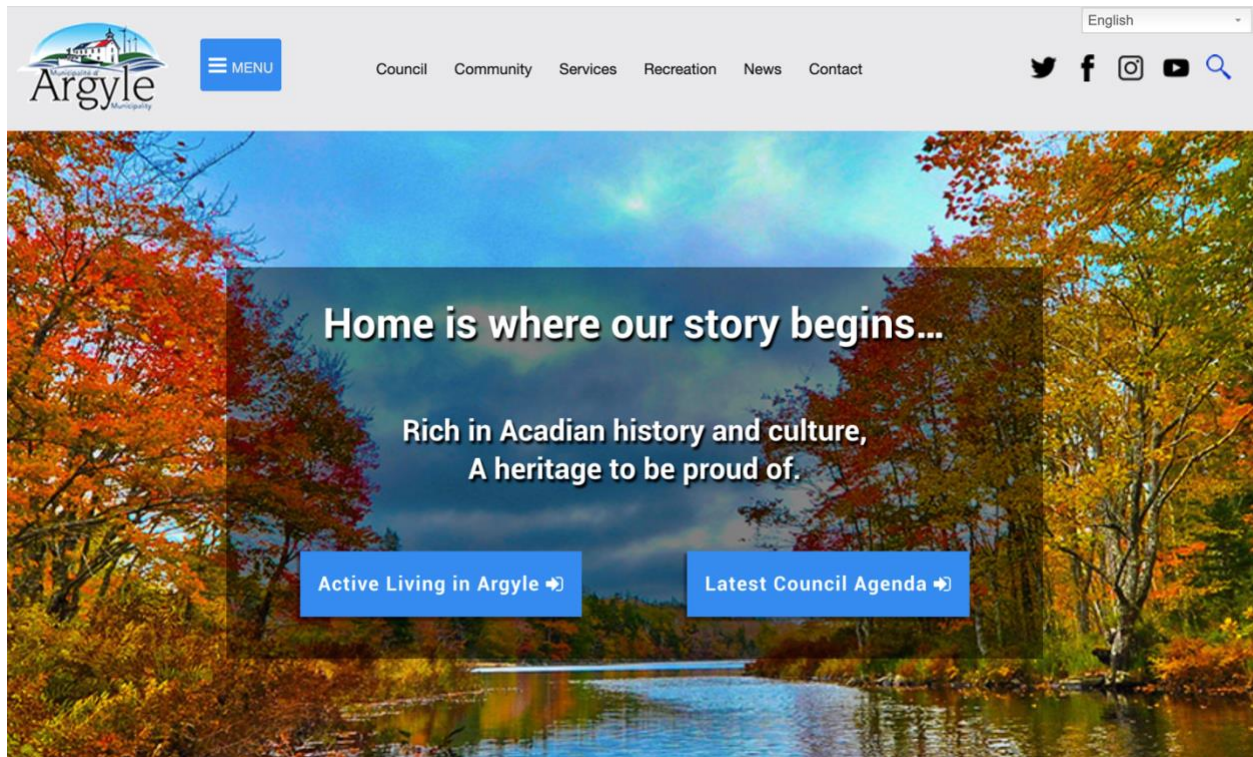


Figure 5: <http://www.munargyle.com>

- Our Council meeting minutes & agendas are posted online.
- The Council meetings are recorded live on Facebook & are posted on our municipal website to watch later.
- Our new municipal website is newly refreshed and meets accessibility requirements.
- We have some staff that are bilingual, considering our Acadian and anglophone populations.
- Our Facebook live events/meetings and YouTube channel have automatic closed captioning.

- Council Chambers is accessible for the public to attend Council meetings.
- Zoom and similar online platforms allow for public participation in meetings of any kind from their home.
- The Tuskent Archives owns computer hardware that enables improved use for those with mental or physical limitations. This technology is designed for public use.



Figure 6: Argyle Council Chambers

PROJECTS UNDERWAY

- None.

BARRIERS

- Limited education on visual or other limitations relating to information and communication.
- Current Municipal law does not consider visual or other impairments in the requirement to advertise public notices or other similar requirements.
- There are currently no American Sign Language Interpreter in our area.
- Plain language is not consistently used in written material.

RECOMMENDATIONS

The Municipality of Argyle will...

- Focus communication in our online formats, as this format reaches the largest group potentially engaged in Municipal Government.
- Increase regularity of communication in this format, considering plain language and accessibility limitations.
- Respond, where practical, to special requests from organizations or individuals that have identified a need for an alternate communication format.
- Install appropriate accessible signs visibly on our municipally-owned facilities where missing.
- Select locations for public engagement and open houses that are accessible based on current regulations.
- Offer materials in varied formats considering visual and literacy limitations, where practical, or upon request.

