

# Agenda

## Village Commission Monthly Meeting

Wednesday, July 17, 2024 – 6:00 pm

In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester

Zoom <https://us02web.zoom.us/j/89085934666>

or YouTube <https://www.youtube.com/@villageofchesterns>



### 1.0 Call to Order: Clerk/Treasurer

*As we meet today, we acknowledge that we live in Mi'kma'ki, the traditional and ancestral territory of the Mi'kmaq people. We are all treaty people with a responsibility to each other and to this land.*

### 2.0 Public Forum

### 3.0 Approval of Agenda/Additions to Agenda

### 4.0 Review/Approval of Minutes

4.1 Annual Public Meeting: Tuesday, June 18, 2024

4.2 Monthly Commission Meeting: Wednesday, June 19, 2024

### 5.0 Business Arising

5.1 Audit Letters

5.2 Jib Lot Maintenance

### 6.0 Correspondence

6.1 Municipal Affairs: Tax Exemption By-law Acknowledgement

### 7.0 Reports

7.1 Clerk/Treasurer

7.2 Financial, including (a) 2024/25 Q1 Budget Variance Report

7.3 Chester Fire Services Committee

7.4 Lunenburg County Accessibility Advisory Committee

7.5 MODC Village Planning Advisory Committee

### 8.0 New/Other Business

8.1 ANSV Conference and Board Membership

8.2 Lido/Washroom Accessibility Assessment Report

### 9.0 Commissioner Roundtable

### 10.0 In-camera – per Section 408B (2) of the Municipal Government Act

- Acquisition, sale, lease and security of village property
- Contract negotiations

### **11.0 Resumption of Public Meeting**

- Report in public session per Section 408B (3) of the Municipal Government Act, if applicable

### **12.0 Adjournment**

#### **Next Meeting(s)**

- Regular Monthly: August 21, 2024 – 6:00 pm at 27 Pleasant Street & Virtual

## Schedule 4.1

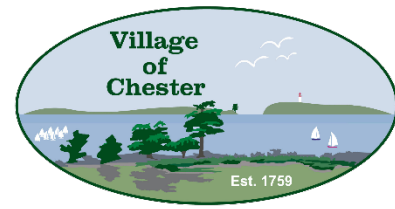
### Minutes

#### Village Commission Annual Public Meeting

Tuesday, June 18, 2024 – 6:30 pm

In-Person & Virtual

27 Pleasant Street, Chester



Video Archive: [https://bit.ly/YouTube\\_villageofchesterns](https://bit.ly/YouTube_villageofchesterns)

**Present:** Nancy Hatch, Commission Chair; Laura Mulrooney, Commissioner; Gloria Nauss, Commissioner; Randall O'Malley, Commissioner; Geraldine Pauley, Commission Vice-Chair; Lawrence Lake, Auditor

**CFSC:** Colin MacDonald, Chair; Norm Countway, Vice-Chair; Kirk Collicutt, Secretary/Treasurer

**Staff:** Heather McCallum, Clerk/Treasurer; Maxine Veinot, Recording Secretary

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### 1.0 Call to Order – Approval of Agenda

Chair Hatch called the meeting to order at 6:30 pm.

Vice-chair Pauley stated the Land Acknowledgement:

*As we meet today, we acknowledge that we live in Mi'kma'ki, the traditional and ancestral territory of the Mi'kmaq people. We are all treaty people with a responsibility to each other and to this land.*

### 2.0 Commission Chair's Report

Chair Hatch presented her annual report recapping the Commission's 2023/24 year ([Schedule 2.0](#)).

This was her final report as a member of the Commission, and we thank her for her tireless service over the past eight years.

### 3.0 Clerk/Treasurer's Report

#### 3.1 Activity Report

Clerk/Treasurer McCallum presented her annual Activity report for 2023/24 ([Schedule 3.1](#)).

#### 3.2 2024 Reimbursement Policy

The Clerk/Treasurer noted that Municipal Government Act 408AA (5) requires Village Commissions to review/adopt expense and hospitality policies at each annual meeting.

The Reimbursement (i.e., expense) Policy had minor amendments since last year to adjust travel expense rates and was re-approved by the Commission at their May 15, 2024 meeting. The policy is presented here for information ([Schedule 3.2](#)).

### **3.3 Draft Hospitality Policy**

The Hospitality Policy is a new one presented for approval ([Schedule 3.3](#)). The Commission reviewed a draft at their most recent meeting.

**MOTION: 24-047:** Commissioner Nauss moved; Commissioner O'Malley seconded: That the Commission approve the Hospitality Policy as presented. *Motion carried unanimously.*

## **4.0 Auditor's 2023/24 Report**

### **4.1 Financial Statements**

Mr. Lake presented his report and provided an overview of 2023/24 Village Financial Statements ([Schedule 4.1](#)).

It was noted that a review of the Chester Fire Services Committee financial statements will be conducted with the Committee at their next meeting on July 10<sup>th</sup>.

## **5.0 Chester Fire Services Committee (CFSC) Report**

The CFSC's officers presented their reports on the activities of the Committee in 2023/24 ([Schedule 5.0](#)).

- Chair Colin MacDonald gave an overview of the Committee's membership, role, and purpose.
- Vice-Chair Norm Countway gave an overview of communication strategy to support the need for a new fire station.
- Secretary/Treasurer Kirk Collicutt reported on planning considerations for the 2024/25 Fire Budget, and the need for increased reserves.

## **6.0 Lido Pool Report**

The Clerk/Treasurer presented Darcy Steven's report on the Chester District Swim Program, conducted at the Lido Pool ([Schedule 6.0](#)).



## 7.0 Adjournment

There being no further business, the Chair Hatch adjourned the Meeting at 7:14 pm.

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Commission Vice-chair  
Geraldine Pauley

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Clerk/Treasurer  
Heather McCallum

DRAFT

## Schedule 4.2

### Minutes

#### Village Commission Monthly Meeting

Wednesday, June 19, 2024 – 6:00pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

Video Archive <https://www.youtube.com/@villageofchesterns>



**Present:** Geraldine Pauley, Chair; Randall O'Malley, Vice-chair; Laura Mulrooney, Commissioner; Tom Mulrooney, Commissioner; Gloria Nauss, Commissioner

**Staff:** Heather McCallum, Clerk/Treasurer; Maxine Veinot, Recording Secretary

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*Note: This is the first Village Commission meeting since the 2024 Election-by-acclamation.*

#### 1.0 Call to Order

In lieu of a Commission Chair, the Clerk/Treasurer called the June 19, 2024 Regular Monthly Meeting of the Village of Chester Commission to order at 6:02pm.

Land Acknowledgement:

*As we meet today, we acknowledge that we live in Mi'kma'ki, the traditional and ancestral territory of the Mi'kmaq people. We are all treaty people with a responsibility to each other and to this land.*

#### 2.0 Public Forum

There were no members of the public in attendance.

#### 3.0 Swearing in of New Commissioners

Commissioners-elect Tom Mulrooney and Geraldine Pauley were sworn into office by the Clerk/Treasurer, in her capacity as a NS Commissioner of Oaths ([Schedule 3.0](#)).

The new Village Commissioners also signed the Code of Conduct Policy declaration and Abuse Prevention Policy attestation forms (after receiving the policies in advance to review).

#### 4.0 Annual Election of Chair and Vice-chair

The Clerk/Treasurer noted that MGA 408(1) requires that: "The village commissioners shall, at their first meeting after an election, elect a chair and a vice chair."

C/T McCallum called for nominations for Commission Chair. One nomination was received from the floor, and the call was repeated three times. She declared that: [Commissioner Geraldine Pauley is acclaimed as the Chair of the Commission.](#)

C/T McCallum called for nominations for Commission Vice-chair. One nomination was received from the floor, and the call was repeated three times. She declared that: [Commissioner Randall O'Malley is acclaimed as the Vice-chair of the Commission.](#)

The C/T turned the chairing of the meeting over to Chair Pauley.

## **5.0 Approval of Agenda/Additions to Agenda**

The Clerk/Treasurer requested two additions to the agenda:

- Under New Business, 10.3 “Financial Statements 2023/24”, as the authorization motion was missed at last night's Annual Public Meeting.
- Under 12.0 In Camera, the addition of “contract negotiations.”

Commissioner T. Mulrooney requested one addition:

- Under New Business, 10.4 “Jib Lot Maintenance”.

**Motion #24-048:** [Commissioner Nauss moved; Vice-chair O'Malley seconded:](#) That the Agenda of the June 19, 2024 Regular Monthly Meeting be approved as amended.

*Motion carried unanimously.*

## **6.0 Review/Approval of Minutes**

### **6.1 Regular Monthly Meeting:** Wednesday, May 15, 2024

**Motion #24-049:** [Commissioner L Mulrooney moved; Commissioner Nauss seconded:](#) That the Minutes of the May 15, 2024 Regular Monthly Meeting be approved as presented.

*Motion carried unanimously.*

### **6.2 Special Meeting:** Friday, June 7, 2024

**Motion #24-050:** [Vice-chair O'Malley moved; Commissioner L Mulrooney seconded:](#) That the Minutes of the June 7, 2024 Special Meeting be approved as presented.

*Motion carried unanimously.*

## **7.0 Business Arising – Nil**

## **8.0 Correspondence**

## **8.1 Sepsis Canada: Illumination Request for Sep 13, 2024**

**Motion #24-051:** Commissioner L Mulrooney moved; Commissioner Nauss seconded: That the Village publicize and explain Sepsis Day, but that the Village forgo the lights.

*Motion carried unanimously.*

## **8.2 Municipal Affairs & Housing: 12-Months Notice to NSFM**

The C/T highlighted items in the letter that may be of relevance to the Village (*Schedule 8.2*).

## **8.3 D. Foley: Ownership of Apparatus Response**

The letter was provided for information.

## **9.0 Reports**

### **9.1 Clerk/Treasurer**

The Clerk/Treasurer presented her monthly activity report (*Schedule 9.1*).

### **9.2 Financial**

The Clerk/Treasurer presented the monthly financial overview report (*Schedule 9.2*).

### **9.3 Committee: Chester Fire Services (CFSC)**

The C/T shared the Fire Chief's APM 2023/24 report, for information (*Schedule 9.3*).

### **9.4 Committee: Lunenburg County Accessibility Advisory (LCAAC)**

Chair Pauley stated that this Committee is establishing "terms and conditions".

## **10.0 New/Other Business**

### **10.1 RFD: External Committee Appointments**

The Chair reviewed the request for decision (*Schedule 10.1*).

**Motion #24-052:** Commissioner Nauss moved; Commissioner L Mulrooney seconded: That the Village Commission make the following appointments:

- a) Chair Geraldine Pauley to complete her term on the Lunenburg County Accessibility Advisory Committee.

b) Commissioner Randy O'Malley to the MODC Village Planning Advisory Committee for a two-year term.  
*Motion carried unanimously.*

## **10.2 RFD: Chester Fire Services Committee Member Terms**

The C/T reviewed the request for decision from the Chester Fire Services Committee (*Schedule 10.2*). She confirmed that appointees to this Committee are not required to be elected officials.

**Motion #24-053:** Commissioner O'Malley moved; Commissioner Nauss seconded: That the Chester Village Commission reset the start date of the Chester Fire Services Committee's current member terms to the date of incorporation: October 17, 2023.  
*Motion carried unanimously.*

The request for decision will go before Municipal Council at an upcoming meeting.

## **10.3 Financial Statements 2023/24**

The C/T noted that the Village's audited financial statements were reviewed at the Annual Public Meeting of June 18, 2024 by the auditor, Lawrence Lake (*Schedule 10.3*).

**Motion #24-054:** Commissioner O'Malley moved; Commissioner Nauss seconded: To receive the Auditor's Report submitted by Morse Brewster Lake and authorize the Commission Chair and Clerk/Treasurer to sign the audited 2023/24 Village Financial Statements.  
*Motion carried unanimously.*

## **10.4 Jib Lot Maintenance**

Commissioner T. Mulrooney reported that bollards and fencing at the Jib Lot are in poor condition and need repairs.

The Clerk/Treasurer was instructed to look into recommended maintenance and costs and report back to the Commission.

## **11.0 Commissioner Roundtable**

Commissioner L. Mulrooney reported that she has accepted the nomination to be the Chester-St. Margarets candidate for the Liberal Party of Nova Scotia in the next Provincial election. An election is not anticipated for another year; this nomination does not affect her current role on the Commission.

**12.0 In camera** – per Section 408B (2) of the Municipal Government Act

**Motion #24-055:** Commissioner Nauss moved; Commissioner L Mulrooney seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act, at 6:47 pm.

*Motion carried unanimously.*

The Commission recessed at 6:48 pm.

**13.0 Resumption of Public Meeting** – report in public session per Section 408B (3) of the Municipal Government Act.

The Commission resumed the public meeting at 6:59 pm.

**Motion #24-056:** Commissioner L. Mulrooney moved; Commissioner Nauss seconded: That the Chester Village Commission approve the Memorandum of Understanding (MOU) with the Chester District Swim Program pending legal review and direct the Clerk/Treasurer to sign the MOU on behalf of the Commission.

*Motion carried unanimously.*

**14.0 Adjournment**

**Next meetings:**

- Regular Monthly Meeting on July 17, 2024 at 6:00 pm at the Village office

There being no further business, the meeting was adjourned at 7:00 pm.

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Commission Chair  
Geraldine Pauley

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Clerk/Treasurer  
Heather McCallum

**Schedule 5.1**



**Village of Chester Commission  
Request for Decision**

<p><b>Topic:</b></p> <p><b>Morse Brewster Lake Audit Letters: Management, Engagement, and Representation</b></p>	<p><b>Date:</b> Jul 17, 2024</p> <p><b>Proposed By:</b> Heather McCallum Clerk/Treasurer</p>
<p><b>Issue Summary:</b></p> <p>The 2023/24 Audited Financial Statements were presented at the June 18, 2024 Annual Public Meeting and approved at the June 19, 2024 Monthly Commission Meeting. The accompanying audit letters arrived July 12th – three of which require a signature.</p>	
<p><b>Background:</b></p> <p>These letters are part of the audit process under Canadian Public Sector Accounting Standards.</p> <ul style="list-style-type: none"> <li>• Management letter: From Morse Brewster Lake to the Commission – <i>for information</i></li> <li>• Management’s Responsibility statement: For insertion into the final copy of Financial Statements – <i>Commission Chair and Clerk/Treasurer sign</i></li> <li>• Engagement letter: A summary of the service provided by Morse Brewster Blake – <i>Commission Chair signs</i></li> <li>• Representation letter: Confirming all information provided was correct to the best of our knowledge and belief – <i>Clerk/Treasurer signs</i></li> </ul>	
<p><b>Options:</b></p> <ol style="list-style-type: none"> <li>1. Direct the Chair and Clerk/Treasurer to sign the letters as provided and return to the auditors.</li> <li>2. Decline to sign current drafts if there are questions or concerns, and request amendments to the letters from the auditors.</li> </ol>	
<p><b>Considerations:</b></p> <p><u>Policy Impacts</u> The Village is required to follow this process under the Municipal Government Act and its Financial Reporting &amp; Accounting Manual.</p>	

**Recommendation:**

Option 1 is recommended, unless the Commission have questions or concerns.

**Draft Motion:**

That the Commission approve the audit letters as received from Morse Brewster Lake and direct the Chair and Clerk/Treasurer to sign and return the letters as required.



## Morse Brewster Lake

Chartered Professional Accountants

P.O. Box 718  
158 Commercial Street  
Berwick, NS  
B0P 1E0  
Tel: (902) 538-8531  
Fax: (902) 538-7610  
Email: info@mblcpa.ca

June 19, 2024

Nancy Hatch, Chair  
Village of Chester  
PO BOX 620  
Chester NS, B0J1J0

Dear Ms. Hatch,

We have recently completed our year end audit of the accounts of the Village of Chester for the year ended March 31, 2024. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of material misstatement and it is not designed to identify matters to communicate. Accordingly, our audit would not usually identify all such matters that may be of interest to management in discharging its responsibilities and it is inappropriate to conclude that no such matters exist.

During the course of our audit we did not identify any of the following matters: material misstatements; fraud; misstatements that may cause future financial statements to be materially misstated; illegal or possibly illegal acts.

We would like to express our appreciation for the co-operation and assistance which we received during our audit from Heather McCallum.

This communication is prepared solely for the information of management and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours very truly,

*Morse Brewster Lake*

Morse Brewster Lake  
Chartered Professional Accountants

c.c. Heather McCallum, Clerk Treasurer

**Village of Chester**  
**Consolidated Financial Statements**  
**Year Ended March 31, 2024**

**Management's Responsibility for the Consolidated Financial Statements**

The management of the **Village of Chester** (the "Village") is responsible for the integrity, objectivity and accuracy of the financial information presented in the accompanying financial statements. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada ("CPA"). A summary of the significant accounting policies is described in Note 2 to the consolidated financial statements.

The Village's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded and reliable financial information is available on a timely basis for preparation of the consolidated financial statements.

These systems are monitored and evaluated by management. The Audit Committee meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the approval of the consolidated financial statements.

The consolidated financial statements have been audited by Morse Brewster Lake Chartered Professional Accountants, independent external auditors appointed by the Village. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Village's consolidated financial statements.

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Village Clerk

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Chairperson

## **Morse Brewster Lake**

Chartered Professional Accountants

P.O. Box 718  
158 Commercial Street  
Berwick, NS  
B0P 1E0  
Tel: (902) 538-8531  
Fax: (902) 538-7610  
Email: [info@mblepa.ca](mailto:info@mblepa.ca)

April 15, 2024

Ms. Nancy Hatch,  
Village of Chester  
PO BOX 620  
Chester, Nova Scotia  
B0J 1J0

Dear Ms. Hatch:

You have requested that we audit the financial statements of Village of Chester, which comprise the consolidated statement of financial position as at March 31, 2024, and the consolidated statement of operations, consolidated statement of changes in net financial assets, consolidated statement of cash flows for the period then ended, and a summary of significant accounting policies and other explanatory information.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

### **Our Responsibilities**

We will conduct our audit(s) of Village of Chester in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance as to whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

We may also communicate other matters identified during the audit that, in our opinion, are of sufficient importance to merit management's attention.

### **Form and Content of Audit Opinion**

Unless unanticipated difficulties are encountered, our report will be substantially in the form contained in Appendix A to this letter.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

## Management's Responsibilities

Our audit will be conducted on the basis that management [and, where appropriate, those charged with governance] acknowledge and understand that they are responsible for:

- a) The preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b) Such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c) Providing us with:
  - i. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
  - ii. Access to all information of which management is aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters; and
  - iii. Additional information that we may request from [management] for the purpose of the audit.

As part of our audit process:

- a) We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b) We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

## Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Village of Chester unless:

- We have been specifically authorized with prior consent;
- We have been ordered or expressly authorized by law or by the *Code of Professional Conduct/Code of Ethics*; or
- The information requested is (or enters into) public domain.

In performing our services, we will send messages and documents electronically. You acknowledge that electronic communication carries the possibility of inadvertent misdirection, interception or non-delivery of confidential material, or infection by a virus. If you do not consent to our use of electronic communications, please notify us in writing.

We do not accept responsibility and will not be liable for any damage or loss caused in connection with the interception or corruption of an electronic communication.

## Use of Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

- (a) You represent to us that management has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and
- (b) We will hold all personal information in compliance with our Privacy Statement.

## Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit opinion are solely for the use of Village of Chester and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these financial statements, and we accept no responsibility for their use by any third party.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us.

### **Reproduction of Auditor's Report**

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

### ***Preparation of Schedules***

We understand that [you] or [your employees] will prepare certain schedules and locate specified documents for our use before our engagement is planned to commence on April 15, 2024.

The requested schedules and documents are as follows:

- (a) [Schedules and analyses; and]
- (b) Other specified documents.]

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or withdraw from the engagement.

### **Ownership**

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the engagement are the property of our firm, constitute confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any damage or loss incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

### **File Inspections**

In accordance with professional regulations (and by our firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm's standards. File reviewers are required to maintain confidentiality of client information.

### **Accounting Advice**

Except as outlined in this letter, the audit engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement.

## **Other Services**

In addition to the audit services referred to above, we will, as allowed by the *Code of Professional Conduct/Code of Ethics*, prepare your federal and provincial income tax returns and other special reports as required. Management will provide the information necessary to complete these returns / reports and will file them with the appropriate authorities on a timely basis.

## **Governing Legislation**

This engagement letter is subject to, and governed by, the laws of the Province of Nova Scotia. The Province of Nova Scotia will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

## **Dispute Resolution**

You agree that:

- a) Any dispute that may arise regarding the meaning, performance or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation; and
- b) You will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement.

Any mediation initiated as a result of this engagement shall be administered within the Province of Nova Scotia by CPANS, according to its mediation rules, and any ensuing litigation shall be conducted within such province, according to provincial law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

## **Indemnity**

Village of Chester hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents or employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of (or in consequence of):

- (a) The breach by Village of Chester, or its directors, officers, agents, or employees, of any of the covenants made by Village of Chester herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our firm.
- (b) The services performed by us pursuant to this engagement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the negligence of our firm. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by your company.

## **Time Frames**

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by Village of Chester of its obligations.

## **Fees at Regular Billing Rates**

Our professional fees will be based on our regular billing rates, plus direct out-of-pocket expenses and applicable GST/HST, and are due when rendered. Fees for any additional services will be established separately.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Fees will be rendered as work progresses and are payable on presentation.

### ***Billing***

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of [1.0%] per month. We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

### ***Costs of Responding to Government or Legal Processes***

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST/HST) incurred.

### ***Communications***

In connection with this engagement, we may communicate with you or others via telephone, facsimile, post, courier and email transmission. As all communications can be intercepted or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from: communications, including any consequential, incidental, direct or indirect; special damages, such as loss of revenues or anticipated profits; or disclosure or communication of confidential or proprietary information.

### ***Termination***

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party. If early termination takes place, Village of Chester shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to form, or have not formed, an opinion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may disclaim an opinion on the financial statements. If this occurs, we will communicate the reasons and provide details.

### ***Conclusion***

This engagement letter includes the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your company.

