



The Corporation of
THE TOWNSHIP OF LANARK HIGHLANDS

Accessibility Plan

APRIL 2010

Submitted to:
Mayor and Council
Township of Lanark Highlands

FEEDBACK

Your comments will help us improve future accessibility plans. Please let us know what you think about the Township of Lanark Highland's 2010 Accessibility Plan.

Contact for Comments and Inquiries

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EXECUTIVE SUMMARY

The purpose of the *Ontarians with Disabilities Act, 2001, (ODA)* is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the Province. To this end, the ODA mandates that each Municipality prepare an annual accessibility plan.

The *Accessibility for Ontarians with Disabilities Act, 2005, (AODA)* came into effect in June 2005 and applies to both the private and public sectors. The purpose of the AODA is to develop, implement and enforce accessibility standards.

The AODA will eventually replace the current ODA. However, the Province has indicated that the ODA will remain in effect for the foreseeable future while the AODA is phased in.

The accessibility working group prepared the first plan in 2003. The plan described the measures the Township had taken in the past and the measures the Township should undertake in the future to identify, remove and prevent barriers to people with disabilities who use the facilities and services of the Township, including staff and members of the community at large.

Aim

This plan describes the measures that the Township may undertake during 2010 to identify, remove and prevent barriers to people with disabilities who utilize the facilities and services of the Township, including staff.

Objectives

This plan:

1. Describes the process by which the Township of Lanark Highlands will identify, remove and prevent barriers to people with disabilities;
2. Reviews earlier efforts to remove and prevent barriers to people with disabilities;
3. Lists the facilities, policies, programs, practices and services the Township will review in the coming year to identify barriers to people with disabilities;
4. Describes the measures the Council may take in the coming year to identify, remove and prevent barriers to people with disabilities;
5. Describes how the Township will make this accessibility plan available to the public.

THE ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005 (AODA)

Through the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), Ontario is working to make the province fully accessible to people with disabilities by the year 2025. Under the Act, the Province is developing five accessibility standards that organizations will be required to follow to identify, remove and prevent barriers to accessibility:

- Customer Service
- Information and Communication
- Transportation
- Built Environment
- Employment

Customer Service Standard

The Accessibility Standards for Customer Service (Ontario Regulation 429/07) came into force on January 1, 2008. The Township of Lanark Highlands, as a designated public service organization, was required to be in compliance with the standard by January 1, 2010.

Policies, practices and procedures were developed for:

- customer service
- assistive devices
- service animals
- support persons
- notice of temporary disruptions
- training
- customer feedback

A copy of the following is available at the Municipal Office and on the Township Website:

- Accessibility - Customer Service Standards - Policy
- Accessibility - Customer Service Standards - Procedures
- Accessibility - Customer Service Standards – Guidebook (only available at Office)
- Feedback Process
- Feedback Form

Information & Communication Standard

The final proposed Accessible Information and Communications Standard has been submitted to the Minister of Community and Social Services for consideration as law. The proposed standard outlines how businesses and organizations may be required to create, provide and receive information and communications in ways that are accessible for people with disabilities.

A standards development committee, made up of representatives from the disability and business communities, developed the proposed standard. It was released for public review from November 17, 2008 to February 6, 2009. The committee used the feedback received during the review period to shape the final proposed standard, which was submitted to the government for consideration in summer 2009.

Transportation Standard

The final proposed Accessible Transportation Standard has been submitted to the Minister of Community and Social Services for consideration as law. This standard is the only one that is sector specific, that is, it relates specifically to modes of transportation that come under the jurisdiction of provincial and municipal governments.

A standards development committee, made up of representatives from the disability and business communities, developed the proposed standard. It was released for public review from June 27, 2007 to September 28, 2007. The committee used the feedback received during the review period to shape the final proposed standard, which was submitted to the government for consideration in fall 2008.

