



HURON COUNTY

2007-2008

ACCESSIBILITY PLAN

**County of Huron
Township of Ashfield-Colborne-Wawanosh
Municipality of Bluewater
Municipality of Central Huron
Town of Goderich
Township of Howick
Municipality of Huron East
Municipality of Morris-Turnberry
Township of North Huron
Municipality of South Huron**

September 30th, 2008



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SECTION 1

EXECUTIVE SUMMARY AND OBJECTIVES

The Accessibility for Ontarians with Disabilities Act 2001 (ODA) requires the County of Huron develop and implement an accessibility plan on an annual basis. The aim of this plan is to describe the process that the County of Huron undertaken during the past year in an effort to identify, remove and prevent barriers for all in accessing County facilities and services. This plan has been prepared by the Huron County Accessibility Advisory Committee for the Corporation of the County of Huron and its lower tier Municipalities.

The objectives of the Accessibility Plan are outlined as follows:

- Review barriers identified and removed in the County in 2007
- List the barriers the HCAAC will review in 2007-2008



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SECTION 2

MUNICIPAL PARTICIPATION

Participating Municipalities

This plan is in effect for the municipalities listed below. In addition to the body of this Plan specific information and objectives for each municipality have been listed in the attached appendices.

- Township of Ashfield-Colborne-Wawanosh
- Municipality of Bluewater
- Township of Central Huron
- Town of Goderich
- Township of Howick
- Municipality of Huron East
- Municipality of Morris-Turnberry
- Township of North Huron
- Municipality of South Huron

Address

All of the above listed municipalities are members of the Corporation of the County of Huron, which is the coordinating authority for this plan. All enquiries in respect to this plan should be forwarded to:

HCAAC Coordinator
County of Huron
1 Court House Square
Goderich, ON N7A 1M2

Key Contact

The key contact person for this plan is:

Chairperson, Huron County Accessibility Advisory Committee
County of Huron
1 Court House Square
Goderich, ON N7A 1M2

Persons with inquiries regarding this plan can also contact members of the ODA Working Group representing their individual municipalities. The members of the ODA Working Group can be found in Attachment 1 of this Plan.

The County has established an Advisory Committee in accordance with the ODA



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and will refer to this Committee on all matters pertaining to this plan, both on behalf of the County of Huron and on behalf of all other member municipalities of this plan.



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SECTION 3

MUNICIPAL ACTIVITIES

The ODA requires that municipalities address barriers in the municipalities' by-laws, policies, programs, practices and services in the following ways:

1. Report on the measures that the municipality has taken to identify, remove and prevent barriers to people with disabilities.
2. Describe the measures in place to ensure that the municipality assesses its proposals for by-laws, policies, programs, practices and services to determine their effect on accessibility for people with disabilities.
3. List the by-laws, policies, programs, practices and services that the municipality will review in the coming year to identify barriers to people with disabilities.
4. Describe the measures the municipality intends to take in the coming year to identify, remove and prevent barriers to people with disabilities.
5. Make the accessibility plan available to the public.

The ODA also imposes other obligations on municipalities either directly or through amendments to other Ontario statutes such as:

- **access must be considered:** when buying goods and services, and in planning and subdivision approval
- **business licenses:** municipalities may stipulate accessibility
- **new social housing:** ensure social housing includes a percentage of modified units
- **parking penalties:** municipal enforcement of increased fines for misuse of the Disabled Person Parking Permits and misuse of designated parking spaces established in municipal by-laws
- **improved access to municipal elections:** considering access when selecting locations for voting, use vote by mail process

Progress in meeting these obligations may be addressed in municipal accessibility plans.



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SECTION 4

HURON COUNTY ACCESSIBILITY ADVISORY COMMITTEE

The County of Huron has established an Accessibility Advisory Committee (HCAAC) under the direction of the chairperson of the Working Group. Members of the HCAAC are provided with copies of this plan and attend regular scheduled meetings in order to make recommendations to the County of Huron and the member municipalities regarding this plan and its attached appendices. The Plan is reviewed regularly by the County and all member municipalities and opportunities given for members of their respective councils to provide input to all sections.

