

## **Corporation of the Municipality of Calvin**

### **Maintenance and Disruption Procedures – Accessible Elements in Public Spaces**

**Approved by:** Council for the Corporation of the Municipality of Calvin by Resolution Number: 2025-207

**Effective Date:** June 24, 2025

**Related Legislation:** Integrated Accessibility Standards Regulation, O. Reg. 191/11, s. 80.44

#### **1. Purpose**

To establish formal procedures for:

- The preventative and emergency maintenance of accessible elements in public spaces; and
- Addressing temporary disruptions when accessible elements are not in working order.

This procedure ensures compliance with the Accessibility for Ontarians with Disabilities Act (AODA), O. Reg. 191/11, Section 80.44.

#### **2. Definitions**

- Accessible Elements: Features in public spaces that are intended to make spaces usable by persons with disabilities, such as and where applicable:

- Accessible parking spaces
- Curb ramps
- Accessible pedestrian signals
- Tactile walking surface indicators
- Ramps, handrails, and accessible pathways
- Accessible public seating
- Exterior paths of travel

- Temporary Disruption: A short-term condition in which an accessible element is unavailable or not functioning as intended.

#### **3. Procedures**

##### **3.1 Preventative Maintenance**

The Municipality will:

- a) Develop and maintain an inspection schedule for all accessible public space elements, with the frequency based on usage, exposure, and type of element.
- b) Perform documented inspections to assess functionality, safety, and condition of accessible features.
- c) Carry out regular maintenance tasks, as applicable, including but not limited to:
  - Snow and ice removal
  - Surface cleaning and debris removal

- Painting of faded lines/markings
  - Tightening or lubricating mechanical components
  - Replacing worn or damaged tactile indicators or signage
- d) Train operational and maintenance staff to recognize early signs of deterioration or hazard in accessible elements.
- e) Engage third-party professionals as necessary to inspect or repair specialized accessible infrastructure.

### 3.2 Emergency Maintenance

In the event of a sudden failure or report of a damaged accessible element:

- a) The responsible department shall respond within 24 hours to assess the issue.
- b) Make the area safe for public use by installing temporary barriers, cones, or warning signage.
- c) Prioritize repair based on safety risk, accessibility impact, and available resources.
- d) Document the event including:
  - Time and date of report
  - Nature and cause of failure
  - Actions taken
  - Repair timeline and completion date

### 3.3 Temporary Disruptions

When an accessible element is temporarily unavailable:

- a) Public notice shall be provided, including:
  - A description of the element affected
  - Reason for disruption
  - Expected duration
  - Alternative access routes or options
- b) Notice may be communicated by:
  - Signage at the site
  - Municipal website or social media
- c) On-site signage will be clear, visible, and include accessible formats such as large print and pictograms.
- d) Staff shall ensure the disruption is logged, and services are restored as quickly as possible.

## 4. Responsibilities

- Department Heads are responsible for ensuring this procedure is implemented and staff are trained.
- Public Works is responsible for inspections, maintenance, emergency responses, and signage.
- Administration is responsible for public notices and ensuring communication is accessible.

## 5. Monitoring and Review

This procedure shall be reviewed:

- Annually in May.

## 6. Accessible Elements Maintenance Log

This log is to be used for recording inspections, maintenance activities, and issues with accessible public space elements.

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### 7. Preventative Maintenance Log - Annual Inspection - Accessible Elements

This log is to be used to record the annual inspection of accessible elements.

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