Built Environment Standard

From July 14 to October 16, 2009, the Ontario government released the initial proposed Accessible Built Environment Standard for public review. The goal of the proposed standard is to break down barriers in buildings and other structures for people with disabilities by proposing requirements in areas such as:

- entrances, doorways and ramps
- parking spaces
- signs and displays
- recreation, such as parks and trails

The committee is now revising the proposed standard to reflect the public's input. It will then submit a final proposed standard to the government for consideration as law.

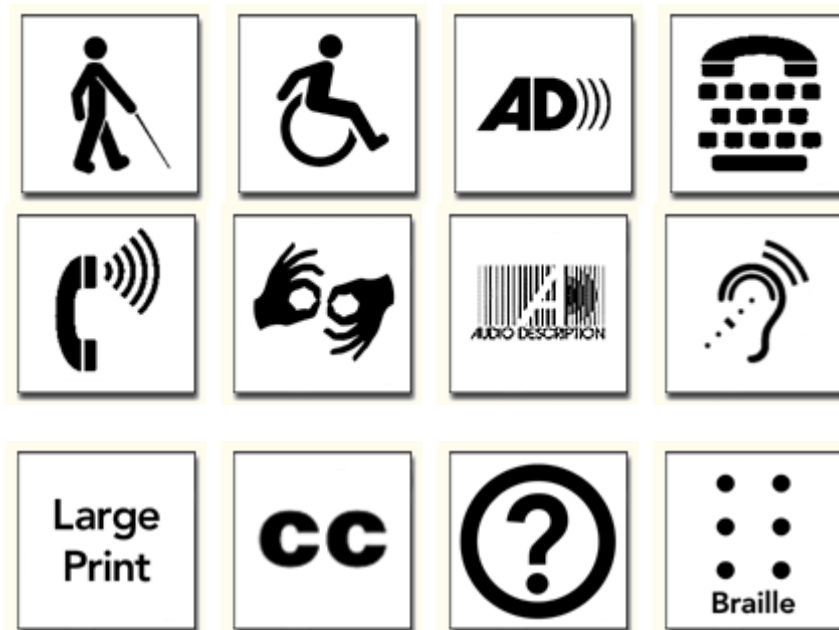
Employment Standard

The final proposed Employment Accessibility Standard has been submitted to the Minister of Community and Social Services for consideration as law. The goal of the proposed standard is to help employers create equal employment opportunities for people with disabilities.

The proposed standard:

- sets out specific requirements for the recruitment, retention and accommodation of people with disabilities, and
- applies to all organizations in Ontario with at least one employee

A standards development committee, made up of representatives from the disability and business communities developed the proposed standard. It was released for public review from February 18, 2009 to May 22, 2009. The committee used the feedback received during the review period to shape the final proposed standard, which was submitted to the government for consideration in fall 2009.



MUNICIPAL HIGHLIGHTS

Township History

The Corporation of the Township of Lanark Highlands is an amalgamated Township formally created in 1997. The former municipalities of Lanark Township, Lanark Village and Lavant, Dalhousie and North Sherbrooke Township were amalgamated on May 14, 1997. Darling Township completed the amalgamation by joining on July 1, 1997.

Township Description

The Township of Lanark Highlands consists of 1,000 square kilometres of rural countryside which combines rolling hills, heavily forested areas, rocky terrain and countless streams, rivers and lakes. The Township is located in Eastern Ontario in the Northwest corner of the County of Lanark. The Township is bordered on the north by the Township of Greater Madawaska, the east by the Town of Mississippi Mills, the west by the Townships of North Frontenac and South Frontenac and to the south by Tay Valley Township and Drummond/North Elmsley Township.

The Township has a permanent population of approximately 5,180 people (based on 2006 census information) with an additional 6,000 seasonal residents. There is a senior housing complex (privately owned) located in the Village of Lanark as well as an arena, a public school and a separate school. The population is primarily English speaking, with approximately 5% of the population whose first language differs from English.