ACTIONS

TOP PRIORITIES

- Distribute any Provincial public awareness brochures/handouts (municipal staff and public) to our residents to build awareness around what an accessible community means.
- Provide modified paper copies of municipal resources in large and/or plain language – on request.
- Ensure digital communications are screen readable.

OTHER PRIORITIES

- We will ensure that when required we will have an American Sign Language Interpreter at public municipal meetings. This shall only be considered in a major public engagement exercise. Alternative options, including but not limited to, closed captioning, shall be considered and implemented in public meetings where practical.
- Train our Communications personnel and/or members of the Office of the Deputy CAO in inclusive and plain language training.



Figure 7: Municipality of Argyle - Net Zero Administration Building

EMPLOYMENT

OUR STARTING POINT

We will remove barriers to employment for people of all ages and abilities who seek a career with the Municipality of Argyle, where practical. We will make our employment practices and workplaces more accessible for new and existing employees of all abilities.

OVERVIEW

The Municipality of Argyle currently has 21 full-time and 4 part-time staff members. There are 9 elected officials on council. Elected representatives must be 18 years of age, a Canadian Citizen, and live in the community.

ACHIEVEMENTS TO DATE

- The council have iPads for reading agendas and municipal documents. This makes reading more accessible as the user can zoom in on the text and change font size.
- Our new municipal building is operational, and all rooms are barrier-free in accordance with the regulations as of June 1, 2021.
- Recently assigned a designated Human Resources staff person that would further support the unique needs of all staff.

PROJECTS UNDERWAY

- None

BARRIERS

- Our job postings do not currently state that we can accommodate a person with disabilities.
- Staff are currently not trained to identify those individuals who have an invisible disability.

RECOMMENDATIONS

- Seeing as our main office is now barrier-free, obtain a suggested course of action to ensure our employment at the West Pubnico Treatment plant, as well as the Argyle Archives provide barrier-free employment options, where practical.

ACTION

TOP PRIORITIES

- Improve opportunities for people with disabilities to gain employment at the municipality by ensuring job postings clearly

state they are open to people with disabilities, accommodations may be available in the workplace, and/or advertise job postings across different platforms.

- Improve hiring and personnel policies, and practices to enable and encourage the recruitment, selection, and advancement of people with disabilities in their employment at the municipality.
- Improve support and flexibility in the workplace by ensuring municipal staff and Council with disabilities have access to adaptive technologies, possible accommodations in the workplace, appropriate and supportive leave practices and return to work plans, and a flexible work environment such as the ability to work from home.
- Build capacity among staff and senior leadership to cultivate a culture of inclusion that supports, retains, and provides opportunities for career growth to people with disabilities.

OTHER PRIORITIES

- Provide training opportunities for staff on diversity and inclusion, such as “Working with Abilities” online training provided by Nova Scotia Human Rights Commission.
- Promote opportunities for accessibility training to residents and local businesses.
- Actively recruit people with disabilities on municipal committees and working groups.



Figure 8: West Pubnico Multi-Purpose Court

GOODS & SERVICES

OUR COMMITMENT

We will ensure that people of all ages and abilities have equal access to goods and services delivered by the Municipality of Argyle, where practical. This includes ensuring that there are policies, procedures, and tools to promote the accessible delivery of goods and services.

OUR STARTING POINT

OVERVIEW

The following are some of the many services the municipality provides to the public:

- Facilitating meetings of Council and Advisory Committees, including public access to this information,
- Maintaining sidewalks and roads for public facilities, such as snow removal, salting etc.

- Maintaining recreational facilities, such as playgrounds, ballparks, multi-purpose courts and parks, for members of the public.
- Deliver recreational programs to the residents.
- Maintaining sewer services for three communities in our municipality, including operations and capital planning.
- Tax collection, rebate assistance and financial support.
- Building and Fire Inspections.
- Garbage collection, disposal and diversion.
- Council policy and Bylaw development, including such items as Land Use Bylaw.

PROJECTS UNDERWAY

- Aquaculture development – the creation of an Aquaculture Development Area to facilitate investment in our waters.
- Sewer project – expansion of the Wedgeport Septic tank installation for 50 residents.
- Active Transportation (AT) refresh – an expanded and updated AT plan including other potential investments and expanded community input.
- The Municipality of the District of Argyle Accessibility Plan.

