



Rural Municipality of  
**PINEY**

# **Accessibility Plan**

**Effective Date: December 21st, 2017**

## **PART 1.**

### **Baseline Report**

#### **a. Overview of Programs and Services**

The Rural Municipality of Piney provides municipal services to approximately 1,726 residents within its vicinity. The main services provided by the municipality include municipal road and main market road maintenance and upkeep, municipal drainage maintenance, fire protection serviced by three fire stations, ours and the RM of Stuartburn Tourism Committee - Sunrise Corner, hunting and agricultural leases, three waste disposal grounds, and recycling sheds throughout many of our communities.

The municipality operates three fire halls, three dump attendant buildings, and the RM office. The RM office is open to the public but the other buildings are not open to the public. The municipality is responsible for communicating with residents about the programs and services it provides and responding to inquiries. As the municipality is a public entity, existing to serve all residents, the removal of accessibility barriers, is an important consideration for the municipality.

#### **b. Accessibility Achievements**

The municipal office has installed an automated door opener, is wheelchair accessible, and has an accessible washroom. The municipal officer also has dedicated staff and council members ready to assist and direct and offer the public assistance. The staff is empowered to accommodate all visitors. This includes physically writing out cheques and filling out forms on people's behalf, explaining processes, and enlarging documentation. A sign is posted in our public parking lot of the municipal office for designated wheelchair parking.

A variety of methods are used to communicate municipal services and programs to the public. This includes advertising in the local newspaper, social media, direct mail, hanging posters in public areas within the municipality, numerous community bulletin boards, and website posts. The RM of Piney supplies a monthly newsletter that is mailed to all residents who live in the municipality as well as an electronic form that is sent via e-mail. Enlargements of the paper copy can be done as per request.

#### **c. Accessibility Barriers**

The RM of Piney facilities range in terms of physical accessibility. The municipal office, which allows public access and is most frequented, is more easily accessible than fire halls and dump attendant buildings, which have restricted public access.

Facility	Accessibility Barriers
<b>Municipal Office</b> 6092 Boundary St. Vassar, MB	- staff awareness and training - website is not accessible
<b>Station #1 Fire Hall</b> 5001 PR 203 Piney, MB	- staff awareness and training
<b>Station #2 Fire Hall</b> 81045 Morden Sprague Rd Sprague, MB	- staff awareness and training - no wheelchair access to second floor
<b>Station #3 Fire Hall</b> 10 Pinewood Dr. Woodridge, MB	- staff awareness and training - no wheelchair access to second floor
<b>Menisino Dump Attendant Shed</b> Menisino, MB	- staff awareness and training - no public access to building; barrier for people with mobility issues
<b>Sprague Dump Attendant Shed</b> Sprague, MB	- staff awareness and training - no public access to building; barrier for people with mobility issues
<b>Woodridge Dump Attendant Shed</b> Woodridge, MB	- staff awareness and training - no public access to building; barrier for people with mobility issues

## Part 2.

### Accessibility Plan

#### a. Statement of Commitment

The RM of Piney is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in ways that allow them to maintain their dignity and independence. We believe in inclusion. We are committed to meeting the needs of people who face accessibility barriers. We will do this by identifying, removing and preventing barriers and by meeting the requirements of the “Accessibility for Manitobans Act”.

#### b. Policies

The RM of Piney will review all programs, services and new initiatives to ensure accessibility. All information will be available in an accessible format or provide communication supports to people with disabilities in a way that considers their disability.

**c. Actions**

<b>Action</b>	<b>Status</b>
<p><b>Staff Training &amp; Awareness</b></p> <ol style="list-style-type: none"> <li>1. The RM of Piney will research available accessibility training resources. This includes online resources (ex. Training videos).</li> <li>2. A training plan will be created to assist municipal staff to recognize specific accessibility barriers and take the necessary steps for accommodation which include: <ul style="list-style-type: none"> <li>• <b>Attitudinal barriers</b>, such as speaking directly to the individual with the disability and not the support person;</li> <li>• <b>Informational and communication barriers</b>, such as making eye contact, speaking slowly to accommodate lip reading, and using plain language.</li> <li>• <b>Technological barriers</b>, such as offering online information in paper format and ensuring the website is accessible.</li> <li>• Systemic barriers, like accepting job applications online and in-person.</li> <li>• <b>Physical and architectural barriers</b>, such as good informational and navigational signage in facilities and accessible paths to events.</li> </ul> </li> <li>3. Training of staff will be prioritized based on position and level of public interaction. Municipal office staff and all volunteer fire fighters will receive training first.</li> <li>4. All municipal staff will receive accessibility training. The scope of training will be specific to individual positions and level of public interaction.</li> </ol>	<p><b>Ongoing</b></p> <p><b>Ongoing</b></p> <p><b>Completed</b></p>
<p><b>Facility Accommodations</b></p> <p>A list of municipal buildings and/or facilities and corresponding accessibility barriers will be created.</p> <p>General signage for all municipal buildings/facilities is being explored. Message would indicate “If you have an accessibility issue and require assistance, please speak to our staff.”</p>	<p><b>Complete</b></p> <p><b>Ongoing</b></p>

<p><b>Processes</b></p> <ol style="list-style-type: none"> <li>1. The municipal staff will be created to review and document specific accessibility situations that arise. A guide for dealing with similar situations in the future will be created and shared across the organization and added to the municipality's accessibility plan.</li> <li>2. The municipal staff will create a process for staff to follow when an accessibility barrier is identified with which they are unfamiliar or unsure how to accommodate.</li> <li>3. All new/returning employees will receive appropriate accessibility training as part of their orientation.</li> </ol>	<p><b>Ongoing</b></p>
<p><b>Plan Communication</b></p> <p><b>Internal</b> - communicate accessibility plan to all municipal employees, focusing on available support tools and processes. Communication methods include staff meetings and providing paper copies of correspondence and e-mails.</p> <p><b>External</b> – raise awareness and make the plan available to all RM of Piney residents and the general public. Communication methods include social media platforms, RM website and RM monthly newsletter. Paper copies will also be available at the Municipal Office.</p>	<p><b>Ongoing</b></p>
<p><b>Budget Allocation</b></p> <p>Budget will vary and be allocated to the needs of the program.</p>	<p><b>Ongoing</b></p>
<p><b>Monitor Progress</b></p> <p>Regular reporting to the Chief Administrative Officer and council regarding RM of Piney accessibility issues, challenges and successes.</p>	<p><b>Ongoing</b></p>

**d. Expected Outcomes**

RM of Piney residents with accessibility issues are able to access municipal services, facilities and programs while maintaining their independence. All members of RM staff will be more conscious and aware of accessibility barriers and recognize accessibility issues more readily. Staff will feel confident when confronted with accessibility issues having been provided with training and tools to assist. The CAO and council will consider and incorporate accessibility requirements in their short and long term planning going forward.