The Township has a number of community halls, which are utilized by many service groups and the public at large for dinners, euchre and recreational activities. These halls are all run, managed and maintained by volunteers. The Municipal Office is located in the Village of Lanark and also houses a fire hall and the public library. Six additional fire halls are located throughout the Township, as well as five public works garages and seven waste/transfer sites.

Township Services

- **Administration**
 - Chief Administrative Officer
 - Clerk
 - Finance
 - Human Resources

- **Boards & Commissions**
 - Committee of Adjustment
 - Police Services Board

- **Community Services**
 - Arena
 - Ball Parks
 - Beaches
 - Boat Launches
 - Community Centres
 - Museums
 - Special Events & Festivals
 - Tourism

- **Planning & Protection Services**
 - Animal Control
 - By-Law Enforcement
 - Building Services
 - Fire Services
 - Planning Services

- **Public Works & Waste Management**
 - Roads
 - Sewer & Water
 - Garbage Collection, Disposal & Recycling

Township Facilities

1. Municipal Office (excluding Library and Fire Hall)
2. Lanark Highlands Public Library
3. Lanark and District Community Centre

4. Municipal Garage #1 – Lanark Village
5. Municipal Garage #2 – McDonalds Corners
6. Municipal Garage #3 – Middleville
7. Municipal Garage #4 – Tatlock
8. Municipal Garage #5 – Joe’s Lake
9. Municipal Garage #6 - White Lake

10. Waste Site - Middleville
11. Waste Site - Watson’s Corners
12. Waste Site - Flower Station
13. Waste Site - Lanark Village
14. Waste Site - Robertson Lake
15. Waste Site - Snye Road
16. Waste Site - McDonald’s Corners

17. Fire Hall #1 – Lanark Village
18. Fire Hall #2 – Middleville
19. Fire Hall #3 – McDonalds Corners
20. Fire Hall #4 – Robertson’s Lake
21. Fire Hall #5 – Joe’s Lake
22. Fire Hall #6 – Watsons Corners
23. Fire Hall #7 – Tatlock
24. Fire Hall #8 – White Lake

