

Accessible Parking Maintenance Plan

Organization Name: Municipality of the County of Richmond

Effective Date: 1 April 2026

Last Updated: 1 April 2026

1. Purpose

The purpose of this plan is to ensure that all accessible parking spaces at 2357 Highway 206, Arichat (Municipal Building) always remain available, accessible and identifiable. This plan is developed in accordance with Section 28 of the of the *Built Environment Accessibility Standard Regulations* under the *Accessibility Act*.

2. Identification of Accessible Entrances

- **Accessible Parking A:** South Entrance (Main Entrance) Accessible Parking

3. Accessibility Responsibility

The Director of Public Works has authority to initiate corrective actions, engage contractors, and restrict certain uses if required to maintain safety and accessibility of parking spaces and related pathways and infrastructure.



4. Maintenance Protocols

To ensure these parking spaces and related pathways and infrastructure remain accessible, the following actions will be taken:

Frequency	Action Required	Responsible Party
Daily	Unobstructed Pathway Visual inspection of accessible pathways and access aisles to parking areas for water, cracks, litter, parked vehicles, etc. and removal of these obstructions. Repair as needed.	Public Works
Daily	Accessibility Features Ensure all accessibility elements are functional and undamaged, such as pedestrian pathways, parking areas, lighting of pathways (50 lux average), accessible parking signs (1500 mm above ground) throughout the area, pavement markings and Tactile Attention Indicators, and curb ramps. Repair or replace as needed.	Public Works
Inclement Weather	Snow and Ice Removal Removal of ice/snow from accessible parking and pathways. Priority clearing of pathways before non-accessible pathways and apply traction materials. Verification that tactile surfaces and curb ramps along accessible pathways remain detectable and unobstructed. Confirmation that traction materials do not reduce tactile detectability.	Public Works
As Needed	Painting of Lines and Symbols Paint accessible parking space lines and accessibility symbols if these are faded or not identifiable.	Public Works

5. Reporting and Remediation

If an obstructed pathway, non-functional or damaged accessibility feature, snow or ice cover, or faded accessible parking line or accessibility symbol is identified:

1. **Action:** Action will be taken to remedy the situation.
2. **Notification:** If the action cannot be taken immediately (e.g., structural damage), a sign must be posted to identify an accessible detour route from the entrance of the parking area if the accessible pathway from the parking space is not safe to access or to identify the accessible parking space if it is not identifiable.
3. **Contact:** Report issues to Public Works, 902-226-2400.

6. Documentation and Staff Training

Documentation

The Municipality of the County of Richmond will keep records to demonstrate their commitment to maintaining accessibility parking spaces. Records may include maintenance and repair activities, reported problems and corrective actions, and periods of temporary inaccessibility.

Staff Training

Staff and contractors responsible for operations, maintenance, or snow and ice control will receive training about maintaining accessible parking spaces.

7. Public Availability

This plan is made publicly available as follows:

- **Website:** <https://www.richmondcounty.ca/>
- **Alternative Formats:** Contact Public Works, 902-226-2400 to request this plan in another format.

8. Plan Review and Approval

Name: Tristan Martel

Position: Public Works Technologist

Date: 1 April 2026