The Huron County Accessibility Advisory Committee was established in 2005 is and an advisory committee to County Council. The HCAAC advises, recommends and assists the County in promoting and facilitating a barrier-free Huron County for all citizens with varying abilities. This aim is to be achieved through the review of municipal policies and by-laws.

Terms of Reference

- Advise Councils annually, as required by the Act, regarding the preparation, implementation and effectiveness of the municipalities annual Accessibility Plan.
- Advise Councils, within 30 days, on the accessibility for persons with disabilities to a public municipal building prior to purchase, construction, renovation or lease.
- When requested review and advise on the accessibility of municipal site plans.
- Review relevant municipal by-laws as determined by the municipality in consultation with the committee to ensure that they recognize the requirements for accessibility for persons with disabilities
- Advise Councils to address issues for the inclusion of persons with disabilities relating to the provision of transportation, housing, employment and recreation in order to achieve an accessible community for persons with a disability.
- Consult with persons with disabilities, community groups and organizations representing people with disabilities in order to capture and communication emerging issues.

The HCAAC is established as a formal advisory committee of the Corporation of the County of Huron and as such membership will be reviewed on an annual basis and members appointed as part of the Huron County Council Striking Committee's responsibilities in December of each year.



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In addition to consultation with the HCAAC this plan will, when necessary use alternative means of consultation, including, but not limited to the following:

- Informal discussions
- Structured meetings
- Focus Groups
- Key Informant Interviews (Subject matter experts)
- Community Meetings

The consultation process will be viewed as ongoing activity throughout the life of this plan. The plan is to be viewed as an ever changing document (particularly in the Attachments) and as such will constantly be under review.

As part of the consultation process, a full summary of the findings of each process will be recorded and these summaries will form part of the inventory of activities that will become the work plan for breaking down barriers to accessibility in each member municipality in this plan.

HCAAC Members

See Attachment 2 for a list of the current members of the Huron County Accessibility Advisory Committee.



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SECTION 5

ODA WORKING GROUP

This plan was developed by the County of Huron with the consent and cooperation of all the lower tier municipalities within the jurisdiction of the County of Huron. The working group consisting of a representative from each member municipality in this plan is established. This group will provide the information needed to develop, update and maintain the Accessibility Plan and provide resources for the consultation process through the member councils of the plan.

Meetings

The ODA Working Group will meet a minimum of two times per year in order to update the appendices to this plan and to review the plan for possible changes. In addition the ODA Working Group will bring forward issues under the ODA for review and recommendations by the HCAAC and member Municipal Councils.

Working Group Membership

The members of the ODA Working Group will normally be a staff member of the municipality they represent and as such will be appointed to the position by the respective municipality in such a manner as is most convenient to that municipality. See Attachment 1 for a full list of current Working Group members.

Chairperson of the Working Group

The Chairperson of the Working Group will be elected by members of the Working Group and will serve for a term of one year. A Chairperson may be elected to serve a maximum of three consecutive terms.

Meeting Schedule

The ODA Working Group will hold a minimum of two regularly scheduled meetings annually or when called together by the Chairperson for special meetings. The recommended schedule of meetings will take place in such a way that planned initiatives can be monitored and reported annually.



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SECTION 6

OPERATIONAL REVIEW

This section presents the information from the audit that identified areas in the current operations of the partner municipalities that are in need of review. The information given in this section has been developed in such a way that it is general in nature but with clear objectives. Detailed information on these overall goals will be provided in the appropriate municipal appendix to this plan.

The ODA requires that a minimum of one by-law, one operational area and one building issue be reviewed every year. This plan calls for the review of each of these three areas in accordance with the ODA.

By-Law Review by all Municipalities

Following the full development of the AQA, each member municipality will review a minimum of one by-law per year. This review will be aimed specifically at the assessment of the accessibility issues contained within the by-law and will also assess the accessibility of the by-law it self.