25. Lanark Highlands Youth Centre – Lanark Village

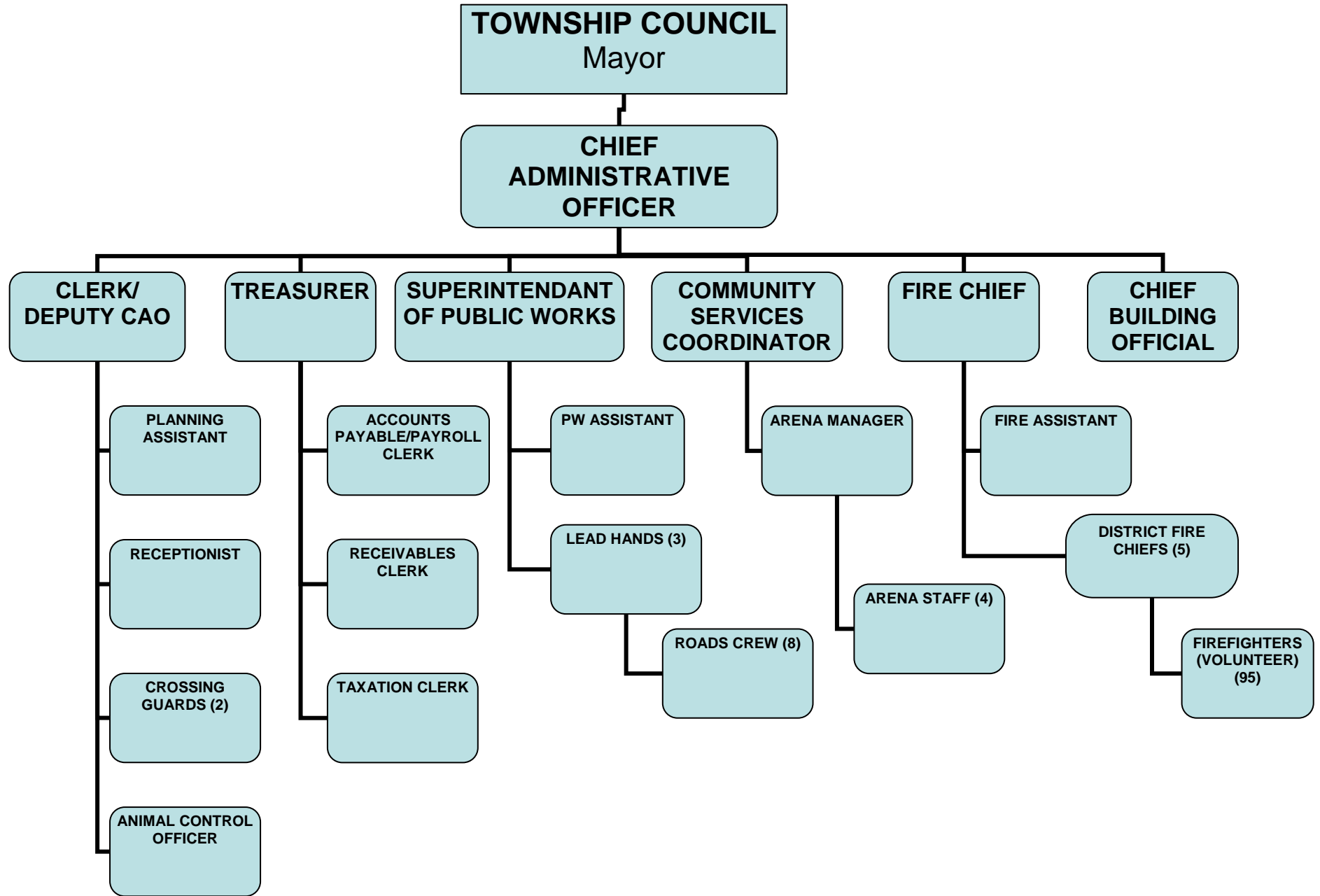
26. North Lavant Community Centre
27. South Lavant Community Centre
28. Watsons Corners Community Centre
29. McDonalds Corners/Elphin Recreation and Arts (MERA)
30. Middleville Community Centre
31. Tatlock Community Centre
32. Hopetown Community Centre

33. Lanark & District Museum
34. Middleville & District Museum
35. Dalhousie Historic Library

36. Clyde Memorial Ball Park
37. Hopetown Ball Park
38. Joe's Lake Ball Park
39. Vincent Hall Memorial Ball Park
40. Tatlock Sports Park

41. Robertson Lake Park
42. Centennial Park
43. Clyde Waterfront Park
44. Rob's Lake Beach
45. Flower Lake Beach
46. High Falls Road Beach
47. Clarence Street Boat Launch
48. Joe's Lake Boat Launch
49. Smyth's Bay Boat Launch
50. White Lake Boat Launch
51. Floating Bridge Boat Launch

Organization Chart



CONSULTATION ACTIVITIES

Council

The Council of the Corporation of the Township of Lanark Highlands is committed to:

- The continual improvement of access to all municipally owned facilities, premises and services for all those with disabilities;
- The provision of quality services to all members of the community with disabilities.

The accessibility plan has been prepared in order to enable the Council to meet these commitments.

Staff

Township Staff are encouraged to comment on and recommend improvements to policies and practices with regard to accessibility.

Lanark County Accessibility Advisory Sub-Committee

When practicable, staff attend meetings of the Lanark County Accessibility Advisory Sub-Committee (LCAAC). These meetings provide an opportunity to consult with people with disabilities, to discuss, share and develop accessibility information and to ensure that this plan addresses measures to identify, remove and prevent barriers to people with disabilities.

The Lanark County Accessibility Advisory Sub-Committee also provides consultation services to the Township. In 2008, the Chair of the Sub-Committee, along with the Clerk/Deputy CAO, conducted assessments of various Township facilities.