Yours truly,

*Morse Brewster Lake*

Morse Brewster Lake  
Chartered Professional Accountants

Acknowledged and agreed on behalf of Village of Chester by:

---

Ms. Nancy Hatch  
Village of Chester

Date \_\_\_\_\_



## **Morse Brewster Lake**

Chartered Professional Accountants

P.O. Box 718  
158 Commercial Street  
Berwick, NS  
B0P 1E0

Tel: (902) 538-8531

Fax: (902) 538-7610

Email: [info@mblcpa.ca](mailto:info@mblcpa.ca)

### **INDEPENDENT AUDITOR'S REPORT**

#### **To the Chairman and Commissioners of the Village of Chester**

##### **Opinion**

We have audited the accompanying consolidated financial statements of **Village of Chester**, which comprise the statement of financial position as at March 31, 2024, and the statement of operations, statement of net financial assets and statement of cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the **Village of Chester**, as at March 31, 2024, and the results of operations and changes in net financial assets for the year then ended, in accordance with Canadian public sector accounting standards.

##### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

##### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

##### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

## **Independent Auditor's Report (continued)**

### **Auditor's Responsibilities for the Audit of the Financial Statements (continued)**

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Berwick, Nova Scotia  
Date

Chartered Professional Accountants  
Registered Municipal Auditor

**Village of Chester**  
**PO BOX 620**  
**Chester, Nova Scotia**  
**B0J 1J0**

June 19, 2024

Morse Brewster Lake  
Chartered Professional Accountants  
158 Commercial St, PO BOX 718  
Berwick, NS  
B0P1E0

Dear Sirs:

This representation letter is provided in connection with your audit of the financial statements of Village of Chester for the period ended March 31, 2024 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian accounting standards for the public sector.

In making the representations outlined below, we took the time necessary to appropriately inform ourselves on the subject matter through inquiries of entity personnel with relevant knowledge and experience, and, where appropriate, by inspecting supporting documentation.

We confirm that (to the best of our knowledge and belief):

**1. Financial Statements**

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated April 15, 2024 for:

- a) Preparing and fairly presenting the financial statements in accordance with Canadian accounting standards for the public sector;
- b) Providing you all relevant information, such as:
  - i. Accounting records, supporting data and other relevant documentation,
  - ii. Minutes of meetings (such as shareholders, board of directors and audit committees) or summaries of actions taken for which minutes have not yet been prepared, and
  - iii. Information on any other matters, of which we are aware, that is relevant to the preparation of the financial statements;
- c) Ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements; and
- d) Designing and implementing such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We have also communicated to you any deficiencies in the design and implementation or the maintenance of internal control over financial reporting of which management is aware.

## **2. Fraud and Non-Compliance**

We have disclosed to you:

- a) All of our knowledge in relation to actual, alleged or suspected fraud affecting the entity's financial statements involving:
  - i. Management;
  - ii Employees who have significant roles in internal control; or
  - iii. Others where the fraud could have a material effect on the financial statements;
- b) All of our knowledge in relation to allegations of fraud or suspected fraud communicated by employees, former employees, analysts, regulators or others;
- c) All known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements that should be considered when preparing the financial statements;
- d) All known, actual, or possible litigation and claims that should be considered when preparing the financial statements; and
- e) The results of our risk assessments regarding possible fraud or error in the financial statements.

## **3. Related Parties**

We confirm that there were no related-party relationships or transactions that occurred during the period.

## **4. Estimates**

We acknowledge our responsibility for determining the accounting estimates required for the preparation of the financial statements in accordance with Canadian accounting standards for the public sector. Those estimates reflect our judgment based on our knowledge and experience of past and current events, and on our assumptions about conditions we expect to exist and courses of action we expect to take. We believe that the significant assumptions and measurement methods used by us in making accounting estimates, including those measured at fair value, are reasonable.

## **5. Subsequent Events**

All events subsequent to the date of the financial statements and for which Canadian accounting standards for the public sector requires adjustment or disclosure have been adjusted or disclosed.

## **6. Commitments and Contingencies**

There are no commitments, contingent liabilities/assets or guarantees (written or oral) that should be disclosed in the financial statements. This includes liabilities arising from contract terms, illegal acts or possible illegal acts, and environmental matters that would have an impact on the financial statements.

## **7. Adjustments**

We have reviewed, approved and recorded all of your proposed adjustments to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records.

**8. Misstatements**

We believe the effects of uncorrected misstatements are immaterial, individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to this letter.

Yours truly,

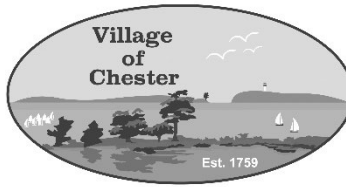
\_\_\_\_\_ Title: \_\_\_\_\_

Name of Chief Executive Officer or equivalent and title

\_\_\_\_\_ Title: \_\_\_\_\_

Name of Chief Financial Officer or equivalent and title

**Schedule 5.2**



**Village of Chester Commission  
Request for Decision**

<b>Topic:</b>  <b>Jib Lot Maintenance: Repairs</b>	<b>Date:</b> Jul 17, 2024
	<b>Proposed By:</b> Heather McCallum Clerk/Treasurer
<b>Issue Summary:</b>  Preliminary costs are provided for repairs at the Village’s Jib Lot property. Direction is requested.	
<b>Background:</b>  At the June 19, 2024, concerns were raised about the condition of parking bollards in front of the Fire Department memorial at the Jib Lot, as well as some missing pickets on the surrounding fence. The Clerk/Treasurer was tasked with providing recommended solutions. <ul style="list-style-type: none"><li>• Bollards: Photos are provided of the existing park entrance, and proposed bollard covers (I suggest grey with red flashing).</li><li>• Fence: Our maintenance provider, Mr. Dominey, estimates 6-8 pickets missing and about 15 loose. He proposes to re-space the existing pickets in the short term. The Commission should consider planning for a fence replacement in the next two years.</li><li>• MODC maintenance staff would provide the labour – a minimum call is 3 hours which should be sufficient for the work.</li></ul>	
<b>Options:</b> <ol style="list-style-type: none"><li>1. That repairs proceed as outlined on the preliminary costs attached this summer.</li><li>2. That a different approach to repairs be considered and brought back to the Commission.</li><li>3. Delay repairs until spring and budget to do the repairs in 2025/26.</li></ol>	

**Considerations:**

Financial Impacts

While the repairs are not a large expense at approximately \$350, the 2024/25 budget line for Jib Lot maintenance is \$1,500 and there is \$678 posted to it now. It is entirely possible that cost can be absorbed in overall operations, or a modest transfer from the Operational Reserve could be considered if necessary.

Other

Beautification is an important role for the Village Commission in Chester.

**Recommendation:**

Staff recommend option 1.

**Draft Motion:**

That the Commission approve repairs to the Jib Lot property bollards and fence as outlined, for an approximate cost of \$350.

**Jib Lot Repairs**  
**Preliminary Estimate**

**Bollards**

Sleeve covers (2)	\$145.58	Seton Canada
+ shipping	\$14.95	
+ tax (payable 4.286%)	\$6.88	
<b>Materials total</b>	<b>\$167.41</b>	
Labour	\$55.00	MODC
<b>Bollards total</b>	<b>\$222.41</b>	

**Fence**

Existing pickets re-spaced	\$0.00	
Other materials TBD	\$50.00	Hardware
Labour	\$110.00	MODC
<b>Fence total</b>	<b>\$110.00</b>	

**Total** **\$332.41**





## **Schedule 6.1**

VIA EMAIL: [heather.mccallum@villageofchesterns.ca](mailto:heather.mccallum@villageofchesterns.ca)

July 11, 2024

Heather McCallum  
Clerk/Treasurer  
Village of Chester Commission  
PO Box 620  
Chester, NS B0J 4482

Dear Heather McCallum:

### **Re: Tax Exemption for Non-Profit Organizations By-law**

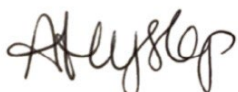
Further to our email correspondence of March 13, 2024, this will acknowledge receipt of one (1) copy of the above-noted certified by-law enclosed with correspondence dated March 1, 2024.

We understand that the by-law has been submitted for filing with the Minister of Municipal Affairs and Housing in accordance with subsection 169(3) of the *Municipal Government Act*. Accordingly, the by-law has been accepted as submitted and will be retained in our files.

Please note that our review of municipal by-laws submitted for filing is limited to determining whether the procedural requirements for the adoption and publication of by-laws appear to have been met. These requirements are set out in sections 168 and 169 of the *Municipal Government Act*. We do not review nor approve the content of by-laws, nor do we evaluate by-laws for drafting irregularities or legal enforceability.

It is strongly recommended that all by-laws be reviewed by the Municipality's solicitor *prior to consideration by Council*.

Sincerely,

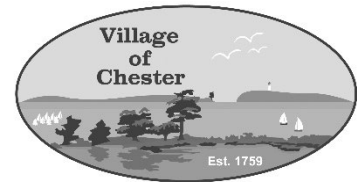


Andrea Hyslop  
Municipal Advisor

/kz

## Schedule 7.1

### Village of Chester Commission Clerk/Treasurer Activity Report July 17, 2024



- **Lido Pool:**
  - As you know, the pool opened on June 29th with a full complement of staff. They all attended a two-hour orientation on June 28<sup>th</sup>.
  - Two new lifeguard chairs donated to the swim program have been installed on the pool deck.
  - The MOU Discussed last month was approved by our legal advisor and signed by the Chester District Swim Program's director, Darcy Stevens, and myself.
  - Security cameras are back up and running.
  - The leak on the exterior wall is worse this year and our maintenance staff is having to top up water levels more often. This is part of the capital repairs scheduled for September.
  - People who aren't familiar with the pool find it difficult to locate – even from the public washroom parking. I'm gathering costs for 1-2 larger and more prominent signs and will keep the Commission update.
  - The report on the Accessibility audit of the washroom and pool has been received. Costs are considerably higher than hoped (a grand total of \$823,000!), so some choices will need to be made. To be discussed later in this evening's agenda.
  
- **Beautification:**
  - The 76 Village flower baskets have been installed.
  - Several benches near the public washroom needed repairs, which have been completed.
  - In the wake of the storms last summer, the Commission discussed whether to move away from flower baskets to a more sustainable option. I would suggest that the Village began public consultation with a survey physically mailed to residents as well as available online. If this is agreeable, I will draft a survey.
  
- **Chester Fire:** While the Chief's report is included later in the agenda, there are a few other updates you may be interested in.
  - Fire station pre-design project: The Acre Architects team are in their final stages of geotechnical assessment (that's why there is an excavator on the site!) and exterior building design, with the interior floorplan pretty much complete. Class D estimates are expected around the end of July. There will be a public engagement session on building design(s) most likely in August.
  - I'm starting to work with Dan Pittman at the Municipality on the Phase 2 RFP for fire station final designs and tender documents. (When that is complete, the Committee can go out for funding.)
  - A website is being developed for the Committee, and a social media campaign to raise awareness about the fire service, how it has changed, etc.
  
- **Strategic Plan:**
  - Question: Do Commissioners have a preference of August or September to hold a strategy development session?

- **Meetings & Training:**

- All staff, including lifeguards, have completed WHMIS training.
- I completed a Workplace Violence & Harassment for Managers training course.
- The quarterly Association of Nova Scotia Villages (ANSV) meeting was held on Jul 11<sup>th</sup>.
- The South Shore Regional AMA monthly meeting is scheduled for July 17<sup>th</sup>. Any news from that meeting will be delivered verbally.

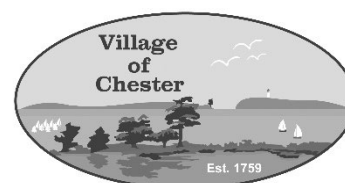
*Report completed by:*

Heather McCallum, Clerk/Treasurer



## Schedule 7.2

### Village of Chester Commission Clerk/Treasurer Financial Report July 17, 2024



- **Scotiabank:**
  - The June 2024 bank statement has been reconciled. We started the month with \$618,624.46 in the bank and ended with \$557,223.99.
  - The Utility Reserve Investment renewed automatically on June 16th at 4.25%. The fund had \$53,109.29 at renewal.
  - The reallocation of fire-related funds to Chester Fire Services Committee accounts will be discussed later this evening.
  
- **HST Offset & Rebate:**
  - The provincial HST Offset Program grant was received in the amount of \$9,141 for 2022/23, of which the Village portion is \$3,862 or 42.25% of the spend that year.
  - The federal GST-HST Rebate application for the second half of 2023/24 has been submitted.
  
- **Audit**
  - The audit letters are on tonight's agenda; once signed and returned, the final Financial Statements will be received and posted.
  - A final revised 2023/24 Budget Reconciliation report is in progress, incorporating adjustments from the audit.
  
- **Budget Report:**
  - The 2024/25 Q1 Budget Variance report (Apr 1-Jun 30) is attached to this report.

*Report completed by:*  
Heather McCallum, Clerk/Treasurer

Village of Chester Commission  
 Budget Variance Report - General Gov't Operations  
 2024/25 Q1 Apr 1-Jun 30 (75% of fiscal year remaining)

	Actual 04/01/2024 to 06/30/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
<b>REVENUE - General Gov't Operations</b>				
<b>Revenues</b>				
4100 Village General Govt Tax	90,645.00	408,476.05	-77.81	Q1 tax advance to date
4116 Eastlink Rental/Tower	0.00	2,615.00	-100.00	Received in Q2
TBD HST Rebate	0.00	0.00	0.00	
4201 HST Offset Grant	0.00	1,710.00	-100.00	Received in Q2
4225 Transfer fr Federal Govt-Lifeguards	0.00	2,400.00	-100.00	To come end of swim season
<b>Total</b>	<b>90,645.00</b>	<b>415,201.05</b>	<b>-78.17</b>	
<b>TOTAL REVENUE</b>	<b>90,645.00</b>	<b>415,201.05</b>	<b>-78.17</b>	

	Actual 04/01/2024 to 06/30/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
<b>EXPENSES - General Gov't Operations</b>				
<b>Governance</b>				
5450	339.75	350.00	-2.93	Complete - ads and hall rental
5477	2,789.25	10,820.00	-74.22	
5461	0.00	2,160.00	-100.00	
5431	0.00	5,000.00	-100.00	Unknown until end of fiscal year
5432	0.00	3,000.00	-100.00	Unknown until end of fiscal year
5496	333.50	2,625.00	-87.30	Complete - ads and hall cancellation fee
	<b>3,462.50</b>	<b>23,955.00</b>	<b>-85.55</b>	
<b>Administration</b>				
5430	3,633.39	16,000.00	-77.29	
5428	115.00	4,070.00	-97.17	Supplier not invoiced yet
5435	0.00	4,200.00	-100.00	This will be over due to accounts' split.
5440	18,690.60	68,000.00	-72.51	
5445	1,156.76	4,000.00	-71.08	
5447	717.30	2,300.00	-68.81	
5448	1,612.20	4,500.00	-64.17	
5455	549.47	2,000.00	-72.53	Incl RFP ads
5460	456.23	1,500.00	-69.58	
5465	58.47	4,000.00	-98.54	
5470	50.32	300.00	-83.23	
5472	0.00	3,000.00	-100.00	
5475	104.29	3,000.00	-96.52	
5476	1,799.85	6,250.00	-71.20	Telus Health
5478	1,086.00	4,060.00	-73.25	RSP
5480	562.36	2,200.00	-74.44	
5481	0.00	6,700.00	-100.00	Suppliers have not invoiced yet
5490	1,379.00	24,300.00	-94.33	24-hr accident annual; remainder renewal in Oct
5492	0.00	2,500.00	-100.00	Renewal in Oct
5495	3,894.44	5,000.00	-22.11	Incl \$2,218 in annual software renewals; printer penalty
	<b>35,865.68</b>	<b>167,880.00</b>	<b>-78.64</b>	
<b>Protection</b>				
5501	2,074.45	12,625.00	-83.57	
5526	10,298.21	10,300.00	-0.02	Decorative light repair from 23/24 completed in May
5540	3,330.22	11,500.00	-71.04	
	<b>15,702.88</b>	<b>34,425.00</b>	<b>-54.39</b>	

	Actual 04/01/2024 to 06/30/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
<b>Beautification</b>				
5565 Flower Baskets	21,721.92	23,000.00	-5.56	Essentially complete
5570 Wreaths	0.00	5,000.00	-100.00	
5582 Community Celebrations/Grants	10,000.00	10,000.00	0.00	Complete
<b>Beautification Total</b>	<b>31,721.92</b>	<b>38,000.00</b>	<b>-16.52</b>	
<b>Economic Development</b>				
5590 Tourism Attraction Projects	0.00	10,000.00	-100.00	
<b>Economic Development Total</b>	<b>0.00</b>	<b>10,000.00</b>	<b>-100.00</b>	
<b>Misc Operations</b>				
5575 Summer Compost Collection	3,382.54	22,310.00	-84.84	
5585 Property Maintenance/Landscaping	596.51	4,000.00	-85.09	Includes pest control
5960 Public Washrooms Operation/Maintenance	3,868.02	15,000.00	-74.21	
<b>Misc Operations Total</b>	<b>7,847.07</b>	<b>41,310.00</b>	<b>-81.00</b>	
<b>Jib Lot</b>				
5405 Jib Lot Maintenance	677.86	1,500.00	-54.81	
5410 Land Taxes (Waste Collection)	311.54	650.00	-52.07	Installment 1 of 2 paid
5415 Water Lot Taxes (Waste Collection)	69.29	150.00	-53.81	Installment 1 of 2 paid
<b>Jib Lot Total</b>	<b>1,058.69</b>	<b>2,300.00</b>	<b>-53.97</b>	
<b>Lido Pool &amp; Washroom</b>				
5910 Lido Maintenance & Operations	18,128.66	32,000.00	-43.35	Includes up-front supplies, pump replacement, vacuum
5925 Lido Insurance	0.00	5,100.00	-100.00	Renewal in Oct
5935 Life Guard Wages	0.00	25,500.00	-100.00	Will begin and end in Q2
5940 Supervisor/Security (Race Week)	0.00	1,600.00	-100.00	
5945 Lido Taxes (Waste Collection Fee)	566.12	1,200.00	-52.82	Installment 1 of 2 paid
<b>Lido Washroom Total</b>	<b>18,694.78</b>	<b>65,400.00</b>	<b>-71.41</b>	
<b>Reserves (Planned)</b>				
5743 Gen Gov't Operating Reserve Deposit	0.00	1,931.05	-100.00	
5937 Lido Pool Reserve Deposit	0.00	30,000.00	-100.00	
<b>Reserves Total</b>	<b>0.00</b>	<b>31,931.05</b>	<b>-100.00</b>	
<b>TOTAL EXPENSE</b>	<b>114,353.52</b>	<b>415,201.05</b>	<b>-72.46</b>	



Village of Chester Commission  
 Budget Variance Report - Capital  
 2024/25 Q1 Apr 1-Jun 30 (75% of fiscal year remaining)

	Actual 04/01/2024 to 06/30/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
<b>REVENUE - Capital</b>				
<b>Revenues</b>				
4130	100,000.00	100,000.00	0.00	
4120	150,000.00	150,000.00	0.00	
4170	0.00	65,105.00	-100.00	Requirement of federal grant
<b>Total</b>	<b>250,000.00</b>	<b>315,105.00</b>	<b>-20.66</b>	
<b>TOTAL REVENUE</b>	<b>250,000.00</b>	<b>315,105.00</b>	<b>-20.66</b>	
<b>EXPENSES - Capital</b>				
<b>Capital Projects</b>				
5915	0.00	150,000.00	-100.00	Engineering report cost posted Q2
5916	0.00	165,105.00	-100.00	Accessibility audit cost posted Q2
<b>Capital Projects Total</b>	<b>0.00</b>	<b>315,105.00</b>	<b>-100.00</b>	
<b>TOTAL EXPENSE</b>	<b>0.00</b>	<b>315,105.00</b>	<b>-100.00</b>	

Village of Chester Commission  
 Budget Variance Report - **EMC Building**  
 2024/25 Q1 Apr 1-Jun 30 (75% of fiscal year remaining)

	Actual 04/01/2024 to 06/30/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
<b>REVENUE - EMC Building</b>				
<b>Revenues</b>				
4110 Rental income - EMC	5,248.32	21,260.00	-75.31	
4180 Transfer from EHS Reserve	0.00	13,875.00	-100.00	Reserve funds transferred for roof project on Jul 12th
<b>Total</b>	<b>5,248.32</b>	<b>35,135.00</b>	<b>-85.06</b>	
<b>TOTAL REVENUE</b>	<b>5,248.32</b>	<b>35,135.00</b>	<b>-85.06</b>	

	Actual 04/01/2024 to 06/30/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
<b>EXPENSES - EMC Building</b>				
<b>EMC</b>				
5705 EMC Maintenance & Repairs	78.22	3,500.00	-97.77	
5710 EMC Insurance	0.00	1,200.00	-100.00	Renewal in Oct
5715 EMC Taxes (Property & Waste)	2,560.82	5,260.00	-51.32	Installment 1 of 2 paid
<b>EMC Total</b>	<b>2,639.04</b>	<b>9,960.00</b>	<b>-73.50</b>	
<b>Reserves (Planned)</b>				
5720 EMS Reserve Deposit	0.00	11,300.00	-100.00	
<b>Reserves Total</b>	<b>0.00</b>	<b>11,300.00</b>	<b>-100.00</b>	
<b>Capital Projects</b>				
5709 EMC Capital Project	12,042.13	13,875.00	-13.21	Roof replacement completed in Jun
<b>Capital Projects Total</b>	<b>12,042.13</b>	<b>13,875.00</b>	<b>-13.21</b>	
<b>TOTAL EXPENSE</b>	<b>14,681.17</b>	<b>35,135.00</b>	<b>-58.21</b>	



# Chester Volunteer Fire Department

Email - [info@chesterfd.ca](mailto:info@chesterfd.ca)

Station (902)275-5113 - Fax (902)275-2134

## Chief's Report July 2024

The CVFD responded to 27 incidents:

13 medicals, 2 investigations, 3 MVA, 1 structure fire, 2 EHS assists, 1 mutual aid, 1 chimney fire, 3 fire alarms, 1 trash fire.