Building Review by all Municipalities

Following the full development of the AQA, each member municipality will review a minimum of one physical barrier each year.

Operational Review by all Municipalities

Following the full development of the AQA, each member municipality will review a minimum of one Operational area of the municipality. The review will be aimed specifically at the accessibility issues associated with providing the service under review. If such a case occurs whereby a municipality has reviewed all possible by-laws and/or buildings, the municipality will be required to submit a Facilities Checklist to ensure that all by-laws and municipal buildings are up to date in terms of accessibility.

Review Dates

It is anticipated that the three review areas noted above will be conducted concurrently and will be coordinated through the Accessibility Quotient Audit. Yearly progress reports will be filed, through the ODA Working Group to the ODA Coordinator.



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Meeting Schedules

This process will be in place for subsequent years until such time as it is reviewed and revised by the Working Group. It is anticipated that the Working Group will conduct two meetings per year and that the HCAAC will have a minimum of four meetings per year. Both groups may be called to meet more frequently than that, but in such cases it will be at the call of the Chairperson of the Working Group, or the chairperson of the HCAAC.

Review Methodologies

The Methodology used in developing the review will center on one of inventorying and consultation. As part of the process each municipality will complete the Municipal Operational Review. This will be accomplished as a team effort in each municipality.

The Municipal Operational Review will be forwarded to the Working Group who will in turn review the data and develop a total plan matrix.

Once this portion of the work has been completed and an action plan agreed upon, the HCAAC will be asked to review the plan. Should it be necessary to conduct individual and informal interviews with subject matter experts such consultations will be conducted by the appropriate members of the team. If it is deemed to be advisable the group may wish to conduct focus groups and should it be necessary to arrange for the hiring of specific skills this will be included in budgetary requests to the respective council.

The final step in the process will be the approval of the plan and its resultant action by the municipality that will be most directly affected by the outcome of the recommendation. Some of these will be targeted to the lower tier and some to the County. The details of such activities will be outlined in the appropriate appendix to the plan.



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SECTION 7

HURON COUNTY ACCESSIBILITY ADVISORY COMMITTEE GOALS

During the first HCAAC meeting of 2008, the HCAAC set Committee goals for the upcoming year. The goals are outlined as follows:

- Continue to organize public education events
- Allocate resources for accessibility
- Improve networking with other organizations
- Improve committee awareness



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SECTION 8

VENDOR AND SERVICES

As part of this Plan an Agency and Vendor's List has been developed. This list is a composite of all the vendors providing goods and services to municipalities that are taking part in this plan. In an effort to make the list manageable, it is restricted to major suppliers only. The full list of vendors supplying goods and services to the municipalities covered in this plan can be obtained from either the coordinator of the ODA Working Group for the County of Huron or from the individual municipalities, upon request.



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ATTACHMENT 1

Working Group Members

Member	Municipality	Department	Telephone & Email
Linda Andrew	Ashfield-Colborne-Wawanosh	Administration	dclerk@acwtownship.ca Phone: 519-524-4669
Janisse Zimmerman	Bluewater	Administration	j.zimmerman@town.bluewater.on.ca Phone: 519-236-4351
	Central Huron	Administration	clerk@cenralhuon.com Phone: 519-482-3997
Lynda Rotteau <i>ODA Secretary</i>	Goderich	Administration	lyndarotteau@cabletv.on.ca Phone: 519-527-8482
Ronna Lee Johnson	Howick	Administration	office@town.howick.on.ca Phone: 519-335-3208
J.R. McLachlan	Huron East	Administration	jrmclachlan@huroneast.com Phone: 519-527-0160
Nancy Michie	Morris-Turnberry	Administration	morris@scsinternet.com Phone: 519-887-6137
Barbara Black	North Huron	Administration	bblack@townofnorthhuron.ca Phone: 519-357-3550
Sandra Strang	South Huron	Administration	s.strang@town.southhuron.on.ca Phone: 519-235-0310 ex. 229
Jennifer Cowan	County of Huron	Administration	jcowan@huroncounty.ca