Joint Accessibility Planning Sessions

Representatives from the County of Lanark, its eight local municipalities and the Separated Town of Smiths Falls meet on a regular basis to discuss, share and develop accessibility information.

BARRIER IDENTIFICATION

Informal Site Audit of the Municipally Owned Buildings

In the fall of 2002 staff were asked to complete a survey of municipally owned buildings and in particular to assess any barriers that may exist and develop solutions to removing those barriers in order to comply with the Ontarians With Disabilities Act.

A second survey was undertaken in 2005 which identified the barriers that had been eliminated and any new barriers identified. This assessment has been continued on an ongoing basis.

In the Fall of 2008 the following sites were visited to determine what barriers still existed and to identify any new barriers:

Municipal Office
Lanark & District Community Centre (Arena)
Municipal Garage #3 – Middleville
Municipal Garage #5 – Joe's Lake
North Lavant Community Centre
South Lavant Community Centre
Middleville & District Museum

In 2009 the following sites were visited to determine what barriers still existed and to identify any new barriers:

Municipal Garage #1 – Lanark Village	Municipal Garage #2 – McDonald's Corners
Municipal Garage #4 – Tatlock	Municipal Garage #6 – White Lake
Waste Site – Middleville	Waste Site – Watson's Corners
Waste Site – Flower Station	Waste Site – Lanark Village
Waste Site – Robertson Lake	Waste Site – Snye Road
Waste Site – McDonalds Corners	
Fire Hall #8 – White Lake	
Watson's Corners Community Centre	
McDonald's Corners/Elphin Recreation Centre (MERA)	
Joe's Lake Ball Park	
Vincent Hall Memorial Park	
Centennial Park	
Clyde Waterfront Park	
Rob's Lake Beach	
Flower Lake Beach	
High Falls Road Boat Launch	
Joe's Lake Boat Launch	
Smyth's Bay Boat Launch	
White Lake Boat Launch	
Floating Bridge Boat Launch	

Barrier Identification Methodologies

In order to identify barriers the following methodology was originally used in 2002:

Methodology	Description	Status
Survey to Staff	A survey was given to all members of staff to help identify any barriers at the Municipal Complex, Arena, Museums and Community Halls.	The survey has been completed by all of the Administration staff.
Survey to Community Groups	A barrier identification survey was submitted to all Municipal Facility operators in order to prepare an updated Accessibility Plan.	The survey was completed by all facility groups and a financial value was determined by the Chief Building Official.

In 2008 and 2009, to identify barriers the “Accessibility Guideline Checklist” from the Lanark County Accessibility Advisory Sub-Committee Access Guidelines was used.

Barriers Identified

The following barriers have been identified. Over the next several years, Council will have to decide which barriers should be addressed keeping in mind budget constraints and feasibility.

Barrier Location	Type of Barrier	Strategy for Removal or Prevention	Estimated Cost	2010 Status Update
Municipal Office	Architectural	Accessible Entrance - ramp is sunk where panel/button is located - panel too high - threshold too high	\$2,000	2010
	Architectural	Accessible Washroom - not located on main floor with other washrooms - replace knob taps with levers - wrap exposed pipes under sink with insulation	\$30,000	Deferred
	Architectural	Offices/Cubicles too Small	?	Deferred
	Architectural	Office Doors too Narrow	?	Deferred
	Architectural	Interior doors too difficult to open, require accessible doors (4 doors)	10,000	Deferred
	Architectural	Lobby Next to Elevator too Narrow - no turning room for wheelchair	?	Deferred
	Physical	Reception - install a lower section of counter - have assistive listening devices	\$10,000	Deferred
	Physical	Wall Switches Located 4" too High	?	Deferred
	Physical	Barrier Free Path of Travel in Office Areas	?	Deferred
	Physical	Staff Picnic Table/Area not Accessible	\$500	Deferred