- Potential expansion of the Mariners Center, including accessibility considerations in the design.
- Solar energy – East Pubnico – designed to sell solar power to NS Power under the COMFIT program.
- West Pubnico – Pump station improvement for Climate Change Adaptation.



Figure 9: Administration Building Solar Field

ACHIEVEMENTS TO DATE

- Our new municipal website is accessible.
- Argyle Recreation Commission has an inclusive community representation.
- Bylaw enforcement and management is in place with a full-time Fire Inspector and Bylaw Enforcement Officer.
- Municipal elections are available electronically, via telephone and in-person voting.
- Municipal meetings are accessible online, and many are still using an online platform, which increases viewership regardless of most barriers.

PROJECTS UNDERWAY

- None

BARRIERS

- No staff members are trained in ASL (American Sign Language).

- Certain resources are not accessible to us due to our physical location away from the larger centres.
- Low focus on alternative communication tools for those residents who require it.
- Not yet established a procurement priority for goods and services, considering the limitations that affect some residents.

RECOMMENDATIONS

- Prioritize closed captioning for online meetings and other video communications, as an alternative to ASL services, as it is not available to us.
- Establish a plan for optional alternate communication tools and provide these tools upon request.
- Review existing policies, bylaws and procedures providing recommendations for improvement under an accessibility lens.
- Ensure all new policies, bylaws and procedures conform to the recommendations of this document and consider inclusivity in its design.

ACTIONS

TOP PRIORITIES

- Promote and increase the adaptive equipment loan service to consider accessibility needs.

- Review and revise the Day Camp staffing and services considering the potential limitations of residents – increasing inclusive access of the location and delivery of service.
- Improve policy and service delivery with a focus on:
 - Dangerous and Unsightly premises where people with a disability are challenged to maintain their property.
 - Tax Rebate and front-end services to assist residents in navigating applications and permits.

OTHER PRIORITIES

- Waive registration fees for recreation activities for the individual who is supporting a person with a disability.
- Provide accessibility training to the building and fire inspectors where available.
- Ensure people with disabilities have equitable access to bylaws and policies, in whatever format needed to meet the individual needs.

TRANSPORTATION

OUR STARTING POINT

The Municipality of Argyle currently has the Hope Dial-A-Ride transit service. It is in the Town of Yarmouth and offers services to the County for transportation to and from the Town and more. They have seven-passenger vans (as of 2021), four of which are fully accessible. Also, a mid-size SUV to help residents travel beyond our areas.

ACHIEVEMENTS TO DATE

- The Municipality of Argyle has helped fund the new accessible HOPE vehicles and provides regular operational funding.
- HOPE is fully able to help a resident with a wheelchair or other disability.

BARRIERS

- We currently do not have direct access to accessible transportation located or controlled by the Municipality.
- The Hope Dial-A-Ride service needs at least 24-hour notice.
- There is an extra fee of \$7 each way when handling of a wheelchair.



Figure 10: Hope Dial-A-Ride

PROJECTS UNDERWAY

- The CDENE led a study on the transportation needs of the Municipality. This was done in 2013, and requires a refresh for an updated demographic, along with accessibility considerations. Some of the recommendations are still applicable today.

RECOMMENDATIONS

- Develop a plan of action with HOPE to ensure barrier-free transportation services are available to our residents.
- Identify gaps in the delivery of service and provide financial or administrative support where necessary to ensure inclusive access to the service. For instance, if there is an additional fee to service a resident with a disability, then it would be Argyle's role to ensure an even playing field.

ACTIONS

PRIORITIES

- Explore the option of having the Hope Dial-A-Ride co-stationed in the municipality, as they have recently benefitted from a new building construction for their main office.
- Explore the option of subsidizing fees or improving local services supporting the HOPE Dial a Ride.
- Assess the number of residents from the Municipality of Argyle using the Dial-a-Ride service as part of updating the CDENE led transportation plan.

OTHER PRIORITIES

- Update the current transportation study to determine changing needs of our residents and potential improved services in this area.
- Re-examine the option of using Nakile Home for Special Care accessible bus, which was initially refused.



Figure 11: Glenwood Provincial Park

IMPLEMENTING THE PLAN

RESPONSIBILITIES

ACCESSIBILITY ADVISORY COMMITTEE

- Review the Accessibility Plan at least annually (Act requires every three years).
- Committee to meet annually to review progress and commitments lined out in this plan.
- To give feedback and recommendations to Municipal Council through an annual report or presentation.