We attended the Shore Cycle pre plan meeting at Shore Cycle in Martins River at the request of Martins Rivers Chief, our job will be water supply with 541 and the bear paw at the swamp just before Shore Cycle, our tanker and a Ba crew. We attend two separate nights for this pre planning.

We attend the thank you in Shelburne on Jun 7, 2024. Was a great thing to be part of and feel the true thankfulness of the whole community.

We were invited by Blandford July 6th to participate in a scenario involving a fire in the Coleman cove area.

We had the first half of our interior crew complete their live fire refresher at the Nova Scotia FireFighters School on June 23.

Our monthly practice in June involved advancing lines and high volume supply hose.

I attended a Chiefs meeting where I was nominated to create the agendas. We as a group have suggested Bruce Blackwood be the chair so no one feels it's driven by any one department.

I conducted 49 external emails this last month and 39 external phone calls.

Thank you  
Chief Stevens  
CVFD

## Schedule 7.4



## **Lunenburg County Accessibility Advisory Committee (LCAAC)**

### **Update for cancelled July 10, 2024 meeting**

Prepared by Ellen Johnson, Regional Accessibility Coordinator, July 11, 2024

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#### **New Business:**

- Appointment of Chair and Vice-Chair: this item will be postponed to the September 4, 2024 meeting.

#### **Accessibility Coordinator's Update**

- LCAAC Member Recruitment and Appointments: There is one community member term expiring in September. The Terms of Reference requires that the vacancy be advertised and Ellen will initiate this process and present applications to the LCAAC Nominating Committee (currently scheduled for September 18, 2024). Ellen will also share the application information with LCAAC members to assist in advertising.
- Election accessibility: Ellen has begun meetings with municipal staff responsible for the municipal elections taking place in October. The purpose is to ensure that municipalities are doing what they can to make the process of running for Council and voting as accessible as possible.

#### **Matters Arising (follow up from past meetings)**

- MARC Playground Update: At the June 5 LCAAC meeting, the committee learned about MODL Council's request to staff to provide options to replace a playground at the MARC ballfield. A previous playground had been removed by MODL due to safety concerns and ballfield users were advocating to have the facility replaced as soon as possible. MODL also has a plan to recreate the MARC, meaning they will be initiating a process to plan what will happen on that site over the next several years. As part of that plan, an inclusive playground is budgeted to be installed somewhere at the MARC within the next few years. In response to the request from ballfield users, Council directed staff to bring options to the June 18<sup>th</sup> Council meeting that would fit within a budget of \$100 000 (not including HST). The LCAAC discussed several concerns related to the process MODL has used and, at the June 5<sup>th</sup> meeting, requested that Ellen approach staff to determine what they can do as a committee to provide support to MODL to increase the accessibility of the planned playground and also requested that Chair, Penny Carver, connect with MODL Councillor and

LCAAC member Kacy DeLong to discuss whether she could play a role in bringing the LCAAC's concerns to the MODL Council.

Ellen provided the LCAAC with information about the upcoming Special Council meeting that took place on June 18<sup>th</sup> and noted that any member could attend on their own, but that there was not a mechanism for the LCAAC to provide formal input due to the short timeline. It is, however, possible to provide formal input about the process that was followed once the LCAAC has time to meet and decide on what that feedback might be.

Penny relayed the LCAAC's concerns to Kacy, who shared them, along with her own input, at the June 18<sup>th</sup> MODL Special Council Meeting. Council decided to approve option 1 of the three playground options provided by staff. This playground will use an engineered woodchip surface, which is minimally accessible, an accessible swing, and several interactive panels that can be reached at ground level.

In future, the LCAAC may choose to provide feedback to MODL about the process that was followed. It did not include consultation with community or with the LCAAC and essentially replaces an inaccessible facility with one that is technically more accessible but not meaningfully so.

Information about the Special Council Meeting can be found on the [MODL website here](#).

This item will be added to the September 4<sup>th</sup> agenda for additional discussion.

- Accessibility in NS trip to Aylesford Beach and Peggy's Cove: Tammie Bezanson, staff resource to the LCAAC from Municipality of Chester, has explored options for dates that the LCAAC could visit Aylesford Beach and Peggy's Cove to learn about the accessibility upgrades these sites have installed. Dates were shared with the LCAAC via a doodle poll and email to determine the date that most people could attend.

Date options include July 22, August 19, 21, and 23. As of July 11, the most popular date is August 21. LCAAC members are encouraged to respond to the poll or email Ellen as soon as possible so a final date can be chosen and plans made.

- Access Awareness Week 2024 Photo project update: Two submissions have come in from the photo project. Ellen will follow up with the communications leads at the municipalities to remind them to continue sharing the invitation for people to make submissions.
- Lunenburg County Accessibility Plan Update: Municipalities have now been prescribed under the Dismantling Racism and Hate Act. This means municipalities must create a plan for equity, diversity and inclusion comparable to the accessibility plans required under the Accessibility Act. Ellen is working with the municipalities to determine how this work will interact with the accessibility plan. Ellen is also working on the surveys to be shared with the public and municipal staff as part of the public engagement required to update the accessibility plan. Louise and Teresa have volunteered to support the plan update process. If others are interested in participating in this process, they can contact Ellen.

### **Next Meeting: September 4, 2024**

- The Regional Emergency Management Organization Manager is scheduled to present on the topic of Emergency Preparedness for vulnerable people.

## Schedule 7.5



## **THE MUNICIPALITY OF CHESTER** **NOTICE OF PUBLIC HEARING**

### **Village Plan Review: Adoption of Village of Chester Secondary Planning Strategy and Land Use-Bylaw**

On June 20, 2024, Chester Municipal Council gave notice of its intention to adopt:

- Village of Chester Secondary Planning Strategy
- Village of Chester Land Use By-law

The **PUBLIC HEARING** will be held on **Thursday, July 11, 2024 at 6:30 p.m.** at St. Stephens Community Centre (Tuck Hall), 54 Regent Street, Chester.

Residents will have an opportunity to speak at the Public Hearing or may send written comments to: Pamela Myra, Municipal Clerk, 151 King Street, PO Box 369, Chester, NS B0J 1J0 or email to [pmyra@chester.ca](mailto:pmyra@chester.ca).

Written comments must be received no later than 4:30 p.m. on Thursday, July 8, 2024

Council may vote to approve or reject the new documents at the Public Hearing.

Copies of the new planning documents are available online at [www.engagechester.ca/villagereview](http://www.engagechester.ca/villagereview), and from the Community Development Department, 186 Central Street, Chester.

**Call us!**

**902-275-2599**

**Email us!**

[planning@chester.ca](mailto:planning@chester.ca)



# THE MUNICIPALITY OF CHESTER

## NOTICE OF PUBLIC HEARING

In the matter of the Municipal Government Act and the Municipality of the District of Chester

TAKE NOTICE THAT on Thursday, June 27, 2024, Chester Municipal Council gave notice of intent to enter into a Development Agreement with Ad Astra Capital Ltd. and Lobster Point Holdings to permit development of 24 dwelling units (4 building containing 6 units each) on PID 60399714, Chester Commons Road, Chester.

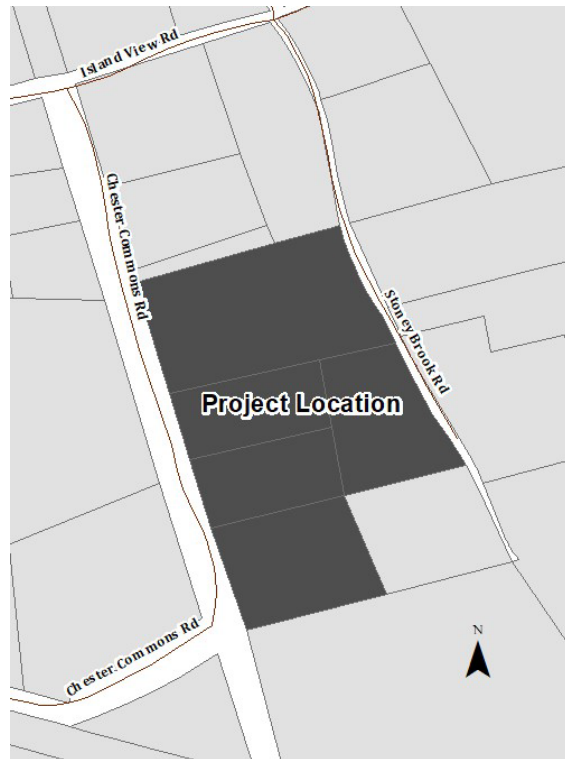
A PUBLIC HEARING will be held on Monday, July 22, 2024 beginning at 6:30 p.m. and is being held in Municipal Council Chambers (151 King Street, Chester),.

Residents can give their opinions at the Public Hearing by speaking in person or sending written comments to: Pamela Myra, Municipal Clerk, 151 King Street, PO Box 369, Chester, NS B0J 1J0 or [pmyra@chester.ca](mailto:pmyra@chester.ca).

Comments must be received before 4:30 p.m. on Thursday, July 18<sup>th</sup>, 2024 by 4:30 p.m.

Council may vote to approve or reject the proposed Development Agreement at the Council Meeting which will follow the conclusion of the Public Hearing.

Copies of the proposed changes are available by contacting the Community Development Department, located at 186 Central Street, Chester.



Call us!

902-275-2599

Email us!

[planning@chester.ca](mailto:planning@chester.ca)

**Schedule 8.1**



**Village of Chester Commission  
Request for Decision**

<p><b>Topic:</b></p> <p><b>Association of Nova Scotia Villages (ANSV) – Annual Conference and Board</b></p>	<p><b>Date:</b> July 17, 2024</p>
<p><b>Proposed By:</b> Heather McCallum Clerk/Treasurer</p>	
<p><b>Issue Summary:</b></p> <p>The ANSV conference takes place in the Village of St. Peter’s, Cape Breton, on Sep 20-21, 2024 (Friday &amp; Saturday). Travel should take place on Sep 19 (four-hour drive).</p> <ul style="list-style-type: none"> <li>a. I will be attending. Three rooms were reserved in St. Peter’s a few months ago for myself and up to two Commissioners to attend. Who would like to be registered?</li> <li>b. ANSV will be seeking new board members at the AGM, who must be elected officials. Clerk/Treasurers are ex-officio. Is there any interest from the Village of Chester?</li> </ul>	
<p><b>Background:</b></p> <p>The ANSV is an incorporated Society of villages governed by a volunteer board of eight directors elected from commissioners from its member villages. Its purpose is for villages to be stronger together, and to represent the interests of villages with other levels of government and third-party organizations in the municipal world. See <i>attachment for more information</i>.</p> <p>As of the quarterly meeting on July 11<sup>th</sup>, the Annual Conference agenda is still in progress. Registration is expected to begin by next week.</p> <p>Joining the ANSV Board would be of most interest to those interested in governance, inter-governmental relations, and advocacy.</p>	
<p><b>Options:</b></p> <ul style="list-style-type: none"> <li>1. That one or two Commissioners chose to attend the conference.</li> <li>2. That no Commissioners attend, and the Clerk/Treasurer prepares a report on the conference for the following Monthly Meeting.</li> <li>3. That a Chester Commissioner express interest in joining the ANSV Board.</li> </ul>	



4. That Chester Commissioners pass on the Board opportunity at this time. (Note that one does not need to be a member of the Board to attend the quarterly meetings, which are held virtually.)

**Considerations:**

Financial Impacts

The cost for three people to attend the conference was included in the 2024/25 Village budget.

Policy Impacts

The Department of Municipal Affairs is becoming more responsive to advocacy from the ANSV versus from individual villages, and indeed has actively encouraged that route. Villages cannot be members of NSFM, so this is the best way to have a voice with the province. Issues facing villages as distinct from municipalities are discussed at quarterly meetings.

**Recommendation:**

- a. Staff recommend at least one Commissioner attend the Annual Conference.
- b. Interest in board membership is an individual decision, as it is a commitment in addition to Commission duties.

**Draft Motion(s):**

- a. That the Clerk/Treasurer and Commissioner(s) \_\_\_\_\_ and? \_\_\_\_\_ be registered to attend the Association of Nova Scotia Villages Annual Conference taking place September 20-21, 2024 in the Village of St. Peters.
- b. That the Clerk/Treasurer notify ANSV that Commissioner \_\_\_\_\_ is willing to be considered for Board membership.

## **Supplemental information:**

Briefly put – ANSV is an incorporated society of member Villages, governed by a volunteer board of eight directors elected from Commissioners of its members and others.

ANSV's objectives are to:

- see that Villages recognize their unique role in providing services to their constituents under the Municipal Government Act (MGA);
- support Villages to better serve their constituents, their community, and the wider community, by working together in a cooperative manner;
- explore, develop, and coordinate opportunities;
- assume an ongoing advocacy role in promoting an awareness of the unique challenges for Villages;
- create a strong voice for Villages within the municipal, provincial, and federal structures;
- develop public policies that address common concerns and issues;
- foster communication between all towns, rural municipalities, and regional municipalities; and
- further enable Villages to fulfil their duties and responsibilities under the MGA.

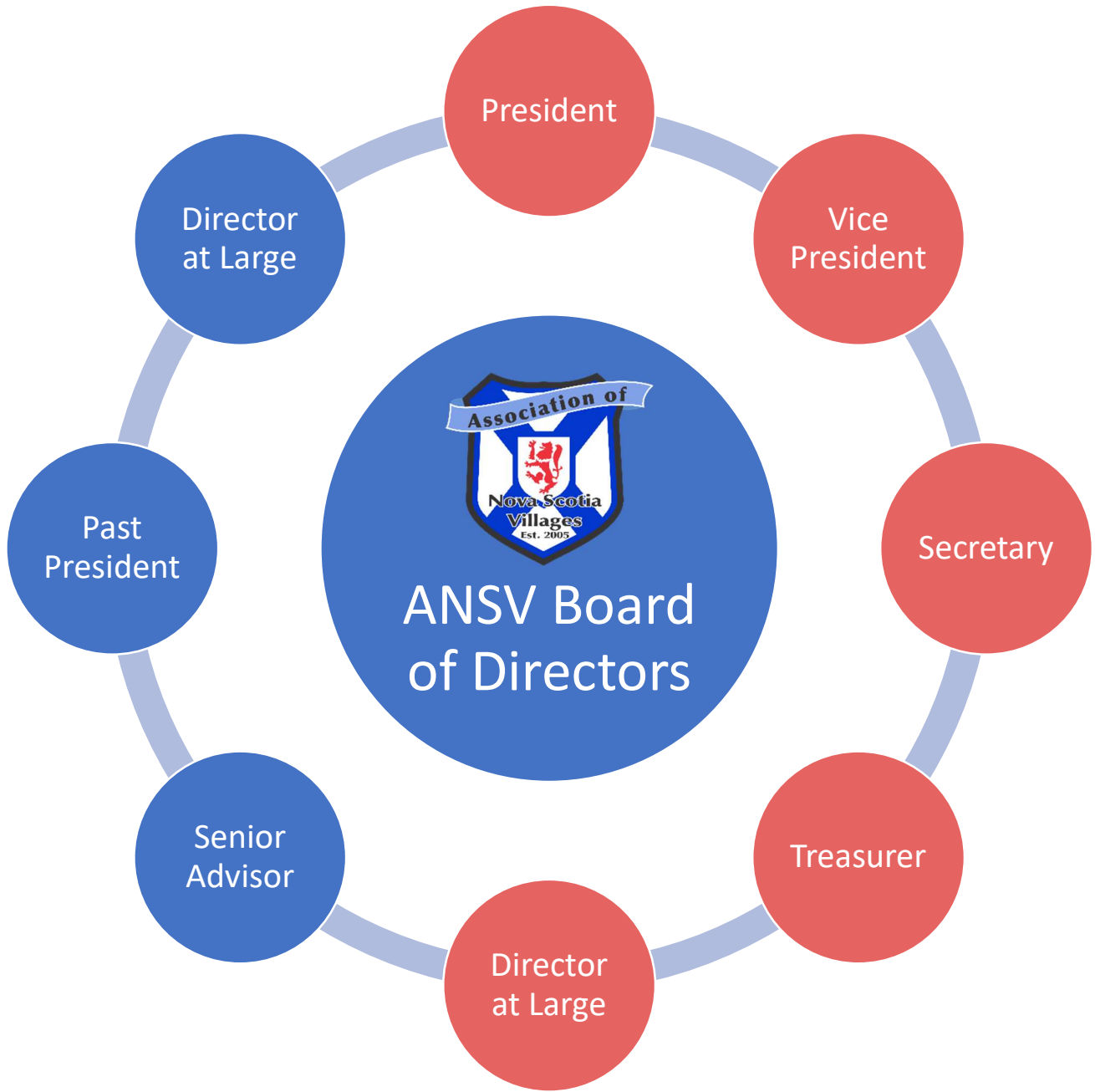
The ANSV board holds quarterly meetings throughout the year, as well as an annual general meeting once per year on the third Saturday in September. Beyond directors and their Clerk and Treasurers, all Village Commissioners and Clerk and Treasurers are welcome and encouraged to attend meetings.

The AGM is typically a two-day tradition that offers a chance to connect with fellow officials and staff from around the province and, besides association business, typically provides opportunities for sessions of learning from external sources and understandings of the operations of the host Village.

Board meetings, as well as the AGM, are a means to unite, discuss and, where needed, act on the subjects concerning Villages. Our meetings also present an opportunity to seek support when needed.

ANSV has a group email for Clerk and Treasurer use that allows them to share news, grant and other information, questions, and discuss topics informally throughout the year with each other – a helpful day-to-day tool for staff.

ANSV is the one body that can speak collectively as a force from and for our level of municipal government.



- Elected (recommendation of Nominating Committee required)
- Appointed by Board; or filled by nature of previous office



# **Chester Lido Pool**

## **Accessibility Assessment Report**

**Atlantic Accessibility Consulting**

(A Division of Habermehl Contracting Ltd.)

June 2024

# Table Of Contents

<b>Overview of Report .....</b>	<b>3</b>
<b>Legend.....</b>	<b>4</b>
1. Parking .....	5
2. Exterior Pathways .....	10
3. Entrances .....	19
4. Hallways.....	29
5. Stairs .....	32
6. Workstations.....	42
7. Washrooms.....	49
8. Emergency Systems.....	81
9. Pool.....	88
<b>Notes for Report.....</b>	<b>101</b>
<b>Appendix .....</b>	<b>102</b>
<b>Closing Summary .....</b>	<b>126</b>

## Overview of Report

The following is an accessibility assessment report of the Chester Lido Pool, which includes an overview of the site for the public in the onsite experience as it relates to people with a variety of disabilities. The whole site was reviewed, and the scope includes the Parking, Exterior Pathways, Entrances, Hallways, Stairs, Workstations, Washrooms, Emergency Systems, and the Pool.

As the site was assessed, consideration was given to all levels of meaningful access based upon the holistic user experience for people with varying disabilities, including all 10 areas of disabilities as identified by Stats Canada. These categories include mobility, seeing, hearing, flexibility, dexterity, pain, mental-health, learning, memory, developmental; they are reviewed with respect to the 7 principles of Universal Design, as well as the standards of CSA B651, and the Rick Hansen Foundation Accessibility Certification© (RHFAC) Rating system.

It is important to recognize that existing buildings, even with some planned upgrades, can have areas of limited access that would be hard to overcome. The resulting report is delivered in plain language for the benefit of all end users. Recommendations include best practices, and it is imperative to note that there is no way to possibly address all barriers that exist, but best efforts have been made to evaluate as many as possible, while recognizing the assessor is only able to offer recommendations.

## Legend

This assessment report is organized into tables which include information about specific accessibility features. Each table includes the area of focus, existing conditions, possible barriers, proposed solutions, and a priority level.

The **possible barriers** section includes the following specific disability groups that would be most affected:

**(M) = Mobility Disabilities** which include people who experience limitations while moving around, even when using aids such as canes, crutches, or wheeled mobility devices.

**(S) = Seeing (vision) Disabilities** which include people with blindness and low vision.

**(H) = Hearing Disabilities** which include people who are deaf and hard of hearing.

**(F) = Flexibility and Dexterity Disabilities** which include people who have absent or shortened limbs or reduced physical abilities which can be caused by a range of factors.

**(P) = Pain Disabilities** which include people who experience pain, whether chronically or temporarily, which can impact a person's stamina, concentration, cognitive function, mobility, flexibility, or dexterity.

**(C) = Cognitive Disabilities** which include mental health, learning, memory, neurodivergence, and developmental disabilities.

**(A) = All Disabilities** are affected.

**Priority levels** are rated as follows:

**1 = most important** which include proposed solutions that would provide the most meaningful access to persons with disabilities or solutions that are cost effective and easy to implement.

to

**5 = least important** which include proposed solutions that are costly or may not be as important in creating meaningful access in the built environment and should be considered in future planning.