Barrier Location	Type of Barrier	Strategy for Removal or Prevention	Estimated Cost	2010 Status Update
	Physical	Accessible Parking - install fine information - outdoor lighting	\$200	Deferred
	Technological	Council Chambers - install microphones & speakers	\$12,000	Researching Options
	Communication	No Accessible Signage - accessible washroom, directional - location of telephone - location of elevator	\$500	2010
		SUB-TOTAL	\$65,200 (min.)	
Public Library	Architectural	Entrance Doors are heavy to open	\$5,000	Deferred
	Communication	No signage is available for the hearing or sight impaired	\$500	2011
		SUB-TOTAL	\$5,500	
Lanark & District Community Centre (Arena)	Architectural	Accessible Entrance - no automatic door opener - asphalt ramp to be built up to meet ½" threshold	\$5,000	Deferred
	Physical	Accessible Entrance add opaque strip to glass doors	\$65	Deferred
	Physical	Accessible Entrance - add opaque strip to glass doors	\$65	2011
	Physical	Accessible Parking - install fine information - install outdoor lighting	\$200	Deferred
	Physical	Ramp Inside 2 nd Double Doors - install contrasting strips	\$10	2011
	Physical	Top & Bottom Step & Each Landing - install colour contrasting strips	\$25	2011

Barrier Location	Type of Barrier	Strategy for Removal or Prevention	Estimated Cost	2010 Status Update
	Physical	Brighter Lighting in Entrance & Corridors	\$500	Deferred
	Physical	Counter too High at Ticket Window	\$250	Deferred
	Physical	Public Phone - add shelf - lower pay phone	\$50	2011
	Physical	Hand Rails Required - install for ramps to main floor - stair handrail too thick & too high - minimum clearance not met - install handrail on other die of stairs - all handrails to be double (kids)	\$500	Deferred
	Physical	Second Floor Not Accessible - install chair seat or other alternative	?	Deferred
	Physical	Accessible Washroom - remove permanent grab bar - replace with pull down grab bar - replace knob taps with levers - wrap exposed pipes under sink with insulation - lower mirror - install shelf - lower coat hook	\$250	2011
	Communication	No Accessible Signage - accessible entrance - accessible washroom, directional - location of telephone	\$200	2011
		SUB-TOTAL	\$7,115 (min.)	

Barrier Location	Type of Barrier	Strategy for Removal or Prevention	Estimated Cost	2010 Status Update
Municipal Garage #3 – Middleville <i>(*Not a Public Building)</i>	Architectural	Accessible Entrance - no automatic door opener	\$2,500	Deferred
	Physical	No Accessible Parking - designate one space, front of building, left of door - install fine information - install outdoor lighting	\$225	Deferred
		SUB-TOTAL	\$2,725	
Municipal Garage #5 – Joe’s Lake <i>(*Not a Public Building)</i>	Architectural	Accessible Entrance - no automatic door opener	\$2,500	Deferred
	Architectural	No Accessible Washroom (outhouse)	\$4,000	Deferred
	Physical	No Accessible Parking - designate one space - install fine information - install outdoor lighting	\$225	Deferred
		SUB-TOTAL	\$6,725	
Lanark Highlands Youth Centre	Architectural	Accessible Entrance - no automatic door opener	\$2,500	Deferred
	Architectural	No Accessible Washroom	\$4,000	Deferred
	Physical	Accessible Entrance - install Barrier Free Ramp	\$4,000	Deferred
		SUB-TOTAL	\$10,500	
North Lavant Community Centre	Physical	Accessible Parking - install fine information - install outdoor lighting	\$225	Deferred
	Physical	Accessible Washrooms - install grab bars - replace knob taps with levers	\$800	2011

