

Accessible Entrance 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 barrier-free entrances at 2357 Highway 206, Arichat (Municipal Building) remain free of physical obstructions. This plan is developed in accordance with Section 29 of the *Built Environment Accessibility Standard Regulations* under the *Accessibility Act*.

2. Identification of Accessible Entrances

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

3. Examples of Physical Obstructions

Physical obstructions include any impassable barriers on or above pathways that prevent entry. These include, but are not limited to:

- Snow and ice accumulation.
- Dysfunctional or damaged accessibility elements, such as power door operators, ramps, stairs, handrails, lighting, etc.
- Debris, leaf litter, or standing water.
- Displaced trash receptacles or furniture.
- Parked vehicles or bicycles.
- Overhanging vegetation or low-hanging signage.

4. 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 entrances into a building.



5. Maintenance Protocols

To ensure these entrances remain barrier-free, the following actions will be taken:

Frequency	Action Required	Responsible Party
Daily	Visual inspection of all pathways and doorway thresholds for water, litter, parked vehicles, etc. and removal of these obstructions.	Public Works
Daily	Ensure all accessibility elements are functional and undamaged, such as power door operators, ramps, lighting, etc. and repair if necessary.	Public Works
Inclement Weather	Removal of ice/snow and apply traction materials. Priority clearing of barrier-free entrances before non-accessible entrances. Verification that tactile surfaces, curb ramps, and thresholds remain detectable and unobstructed. Confirmation that traction materials do not reduce tactile detectability.	Public Works
Seasonal	Trimming of trees/bushes to ensure that there is no encroachment into accessible path of travel and that overhead clearance is at least 2100 mm.	Public Works

6. Reporting and Remediation

If a physical obstruction 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 notice will be posted at the accessible building entrance directing users to the nearest alternative accessible entry into the building.
3. **Contact:** Report issues to Public Works, 902-226-2400.



7. Temporary Inaccessibility

If a barrier-free entrance must be temporarily closed for safety or repair, clear signage will be posted directing users to the nearest accessible entrance, and the issue will be resolved as soon as reasonably practicable.

8. Documentation and Staff Training

Documentation

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

Staff Training

Staff and contractors responsible for building operations, maintenance, or snow and ice control will receive training about maintaining barrier-free entrances, as appropriate to their role.

9. 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.

10. Plan Review and Approval

Name: Tristan Martel

Position: Public Works Technologist

Date: 1 April 2026