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ATTACHMENT 2

HCAAC Members

Member	Membership
Glen McLachlan	Member with a Disability
Bob Fisher	Member with a Disability
Joe Austin	Member with a Disability
Lorie Falconer	Member with a Disability
Robyn Hicks	Member with a Disability /Caregiver
Sandra Thompson	Member with a Disability
Lisa Harper	Member with a Disability
Ed Bezaire	Citizen
Rosemary Armstrong	Citizen
Maureen McCauley	Professional
Dorothy Kelly	Elected Official
Kirk Livingston	Building Official
Claire Dodds	Planning Department
Christine Hoffman	Social Services
Lynda Rotteau	ODA Working Group
Jennifer Cowan	Coordinator
Barbara A. Leamen	County Clerk



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ATTACHMENT 3

FACILITIES CHECK LIST

Accessible Entrance	YES	NO	COMMENTS
Is there an accessible entrance to the facility?			
Look for: <ul style="list-style-type: none"> ✚ Are there very steep and/or ramps with no resting landings? ✚ Is there adequate drainage provided to avoid accumulation of water? ✚ Are the ramp surfaces hard and non-slip? ✚ Are landings provided every 10 m and at each change of direction? ✚ Are landings provided at top and bottom of every ramp? ✚ Does the landing have a minimum length of 1.2 metres? ✚ Are handrails placed along the full length of the ramp at a distance of 0.90 and 1.40 m when rails are on both sides? 			
Accessible Parking	YES	NO	COMMENTS
Are there accessible parking facilities?			
Look for: <ul style="list-style-type: none"> ✚ The number of accessible parking spaces (local bylaw) ✚ Are the designated spaces wide enough 3900 mm or wider? ✚ Are accessible parking spaces within 50 m of building entrances? ✚ Are accessible parking spaces marked by the international symbol of accessibility? ✚ Is there a 3.6 m wide drop-off area within 30 m of the accessible entry? 			
Elevators	YES	NO	COMMENTS
Is there an accessible elevator?			
Look for: <ul style="list-style-type: none"> ✚ Are control buttons large and provided with embossed numerals? ✚ Are there audible and visual warning signals indicating arrival at a floor? ✚ Is the elevator door easy to identify? ✚ Is the emergency intercom usable without voice communication? ✚ Are call buttons a minimum of 3/4 inches in the smallest diameter? ✚ Is the clear door opening less than 0.80 m? ✚ Is the elevator cab provided with handrails on three sides mounted 0.80 m to 0.85 m? ✚ Are the hallway call buttons centered at 42 inches above the floor? ✚ Is the door opening/closing interval long enough? 			
Stairs	YES	NO	COMMENTS
Are the stairs accessible?			
Look for: <ul style="list-style-type: none"> ✚ Do stairs have flush or rounded nosing and a non-slip surface? ✚ Are handrails mounted at a height between 0.85 m and 0.90 m? ✚ Are handrails easy to grip and securely attached? ✚ Are handrails continuous throughout the full length of ramps and 			