## 1. Parking

Area of Focus	Existing Conditions	Possible Barriers	Proposed Solutions	Priority Level
<b>Parking: General</b>	A parking lot is provided in front of the pool building directly off the main vehicular route. Two garbage bins are conveniently provided in front of the parking lot. Benches and picnic tables are present on the hill down to the pool.			
<b>Parking: Accessible Parking</b>	No accessible parking spaces are provided in the parking lot. The parking lot has roughly enough space for 10 vehicles.	People with disabilities require direct access to designated accessible parking to access a site. The number of parking spaces must be sufficient for the expected usage and demand of accessible parking. (A)	The parking lot should be redesigned to include at least one designated accessible parking space located with direct access to an accessible pathway to the pool and washrooms. The accessible parking space should include an access aisle, horizontal signage, and vertical signage that are designed to meet the requirements in CSA B651:23 Clause 9.4. The accessible parking space location will depend on the final location of the accessible path of travel to the building to ensure the space is located with direct access to this path.	2



<b>Parking: Surface</b>	The parking lot has a compacted gravel surface that is firm but is not stable and may be a slip hazard. Water drainage issues have caused part of the parking lot to have loose gravel and a large rut.	Parking surfaces are not stable and slip resistant and could be a hazard for site users, especially those with limited mobility and flexibility disabilities. (M)(F)	Consider redesigning the parking lot to include an asphalt surface. Painted lines are recommended to ensure parking spaces are clearly defined. The parking lot may need to be enlarged to ensure it meets parking space size requirements.	3
<b>Parking: Slope</b>	The parking lot has an average slope and cross slope of 1-2% which works well for site users, but some areas had a slope up to 3.5% which may be challenging to navigate for some users.	Sloped surfaces can be a hazard for users in wheeled mobility devices and for people with a range of disabilities. (M)(A)	Consider regrading the parking lot in conjunction with installing an asphalt surface and ensure the parking lot has a slope and cross slope with a maximum of 2% to allow for safe exiting from vehicles.	3
<b>Parking: Signage</b>	Signage is not in place for the parking lot.	Without signage, users may not be made aware of the usage of this parking lot.	Consider providing a sign at the parking lot which identifies the usage of the lot. If this parking lot tends to fill up in the summer months, consider designating the parking lot for pool parking only for the duration of the pool's seasonal hours.	3

<b>Parking: Pathways</b>	<p>Safe pedestrian pathways have not been provided within the inner boundaries of the parking lot.</p>	<p>Pathways within parking lots should be conveniently located, easy to understand, with sufficient clear width and no obstacles to ensure users can safely travel throughout the parking lot. (A)</p>	<p>Consider providing a designated pathway along the front of the parking lot, at the top of the grassy hill, to provide a safe pathway to connect users from the parking lot to an accessible path of travel that leads users to the Pool and Washrooms. The pathway should meet the requirements in CSA B651:23 Clause 8.2. Consider providing a concrete surface on this pathway.</p>	<p>4</p>
<b>Parking: Curb Ramps</b>	<p>A curb is currently present along the front of the parking lot, but a curb ramp or level access is not provided through the curb ramp to access the hill. This curb works for the current usage but may need to be modified to provide an accessible means of access to the pool and public washrooms.</p>	<p>Curb ramps are required where a change in level is present between the parking lot and pathways leading to the site. (M)(F)</p>	<p>A curb should be maintained at the front of the parking lot after any modifications are completed to reduce the risk of vehicles rolling down the hill. Ensure at least one curb ramp is installed to provide level access from the parking lot to an accessible pathway provided to the pool and public washrooms. A curb ramp must connect the access aisle of the accessible parking space to an accessible path of travel to the site.</p>	<p>2</p>

<b>Parking: Lighting</b>	<p>Light fixtures are provided near the parking lot but the level of illumination they provide could not be observed on site.</p>	<p>Site users require parking lots to be well illuminated to provide a safe place for people to park and navigate to the pool and washrooms. (A)</p>	<p>Ensure the parking lot is well-illuminated with even distribution throughout the lot. The parking lot should be well illuminated from 8am-8pm to accommodate the usage of the pool and washrooms.</p>	<p>3</p>
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**Parking Photos**

**Parking Lot 1**



**Parking Lot 2**



**Parking Lot 3**



**Parking Lot 4**



**Parking Lot 5**



**Parking Lot 6**



## 2. Exterior Pathways

Area of Focus	Existing Conditions	Possible Barriers	Proposed Solutions	Priority Level
<b>Exterior Pathways: General</b>	<p>An accessible pedestrian path of travel is not provided from the parking lot to the pool.</p> <p>One short sidewalk is provided from the driveway of the pool (not a parking area) to the washroom entrance in the upstairs of the building.</p> <p>However, an accessible path of travel does not connect this sidewalk to site arrival areas.</p>	<p>Without an accessible path of travel provided to the pool and washrooms, many users may not be able to access and use the pool including those with mobility and flexibility disabilities.</p> <p>(M)(F)</p>	<p>A convenient, direct, and understandable accessible path of travel should be provided from the parking lot down to the washrooms and should connect to the top of the central stairs leading to the pool as this area has enough room for a new accessible pathway down to the pool deck.</p> <p>See appendix item 1 for sketches of the proposed accessible pathway to the pool. And see the Pool section for additional recommendations for the ramps down to the pool deck.</p>	2
<b>Exterior Pathways: Clear Width</b>	<p>The sidewalk leading up to the washrooms has a clear width of 1500mm which is slightly narrower than accessible standards but should work well for most users and should not be prioritized for modification.</p>	<p>Narrow pathways cannot always accommodate persons using wheeled mobility devices or for people with service dogs.</p> <p>(M)(S)</p>	<p>Provide a pathway that connects the parking lot to the pool and washrooms that is at least 1600mm wide to meet the requirements in CSA B651:23 Clause 8.2.</p> <p>The pathway should connect an access aisle next to accessible parking to the washrooms and pool. The pathway may need to switch back and forth on the hill to ensure slope requirements are met.</p>	2*

\*Barriers, solutions, and priorities apply to future projects, not to the existing conditions.



<b>Exterior Pathways: Surface</b>	The existing sidewalk has a concrete surface which is stable, firm, and slip resistant and should work well for site users.	Unstable or slippery pathway surfaces can be a hazard for people with mobility and flexibility disabilities. (M)(F)	Ensure any new exterior pathways installed on site have a stable, firm, and slip resistant surface such as asphalt or concrete.	3*
<b>Exterior Pathways: Surface</b>	The existing sidewalk has a surface with minimal gaps, breaks, and joints and should work well for site users.	Path surfaces with excessive gaps, joints, and breaks can cause tripping hazards for all users. (A)	Ensure any new exterior pathways installed on site have minimal gaps, breaks, and joints. Any gaps should run perpendicular to the path of travel. The natural stone pathway leading to the central stairs from the grassy hill should be replaced with a solid and firm surface with no breaks.	3*
<b>Exterior Pathways: Running Slope</b>	The existing sidewalk has a maximum running slope of 3.7% and the curb ramp has a running slope of 5% which should work well for site users.	Paths with a steep slope can be difficult and hazardous to use for persons using wheeled mobility devices. (M)	Ensure any new exterior pathways installed on site have a minimal running slope (less than 5%) to meet the requirements in CSA B651:23 Clause 8.2. The pathway may need to switch back and forth on the hill to ensure slope requirements are met.	2*

\*Barriers, solutions, and priorities apply to future projects, not to the existing conditions.

<b>Exterior Pathways: Cross Slope</b>	The existing sidewalk has a maximum cross slope of 1% which should work well for site users.	Paths with a steep cross slope can be difficult and hazardous to use for persons using wheeled mobility devices. (M)	Ensure any new exterior pathways installed on site have a minimal cross slope (2% max.) to meet the requirements in CSA B651:23 Clause 8.2.	2*
<b>Exterior Pathways: Curb Ramps</b>	A curb ramp is provided at the level change at the bottom of the sidewalk up to the washrooms. The threshold at the bottom of the curb ramp may be too high for some users but should not be prioritized for modifications as this is not currently planned to be a part of the new accessible pathway to the pool and washrooms from the parking lot.	Lack of curb ramps can create accessibility issues for people who use wheeled mobility devices. (M)	Install curb ramps for any new exterior pathways where necessary to allow for level access to the facility for site users. This may apply to curbs present at the end of the parking spaces.	2*
<b>Exterior Pathways: Edge Protection</b>	Edge protection is provided on the existing sidewalk as grass is provided at the same height as the pathway on both sides.	Edge protection alerts people with visual disabilities who may not be able to identify the edge of the pathway. (S)(H)(C)	Ensure any new pathways installed on site are provided with edge protection to alert users of the path location and the change in surface.	3*

\*Barriers, solutions, and priorities apply to future projects, not to the existing conditions.

<b>Exterior Pathways: Obstacles</b>	Obstacles are kept off the existing sidewalk to the washrooms and should work well for site users however, some maintenance to landscaping should be completed to ensure bushes do not impede the pathways.	Obstacles in the pathway can create hazards for persons with visual disabilities who may not be able to identify the obstacles. (S)	Ensure any landscaping that impedes the path of travel is trimmed to provide a clear path. Ensure any new pathways installed on site are kept clear of obstructions including overhead as some trees on site could impact new paths.	2*
<b>Exterior Pathways: Drainage</b>	The existing sidewalk to the washrooms has adequate drainage and should work well for site users.	Inadequate drainage can create accessibility issues for all users especially when water pools and freezes on the pathways. (A)	Ensure any new pathways installed on site are provided with adequate drainage.	3*
<b>Exterior Pathways: Lighting</b>	Some streetlights and exterior lights on the building provide illumination for the existing sidewalk to the washrooms and should work well for the expected usage.	Inadequate lighting can create accessibility issues for all users, especially for those with vision disabilities in navigating to the facility. (S)	Ensure the existing sidewalk and any new pathways installed on site are well-illuminated so that they are safe to use during site hours. This includes 8am-8pm for the washrooms. Additional lighting may be required to provide a safe on-site experience.	4*

\*Barriers, solutions, and priorities apply to future projects, not to the existing conditions.



<b>Exterior Pathways: Seating</b>	Seating is not provided along the existing sidewalk.	Seating provides persons with various disabilities, especially those who struggle with stamina, who may require rest breaks along the path. (A)	Consider providing seating at the top and bottom of the existing sidewalk. Seating should be provided at regular intervals along any new exterior pathways provided on site.	3
<b>Exterior Pathways: Garbages</b>	Garbages are provided on site near the public washrooms and located at accessible heights but are hard to access for some users.	Garbages that are not located along an accessible path of travel may be challenging to access for people with mobility and flexibility disabilities. (M)(F)	Consider relocating the garbage cans so that they are provided adjacent to a new accessible path of travel so that they are easy to access for all users.	3

**Exterior Pathways Photos**

**Exterior Pathways 1**



**Exterior Pathways 2**



**Exterior Pathways 3**



**Exterior Pathways 4**



**Exterior Pathways 5**



**Exterior Pathways 6**





**Exterior Pathways 7**



**Exterior Pathways 8**



**Exterior Pathways 9**



**Exterior Pathways 10**





**Exterior Pathways 11**



**Exterior Pathways 12**



**Exterior Pathways 13**



**Exterior Pathways 14**





**Exterior Pathways 15**



**Exterior Pathways 16**



**Exterior Pathways 17**



### 3. Entrances

Area of Focus	Existing Conditions	Possible Barriers	Proposed Solutions	Priority Level
<b>Public Washroom Entrance: General</b>	The public washrooms are accessed by the sidewalk leading from the driveway or can be accessed from the grassy hill.			
<b>Public Washroom Entrance: Identifiable Features</b>	The entrance to the washrooms is easy to identify from site arrival points.			
<b>Public Washroom Entrance: Civic Address</b>	The civic address is not clearly displayed at the entrance of the building. A sign with the civic address is present on the exterior wall facing the adjacent pier but is not present on the wall facing the parking lot or facing the driveway.	Having a civic address that is not clear or easily visible can make it difficult for people to find and identify the building. (A)	Consider providing new signage for the pool that is easily visible from the street (Parade Square Rd.) and includes the civic address. This signage should be installed closer to the parking lot to ensure users can see it from the street.	3
<b>Public Washroom Entrance: Signage</b>	Clear signage is provided to indicate the name, details, and usage of the building. As mentioned in the line item above, additional signage is recommended.			
<b>Public Washroom Entrance: Lighting</b>	The entrance of the building is well-illuminated including two light fixtures.			

<b>Public Washroom Entrance: Door Colour</b>	The entry doors are colour-contrasted with surrounding surfaces.			
<b>Public Washroom Entrance: Seating</b>	Seating is not provided at the entrance of the building. A large and level tile landing is provided at the entrance.	Providing seating near the entrance can be helpful for people who need to rest before entering the building or while waiting for others. (M)(A)	Add seating at the entrance to the building on the landing.	3
<b>Public Washroom Entrance: Shelter</b>	There is a small overhang above the entry door but does not provide shelter.	Lack of shelter at the entrance of the building can make it difficult for people to wait for transportation or to access the entrance during inclement weather. (A)	Consider providing shelter at the entrance of the building.	5
<b>Public Washroom Entrance: Accessible Route</b>	An accessible path of travel is not provided to this entrance from the parking area.	Lack of an accessible route can make it difficult or impossible for people with a variety of disabilities to enter the building. (A)	As mentioned in the Exterior Path of Travel section above, an accessible route should be provided from the parking lot to the entrance of the building.	2
<b>Public Washroom Entrance: Power Operated Door</b>	The entry door is not power operated.	Doors that are not power operated can be difficult, or even impossible, for many users to operate. (F)(P)(M)(A)	Consider adding power operated doors to the washroom entry to make it a welcoming and safe entry for all users.	3

<b>Public Washroom Entrance: Door Weight</b>	The force required to open the washroom entry door is 9lbs of applied force which is not accessible for some users.	Doors that require a significant amount of force to open can be difficult, or even impossible, to open for users of a variety of disabilities. (P)(F)(D)(A)	Adjust the doors so that they require minimal force to open to make them usable for everyone. Consider providing power door operation to assist users with the door.	2
<b>Public Washroom Entrance: Door Swing Path</b>	A marked door swing path is not provided.	The lack of a marked door swing path can make it hazardous for users as they approach the door and are not aware of the opening range of the door. (S)(A)	Consider providing a marked door swing path to make the approach and use of the door safer for everyone.	4
<b>Public Washroom Entrance: Clear Space</b>	Clear space is provided on the latch side of the door in both directions to allow for easy use.			
<b>Public Washroom Entrance: Door Hardware</b>	Accessible door hardware is provided at the washroom entrance including U-shaped, lever-style handles and a D-pull and push plate. Lever handles are provided 840mm and the push plate/D-pull are located 1200mm above the floor which are all located well for site users.			



<b>Public Washroom Entrance: Clear Width</b>	<p>The clear width of the entry is 840mm which may not be wide enough for the usage of the building.</p>	<p>Lack of an accessible clear width can make it difficult for people who use wheeled mobility devices or use a guide dog to enter the building. (M)(S)</p>	<p>Consider a future renovation to this entry door to provide a door with a clear width of at least 860mm to meet the current requirements in CSA B651:23 Clause 5.2.</p>	<p>4</p>
<b>Public Washroom Entrance: Door Threshold</b>	<p>The threshold at the public washroom entry door is 30mm high with a bevel at 10mm above the floor which is not accessible for some users.</p>	<p>Thresholds that are too high can be difficult, or even impossible, for some users to enter the building independently and safely. (M)(A)</p>	<p>Consider renovating the threshold at the door to provide a gently sloped, extended threshold that allows users to enter the washrooms while using a wheeled mobility device. If a future renovation is completed to the landing at the door (ceramic tiles) consider modifying the landing so that the threshold at the door is no more than 13mm high to meet the requirements in CSA B651:23 Clause 5.2.</p>	<p>2</p>
<b>Public Washroom Entrance: Door Details</b>	<p>Level landings are provided at the entrance. A 2700x2700mm landing is provided outside and the landing is 1200mm deep inside. The exterior landing has broken tiles.</p>	<p>Broken tiles can be a safety hazard for all users and can create areas that are challenging or hazardous to navigate for some users. (A)</p>	<p>Consider renovating the exterior landing at the public washrooms to ensure the surface is safe, stable, firm, and slip resistant. As mentioned above, consider also addressing the threshold at the door with this renovation.</p>	<p>3</p>

<b>Public Washroom Entrance: Raised Mat</b>	Raised mats are not present at the entrance which creates a great experience for site users, especially those using wheeled mobility devices.			
<b>Public Washroom Entrance: Recessed Mat</b>	There are no recessed mats at the entry.	Lack of recessed mats can make it difficult to absorb moisture and dirt at the entries, thus creating a more unsafe entry. (A)	Consider installing a recessed mat at the entry to make it easier to keep dry while maintaining good accessibility.	5
<b>Public Washroom Entrance: Locking Mechanism</b>	The locking mechanism is provided at an accessible height on the entrance door. The door automatically locks and unlocks with the washroom schedule, from 8am-8pm.			
<b>Lifeguard Office Entrance: General</b>	The lifeguard office is accessed by the pool deck.			
<b>Lifeguard Office Entrance: Lighting</b>	The entrance to the lifeguard office is well-illuminated.			
<b>Lifeguard Office Entrance: Door Colour</b>	The entry door is colour-contrasted with surrounding surfaces.			

<b>Lifeguard Office Entrance: Power Operated Door</b>	The entry door is not power operated, but power door operation is not expected based on the usage.			
<b>Lifeguard Office Entrance: Door Weight</b>	Minimal force is required to open the entry door.			
<b>Lifeguard Office Entrance: Door Details</b>	A marked door swing path is not provided.	The lack of a marked door swing path can make it hazardous for users as they approach the door and are not aware of the opening range of the door. (S)(A)	Consider providing a marked door swing path to make the door approach and use safer for everyone, especially since this door opens into a perpendicular path of travel.	3
<b>Lifeguard Office Entrance: Clear Space</b>	Clear space is provided on the latch side of the door in both directions to allow for easy use.			
<b>Lifeguard Office Entrance: Door Details</b>	The provided door hardware is knob style which are not accessible for all users.	Door hardware that requires tight grasping, pinching, twisting, or more than one hand to use can be difficult for users of all abilities. (A)	Consider replacing the door hardware with an accessible option to make the door easier to use for everyone.	3

<b>Lifeguard Office Entrance: Clear Width</b>	The clear width of the entry door is 850mm which is slightly narrower than the accessible standard but should be wide enough for the usage of the building.	Lack of an accessible clear width can make it difficult for people who use wheeled mobility devices or use a guide dog to enter the building. (M)(S)	Consider a future renovation to provide an accessible clear width to make the entry usable for everyone.	5
<b>Lifeguard Office Entrance: Threshold</b>	The threshold into the lifeguard office includes a 160mm step then a 240mm threshold.	Thresholds that are too high can make it difficult, or even impossible, for some users to enter the building independently and safely. (M)(A)	Consider a future renovation to ensure that the threshold is accessible and can be used by everyone.	4
<b>Lifeguard Office Entrance: Landings</b>	A level landing is not provided on the exterior side of the entry.	Lack of a level landing can make it hazardous for people approaching the building entrance to enter the building safely and easily, especially if using a wheeled mobility device. (M)(A)	Consider a future renovation to create a level landing at the entry to make it safer for everyone.	4
<b>Lifeguard Office Entrance: Vision Panel</b>	A vision panel is not provided at an accessible height in the door but would be helpful for improved sightlines especially since this door opens into a perpendicular path of travel.	Vision panels that are located too high can be difficult for people who use wheeled mobility devices or who are of a shorter stature to see who is on the other side of the door. (F)(M)	Consider providing a lifeguard entry door with a vision panel at an accessible height to make the door safer to use.	4

<b>Lifeguard Office Entrance: Raised Mats</b>	Raised mats are not present at the entrance which creates a great experience for site users, especially those using wheeled mobility devices.			
<b>Lifeguard Office Entrance: Recessed Mats</b>	There are no recessed mats at the entry.	Lack of recessed mats can make it difficult to absorb moisture and dirt at the entries, thus creating a more unsafe entry. (A)	Consider installing a recessed mat at the entry to make it easier to keep dry while maintaining good accessibility.	5

## Entrances Photos

### Public Washroom Entrance 1



### Public Washroom Entrance 2



### Public Washroom Entrance 3



### Public Washroom Entrance 4

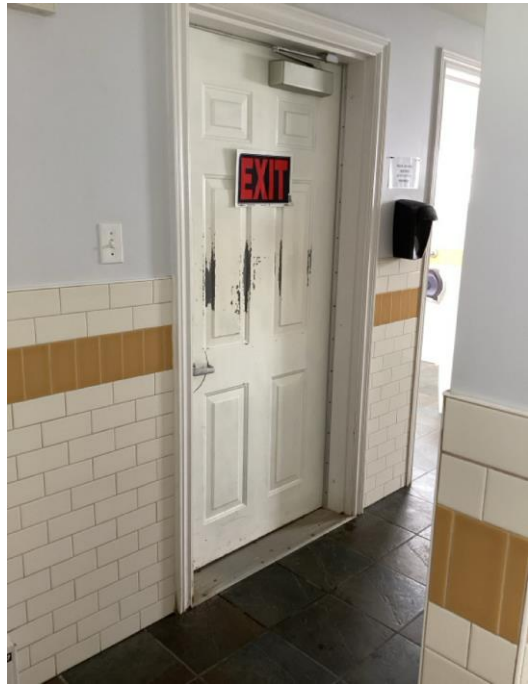




**Public Washroom Entrance 5**



**Public Washroom Entrance 6**



**Lifeguard Office Entrance 1**



**Lifeguard Office Entrance 2**



#### 4. Hallways

Area of Focus	Existing Conditions	Possible Barriers	Proposed Solutions	Priority Level
<b>Washroom Hallway: General</b>	A hallway is present to connect users to the universal, men's and women's washrooms in the public washrooms on site.			
<b>Washroom Hallway: Clear Width</b>	Sufficient clear width is provided in hallways for the usage of the facility. The hallway is 1200mm wide.			
<b>Washroom Hallway: Floor Surface</b>	Hallway floor surfaces are ceramic tile which are stable, firm, and slip resistant.			
<b>Washroom Hallway: Floor Surface</b>	Hallway floor surfaces have minimal gaps, breaks, and irregularities.			
<b>Washroom Hallway: Obstacles</b>	A corner closet is present in the corner of the hallway as users enter the women's washroom. The closet is cane-detectable and has a minimal impact on the access into the women's washroom.			



