



## **Town of Mulgrave**

# **An Accessibility Plan for 2025 – 2028**

## **Introduction:**

The Town of Mulgrave’s Accessibility Plan for 2023-2026 reflects the goal of the Town to be responsive to the needs of people with various abilities. Mulgrave strives to be a welcoming, inclusive and accepting community to all people. With this in mind, we encourage you to view the Accessibility Plan as a “living document”, and to suggest changes that will continually improve it. Although the Plan will be updated every three years, please voice your concerns, ask questions and provide suggestions at any time.

We are proud of the Town’s Accessibility Plan, and look forward to seeing it put into practice.

## **Our Commitments:**

### ***Built Environment***

- Accessible buildings and public spaces.

### ***Information & Communication***

- Clear and accessible information and communication from the Town.

### ***Transportation***

- Equitable access to transportation services for everyone.

### ***Employment***

- Equitable access to jobs with the Town and fair employment practices.

## **Built Environment**

Our public spaces within public buildings will be accessible to people of all ages and abilities. We will also encourage citizens and the business community to make other public and private spaces accessible.

Appendix One (1) includes an assessment of accessibility at the Town Administration Office at 459 Murray Street and the Post Office Building at 433 Main Street.

Significant changes have occurred at the Administration Building through the Province of Nova Scotia's *Community ACCESS-Ability Grant Program* and the Government of Canada's *Enabling Accessibility Fund*.

Two sets of external accessible doors with openers have been installed at the Administration Building. Three sets of internal accessible doors with openers have been installed inside the main entrance, in the hallway, and at the entrance to the gymnasium. An accessible washroom has also been installed on the main floor.

### **Commitment:**

*The Town will continue to allocate funding and seek out new sources of funding to continue the progress towards increased accessibility within our built environment.*

## **Information & Communication**

The Town strives to meet the information and communication needs of all residents. Council Meeting Agendas and Minutes are published on the Town's website to keep residents informed of upcoming meetings, and to summarize discussions and decisions at those meetings.

Town notices, details of upcoming events and the seasonal Newsletter are also published on the Town's website. The Newsletter is also circulated by mail.

Commitment:

*The Town commits to continuing to reach out to residents for new ways to improve the sharing of information and communication with all residents of the Town.*

**Transportation**

The Town has benefited from the *Transit Association of Guysborough (TAG)* for several years. TAG “bolsters social inclusion and helps keep people living in their communities due to local transportation to necessary services.”

[guysborough/ruralrides.ca](http://guysborough/ruralrides.ca)

TAG’s fleet of vehicles includes an accessible van, and the Town worked with TAG to set up a temporary electric charging station at the Town’s Fire Hall.

Commitment:

*The Town commits to working with the Transit Association of Guysborough to improve transportation services for Town residents.*

**Employment**

The Town’s *Equal Opportunity Employment Policy* states that:

“It is the policy of the Town of Mulgrave to ensure a commitment to the principle of equal access to employment, remuneration, promotion, and training based on job-related factors such as performance, knowledge, ability, and experience.

**1.0 Specific Objectives**

The objectives of this policy are to:

- a) ensure that the Town’s staffing process and human resource management practices are applied in a fair and consistent manner to all employees and to all applicants seeking employment with the Town of Mulgrave

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- b) provide a procedure through which employees and applicants can address incidents of alleged infringement to the *Equal Opportunity Employment Policy.*”

Commitment:

*The Town commits to reviewing its Equal Opportunity Employment Policy to ensure the Town’s staffing processes and human resource management practices are updated and meet the current needs of employees and applicants.*

### **Accessibility Advisory Committee:**

The Accessibility Advisory Committee provides advice to Council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee will play a pivotal role in helping the Town of Mulgrave become an accessible community and meet its obligations under Nova Scotia’s Accessibility Act.

In accordance with Section 44 (2) of the Accessibility Act, “At least one half of the members of an accessibility advisory committee must be persons with disabilities or representatives from organizations representing persons with disabilities.”

## **Assessment of Results:**

A key component of any Accessibility Plan is an assessment of results. The Accessibility Advisory Committee's draft Terms of Reference include a description of the Committee's role as:

1. Advising Council on the preparation, implementation and effectiveness of its Accessibility Plan. In accordance with the Accessibility Act, the Plan must include:
  - a) A report on measures the municipality has taken and intends to take to identify, remove, and prevent barriers;
  - b) Information on procedures the municipality has in place to assess the following for their impact on accessibility for people with disabilities:
    - Any proposed policies, programs, practices and services;
    - Any proposed enactments or by-laws.
  - c) Any other prescribed information.
2. Reviewing and updating its Accessibility Plan at least every three years, in accordance with the Act.
3. Consulting with the community on accessibility in the municipality.
4. Advising Council on the impact of municipal policies, programs and services on people with disabilities.
5. Reviewing and monitoring existing and proposed municipal by-laws to promote full participation of people with disabilities, in accordance with the Act.
6. Identifying and advising on the accessibility of existing and proposed municipal services and facilities.
7. Advising and making recommendations about strategies designed to achieve the objectives of the municipality's Accessibility Plan.
8. Receiving and reviewing information from Council and its Committees, and making recommendations, as required.
9. Assisting in monitoring compliance with federal and provincial government directives and regulations.



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10. Further to Section 1 above, assessment of results reports will include:
  - a) *Built Environment*: Update of Appendix One (1) indicating completed Remediation Items and schedule for remaining Items;
  - b) *Information & Communication*: Annual report indicating new information sources posted on the Town's website, and new approaches to communication with Town residents including people with disabilities;
  - c) *Transportation*: Annual report summarizing discussions and new initiatives with *Transit Association of Guysborough*;
  - d) *Employment*: Updated *Equal Opportunity Employment Policy* and annual report on new hires, promotions and incidents of alleged infringement to the *Equal Opportunity Employment Policy*, if any.