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stairs? Are handrails easy to identify?			
Doors	YES	NO	COMMENTS
Are interior doors accessible?			
Look for: <ul style="list-style-type: none"> Are automatic doors have a sufficiently long opening interval? Are push-buttons for automatic doors located at a maximum height of 1.20 m? Do door handles have a shape that is easy to grasp with one hand? Do bathroom doors and doors fitted with spring closers have an extra pull handle? Are glazed doors marked with a coloured band at eye level? Is manual door hardware (handles, locks, pulls, etc.) located no higher than 1.20 m? 			
Corridors	YES	NO	COMMENTS
Are corridors accessible?			
Look for: <ul style="list-style-type: none"> Is the minimum unobstructed width of low traffic corridors no less than 0.90 m? Does the corridor width allow maneuvering through doors located along its length? Are differences in levels bridged by ramps or lifts? 			
Public Rest Rooms	YES	NO	COMMENTS
Are public rest rooms accessible?			
Look for: <ul style="list-style-type: none"> Is the accessible rest room identified by a sign? Is there at least one unisex rest room accessible to a wheelchair user? 			
Faucets/Pipes/Accessories/Flooring/Doors	YES	NO	COMMENTS
Are all other aspects of the facility accessibility?			
Look for: <ul style="list-style-type: none"> Are hot water pipes insulated or covered? Is the lower edge of mirrors positioned at a height not exceeding 1.0 m? Are flushing arrangements, dispensers and toilet paper mounted between 0.5 m and 1.2 m? Is the flooring material skid-proof, well drained and waterproofed? Do pivoted doors open outward? 			
Signage	YES	NO	COMMENTS
Is all signage accessible?			
Look for: <ul style="list-style-type: none"> Do characters and symbols contrast light/dark with the background? Do permanent signs utilize sans serif font? Are characters and symbols raised a minimum of 1/32 inches? Are signs mounted on the wall at the latch side of the door between 54 and 66 inches above the floor? Are raised characters and symbols are between 5/8 and 2 inches tall? 			



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ATTACHMENT 4

VENDOR AND SERVICES LIST



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Review Information				Identified Barriers/Strategy for Removal					Implementation		
Location	Barrier Type	Planned	Completed	Barrier Description	Action Needed	Dollars	Other	Target Date	Ongoing	Planned	Completed
Howick	Operational	2008	2008	Employee awareness of needs of persons with disabilities and how to meet those needs.	Creation of customer service policies, procedures and practices and related staff training.			2008		2008	
Howick	By-law	2008	2008	Accessibility issues not addressed in Official Plan and Zoning By-law	Incorporate changes during Official Plan/Zoning By-law review			2008		2008	
Howick	Building	2007	2008	Howick Community Pool building: approach, entrance and washrooms are not wheelchair accessible.	Building in need of major renovations – accessibility issues to be addressed during renovations.	\$170,000		2008			



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Review Information				Identified Barriers/Strategy for Removal					Implementation		
Location	Barrier Type	Planned	Completed	Barrier Description	Action Needed	Dollars	Other	Target Date	Ongoing	Planned	Completed
North Huron	Operation	2008		Review number and location of parking spaces in Township.				2008			
North Huron	By-law	2008		Site Plan Control Guidelines				2008			
North Huron	Building	2008		Complete museum ramp and door accessibility.				2008			



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Review Information				Identified Barriers/Strategy for Removal						Implementation		
Location	Barrier Type	Planned	Completed	Barrier Description	Action Needed	Dollars	Other	Target Date	Ongoing	Planned	Completed	
Goderich	Operational	2008	2008	Adjust the information given to developers by the Building Department to reflect the new Site Plan Control Guidelines.	Copies of new guidelines given to developers.			2008			2008	
Goderich	By-law	2008	2008	Amend Zoning By-law to reflect the new Site Plan Control Guidelines adopted by Goderich Council on January 14, 2008.	Building Department to begin using new Site Plan Guidelines			2008			2008	
Goderich	Building	2008	2008	To make a heritage building accessible	Renovate the entire building with an addition to make it fully accessible.			2008		2008		



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Review Information				Identified Barriers/Strategy for Removal					Implementation		
Location	Barrier Type	Planned	Completed	Barrier Description	Action Needed	Dollars	Other	Target Date	Ongoing	Planned	Completed
Morris-Turnberry	Operational	2008		The front office counter is too high	Lowering part of the front counter for accessibility			2008			
Morris-Turnberry	By-law	2008		Council meetings are not accessible	Amending Procedural By-law to make Council meetings accessible.			2008			
Morris-Turnberry	Building	2008		The washrooms in the Municipal Office are not accessible	Renovate to ensure washrooms are accessible			2008			