Barrier Location	Type of Barrier	Strategy for Removal or Prevention	Estimated Cost	2010 Status Update
		- install coat hooks		
	Physical	Accessible Washrooms - brighter lighting	?	2011
	Physical	Lower Telephone	?	2011
	Communication	No Accessible Signage - accessible entrance - accessible washroom, directional - location of telephone	\$500	2011
		SUB-TOTAL	\$1,525 (min.)	
South Lavant Community Centre	Architectural	Accessible Entrance - no automatic door opener	\$2,500	Deferred
	Physical	Accessible Entrance - install Barrier Free Ramp at Main & Alternate Exits	\$4,000	Deferred
	Physical	Accessible Parking - install signage & fine information - install outdoor lighting	\$500	Deferred
	Physical	Accessible Washrooms - install grab bars - replace knob taps with levers	\$800	Deferred
	Communication	No Phone	?	2012
	Communication	No Accessible Signage - install once items in place - accessible entrance - accessible washroom, directional - location of telephone	\$500	Deferred
		SUB-TOTAL	\$8,300 (min.)	

Barrier Location	Type of Barrier	Strategy for Removal or Prevention	Estimated Cost	2010 Status Update
Watsons Corners Community Centre	Physical	Lower Telephone	\$200	2012
		SUB-TOTAL	\$200	
McDonald's Corners/Elphin Recreation and Arts (MERA)	Architectural	Pottery Room in basement is not wheelchair accessible	\$3,000	Deferred
	Physical	Require wheelchair path from parking lot to building	\$5,000	Deferred
	Physical	Accessible Entrance - install ramp - no automatic door opener	?	Deferred
	Physical	Accessible Washrooms - remove lip at door - install accessible door handle - install grab bars	\$500	Deferred
	Communication	Accessible Signage - exterior signage for programs - location of washroom, directional - location of phone	\$500	Deferred
		SUB-TOTAL	\$9,000 (min.)	
Hopetown Community Centre	Physical	Accessible Entrance - install ramp	\$ 4,000	2012
		SUB-TOTAL	\$4,000	
Middleville Community Centre	Architectural	Accessible Entrance - no automatic door opener	\$2,500	Deferred
	Physical	No Accessible Parking - designate one space, left of building - paint lines & international symbol	\$400	Deferred

Barrier Location	Type of Barrier	Strategy for Removal or Prevention	Estimated Cost	2010 Status Update
		- install signage & fine information - install outdoor lighting		
	Physical	Hand Rail - install for upper part of ramp to main floor	\$1,500	Deferred
	Physical	Accessible Washrooms - install grab bars - replace knob taps with levers	\$800	Deferred
	Communication	No Accessible Signage - accessible entrance - accessible washroom, directional - directions at bottom of stairs, lower level at corner - location of telephone	\$500	Deferred
		SUB-TOTAL	\$5,700	
Lanark & District Museum	Architectural	No Accessible Entrance	\$5,000	Deferred
		SUB-TOTAL	\$5,000	
Middleville & District Museum	Architectural	No Accessible Washroom	\$4,000	Deferred
	Physical	No Exit Lights	\$ 200	Deferred
	Physical	No Accessible Entrance - lip at door, install ramp - install outdoor lighting	\$500	Deferred
	Physical	No Accessible Parking - designate one space - install signage & fine information - install outdoor lighting	\$200	Deferred
	Physical	No Barrier Free Path of Travel – Outside - ground is uneven	\$500	Deferred