<b>Washroom Hallway: Flooring</b>	The flooring in the hallway is dark grey in colour with some variations in colour.	Complex flooring patterns or dark colours can create visual distractions or confusion for people with vision and cognitive disabilities. (S)(C)	Consider providing plain, light-coloured flooring with simple patterns in hallways in a future renovation.	4
<b>Washroom Hallway: Surface Colours</b>	Hallway wall and floor surfaces are colour-contrasted.			
<b>Washroom Hallway: Surfaces</b>	Hallway wall and floor surfaces do not produce glare.			
<b>Washroom Hallway: Lighting</b>	Hallways are well-illuminated.			
<b>Washroom Hallway: Controls</b>	A light switch is provided 1330mm above the floor inside entry door which may be too high for some users. A power outlet is provided at an accessible height, 550mm above the floor inside the door.	Light switches that are located too high or too low can be out of reach for users, especially for persons in wheeled mobility devices. (M)	Consider a future renovation to lower light switches to an accessible height no higher than 1200mm above the floor to meet the requirements in CSA B651:23 Clause 4.3.	5

## Hallway Photos

### Hallway 1



### Hallway 2



### Hallway 3



## 5. Stairs

Area of Focus	Existing Conditions	Possible Barriers	Proposed Solutions	Priority Level
<b>Stairs to Pool (Driveway): General</b>	An exterior set of stairs provides access to the pool deck via the driveway.			
<b>Stairs to Pool (Driveway): Riser Height</b>	Some riser heights exceed the maximum on these stairs. The concrete stairs have risers that are 165-190, with most being 190 high which exceeds the maximum standard height. The wooden stairs have risers that are 160-175mm high and do not exceed the maximum standard height.	Riser heights that exceed the maximum height considered to be accessible create a barrier for people of many different abilities. (F)(P)	Ensure all riser heights do not exceed the maximum allowed by building codes and accessibility guidelines as per the CSA B651:23 Clause 5.4.	4
<b>Stairs to Pool (Driveway): Risers</b>	Riser heights are not consistent.	Inconsistent riser heights can be a tripping hazard for all individuals who use the stairs. (A)	Ensure that all riser heights are consistent throughout the staircase for safe use for everyone.	4

<b>Stairs to Pool (Driveway): Tread Depth</b>	<p>Some tread depths do not meet the minimum requirement on these stairs.</p> <p>The wooden stairs have treads that are 275-295mm deep which include some treads that do not meet the minimum standard.</p> <p>The concrete stairs have treads that are 295-305mm deep which meet the minimum standard.</p>	<p>Inadequate tread depths can be hazardous for all users who use the stairs. (A)</p>	<p>Ensure that all tread depths meet the minimum requirements set by building codes and accessibility guidelines as per the CSA B651:23 Clause 5.4.</p>	<p>4</p>
<b>Stairs to Pool (Driveway): Treads</b>	<p>Tread depths are not consistent.</p>	<p>Inconsistent tread depths can be a tripping hazard for all individuals who use the stairs. (A)</p>	<p>Ensure that all tread depths are consistent throughout the staircase for safe use for everyone.</p>	<p>4</p>
<b>Stairs to Pool (Driveway): Clear Width</b>	<p>The clear width of the stairs is 1750mm which is adequate for the usage of the stairs.</p>			
<b>Stairs to Pool (Driveway): Surface</b>	<p>The stair surface is concrete and wood which are stable and slip resistant.</p>			
<b>Stairs to Pool (Driveway): Landings</b>	<p>Level landings are present on the stairs.</p>			

<b>Stairs to Pool (Driveway): Open Risers</b>	Open risers are present on the wooden stairs which can be a hazard for some users.	Open risers can be a barrier to users of various lived experiences, depending on whether they have limited ability in their reach of their step, or experience anxiety with open risers. (F)(P)(C)	Ensure that all risers are closed to create safe access for everyone that uses the stairs.	3
<b>Stairs to Pool (Driveway): Nosings</b>	The nosings on the concrete stairs have abrupt undersides which can be a hazard for site users.	Nosings with abrupt undersides can be a tripping hazard for individuals. (A)	Ensure that all nosings do not have abrupt undersides to prevent the risk of tripping and falling.	4
<b>Stairs to Pool (Driveway): Tactile Attention Indicators</b>	A tactile attention indicator is not present at the top of the stairs.	The absence of a tactile attention indicator can be a hazard to users with low vision or users who are blind. (S)	Install a tactile attention indicator at the top of the stairs to create a safe approach at the tops of all stairs by alerting users that they are approaching a descending set of stairs.	3
<b>Stairs to Pool (Driveway): Slip-Resistant Strips</b>	Slip-resistant strips are not provided on the nosings of the stairs.	The absence of slip-resistant strips can be a hazard for all users. (A)	Install slip-resistant strips on the surface of the stairs to reduce the risk of falls and injuries.	3

<b>Stairs to Pool (Driveway): Colour Contrast Strips</b>	Colour contrast strips are not provided on the nosings of the stairs.	The absence of colour-contrast strips can be a hazard for individuals with low vision, or those who need assistance in clearly identifying each step. (S)(A)	Install colour-contrast strips that wrap around the nosings of the stairs to create a safe use of the stairs for all users for both ascending and descending use.	3
<b>Stairs to Pool (Driveway): Handrail Height</b>	Handrails are not provided at accessible heights on these stairs, they range from 800-1000mm above the nosings which may be too high in some areas.	Handrails that are not provided at an accessible height may not support all users and can be a hazard for users of all abilities. (A)	Ensure handrails are installed on the stairs at accessible heights as per building codes and accessibility guidelines.	4
<b>Stairs to Pool (Driveway): Continuous Handrails</b>	Handrails are not continuous on the stairs and landings.	Handrails that are not continuous can be challenging for users navigating with a vision disability, or for users who need constant support. (S)(P)(F)	Ensure that handrails are continuous throughout the entire length of the staircase and landings.	4
<b>Stairs to Pool (Driveway): Graspable Handrails</b>	The stair handrails are graspable.			

<b>Stairs to Pool (Driveway): Handrail Extensions</b>	Handrails do not have extensions.	Handrails without extensions will not allow users to be notified when a set of stairs is starting or ending, as well as not provide proper support as users transition from the stairs to a level path of travel. (P)(S)	Ensure that handrails have extensions at the top and bottom of the staircase to provide support and notification of the transitions. Note, extensions should not be installed where they will impede a perpendicular path of travel.	4
<b>Stairs to Pool (Driveway): Handrail Colour</b>	Handrails are colour-contrasted with surrounding surfaces.			
<b>Stairs to Pool (Driveway): Handrail Support</b>	Handrails are secure and support adequate weight.			
<b>Stairs to Pool (Driveway): Handrails on Both Sides</b>	Handrails are not provided on both sides of the staircase.	The absence of handrails on both sides of the staircase can be a significant hazard to users of all abilities, especially when users are ascending and descending at the same time. (A)	Install handrails on both sides of the staircase to provide support and assistance for individuals using the staircase.	3
<b>Stairs to Pool (Driveway): Handrails</b>	No handrails are provided on the wooden stairs.	Without handrails, all users may be at risk of falling on these stairs. (A)	Consider providing at least one handrail on the wooden stairs.	2

<b>Stairs to Pool (Driveway): Drainage</b>	Treads and landings have adequate drainage and do not pool water.			
<b>Stairs to Pool (Driveway): Surface Patterns</b>	The flooring used for the stairs has no busy patterns.			
<b>Stairs to Pool (Driveway): Height Clearance</b>	The stairs have adequate height clearance.			
<b>Stairs to Pool (Driveway): Lighting</b>	The stairs are well-illuminated.			
<b>Stairs to Pool (Central): General</b>	An exterior set of stairs provides access to the pool deck via the grassy hill.			
<b>Stairs to Pool (Central): Riser Height</b>	Some riser heights exceed the maximum on these stairs. Risers are 150-190mm high, with most at 170mm high which includes some risers that exceed the maximum, but most will work well for site users.	Riser heights that exceed the maximum height considered to be accessible create a barrier for people of many different abilities. (F)(P)	Ensure that all riser heights do not exceed the maximum allowed by building codes and accessibility guidelines as per the CSA B651:23 Clause 5.4.	4
<b>Stairs to Pool (Central): Risers</b>	Riser heights are not consistent on the stairs.	Inconsistent riser heights can be a tripping hazard for all individuals who use the stairs. (A)	Ensure that all riser heights are consistent throughout the staircase for safe use for everyone.	4
<b>Stairs to Pool (Central): Tread Depth</b>	Tread depths are 310-330mm deep which meet the minimum requirements.			



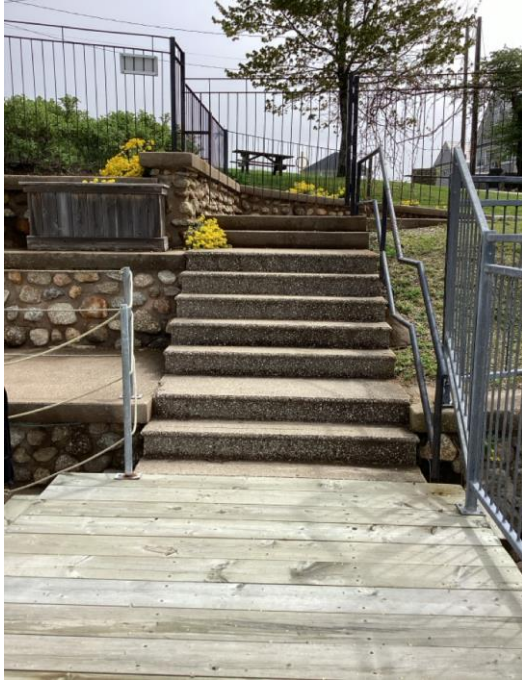
<b>Stairs to Pool (Central): Treads</b>	Tread depths are not consistent.	Inconsistent tread depths can be a tripping hazard for all individuals who use the stairs. (A)	Ensure that all tread depths are consistent throughout the staircase for safe use for everyone.	4
<b>Stairs to Pool (Central): Clear Width</b>	The clear width is adequate for the usage of the stairs with 950mm available on each side.			
<b>Stairs to Pool (Central): Surface</b>	The stair surface is concrete which is stable and slip resistant.			
<b>Stairs to Pool (Central): Landings</b>	Level landings are present on the stairs.			
<b>Stairs to Pool (Central): Open Risers</b>	There are no open risers present on the stairs.			
<b>Stairs to Pool (Central): Nosings</b>	Nosings do not have abrupt undersides.			
<b>Stairs to Pool (Central): Tactile Attention Indicators</b>	A tactile attention indicator is not present at the top of the stairs.	The absence of a tactile attention indicator can be a hazard to users with low vision or users who are blind. (S)	Install a tactile attention indicator at the top of the stairs to create a safe approach at the tops of all stairs by alerting users that they are approaching a descending set of stairs.	2

<b>Stairs to Pool (Central): Slip-Resistant Strips</b>	Slip-resistant strips are not provided on the nosings of the stairs.	The absence of slip-resistant strips can be a hazard for all users. (A)	Install slip-resistant strips on the surface of the stairs to reduce the risk of falls and injuries.	2
<b>Stairs to Pool (Central): Colour Contrast Strips</b>	Colour-contrast strips are not provided on the nosings of the stairs.	The absence of colour-contrast strips can be a hazard for individuals with low vision, or those who need assistance in clearly identifying each step. (S)(A)	Install colour-contrast strips that wrap around the nosings of the stairs to create a safe use of the stairs for all users for both ascending and descending use.	2
<b>Stairs to Pool (Central): Handrail Heights</b>	Handrails are provided on the stairs at accessible heights, 860-890mm above the nosings.			
<b>Stairs to Pool (Central): Continuous Handrails</b>	Handrails are continuous on the stairs and landings.			
<b>Stairs to Pool (Central): Graspable Handrails</b>	The stair handrails are graspable.			
<b>Stairs to Pool (Central): Handrail Extensions</b>	Handrails do not have extensions however, due to the location of the stairs, extensions on the top and bottom would impact the perpendicular path of travel.			

<b>Stairs to Pool (Central): Handrail Colour</b>	Handrails are colour-contrasted with surrounding surfaces.			
<b>Stairs to Pool (Central): Handrail Support</b>	Handrails are secure and support adequate weight.			
<b>Stairs to Pool (Central): Handrails on Both Sides</b>	Handrails are not provided on both sides of the staircase; one centre rail is provided. However, due to the current layout of the tiered seating areas, handrails are not expected on both sides. Note, if a modification is required for these stairs (if a ramp is installed), this should be reevaluated.			
<b>Stairs to Pool (Central): Drainage</b>	Treads and landings have adequate drainage and do not pool water.			
<b>Stairs to Pool (Central): Overhead Clearance</b>	The stairs have adequate height clearance.			
<b>Stairs to Pool (Central): Lighting</b>	The stairs are not well-illuminated.	Inadequate lighting on stairs can create an unsafe path of travel and can be a hazard for all users. (A)	Increase illumination on the stairs to assist all users in navigating the staircase safely.	3

**Stairs Photos**

**Stairs to pool by driveway 1**



**Stairs to pool by driveway 2**



**Stairs to pool at the hill 1**



**Stairs to pool at the hill 2**



## 6. Workstations

Area of Focus	Existing Conditions	Possible Barriers	Proposed Solutions	Priority Level
<b>Lifeguard Office: General</b>	A lifeguard office is present off the pool deck.			
<b>Lifeguard Office: Path of Travel</b>	An accessible path of travel is not provided to the lifeguard office as steps are present at the entrance.	An inaccessible path of travel can create barriers for persons with various disabilities, especially those with mobility disabilities. (M)(A)	An accessible path of travel may not be required to the lifeguard office based on the physical expectations of lifeguards and pool staff. Consider providing an accessible lifeguard office in a future renovation.	5
<b>Lifeguard Office: Clear Space</b>	Suitable clear space for maneuvering is provided in the lifeguard office.			
<b>Lifeguard Office: Chairs</b>	Workstation chairs are not adjustable.	Adjustable chairs allow all users to modify the chair to their height and allows users to customize the workstation. (A)	Consider providing adjustable chairs that can accommodate a variety of body sizes, shapes, and abilities in the lifeguard office.	2
<b>Lifeguard Office: Desk Height</b>	Desk heights are not adjustable.	Adjustable desk heights allow users to customize workstations in a way that best works for them. (A)	Consider providing adjustable desks that can accommodate a variety of body sizes, shapes, and abilities in the lifeguard office.	3



<b>Lifeguard Office: Variety of Desks</b>	A variety of desk heights are not provided at the workstation.	A variety of desk heights provides users with the option to use the desk height that works best for them. (A)	Consider providing a variety of desk heights in the lifeguard office.	3
<b>Lifeguard Office: Fixed Desk</b>	Fixed desks are provided at accessible heights, 740-750mm in the lifeguard office.			
<b>Lifeguard Office: Desk Knee Clearance</b>	Fixed desks are provided with adequate knee clearance to facilitate roll under access.			
<b>Lifeguard Office: Desk Size</b>	Workstations are the appropriate size for the expected tasks and usage in the lifeguard office.			
<b>Lifeguard Office: Desk Colour</b>	Workstations are colour-contrasted with adjacent surfaces in the lifeguard office.			
<b>Lifeguard Office: Lighting</b>	The lifeguard office is well-illuminated.			
<b>Lifeguard Office: Task Lighting</b>	Task lighting is not provided at workstations.	Task lighting provides added illumination for specific task areas allowing users to easily control lighting levels for certain tasks and activities. (A)	Consider providing task lighting at task areas in the lifeguard office.	3

<b>Lifeguard Office: Light Switches</b>	Light switches are located 1330mm above the floor which are not accessible for some users.	Light switches that are located too high may be out of reach for persons using wheeled mobility devices. (M)	Based on the usage of this space, modifications to light switch locations should not be prioritized.	5
<b>Lifeguard Office: Power Outlets</b>	Power outlets are provided at accessible heights in the lifeguard office.			
<b>Lifeguard Office: Climate Controls</b>	Climate controls are located 1550mm above the floor which are not accessible for some users. Climate controls are locked.	Climate controls that are located too high may be out of reach for persons using wheeled mobility devices. (M)	Based on the usage of this space, modifications to climate control locations should not be prioritized.	5
<b>Lifeguard Office: Microwave</b>	A microwave is provided on an accessible counter in the lifeguard office.			
<b>Lifeguard Office: Fridge</b>	A bar fridge is provided on an accessible counter in the lifeguard office.			
<b>Lifeguard Office: Storage</b>	Accessible storage is provided in the lifeguard office.			
<b>Lifeguard Office: Sharps Bin</b>	A sharps bin is provided in the lifeguard office at 1750mm above the floor which may be too high for some users but works well for the expected usage of this space.			

**Workstations Photos**

**Lifeguard Office 1**



**Lifeguard Office 2**



**Lifeguard Office 3**



**Lifeguard Office 4**





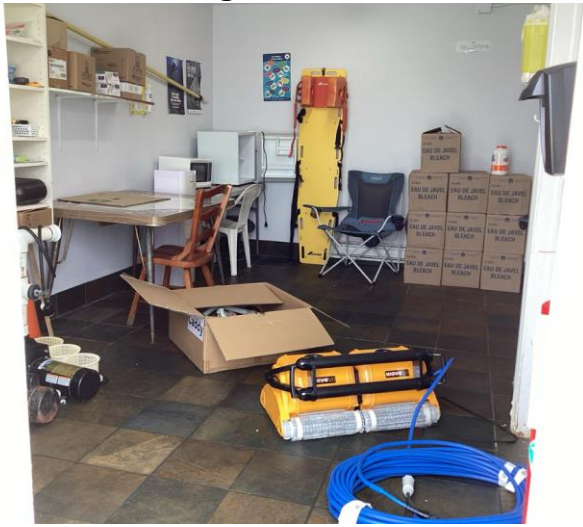
**Lifeguard Office 5**



**Lifeguard Office 6**



**Lifeguard Office 7**



**Lifeguard Office 8**



**Lifeguard Office 9**



**Lifeguard Office 10**



**Lifeguard Office 11**



**Lifeguard Office 12**

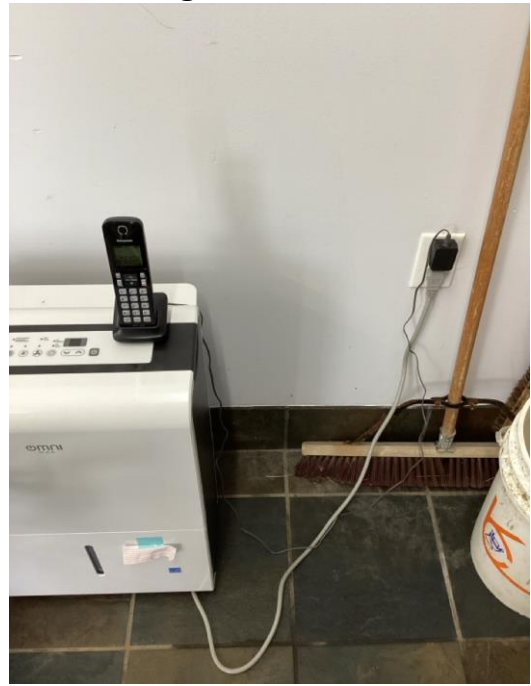




**Lifeguard Office 13**



**Lifeguard Office 14**



**Lifeguard Office 15**



## 7. Washrooms

Area of Focus	Existing Conditions	Possible Barriers	Proposed Solutions	Priority Level
<b>Public Washrooms: General</b>	Public washrooms are provided on site in the upper level of the pool building.			
<b>Public Washrooms: Exterior Signage</b>	Signage is not present on the walls adjacent the entrance door to the washroom. A sign with building hours is provided.	Without signage to identify the washrooms on the wall next to the entrance door, users may not be able to easily identify the usage of this space. (A)	Install a new sign on the latch side of the exterior public washroom entry door which identifies the washroom and includes the hours of operation, similar to the signage provided on the exterior wall of the washrooms facing the parking lot.	2
<b>Public Washrooms: Additional Closet</b>	In response to the request on site: Providing an additional closet in the Public Washrooms may be challenging due to a lack of available space. A closet is not recommended to be installed within the universal washroom as clear space for maneuvering is crucial for people using wheeled mobility devices.	Installing closets in the existing washroom spaces may result in paths of travel and clear space for maneuvering being impeded or lessened and could result in an inaccessible experience for site users. (A)	A renovation to include an addition to the building may be required to provide an additional closet space in the Public Washrooms. The men's and women's washrooms are not large enough to include an additional closet and a closet is not recommended in the universal washroom.	NA

<b>Universal Washroom: General</b>	A universal washroom is provided in the public washrooms on site.			
<b>Universal Washroom: Light Switches</b>	Light switches are located 1330mm above the floor which are not accessible for some users.	Light switches that are located too high can be difficult to reach for people with mobility disabilities. (M)	Consider reinstalling light switches at accessible heights in the washroom.	4
<b>Universal Washroom: Wayfinding Signage</b>	Wayfinding signage is present to lead users to the washroom. A U-turn arrow is provided on the wall opposite the entrance to direct users to the “Family Washroom.” However, the title “Family Washroom” may not make people aware that this washroom is accessible.	Wayfinding signage that does not include an international symbol of access may not alert users of the accessible washroom on site. (A)	Replace or modify the wayfinding signage to include an international symbol of access for the “Family Washroom.” This washroom could also be titled “Universal Washroom.”	2
<b>Universal Washroom: Identification Signage</b>	Identification signage is present at the universal washroom.			
<b>Universal Washroom: Identification Sign Height</b>	The identification sign is installed at an accessible height for the universal washroom.			
<b>Universal Washroom: Identification Sign Location</b>	The identification sign is installed in the proper location on the latch side of the washroom door.			

<b>Universal Washroom: International Symbol of Access</b>	The international symbol of access is present on the universal washroom identification sign. A child change table symbol is also provided to inform users of this feature which is helpful for site users.			
<b>Universal Washroom: Braille</b>	Braille is not present on the identification signage for the universal washroom.	The absence of braille on identification signs can make it difficult or impossible for persons with vision disabilities to read the sign. (S)	Replace the identification sign with one that includes braille to make it accessible to people with vision disabilities.	1
<b>Universal Washroom: Tactile Characters</b>	Tactile characters are not present on identification signage for the washroom.	The absence of tactile characters on identification signs can make it difficult or impossible for persons with vision disabilities to read the sign. (S)	Replace the identification sign with one that includes tactile characters to make it accessible to people with vision disabilities.	1
<b>Universal Washroom: Entrance Clear Width</b>	The universal washroom entry doorway has an accessible clear width of 860mm.			
<b>Universal Washroom: Threshold</b>	The universal washroom entry door has a level threshold.			