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Review Information				Identified Barriers/Strategy for Removal					Implementation		
Location	Barrier Type	Planned	Completed	Barrier Description	Action Needed	Dollars	Other	Target Date	Ongoing	Planned	Completed
Bluewater	Operational	2008		Curbs – Ward of Hensall	Ensure that the curbs are accessible in the Ward of Hensall and correct or make plans to correct the ones that are not.			May 31, 2008			
Bluewater	By-law	2008		Site Plan Control Guidelines	Pass a By-law to adopt the guidelines.			April 14, 2008			
Bluewater	Building	2008		Public Washrooms – Bayfield Ward	Existing washrooms in former Bayfield Municipal Office are not adequate. Purchased Post Office building and will renovate part to make washrooms accessible.			May 31, 2008			



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Location	Barrier Type	Planned	Completed	Barrier Description	Action Needed	Dollars	Other	Target Date	Ongoing	Planned	Completed
Huron East	Operational	2008		Signage on the road allowance of the Main Street of Brussels and handicapped parking spaces.							
Huron East	By-law	2008		Site Plan Control Guideline							
Huron East	Building	2008		Seaforth & District Community Centres							



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Review Information				Identified Barriers/Strategy for Removal					Implementation		
Location	Barrier Type	Planned	Completed	Barrier Description	Action Needed	Dollars	Other	Target Date	Ongoing	Planned	Completed
South Huron	Operational	2008	2008	Old sidewalk on Albert St. and Anne St., in Exeter, not accessible for wheelchair and motorized scooter	Replace sidewalk and include accessible ramp access.			2008			
South Huron	By-law	2008	2008	Need by-law to set standards for new construction and development throughout the municipality	Pass by-law to establish Site Plan Control Guidelines that apply to all new buildings and new development.			2008			
South Huron	Building	2008	2008-2012	Entrance to Kirkton-Woodham Community Centre needs automatic door.	Install automatic door opener at the Kirkton-Woodham Community Centre.			2008		2008-2012	



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Review Information				Identified Barriers/Strategy for Removal					Implementation		
Location	Barrier Type	Planned	Completed	Barrier Description	Action Needed	Dollars	Other	Target Date	Ongoing	Planned	Completed
Central Huron	Operational	2008		Website redesign	Allowing visual impaired users to be able to use the site with more ease and allowing users to access account information and balances that otherwise would need to come into Municipal offices					2008	
Central Huron	By-law	2008		Accessibility Guidelines for Site Plan Control	The adoption of the Huron County Universal Design and Accessibility Site Plan Guidelines.					2008	
Central Huron	Building	2008		Clinton curbs	Curb cutting next to parking spaces to allow Wheel Chair users easier access to the building from the parking lot.						



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Review Information				Identified Barriers/Strategy for Removal					Implementation		
Location	Barrier Type	Planned	Completed	Barrier Description	Action Needed	Dollars	Other	Target Date	Ongoing	Planned	Completed
ACW	Operational	2008		Customer Service Standards policy development	Develop policies, practices and procedures, including a training module for Customer Service Standards			2008			
ACW	By-law	2008		Site Plan Control Guidelines	Enact a by-law to adopt the Huron County Universal Design and Accessibility Site Plan Control Guidelines			2008			
ACW	Building	2008		Municipal Office Building	Review Municipal office			2008			



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Review Information				Identified Barriers/Strategy for Removal						Implementation		
Location	Barrier Type	Planned	Completed	Barrier Description	Action Needed	Dollars	Other	Target Date	Ongoing	Planned	Completed	
County of Huron	Operational	2008		Compliance with AODA 2005, Customer Service Regulation 429/07	Develop customer service policies, practices and procedures in accordance with Regulation 429/07			Jan 1, 2009				
County of Huron	By-law	2008	2008	Ensure new development takes accessibility into consideration	Huron County Site Plan Control Guidelines adopted by County Council to ensure new development takes accessibility into consideration.						2008	
County of Huron	Building	2008	2008	Planning Department move to the Assessment Office	Site plan review of assessment office to ensure accessibility is considered						2008	