Appendix One (1)

No	Item	Requirements	Identified Gaps	Remediation
<b>Town Administration Office: 459 Murray Street</b>				
1	Front door Egress	All ground/floor surfaces in interior and exterior environments must be level, include ramps where needed and be non-stick	Lip in Entrance	Level it out or Add a Small Ramp
2	Front Door Handle	<p>Door handles should be 34" - 48" from the floor and not be a 'knob' type</p> <p>Must be useable with one closed fist and operable with one hand</p> <p>Power doors on entrances and exits to buildings/washrooms</p>	Inaccessible Door	Add Wheelchair Button - Buzzer is already Installed
3	2nd set of doors	<p>Door handles should be 34" - 48" from the floor and not be a 'knob' type</p> <p>Must be useable with one closed fist and operable with one hand</p> <p>Power doors on entrances and exits to buildings/washrooms</p>	Inaccessible Handle	Add Wheelchair Button/Change Handle
4	Window/service counter	Counter height should be no taller than 34" from the floor and knee clearance must be 29" with knee depth of 19"	Inaccessible Height	Lower Window or Add Cutout in the Door

5	Front doors	Door handles should be 34" - 48" from the floor and not be a 'knob' type Must be useable with one closed fist and operable with one hand Power doors on entrances and exits to buildings/washrooms	Inaccessible Handle	Add Wheelchair Button/Change Handle
Main Floor Bathroom				
6	Soap dispenser		Inaccessible	Move to Side wall, rather than back wall
7	Counter	Washrooms need accessible stalls with sinks 27" from the floor with ample room underneath such that someone sitting in a wheelchair can put their knees under the counter	Too Short	
8	Faucet & Knobs	Faucet should be no more than 8" from edge of countertop	Inaccessible by reach	
9	Not gender neutral	Need gender neutral washrooms  Change tables should be in either a gender neutral/family washroom or in both the male and female washrooms - consider the option of including an adult sized change table  All washrooms should be located within the vicinity of other washrooms (ie. gender neutral should not be separate from mens/womens)	Our 'gender neutral' bathroom is inaccessible	
Main Floor Staff Bathroom				

10	Completely inaccessible - too small	<p>Washrooms need accessible stalls with sinks 27" from the floor with ample room underneath such that someone sitting in a wheelchair can put their knees under the counter.</p> <p>Faucet should be no more than 8' from edge of countertop</p>		
11	Ramp Handrails	Handrails must be continuous on both sides of ramps and are between 34" - 38" from surface of the ramp	We only have 1, need 2	Add Another Handrail
12	Ramp Handrails	Width of ramps must be 43" between the handrails	Width is supposed to be 43" between handrails, ours is 38"	
13	Ramp Handrails	Handrails must be continuous on both sides of ramps and are between 34" - 38" from surface of the ramp	Handrails should be between 34"-38" from surface of ramp, ours are 32"	
14	Door Knob	<p>Door handles should be 34" - 48" from the floor and not be a 'knob' type</p> <p>Must be useable with one closed fist and operable with one hand</p>	Inaccessible	Needs to be a latch, Not a door knob
15	Sink	<p>Sink Centreline must be 18" from a side wall.</p> <p>The Rim Height of sink is located between 31"-33" high above floor</p>	Too High & Faucet is too Deep	

16	Light Switches		Too High & Wrong Switch	Lower and change to accessible switch, needs to be less than 48"
17	Door widths	Door entry widths must be 36" - 42"	Too narrow	Widths are 32", but they need to be 36"-42"
18	Flooring	Tactile floor maps/markings should be used for those with impaired vision and detectable with a cane	Due to Covid directional arrows, those with vision impairment can't 'follow the arrows'	Add a Strip of Tactile Flooring from Front Entrance to Exit
19	Fire pulls	Evacuation plans and area of refuge must be accessible as well as fire pulls/extinguishers/first aid kits/defibrators/etc. Alarm systems must be visual as well as audible (ie. flashing lights)	Too High - 5' Above	These need to be Lowered
20	Drinking Fountain beside Exit Doors	N/A - This is being Removed	Needs to be Removed	Need to be Removed
21	Gym Door Handles	Door handles should be 34" - 48" from the floor and not be a 'knob' type  Must be useable with one closed fist and operable with one hand  Power doors on entrances and exits to buildings/washrooms	All Inaccessible Handles - Outdoor Access & Entrance to Gym	
<b>Post Office: 433 Main Street</b>				
22	Ramp Handrails	Handrails must be continuous on both sides of ramps and are between 34" - 38" from surface of the ramp	Only one hand rail	Add a second handrail

23	Ramp width	Width of ramps must be 43" between the handrails	Path is too narrow on side of building (36"-39")	
24	Ramp smoothness	All ground/floor surfaces in interior and exterior environments must be level, include ramps where needed and be non-stick  Sidewalks needs to be fairly level with no big cracks such that it would be difficult for a wheelchair to smoothly travel them without force or challenge	Patchy concrete makes for too many bumps/cracks	
25	Door Width	Door entry widths must be 36" - 42"	Too narrow and handle is inaccessible	
26	Door Handle	Door handles should be 34" - 48" from the floor and not be a 'knob' type Must be useable with one closed fist and operable with one hand Power doors on entrances and exits to buildings/washrooms		
27	Counter Height	Counter height should be no taller than 34" from the floor and knee clearance must be 29" with knee depth of 19"	Too tall (41")	
28	Parking area		Inaccessible without a vehicle, as Stafford St is too steep and large grate blocks entrance	
29	2nd Floor	Not applicable: not open to public	Completely inaccessible (steep stairs)	