<b>Universal Washroom: Door Hardware</b>	The universal washroom entry door hardware is knob style which is not accessible or easy to use for many users.	Entry door hardware that is not accessible or easy to use can make it difficult for all users, especially persons with dexterity disabilities. (D)(A)	Replace the universal washroom entry door hardware with hardware that is accessible and easy to use by persons with a variety of disabilities. U-shaped lever handles are recommended.	2
<b>Universal Washroom: Door Colour</b>	The washroom entry door is not colour-contrasted with adjacent surfaces.	Entry doors that are not colour-contrasted with adjacent surfaces can make it difficult for persons with vision disabilities to locate. (S)	Modify the entry doorway so that it is colour-contrasted with surrounding surfaces.	2
<b>Universal Washroom: Door Weight</b>	The universal washroom entry door requires a minimal applied force to open.			
<b>Universal Washroom: Surface Colour</b>	Universal washroom surfaces are colour-contrasted.			
<b>Universal Washroom: Lighting</b>	The universal washroom is well-illuminated.			
<b>Universal Washroom: Floor Surfaces</b>	The universal washroom floor surface is ceramic tile which is stable and slip resistant.			
<b>Universal Washroom: Sink Clear Space</b>	Clear space is provided so users can approach and use the sink.			



<b>Universal Washroom: Sink Height</b>	The sink in the universal washroom is located 790mm above the floor which may be too low for some users but should work well for the typical usage.	Sinks that are not located at accessible heights can be difficult for people with mobility disabilities to use. (M)	Consider relocating the sink to an accessible height to allow people with mobility disabilities to use them with ease.	4
<b>Universal Washroom: Knee Clearance</b>	The sink is provided with 730mm knee clearance which is adequate to facilitate roll-under access.			
<b>Universal Washroom: Toe Clearance</b>	The sink is provided with toe clearance to allow for roll-under access.			
<b>Universal Washroom: Offset Plumbing</b>	Plumbing is offset at the sink.			
<b>Universal Washroom: Protected Plumbing</b>	Plumbing is not protected at the sink.	Exposed plumbing can pose a burn hazard for persons with mobility disabilities. (M)	Install insulation or protection on sink plumbing to minimize the risk of injury or harm to persons with mobility disabilities.	2
<b>Universal Washroom: Faucet</b>	The sink faucet is accessible and is operated via a push button at 1000mm above the floor.			

<b>Universal Washroom: Mirror Height</b>	The mirror is installed 2240mm above the floor which is not an accessible height.	Mirrors that are not at accessible heights can be difficult for persons with mobility disabilities to use. (M)	Replace or reinstall the mirror at an accessible height, no higher than 1000mm above the floor to meet the requirements in CSA B651:23 Clause 6.2.4.	2
<b>Universal Washroom: Soap Height</b>	The soap dispenser is located at an accessible height, 1030mm above the floor.			
<b>Universal Washroom: Soap Dispenser</b>	The soap dispenser is a push button style which is accessible for site users.			
<b>Universal Washroom: Hand Dryer Height</b>	The hand dryer is located at an accessible height, 1080mm above the floor.			
<b>Universal Washroom: Hand Dryer</b>	The hand dryer is automatic and is accessible for site users.			
<b>Universal Washroom: Coat Hook</b>	A coat hook is provided on the side wall in the washroom behind the door.	Coat hooks located behind the door may be challenging for users to identify. (A)	Consider relocating the coat hook to a more obvious location and ensure it is installed at an accessible height.	2

<b>Universal Washroom: Coat Hooks</b>	A coat hook is located 1300mm above the floor which is too high for some users.	Coat hooks that are located too high may be challenging or impossible to reach for those using wheeled mobility devices. (M)	Consider relocating the coat hook at an accessible height and location so it is easy to reach and use.	2
<b>Universal Washroom: Shelf</b>	A small shelf is provided in an accessible location in the washroom on the sink.			
<b>Universal Washroom: Shelf Height</b>	A shelf is provided at an accessible height in the washroom.			
<b>Universal Washroom: Shelf Edges</b>	A shelf is provided in the washroom with rounded corners and edges.			
<b>Universal Washroom: Child Change Table</b>	A child change table is provided in the washroom.			
<b>Universal Washroom: Child Change Table Height</b>	A child change table is provided 770mm above the floor with 685mm knee clearance which should work well for site users, including those using wheeled mobility devices.			

<b>Universal Washroom: Adult Change Table</b>	An adult change table is not provided in the washroom. However, space for an adult change table is not available in the universal washroom.	An adult change table provides a safe and sanitary place for caregivers to change and assist the washroom user. (M)(C)(A)	Consider providing an adult change table in a future renovation to allow people with disabilities to safely use the washroom with dignity.	3
<b>Universal Washroom: Emergency Call system</b>	An emergency call system is not provided in the universal washroom.	Lack of an emergency call system can pose a safety risk for people with mobility disabilities in the event of an emergency. (M)	Consider providing an emergency call system to ensure the safety of persons with disabilities in the event of an emergency to meet the requirements in CSA B651:23 Clause 6.3.1.2.	3
<b>Universal Washroom: Washroom Width</b>	The universal washroom is 2420mm wide which works well for the usage.			
<b>Universal Washroom:</b>	The universal washroom is 2520mm deep which works well for the usage.			
<b>Universal Washroom: Locking Mechanism</b>	The locking mechanism for the universal washroom is small and may be challenging to operate for some users.	Locking mechanisms that require dexterity can be challenging to operate for people with a variety of dexterity disabilities. (D)	Install a deadbolt locking mechanism on the door with “In Use” and “Open” symbols that is easy to operate with a single closed fist.	2

<b>Universal Washroom: Transfer Space</b>	Adequate transfer space is provided adjacent to the toilet to allow users to easily transfer onto and off the toilet.			
<b>Universal Washroom: Flush Valve</b>	Flush valves are located on the transfer side of the toilet which are easy to access for people using wheeled mobility devices.			
<b>Universal Washroom: Hands-Free Flush Valve</b>	A hands-free flush valve is not provided.	Hands-free flush valves allow users to easily use the washroom without needing to reach or locate a manual flush valve. (A)	Consider providing hands-free flush valves for toilet stalls.	5
<b>Universal Washroom: Toilet Height</b>	The toilet seat is located 430mm above the floor which is accessible for site users.			
<b>Universal Washroom: Backrest</b>	The toilet is provided with a seat and toilet tank which provides a backrest for support.			
<b>Universal Washroom: Power Outlet</b>	A power outlet is not provided by the toilet.	Power outlets provided by the toilet provides a power source for users that require special equipment while in the washroom.	Consider providing a power outlet near the toilet at an accessible height and location.	4
<b>Universal Washroom: Grab Bars</b>	Graspable grab bars are provided at accessible toilets in the washroom.			

<b>Universal Washroom: Rear Wall Grab Bar</b>	The rear grab bar is not provided at an accessible height and location. The rear bar is located 120mm above the tank and is located with most of the bar in the transfer space.	Rear grab bars that are not installed at accessible heights and locations can be difficult or impossible to use for people with mobility disabilities who are transferring onto and off the toilet. (M)	Reinstall the rear grab bar at an accessible height, 100mm above the toilet tank and centered over the toilet to meet the requirements in CSA B651:23 Clause 6.2.6 to allow people with mobility disabilities to easily transfer onto and off the toilet.	2
<b>Universal Washroom: Side Wall Grab Bar</b>	The side wall grab bar is a diagonal bar which is not accessible for site users.	Without an L-shaped grab bar installed on the sidewall next to the toilet, people with mobility disabilities may have difficulty transferring onto and off the toilet. (M)	Install an L-shaped grab bar at an accessible height and location to allow people with mobility disabilities to easily transfer onto and off the toilet.	1
<b>Universal Washroom: Toilet Paper Dispenser</b>	The toilet paper dispenser is not accessible for all users.	Inaccessible toilet paper dispensers can make it difficult for persons with disabilities to use the washroom, especially those with dexterity disabilities. (D)(A)	Provide an open roll toilet paper dispenser so that it is easy to use.	2
<b>Universal Washroom: Toilet Paper Dispenser Height</b>	The toilet paper dispenser is provided 630mm above the floor which is and accessible height.			

<b>Universal Washroom: Toilet Paper Dispenser Location</b>	The toilet paper dispenser is not provided at an accessible location, it is located 400mm in front of the toilet.	Toilet paper dispensers that are located too far away from the toilet can be difficult to reach for all users. (A)	Reinstall the toilet paper dispenser at an accessible location, maximum 300mm in front of the toilet, that is easy to reach from the toilet and to meet the requirements in CSA B651:23 Clause 6.2.6.5.	1
<b>Men's Washroom: General</b>	A men's washroom is provided at the end of the hallway in the public washrooms.			
<b>Men's Washroom: Light Switches</b>	Light switches are located 1330mm above the floor which are not accessible for some users.	Light switches that are not installed at accessible heights can be difficult to reach for persons with mobility disabilities. (M)	Consider reinstalling light switches at accessible heights in the washroom.	4
<b>Men's Washroom: Climate Controls</b>	Climate controls are located 1500mm above the floor which are not accessible for some users. Climate controls are locked.	Climate controls that are located too high may be out of reach for persons using wheeled mobility devices. (M)	Based on the usage of this space, modifications to climate control locations should not be prioritized.	5
<b>Men's Washroom: Wayfinding Signage</b>	Wayfinding signage is present to lead users to the washroom.			
<b>Men's Washroom: Identification Signage</b>	Identification signage is present at the washroom.			



<b>Men's Washroom: Identification Signage Height</b>	Identification signage is installed at an accessible height, 1500mm above the floor for the washroom.			
<b>Men's Washroom: Identification Signage Location</b>	Identification signage is installed on the wall at the end of the hallway but is not provided on the other side of the screened wall doorway.	Identification signs that are not on the latch side of the door can be difficult to locate and read for persons with vision disabilities. Identification signs that are located on the door can be a hazard. (S)	Consider providing an additional identification sign on the right side of the open doorway so that users can easily identify the washroom, which is especially helpful for those with seeing disabilities.	3
<b>Men's Washroom: Braille</b>	Braille is not present on the identification signage for the men's washroom.	The absence of braille on identification signs can make it difficult or impossible for persons with vision disabilities to read the sign. (S)	Replace the identification sign with one that includes braille to make it accessible to people with vision disabilities.	1
<b>Men's Washroom: Tactile Characters</b>	Tactile characters are not present on identification signage for the washroom.	The absence of tactile characters on identification signs can make it difficult or impossible for persons with vision disabilities to read the sign. (S)	Replace the identification sign with one that includes tactile characters to make it accessible to people with vision disabilities.	1
<b>Men's Washroom: Entrance Clear Width</b>	The washroom entry doorway a clear width of 890mm which is adequate for site users.			

<b>Men's Washroom: Threshold</b>	The washroom entry door has a level threshold.			
<b>Men's Washroom: Entrance</b>	The entrance to the men's washroom is a screened wall which is easier to access for some users.			
<b>Men's Washroom: Surface Colour</b>	Washroom surfaces are colour-contrasted.			
<b>Men's Washroom: Lighting</b>	The washroom is well-illuminated.			
<b>Men's Washroom: Floor Surfaces</b>	Washroom floor surfaces are stable and slip resistant.			
<b>Men's Washroom: Sink Clear Space</b>	Clear space is provided so users can approach and use the sinks.			
<b>Men's Washroom: Sink Height</b>	The sinks are located at accessible heights, 820mm above the finished floor.			
<b>Men's Washroom: Sink Knee Clearance</b>	The sink is provided with 700mm knee clearance which provides adequate clearance to facilitate roll under access.			

<b>Men's Washroom: Toe Clearance</b>	The sink is provided with toe clearance to allow for roll-under access.			
<b>Men's Washroom: Offset Plumbing</b>	Plumbing is offset at the sink.			
<b>Men's Washroom: Protected Plumbing</b>	Plumbing is not protected at the sink.	Exposed plumbing can pose a burn hazard for persons with mobility disabilities. (M)	Install insulation or protection on sink plumbing to minimize the risk of injury or harm to persons with mobility disabilities.	3
<b>Men's Washroom: Faucet</b>	The sink faucet is accessible.			
<b>Men's Washroom: Mirror Height</b>	The mirror is installed 1200mm above the floor which is not an accessible height for some users.	Mirrors that are not at accessible heights can be difficult for persons with mobility disabilities to use. (M)	Replace or reinstall the mirror at an accessible height, no higher than 1000mm above the floor to meet the requirements in CSA B651:23 Clause 6.2.4.	3
<b>Men's Washroom: Soap Dispenser Height</b>	Soap dispensers are located at accessible heights, 1000mm above the floor.			
<b>Men's Washroom: Soap Dispensers</b>	Soap dispensers are accessible.			

<b>Men's Washroom: Hand Dryer Height</b>	Hand dryers are installed 1300mm above the floor which are too high for some users.	Hand dryers that are not located at accessible heights and locations can be out of reach for persons with mobility disabilities. (M)	Consider reinstalling the hand dryer at an accessible height and location, no higher than 1100mm above the floor, so it is easy to reach when users are washing their hands.	4
<b>Men's Washroom: Hand Dryer</b>	Hand dryers are automatic and accessible.			
<b>Men's Washroom: Accessible Stalls</b>	An accessible toilet stall is not provided in the men's washroom and is not expected in this space due to the universal washroom which is conveniently provided nearby.			
<b>Men's Washroom: Urinal Clear Space</b>	Clear space is provided to approach and use the urinals.			
<b>Men's Washroom: Lowered Urinal</b>	A lowered urinal is not provided in the washroom. The urinals are provided 560mm above the floor.	Lowered urinals should be installed in every applicable washroom to provide people of short stature and children with a urinal they can easily use. (A)	Consider installing at least one urinal at a lower, accessible height, 430mm above the floor to meet the requirements in CSA B651:23 Clause 6.2.8.	4

<b>Men's Washroom: Urinal Grab Bars</b>	Grab bars are not provided at urinals in the washroom.	Grab bars provide support at urinals for users who are unstable or who may use a mobility aid. (M)	Provide vertical grab bars on each side of at least one urinal.	3
<b>Men's Washroom: Urinal Colour</b>	Urinals are not colour-contrasted with surrounding surfaces.	Without proper colour-contrast, users with vision disabilities may find it difficult to identify and use the urinals. (S)	Ensure that urinals are colour-contrasted to allow persons with visual disabilities to easily identify and use them.	3
<b>Men's Washroom: Urinal Centreline</b>	Urinals are not provided with centreline indicators.	Tactile centreline indicators allow users with vision disabilities to identify the urinal location and more easily use the washroom. (S)	Consider providing colour-contrasted and tactile centreline indicators at urinal locations in the washroom.	4
<b>Men's Washroom: Urinal Partitions</b>	Urinals are provided with partitions.			
<b>Men's Washroom: Urinal Flush Valves</b>	Urinals are provided with automatic flush valves which make them easy to use for site users.			
<b>Women's Washroom: General</b>	A men's washroom is provided at the end of the hallway in the public washrooms.			

<b>Women's Washroom: Light Switches</b>	Light switches are located 1330mm above the floor which are not accessible for some users.	Light switches that are not installed at accessible heights can be difficult to reach for persons with mobility disabilities. (M)	Consider reinstalling light switches at accessible heights in the washroom.	4
<b>Women's Washroom: Wayfinding Signage</b>	Wayfinding signage is present to lead users to the washroom.			
<b>Women's Washroom: Identification Signage</b>	Identification signage is present at the washroom.			
<b>Women's Washroom: Identification Signage Height</b>	Identification signs are installed at accessible heights, 1500mm above the floor for the women's washroom.			
<b>Women's Washroom: Identification Signage Location</b>	Identification signage is installed on the wall at the end of the hallway but is not provided on the other side of the screened wall doorway.	Identification signs that are not on the latch side of the door can be difficult to locate and read for persons with vision disabilities. Identification signs that are located on the door can be a hazard. (S)	Consider providing an additional identification sign on the right side of the open doorway so that users can easily identify the washroom, which is especially helpful for those with seeing disabilities.	3

<b>Women's Washroom: Braille</b>	Braille is not present on the identification signage for the men's washroom.	The absence of braille on identification signs can make it difficult or impossible for persons with vision disabilities to read the sign. (S)	Replace the identification sign with one that includes braille to make it accessible to people with vision disabilities.	1
<b>Women's Washroom: Tactile Characters</b>	Tactile characters are not present on identification signage for the washroom.	The absence of tactile characters on identification signs can make it difficult or impossible for persons with vision disabilities to read the sign. (S)	Replace the identification sign with one that includes tactile characters to make it accessible to people with vision disabilities.	1
<b>Women's Washroom: Entrance Door Clear Width</b>	The washroom entry doorway has adequate clear width of 890-960mm.			
<b>Women's Washroom: Threshold</b>	The washroom entry door has a level threshold.			
<b>Women's Washroom: Washroom Entrance</b>	The entrance to the women's washroom is a screened wall which is easier to access for some users.			
<b>Women's Washroom: Surface Colours</b>	Washroom surfaces are colour-contrasted.			
<b>Women's Washroom: Lighting</b>	The washroom is well-illuminated.			



<b>Women's Washroom: Floor Surfaces</b>	Washroom floor surfaces are stable and slip resistant.			
<b>Women's Washroom: Sink Clear Space</b>	Clear space is provided so users can approach and use the sink.			
<b>Women's Washroom: Sink Height</b>	The sinks are located at accessible heights, 810mm above the finished floor.			
<b>Women's Washroom: Sink Knee Clearance</b>	The sink is provided with 700mm knee clearance to allow for roll-under access.			
<b>Women's Washroom: Sink Toe Clearance</b>	The sink is provided with toe clearance to allow for roll-under access.			
<b>Women's Washroom: Offset Plumbing</b>	Plumbing is offset at the sink.			
<b>Women's Washroom: Protected Plumbing</b>	Plumbing is not protected at the sink.	Exposed plumbing can pose a burn hazard for persons with mobility disabilities. (M)	Install insulation or protection on sink plumbing to minimize the risk of injury or harm to persons with mobility disabilities.	3
<b>Women's Washroom: Faucet</b>	The sink faucet is accessible.			

<b>Women's Washroom: Mirror Height</b>	The mirror is installed 1200mm above the floor which is not an accessible height for some users.	Mirrors that are not at accessible heights can be difficult for persons with mobility disabilities to use. (M)	Replace or reinstall the mirror at an accessible height, no higher than 1000mm above the floor to meet the requirements in CSA B651:23 Clause 6.2.4.	3
<b>Women's Washroom: Soap Dispenser Height</b>	Soap dispensers are located at accessible heights.			
<b>Women's Washroom: Soap Dispenser</b>	Soap dispensers are accessible.			
<b>Women's Washroom: Hand Dryer</b>	Hand dryers are installed 1300mm above the floor which are too high for some users.	Hand dryers that are not located at accessible heights and locations can be out of reach for persons with mobility disabilities. (M)	Consider reinstalling the hand dryer at an accessible height and location, no higher than 1100mm above the floor, so it is easy to reach when users are washing their hands to meet the requirements in CSA B651:23 Clause 6.2.4.	4
<b>Women's Washroom: Hand Dryers</b>	Hand dryers are automatic and accessible.			
<b>Women's Washroom: Sanitary Napkins</b>	A sanitary napkin receptacle is provided at an accessible height near the toilet.			

<b>Women's Washroom: Accessible Stalls</b>	An accessible toilet stall is not provided in the women's washroom and is not expected in this space due to the universal washroom which is conveniently provided nearby.			
<b>Lifeguard Washroom: General</b>	A small universal washroom is provided in the lifeguard office. This washroom is not accessible but is not expected to be based on the usage of this office.			
<b>Lifeguard Washroom: Light Switches</b>	Light switches are located 1330mm above the floor which are not accessible for some users.	Light switches that are not installed at accessible heights can be difficult to reach for persons with mobility disabilities. (M)	Consider reinstalling light switches at accessible heights in the washroom.	4
<b>Lifeguard Washroom: Wayfinding</b>	Wayfinding signage is not present to lead users to the washroom but is not expected based on the usage.			

<b>Lifeguard Washroom: Identification Signage</b>	Identification signage is present at the washroom on the door.	Identification signs that are not on the latch side of the door can be difficult to locate and read for persons with vision disabilities. Identification signs that are located on the door can be a hazard. (S)	Washroom signage is recommended to be installed on the latch side of the door at an accessible height to meet the requirements in CSA B651:23 Clause 4.6.	5
<b>Lifeguard Washroom: Identification Signage Height</b>	Identification signs are installed at accessible heights for the washroom 1500mm above the floor.			
<b>Lifeguard Washroom: Braille</b>	Braille is not present on identification signage for the washroom.	The absence of braille on identification signs can make it difficult or impossible for persons with vision disabilities to read the sign. (S)	Consider including braille on the identification sign to make it accessible to people with vision disabilities.	5
<b>Lifeguard Washroom: Tactile Markings</b>	Tactile characters are not present on identification signage for the washroom.	The absence of tactile characters on identification signs can make it difficult or impossible for persons with vision disabilities to read the sign. (S)	Consider including tactile characters on the identification sign to make it accessible to people with vision disabilities.	5

<b>Lifeguard Washroom: Door Clear Width</b>	The washroom entry doorway has a clear width of 760mm which is not adequate for some users.	Entry doorways with inadequate clear width can make it difficult or impossible for people with mobility disabilities to enter the washroom. (M)	Consider renovating the entry doorway so that it has an accessible clear width that allows for the passage of a wheeled mobility device. Priority should not be placed on this door based on the usage.	4
<b>Lifeguard Washroom: Threshold</b>	The washroom entry door has a level threshold.			
<b>Lifeguard Washroom: Door Hardware</b>	The washroom entry door hardware is lever style which is accessible and easy to use.			
<b>Lifeguard Washroom: Door Colour</b>	The washroom entry door is not colour-contrasted with adjacent surfaces.	Entry doors that are not colour-contrasted with adjacent surfaces can make it difficult for persons with vision disabilities to locate. (S)	Consider modifying the entry doorway so that it is colour-contrasted with surrounding surfaces. Priority should not be placed on this washroom due tot the expected usage.	4
<b>Lifeguard Washroom: Door Weight</b>	The washroom entry door requires minimal force to open.			
<b>Lifeguard Washroom: Surface Colour</b>	Washroom surfaces are colour-contrasted.			