Barrier Location	Type of Barrier	Strategy for Removal or Prevention	Estimated Cost	2010 Status Update
	Physical	Barrier Free Path of Travel - remove obstacles	\$0	Deferred
	Physical	Second Floor Not Accessible - install chair seat or other alternative	?	Deferred
	Communication	Accessible Signage - identify telephone location, etc.	\$ 100	Deferred
		SUB-TOTAL	\$5,500 (min.)	
Robertson Lake Park	Architectural	Accessible Change Rooms	?	Deferred
	Architectural	Outdoor Accessible Washroom	?	Deferred
	Communication	Accessible Signage - name buildings	\$200	Deferred
		SUB-TOTAL	\$200 (min.)	
Joe's Lake Ball Park	Architectural	No Washrooms	?	Deferred
	Communication	No Signage	\$200	Deferred
		SUB-TOTAL	\$200 (min.)	
Vincent Hall Memorial Ball Park	Physical	<u>Canteen</u> No Accessible Entrance - install ramp	?	Deferred
	Physical	No Accessible Washrooms	?	Deferred
	Physical	No Accessible Parking - install signage & fine information	\$225	Deferred
	Communication	No Accessible Signage - accessible entrance - accessible washroom, directional - location of telephone	\$500	Deferred
		SUB-TOTAL	\$725 (min.)	

Barrier Location	Type of Barrier	Strategy for Removal or Prevention	Estimated Cost	2010 Status Update
Centennial Park	Physical	No Accessible Washrooms (steep hill to washrooms)	?	Deferred
	Communication	No Accessible Signage - accessible washroom, directional	\$500	Deferred
		SUB-TOTAL	\$500 (min.)	

Estimated cost to complete tasks **\$ 138,615.+**

Note: Engineering or Architectural drawings required for Wheelchair access projects.

Barriers Identified and Addressed – Prior to 2008

Ways of communication to residents	Communication	The web site has an added text only version so that those with computer readers will be able to access notices.	COMPLETED
Staff cannot share documents due to software issues	Technology	Council has been appraised of this issue and purchasing common software will allow staff to share files no matter their origin	COMPLETED
Middleville Museum	Communication	Computer access	COMPLETED

Barriers Addressed – 2008 to Date

Barrier Location	Barrier Type	Barrier	Cost	Completed
Municipal Office	Physical	Install Lower Coat Hooks in back hallway outside Council Chambers	\$180	2009
	Physical	Accessible Parking - add additional space - paint lines designating space - install signage	\$25 (painting covered in PW Budget)	2009
	Physical	Stairs - Top and Bottom Step and Each Landing not marked by colour contrasting strips	\$65	2010
	Technological	Council Chambers - install visual aid (projector screens)	100% Funded (received grant)	2009
		TOTAL	\$270	
Lanark & District Community Centre (Arena)	Physical	Accessible Parking - designate two spaces, both sides of front entrance - install signage	\$50	2009
Hopetown Community Centre	Physical	No Accessible Parking - designate one space	\$25	2009
MERA	Physical	No Accessible Parking - designate one space	\$25	2009

Middleville Community Centre	Physical	Accessible Entrance Door Jam has a 5-6" height difference	\$0 (work completed by volunteers)	2008
North Lavant Community Centre	Physical	No Accessible Parking - designate one space	\$25	2009
South Lavant Community Centre	Architectural	Accessible Washroom	\$0 (work completed by volunteers)	2008
	Physical	No Accessible Parking - designate two spaces	\$50	2009
Watson's Corners Community Centre	Physical	No Accessible Parking - designate one space	\$25	2009

Barriers to be Addressed in 2010 and Beyond

One of the first accessibility issues that must be addressed in accordance with this plan is accessible access to municipal buildings. Beginning in 2004, funds were requested to be set aside to begin this process. For the past three years, \$5,000 has been set aside in the annual budget for accessibility improvements.

In 2010, improvements will be made to the Municipal Officer in order to meet the legislative requirements for holding Accessible Elections.

Review and Monitoring of the Process

Council is committed to following through with this plan. The plan will be reviewed annually allowing Council, staff and the public to assess its effectiveness and reflect changing community requirements.

Staff Training

Staff training was provided on the Accessible Customer Service in the Fall of 2009. Continual training will be provided as new accessible features and equipment are installed and for all new employees.

Communication of the Plan

The plan will be available on the Township website as well as at the Municipal Office and Public Library. Every effort will be made to make the plan available to those with disabilities for their perusal and review. It will be provided in an alternate format such as email, large print and hard copy, upon request.