ACCESSIBILITY COORDINATOR

- Guide the work by the Accessibility Advisory Committee.
- Book meetings, prepare and distribute agendas and minutes, assist Chair in leading the meetings, manage recruitment for Committee when necessary.
- Provide a summary of questions, concerns, and complaints to the Accessibility Committee.
- Accept complaints, questions, and concerns submitted to them by the public.
- Accessibility Coordinator will keep a record of the complaints, questions, and concerns to be reviewed by the accessibility Committee on a regular basis.



Figure 12: Pubnico Point Trail

COUNCILS

Recognize the significant cost of implementing this plan and the municipal operational plans and seek adequate funding to allow municipalities to meet the requirements under Nova Scotia's *Accessibility Act*.

CAO

Ensure the commitments outlined in the Accessibility Plan are reflected and operationalized in Municipal Accessibility Action Plans required as public sector bodies under Nova Scotia's *Accessibility Act*.

SCHEDULE

See Appendices for schedule. Please note that the timelines will most likely change as this is a living document.

MONITORING AND EVALUATION

The Argyle Accessibility Committee will prepare an Access by Design report each year outlining the accomplishment, actions taken and recommendations. This document shall be made public.

APPENDICES – Estimated Schedule of completion 2022 - 2023

Project	Magnitude	Conditional on Funding	Potential Lead
Promote MODA Accessibility Plan	Low	No	IT Department Community Development Accessibility Coordinator
Provide modified paper copies of municipal resources in large and/or plain language – on request	Low	No	Office of the CAO
Ensure digital communications are screen readable	Low	No	IT Department
Prioritize close captioning for online meetings and other video communications as an alternate to ASL service not available to us.	Low	No	IT Department
Improve opportunities for people with disabilities to gain employment at MODA by ensuring job postings are open to people with disabilities, accommodations may be available in the workplace and /or advertised job postings across different platforms	Low	No	Office of the CAO
Promote and increase the adaptive equipment loan service	Low	No	Recreation Department

Waive registration fees for recreation activities for the individual who is supporting a person with a disability	Low	No	Recreation Department
Glenwood Provincial Park Accessible Kayak/ Canoe Launch	Medium	Yes	Recreation Department
Parc des Jeunes Playground Project	Low	Yes	Recreation Department
Distribute any Provincial public awareness brochure / handouts to our residents to build awareness around what an accessible community means	Low	No	Community Development Recreation Department
Review and revise the Day Camp staffing and services considerations and services considering the potential limitations of residents – increasing inclusive access of the location and delivery of service	Low	No	Recreation Department
Develop and fund a replacement plan for existing benches and picnic tables, and always purchase/build new barrier-free seating.	Low	No	Recreation Department
Prioritize closed captioning for online meetings and other video communications, as an alternative to ASL services, as it is not available to us.	Low	No	IT Department
Explore the option of having the Hope Dial-A-Ride co-stationed in the municipality, as they have recently benefitted from a new building construction for their main office.	Low	Yes	Office of the CAO

Assess the number of residents from the Municipality of Argyle using the Dial-a-Ride service as part of updating the CDENE led transportation plan.	Medium	No	Office of the CAO
Explore the option of subsidizing fees or improving local services supporting the HOPE Dial a Ride	Medium	Potentially	Office of the CAO
Develop a plan of action with HOPE to ensure barrier-free transportation services are available to our residents.	Medium	Potentially	Office of the CAO
Identify gaps in the delivery of service and provide financial or administrative support where necessary to ensure inclusive access to the service. For instance, if there is an additional fee to service a resident with a disability, then it would be Argyle's role to ensure an even playing field	High	Yes	Office of the CAO
Update the current transportation study to determine changing needs of our residents, and potential improved services in this area.	Medium	No	Office of the CAO

2024 - 2025

Project	Magnitude	Conditional on Funding	Potential Lead
Work with Argyle Businesses and Yarmouth and area Chambers of Commerce to inform businesses of the funding available to enable barrier-free businesses	Low	No	Community Development
Improve hiring and personnel policies and practices to enable and encourage the recruitment, selection, and advancement at MODA	Low	No	Office of the COA
Improve support and flexibility in the workplace by ensuring Mun staff and council have access to adaptive technologies, possible accommodations in the workplace, appropriate and supportive leave practices and return to work plans and a flexible work environment such as the ability to work from home	Low	No	Office of the CAO IT Department
Provide training opportunities for staff on diversity and inclusion such as “Working with Abilities ‘online training provided by NS Human Right Commission	Low	No	All departments
Accessibility Audits 1. Archives 2. Fire Departments 3. Existing parking lots at Recreation Facilities and archives 4. Multi-purpose courts 5. Sidewalks	Medium	Possibly	Operations Department