<b>Lifeguard Washroom: Lighting</b>	The washroom is well-illuminated.			
<b>Lifeguard Washroom: Floor Surface</b>	Washroom floor surfaces are stable and slip resistant.			
<b>Lifeguard Washroom: Sink Clear Space</b>	Clear space is provided so users can approach and use the sink.			
<b>Lifeguard Washroom: Sink Height</b>	The sink is located just below the accessible range at 800mm above the finished floor which should work for the expected site users.			
<b>Lifeguard Washroom: Sink Knee Clearance</b>	The sink is provided with 700mm knee clearance to allow for roll-under access.			
<b>Lifeguard Washroom: Toe Clearance</b>	The sink is provided with toe clearance to allow for roll-under access.			
<b>Lifeguard Washroom: Offset Plumbing</b>	Plumbing is offset at the sink.			
<b>Lifeguard Washroom: Protected Plumbing</b>	Plumbing is not protected at the sink.	Exposed plumbing can pose a burn hazard for persons with mobility disabilities. (M)	Consider installing insulation or protection on the sink plumbing to minimize the risk of injury or harm to persons with mobility disabilities.	4

<b>Lifeguard Washroom: Faucet</b>	The sink faucet is a push button style which is accessible.			
<b>Lifeguard Washroom: Mirror</b>	The mirror is located 1130mm above the floor which is a little above the accessible standard.	Mirrors that are not at accessible heights can be difficult for persons with mobility disabilities to use. (M)	Consider reinstalling the mirror at an accessible height in the washroom to allow people with mobility disabilities to use it.	4
<b>Lifeguard Washroom: Soap Dispenser Height</b>	The soap dispenser is located at an accessible height, 900mm above the floor.			
<b>Lifeguard Washroom: Soap Dispenser</b>	The soap dispenser is a push button style which is accessible.			
<b>Lifeguard Washroom: Hand Dryer</b>	The hand dryer is located 1400mm above the floor which may be too high for some users.	Hand dryers that are not located at accessible heights and locations can be out of reach for persons with mobility disabilities. (M)	Consider reinstalling the hand dryer at an accessible height and location so it is easy to reach when users are washing their hands.	3
<b>Lifeguard Washroom: Hand Dryer</b>	The hand dryer is automatic which is accessible.			
<b>Lifeguard Washroom: Coat Hook</b>	A coat hook is provided on the back of the door.	Coat hooks installed on the back of doors can be a hazard when users are opening and closing the door. (A)	Relocate the coat hook on a side wall in the washroom to allow people to safely hang belongings while using the washroom.	3



<b>Lifeguard Washroom: Coat Hook Height</b>	The coat hook is located too high for some users.	Coat hooks that are located too high can be difficult or impossible to reach for persons with mobility disabilities. (M)	Reinstall the coat hook at an accessible height and location so it is easy to reach and use.	3
<b>Lifeguard Washroom: Washroom Width</b>	The washroom is 1810mm wide which is wide enough for the expected usage.			
<b>Lifeguard Washroom: Washroom Depth</b>	The washroom is 1500mm deep which is deep enough for the expected usage.			
<b>Lifeguard Washroom: Transfer Space</b>	Adequate transfer space is not provided adjacent the toilet to allow people using wheeled mobility devices to easily transfer onto and off the toilet however, this level of access is not expected in this washroom based on the usage.			
<b>Lifeguard Washroom: Flush Valve</b>	The flush valve is located on the transfer side of the toilet which is easy to reach for site users.			
<b>Lifeguard Washroom: Hand-Free Flush Valve</b>	A hands-free flush valve is not provided.	Hands-free flush valves allow users to easily use the washroom without needing to reach or locate a manual flush valve. (A)	Consider providing hands-free flush valves for the toilet.	5

<b>Lifeguard Washroom: Toilet Height</b>	The toilet seat is located at an accessible height.			
<b>Lifeguard Washroom: Toilet Backrest</b>	The toilet is provided with a backrest for support.			
<b>Lifeguard Washroom: Power Outlet</b>	A power outlet is not provided by the toilet.	Power outlets provided by the toilet provides a power source for users that require special equipment while in the washroom.	Consider providing a power outlet near the toilet at an accessible height and location.	5
<b>Lifeguard Washroom: Grab Bars</b>	Grab bars are not provided in the washroom but are not expected based on the usage.			
<b>Lifeguard Washroom: Toilet Paper Dispenser</b>	The toilet paper dispenser is not accessible.	Inaccessible toilet paper dispensers can make it difficult for persons with disabilities to use the washroom. (A)	Provide an open roll toilet paper dispensers so that they are easy to use.	3
<b>Lifeguard Washroom: Toilet Paper Height</b>	The toilet paper dispenser is provided at an accessible height.			
<b>Lifeguard Washroom: Toilet Paper Location</b>	The toilet paper dispenser is not provided at an accessible location.	Toilet paper dispensers that are located too far away from the toilet can be difficult to reach for all users. (A)	Install a toilet paper dispenser at an accessible location that is easy to reach from the toilet.	2

## Washrooms Photos

### Universal Washroom 1



### Universal Washroom 2



### Universal Washroom 3



### Universal Washroom 4



**Universal Washroom 5**



**Universal Washroom 6**



**Universal Washroom 7**



**Universal Washroom 8**





**Universal Washroom 9**



**Universal Washroom 10**



**Universal Washroom 11**



**Universal Washroom 12**



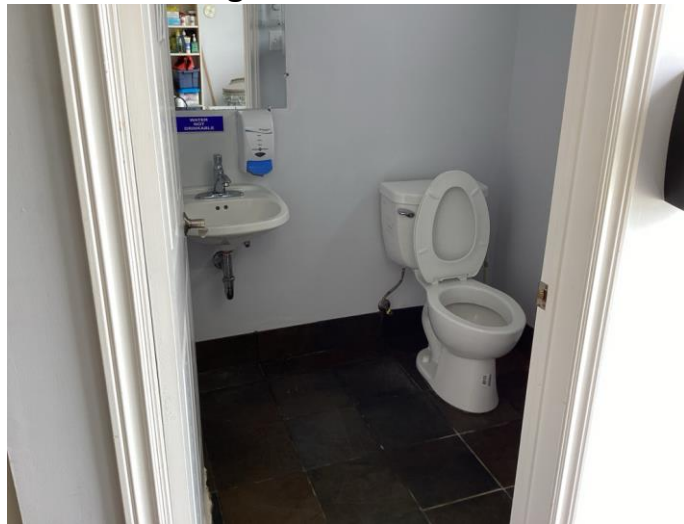
**Universal Washroom 13**



**Lifeguard Washroom 1**



**Lifeguard Washroom 2**



**Lifeguard Washroom 3**



**Lifeguard Washroom 4**



**Lifeguard Washroom 5**



**Lifeguard Washroom 6**





## 8. Emergency Systems

Area of Focus	Existing Conditions	Possible Barriers	Proposed Solutions	Priority Level
<b>Public Washrooms: Emergency Exits</b>	Ground level emergency exits are accessible in the Public Washrooms.			
<b>Public Washrooms: Audible Fire Alarms</b>	Audible fire alarms are not provided in the Public Washrooms.	Audible fire alarms alert most users of an emergency in the building and should be able to be heard throughout the facility.	Consider providing audible fire alarms that can be heard throughout the Public Washrooms.	4
<b>Public Washrooms: Visual Fire Alarms</b>	Visual fire alarms are not provided in the Public Washrooms.	Visual fire alarms alert most users, specifically users with hearing disabilities, of an emergency in the building and should be able to be seen throughout the facility, including areas where people are expected to be alone. (H)	Consider providing visual fire alarms that can be seen throughout the facility including in places where people are expected to be alone.	4
<b>Public Washrooms: Fire Extinguisher Height</b>	A fire extinguisher is provided at an accessible height, 1200mm above the floor, in the Public Washrooms.			
<b>Public Washrooms: Fire Extinguisher Clear Space</b>	Adequate clear space is provided in front of all fire extinguishers to ensure users can easily approach and use them.			

<b>Public Washrooms: Evacuation Signage</b>	Evacuation instructions are not provided in the Public Washrooms.	Evacuation instructions provide site users with information about emergency procedures and exit route maps and are critical to everyone’s safety. (A)	Provide evacuation instructions throughout the building located at accessible heights with clear space in front of them for easy readability. Ensure evacuation instructions have a non-reflective surface, are provided with large and high contrast print, and include a floor plan diagram.	3
<b>Lifeguard Office: Emergency Exits</b>	Ground level emergency exits are not accessible in the lifeguard office.	If emergency exits that lead to the exterior or to muster points are not accessible, users with mobility, flexibility, dexterity, and pain disabilities may not be able to exit the building in an emergency. (M)(F)(P)	Consider modifying ground level emergency exits in a future renovation to ensure they are level, with no steps and that doors are easy to open. Paths to emergency exits shall be kept clear with sufficient space on either side of the door for maneuvering.	4
<b>Lifeguard Office: Fire Extinguisher Heights</b>	Fire extinguishers are provided at accessible heights and locations in the lifeguard office.			

<b>Lifeguard Office: Fire Extinguisher Clear Space</b>	Adequate clear space is provided in front of all fire extinguishers to ensure users can easily approach and use them.			
<b>Lifeguard Office: First Aid Kits</b>	First aid kits are not located at accessible heights and locations in the lifeguard office.	It is crucial that first aid kits are located at accessible heights and locations throughout the building to ensure users of short stature or who are in a seated position using a wheeled mobility device can still reach, access, and use first aid kits. (M)	Provide first aid kits at accessible heights and locations throughout the building. First aid kits should be located to meet the requirements in CSA B651:23 Clause 4.3.	1
<b>Lifeguard Office: Eye Wash Stations</b>	Eye wash stations are not located at accessible heights and locations throughout the building.	It is crucial that eye wash stations are located at accessible heights and locations throughout the building to ensure users of short stature or who are in a seated position using a wheeled mobility device can still reach, access, and use them. (M)	Provide eye wash stations at accessible heights and locations throughout the building. Eye wash stations should be located to meet the requirements in CSA B651:23 Clause 4.3.	1
<b>Lifeguard Office: AEDs</b>	AEDs are not located at accessible heights and locations throughout the building.	It is crucial that AED stations are located at accessible heights and locations throughout the building to ensure users of short stature or who are in a seated position using a wheeled mobility device can still reach, access, and use them. (M)	Provide AED stations at accessible heights and locations throughout the building. AEDs should be located to meet the requirements in CSA B651:23 Clause 4.3.	1

<b>Lifeguard Office: First Aid Clear Space</b>	Adequate clear space is not provided in front of all first aid equipment (including eye wash stations and AEDs) to ensure users can easily approach and use them.	It is crucial that adequate clear space is provided in front of first aid equipment, including first aid kits, eye wash stations, and AEDs, to ensure users can easily approach and use them without having to reach above or around an obstacle, especially for persons using mobility devices. (M)(A)	Remove any barriers in front of first aid equipment or relocate them to ensure they are provided with adequate clear space.	1
<b>Lifeguard Office: Evacuation Instructions</b>	Evacuation instructions are not provided in the lifeguard office.	Evacuation instructions provide site users with information about emergency procedures and exit route maps and are critical to everyone's safety. (A)	Provide evacuation instructions throughout the building located at accessible heights with clear space in front of them for easy readability. Ensure evacuation instructions have a non-reflective surface, are provided with large and high contrast print, and include a floor plan diagram.	3

**Emergency Systems Photos**

**Emergency Systems Public Washrooms 1**



**Emergency Systems Public Washrooms 2**



**Emergency Systems Public Washrooms 3**



**Emergency Systems Lifeguard Office 1**



**Emergency Systems Lifeguard Office 2**



**Emergency Systems Lifeguard Office 3**



**Emergency Systems Lifeguard Office 4**



**Emergency Systems Lifeguard Office 5**

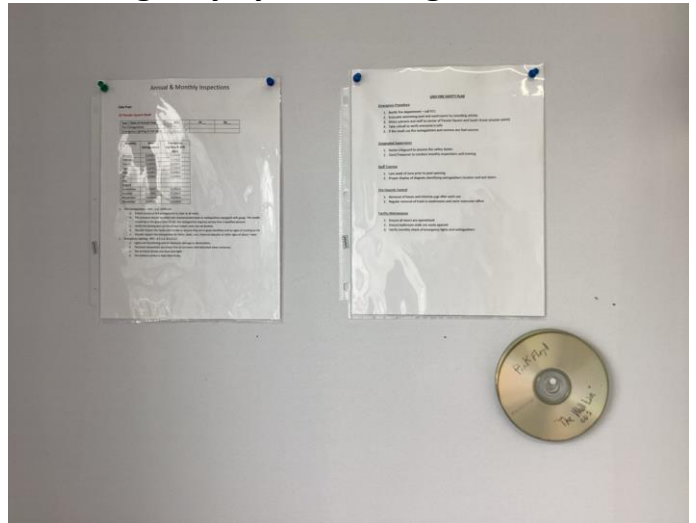




Emergency Systems Lifeguard Office 6



Emergency Systems Lifeguard Office 7



Emergency Systems Lifeguard Office 8



## 9. Pool

Area of Focus	Existing Conditions	Possible Barriers	Proposed Solutions	Priority Level
<p><b>Pool: Path of Travel</b></p>	<p>A large saltwater pool is provided at the bottom of the hill on site. An accessible path of travel is not provided to the pool.</p>	<p>Without an accessible path of travel, users with a variety of mobility and flexibility disabilities may not be able to access the pool. (M)(F)</p>	<p>An accessible path of travel should be provided to connect the parking lot to the pool. To create an accessible path of travel to the pool, an exterior pathway that meets the requirements in CSA B651:23 Clause 5.1 should be constructed from the parking lot to the top of the central stairs down to the pool (due to a lack of space at the stairs by the driveway, the central stairs will be the focus of our recommendation). In addition to this pathway, an accessible switchback ramp meeting the requirements in CSA B651:23 Clause 5.5 should be constructed within the tiered seating areas next to the stairs down to the pool (likely on the side of the stairs furthest from the building as there is more space available for a modification).  See appendix items 1 &amp; 2 for sketches of the proposed accessible pathway and ramps to the pool.</p>	<p>1</p>

<p><b>Pool: Path of Travel</b></p>	<p>An accessible ramp should be provided as part of the accessible path of travel to the pool and should be located beside the central exterior stairs down to the Pool.</p>	<p>Without an accessible path of travel, users with a variety of mobility and flexibility disabilities may not be able to access the pool. (M)(F)</p>	<p>Each segment of the ramp (2 segments) should be at least 12m-20m long, based on each tier being 1m tall. The final length of each ramp segment will need to be determined based on the space available and should include level landings at the top and bottom of each run to meet the requirements in CSA B651 Clause 5.5. The ramp should be provided with handrails, guards, and accessible features such as colour contrast strips, edge protection, etc. to meet the requirements in CSA B651:23 Clause 5.5.</p>	<p>1</p>
<p><b>Pool: Seating</b></p>	<p>Accessible seating areas are not provided at the pool.</p>	<p>Without direct access to accessible seating areas, some users may not be able to rest and watch the pool activities. (M)(A)</p>	<p>Consider providing an accessible path of travel to seating provided on the top of the hill looking over the pool including providing a stable surface such as asphalt, concrete, or pavers to ensure people using wheeled mobility devices can access a safe seating area. The seating areas should include clear space adjacent to seating so that people using wheeled mobility devices, strollers, and service animals can easily find a place to rest.</p>	<p>3</p>

<b>Pool: Pool Deck</b>	The main pool deck is a direct path along the front of the pool and has a clear width of 1730-1770mm but narrows to 1500mm wide in front of the central stairs into pool which should work well for site users including those using wheeled mobility devices.			
<b>Pool: Pool Deck</b>	The pool deck tapers from 900-400mm wide by the side stair access into the pool, which is not accessible for all users but, not all users will need to access this area.			
<b>Pool: Overhead Clearance</b>	Adequate overhead clearance is provided around the pool deck.			
<b>Pool: Shelter</b>	An awning is present over part of the pool deck in front of the lifeguard office. The awning provides good overhead clearance.			
<b>Pool: Obstacles</b>	The pool deck is clear of obstacles.			

<b>Pool: Lifeguard Doors</b>	The lifeguard office door and the storage doors have ropes that can be used to hold open the doors however, the doors protrude into the path of travel when held open.	Doors protruding into the path of travel can be a hazard for all users, especially those with seeing disabilities. (S)	Consider providing a safer system for holding open the lifeguard office and storage room doors to improve safety and to limit the part of the door that is protruding along the pool deck.	3
<b>Pool: Clear Space</b>	The pool deck provides a 1700mm turning radius along the main deck except at the stairs which is 1500mm. At the end of the deck furthest from the building, an 1800mm turning radius is present which should allow most people using wheeled mobility devices to safely turn around on the pool deck.			
<b>Pool: Deck Surface</b>	The pool deck surface is concrete which is firm, stable, and slip resistant.			
<b>Pool: Colour Contrast</b>	A light teal colour contrast strip is provided around the pool.			
<b>Pool: Change Rooms</b>	No change rooms are provided on site. Public Washrooms are available.			

<p><b>Pool: Pool Access</b></p>	<p>Stairs are the only means of access into the pool.</p>	<p>Without ramped access, or a pool lift, people using wheeled mobility devices may not be able to access the pool. (M)</p>	<p>Consider installing an accessible concrete ramp meeting the requirements in CSA B651:23 5.5 at the far end of the pool (from the building) including a level landing at the top and bottom of the ramp, handrails, safety features, etc. The ramp should lead from the far end of the pool deck towards the central stairs in the pool. Adequate space should be available to provide an accessible ramp slope. Pool lifts are not recommended if a pool ramp can be provided as a pool lift does not provide a dignifying experience for site users. However, if a pool ramp is not possible, a platform pool lift or typical pool lift (see appendix) is recommended to provide an accessible means of access into the pool. Note, platform pool lifts are preferred over pool lifts.</p> <p>See appendix items 1 &amp; 2 for sketches of the proposed accessible pathway and ramps to the pool.</p>	<p>1</p>
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<p><b>Pool: Pool Stairs</b></p>	<p>Both sets of stairs into the pool are wide enough and include a central handrail at accessible heights, 860-900mm above the nosings which should work well for site users.</p>			
<p><b>Pool: Pool Stairs</b></p>	<p>The stair tread and risers are all coloured the same teal as the strip around the pool. No colour contrast strips are present on the nosings of these stairs to alert users of the tread locations.</p>	<p>Without colour contrast strips on the pool nosings, users may have difficulty identifying the tread locations on the stairs, especially those with seeing disability. (S)</p>	<p>Consider painting the nosings of all the pool stairs with a contrasting colour to ensure users can identify the tread locations.</p>	<p>2</p>
<p><b>Pool: Pool Wheelchair</b></p>	<p>No pool wheelchairs were observed at the pool.</p>	<p>Pool wheelchairs should be provided if an accessible means of entering the pool is provided for those with mobility disabilities. (M)</p>	<p>Consider providing at least one pool wheelchair if a ramp or lift is installed to access the pool. Consider purchasing two pool wheelchairs in case one needs maintenance or to provide a variety of sizes. Wherever possible, wheelchairs should be adjustable and should have arm rests that swing open to allow for easy transfer on and off the wheelchair.</p>	<p>2</p>

<b>Pool: Lighting</b>	The pool is not well illuminated however, the pool closes at 8pm and is only open in the summer, therefore, additional lighting is not expected.			
<b>Pool: Edge Protection</b>	Rope handrails are provided on the tier seating areas with ropes roughly at 300, 600, and 900mm above the ground but these handrails do not meet accessible standards for guard requirements.	Without guards that are designed to meet accessible standards, users may be at risk of falling off the tiered seating area. (A)	Provide a guard/handrail meeting the requirements in CSA B651:23 Clause 5.5.8 to ensure users can safely use the tiered seating areas.	3