Develop a plan of action for the audit's recommendations from the above audits with installation planned date of execution to install improvements where practical	Medium	Yes	Operations Department
Make the necessary repairs to the existing sidewalks to make them accessible.	High	Yes	Operations Department
Re-examine the option of using Nakile Home for Special Care accessible bus, which was initially refused.	Low	Potentially	Recreation Department

2026 - 2027

Project	Magnitude	Conditional on Funding	Potential Lead
Amend, if applicable, the Municipal Planning Strategy and Land Use Bylaw to facilitate the construction and location of barrier-free housing options	Medium	No	Protection Services
We will ensure that when required we will have an American Sign Language Interpreter at public municipal meetings. This shall only be considered in a major public engagement exercise. Alternative options, including but not limited to, closed captioning, shall be considered and implemented in public meetings where practical.	High	No	Office of the CAO

Train our Communications personnel and/or members of the Office of the Deputy CAO in inclusive and plain language training.	Medium	No	Office of the CAO
Promote opportunities for accessibility training to residents and local businesses.	Low	No	Community Development
Actively recruit people with disabilities on municipal committees and working groups.	Medium	No	Leadership Team

2028 - 2029

Project	Magnitude	Conditional on Funding	Potential Lead
Identify roles and responsibilities of improving accessibility to the Pubnico Head location and take fiscal responsibility for building improvements on location.	High	Yes	Office of the CAO
If a new library in Pubnico is approved and funded, ensure accessible design	High	Yes	Office of the CAO
Obtain a suggested course of action to ensure our employment at the West Pubnico Treatment plant, as well as the Argyle Archives provide barrier-free employment options, where practical.	Medium	Yes	Office of the CAO Operations Department

Take a regional approach in identifying a ballfield that would be accessible for all to play.	High	Yes	Recreation Department
Perform an accessibility audit on the trails in the municipality and ensure that part of at least one trail meets the accessibility standards for trails	Medium	Yes	Recreation Department

2029 - 2030

Project	Magnitude	Conditional on Funding	Potential Lead
Perform a review of existing policies, bylaws and procedures providing recommendations for improvement under an accessibility lens.	Medium	No	Protection Services
Improve policy and service delivery with a focus on: 1) Dangerous and Unsightly premises where people with a disability are challenged to maintain their property. 2) Tax Rebate and front-end services assisting residents to navigate applications and permits.	Low	No	Protection Services Taxation Department
Improve the accessibility of the Par-en-Bas Track	High	Yes	Recreation Department Office of the CAO

ONGOING

Project	Magnitude	Conditional on Funding	Potential Lead
On additional new sidewalk constructions, ensure the inclusion of curb cut outs & crosswalks where needed.	High	Yes	Operations Department
Commit a portion of the annual budget to install, maintain, or improve accessibility in public buildings and spaces.	Low	No	Office of the CAO
If crosswalks are installed ensure barrier-free options are considered in its construction	High	Yes	Operations Department
Build capacity among staff and senior leadership to cultivate a culture of inclusion that supports, retains, and provides opportunities for career growth to people with disabilities.	Low	No	All Departments Leadership Team
Ensure all new policies, bylaws and procedures conform to the recommendations of this document and consider inclusivity in its design.	Low	No	Leadership Team
Provide accessibility training to the building and fire inspectors where available.	Low	No	Protection Services
Ensure people with disabilities have equitable access to bylaws and policies, in whatever format needed to meet the individual needs.	Low	No	Protection Services

APPENDICES – Committee members

Committee Members

- P Earl Muisse, (Chair) Member at Large, three-year term.
- Glenn Diggdon, (Vice-chair) Councillor, Member at Large, three-year term.
- Alternate Councillor, Danny Muisse.
- Julie Mann, Member at Large, three-year term.
- Ginette d'Entremont, Member at Large, three-year term.
- Yvette Leblanc, Member at Large, three-year term.
- Mona Doucette, Member at Large, three-year term.

Ex-Officio Members

- CAO, Alain Muisse
- Municipal Clerk, Lori Murphy (May 2020 – April 2021)

Accessibility Coordinator(s)

- Kim Rowley, Deputy Clerk (May 2020 - December 2021)
- Natalie d'Entremont, Director of Recreation Services (January 2022 - present) 902-648-3379 / ndentremont@munargyle.com