# Pool Photos

### Pool 1



### Pool 2



### Pool 3



### Pool 4





**Pool 5**



**Pool 6**



**Pool 7**



**Pool 8**



**Pool 9**



**Pool 10**





**Pool 11**



**Pool 12**



**Pool 13**



**Pool 14**



**Pool 15**



**Pool 16**





**Pool 17**



**Pool 18**



**Pool 19**



**Pool 20**





**Pool 21**



**Pool 22**



**Pool 23**



**Pool 24**





**Pool 25**



**Pool 26**



**Pool 27**



## Notes for Report

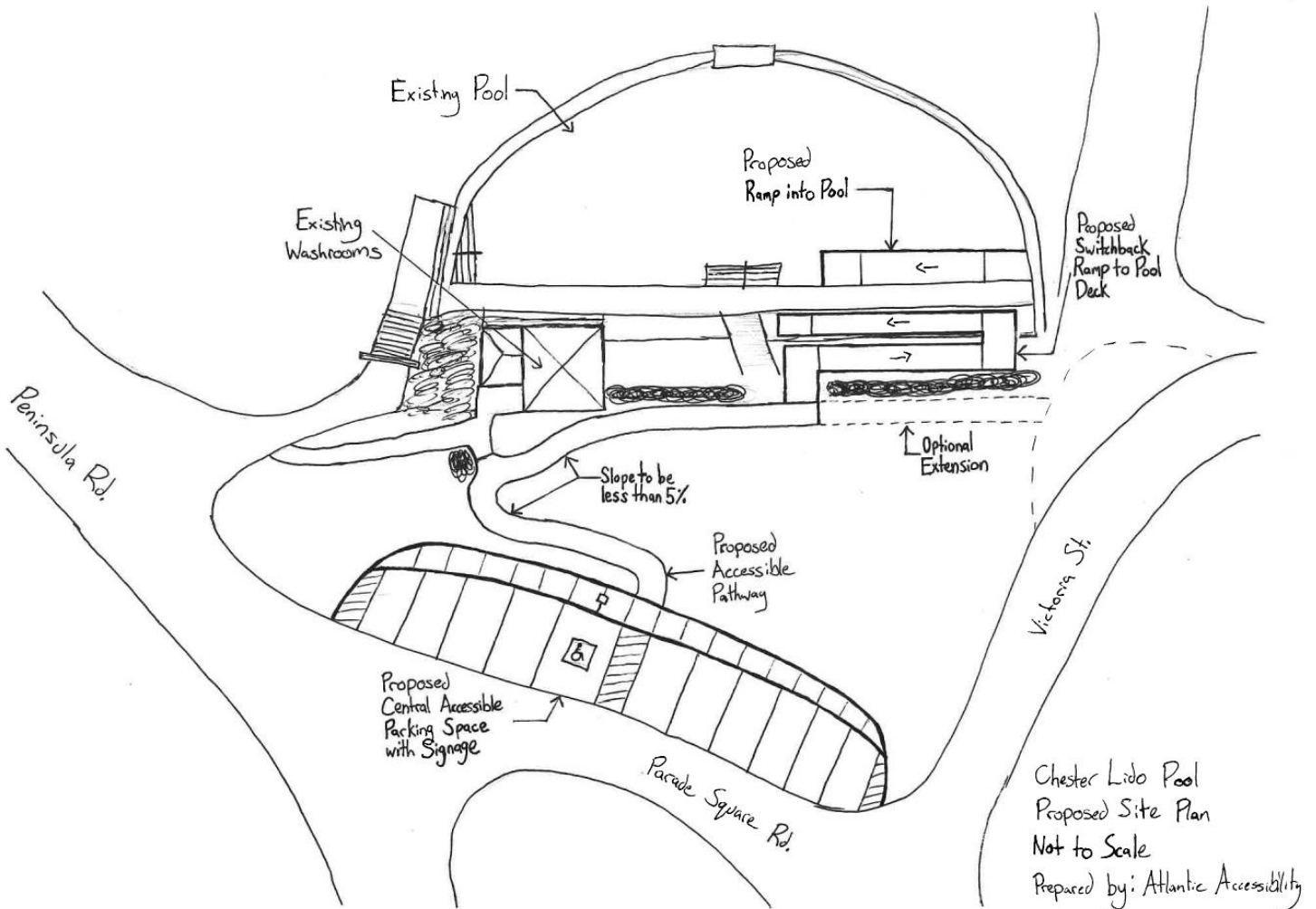
- All “accessible heights” or “accessible widths” that are referred to within solutions, can be obtained by inquiring with the assessor when preparing to make onsite changes. Recommended measurements are not included within this report due to the constant updating of accessibility standards; this method ensures we are always providing the most current and relevant standard to your project.
- It is important to note that any future designs or plans for improvement to the building would benefit greatly from a brief review by an accessibility assessor to avoid costly errors in design on key details and standards.
- It is noted in the “users and usage” of the building includes people of all abilities as the site and buildings are used by the public and staff.
- This Report has been prepared for the exclusive use of the addressee(s). No use by third parties is intended. We will not be responsible to any third party for the content of the Report. The Report is based on a visual examination of the readily accessible features of the Property at the time of the examination and the applicable CSA Accessible Standards that are in force as of the date of the Report. We are not responsible for conditions within the Property that are not visible or discernable during our review, nor for any changes to the CSA Accessible Standards that may come into effect after the date of the Report. Should it be determined that the condition of the Property is different from the condition as described in the Report, or should CSA Accessible Standards change, the Report would no longer be considered valid or up-to-date and our recommendations in the Report may no longer be accurate. We shall bear no liability in those circumstances, unless the new information is provided, and we are asked to update the Report. While we have taken every precaution to ensure that the content of this Report is both current and accurate, errors can occur. Before any substantial work is undertaken, the actual conditions of the Property should be examined thoroughly to ensure that the recommendations can be carried out safely and the recommendation will result in an outcome that will be in accordance with the applicable CSA Accessibility Standards.

## Appendix

The following photos are meant to be as reference only, and do not represent a given supplier or brand name. Please reach out if you would like further details as to the function or intent of any of the items.

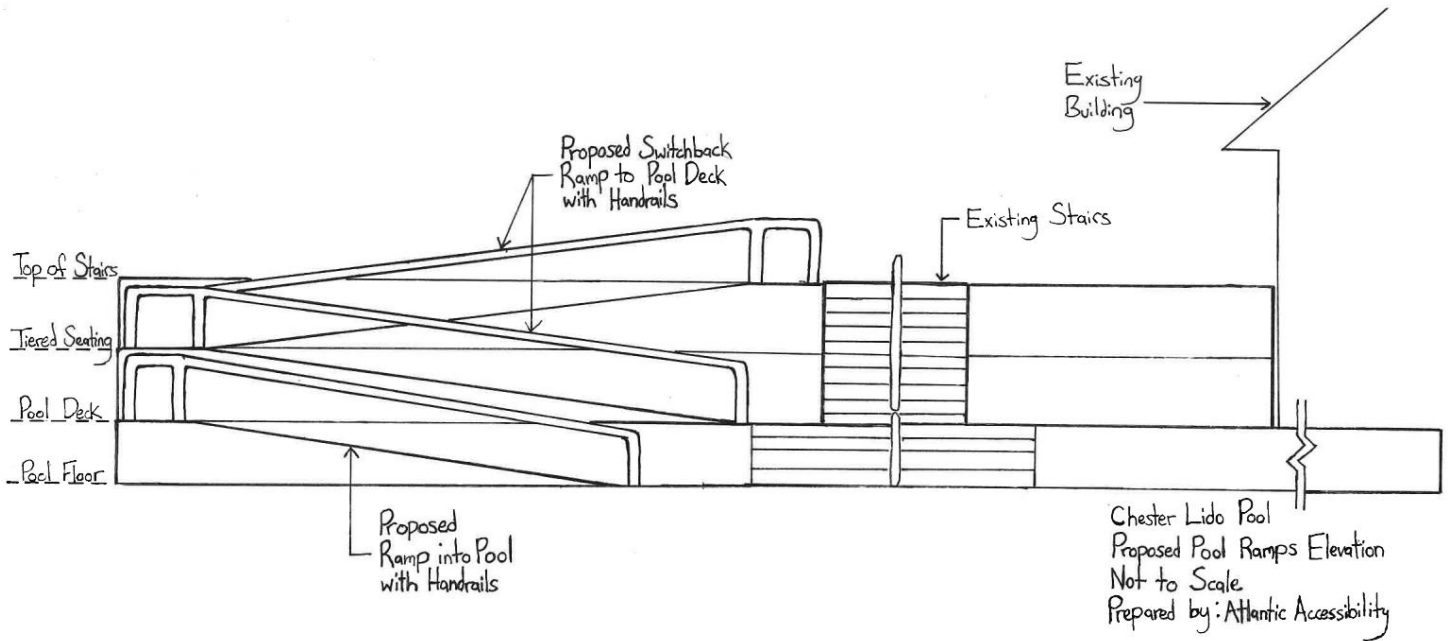
### 1. Proposed Site Plan Sketch

Enlarged sketch also provided at the end of the document.



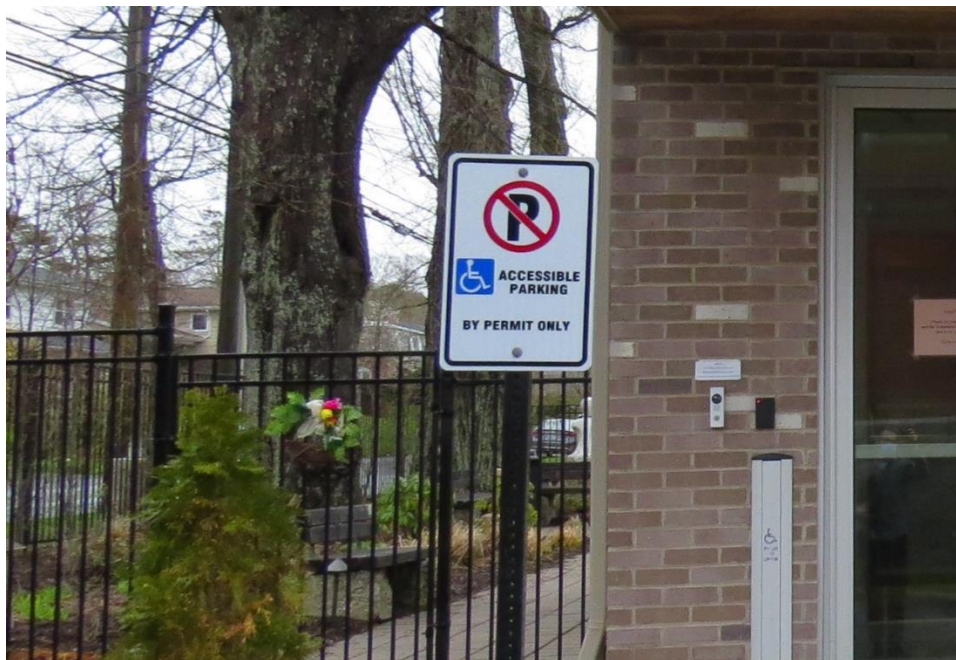
## 2. Proposed Pool Ramps Elevation Sketch

Enlarged sketch also provided at the end of the document.



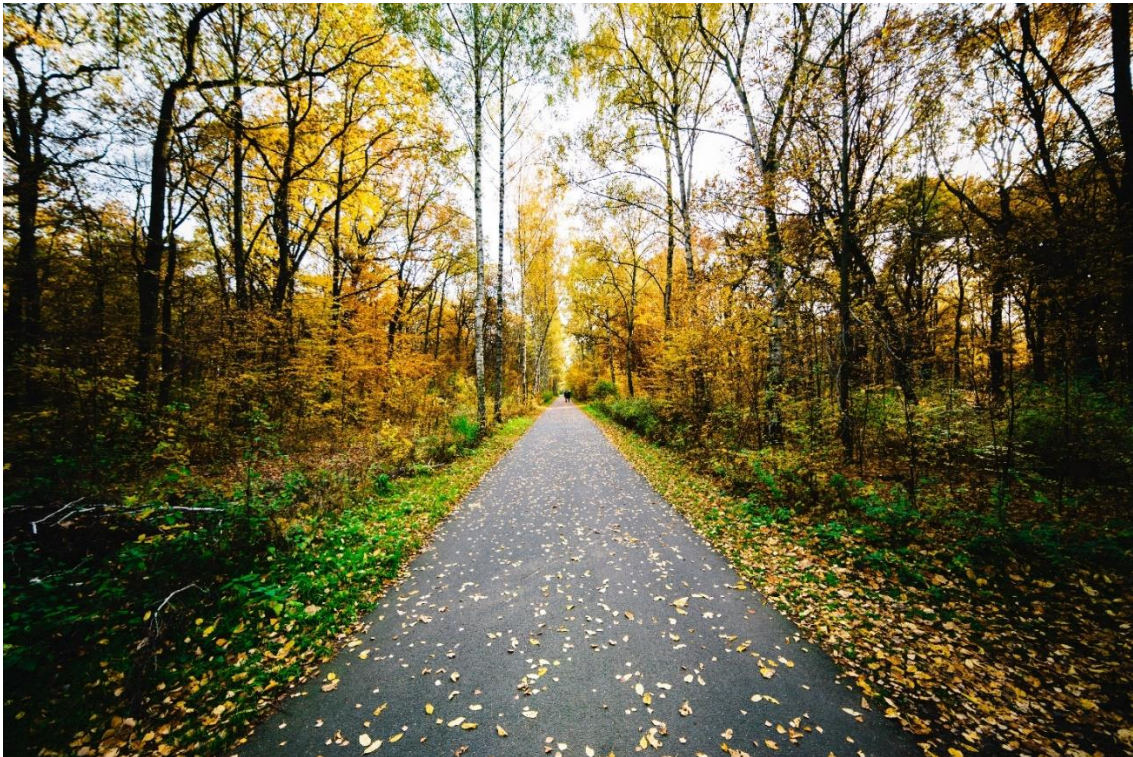


### 3. Accessible Parking



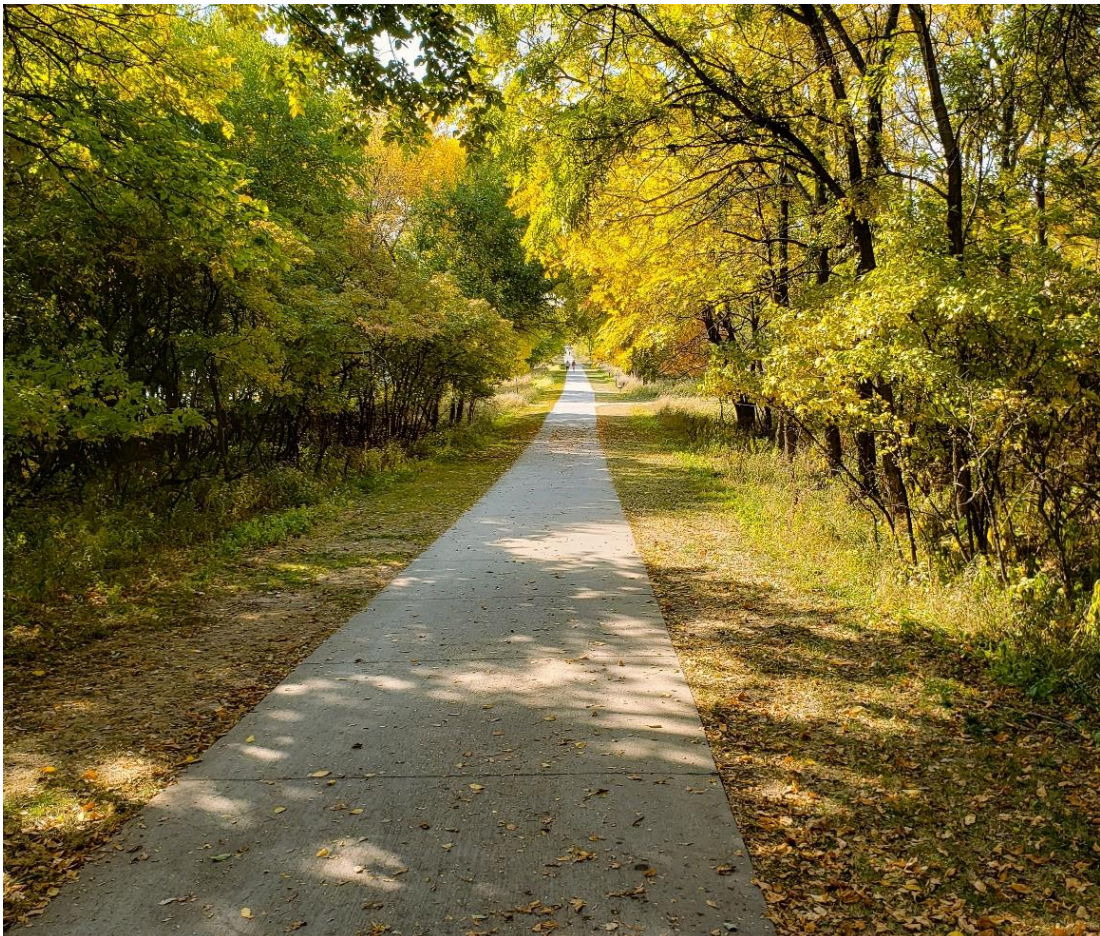


## 4. Asphalt Pathway Surfaces





## 5. Concrete Pathway Surface





## 6. Curb Ramp



## 7. Exterior Pathway Rest Area



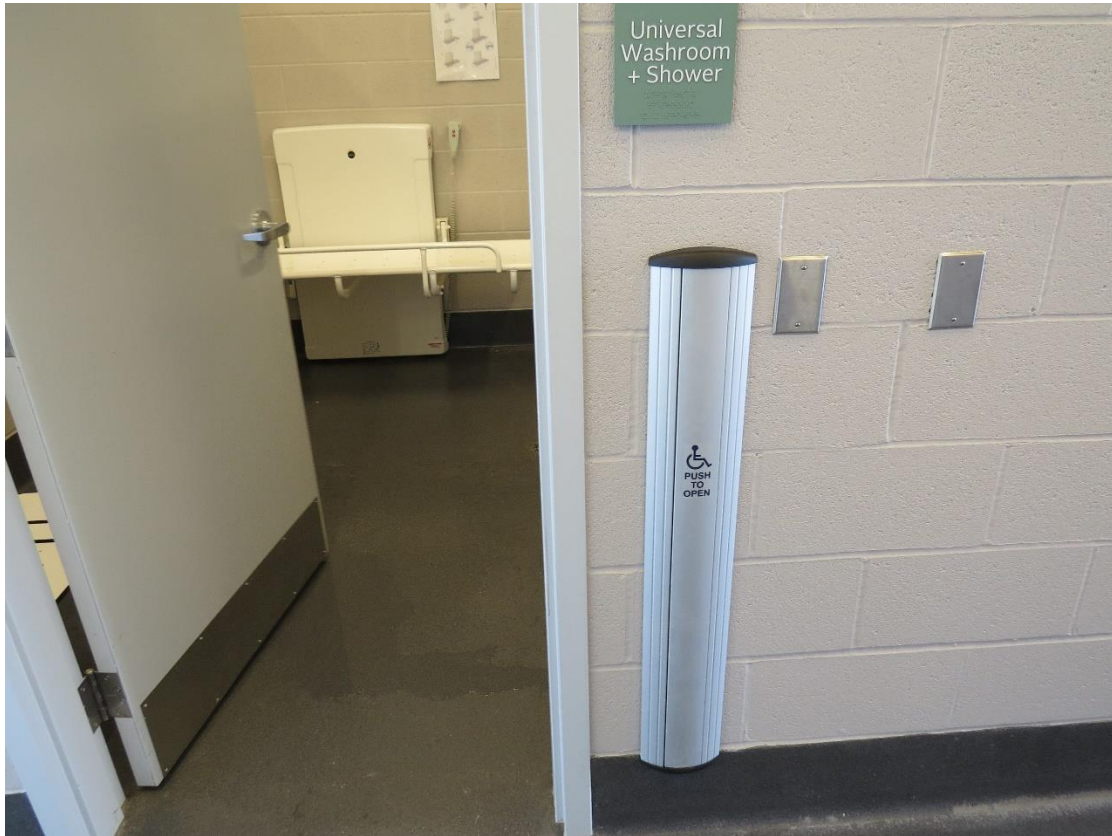


## 8. Seating





## 9. Power Door Operation

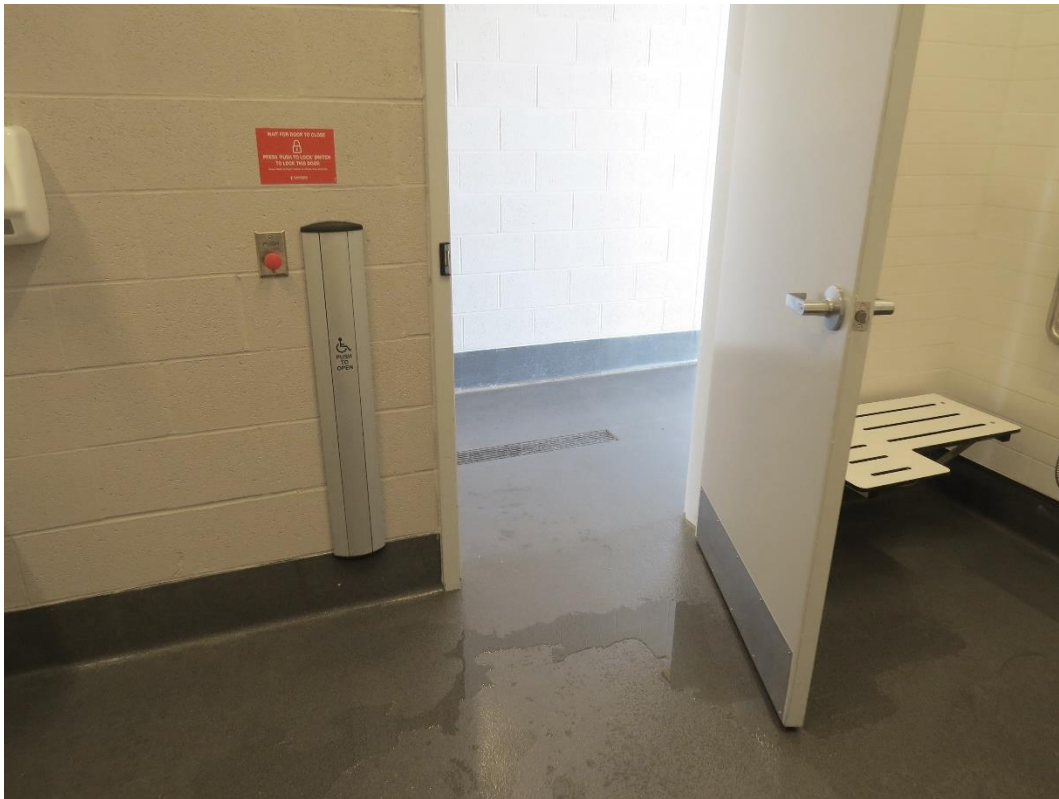


## 10. Door Swing Path





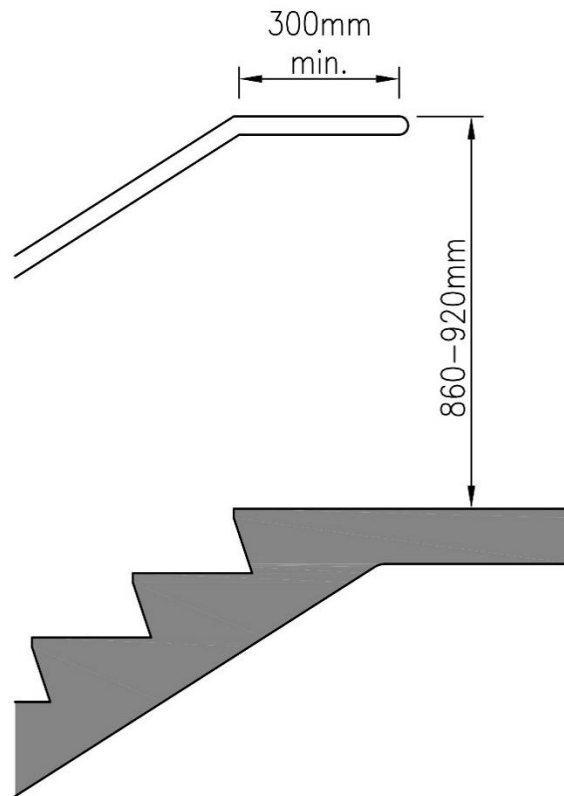
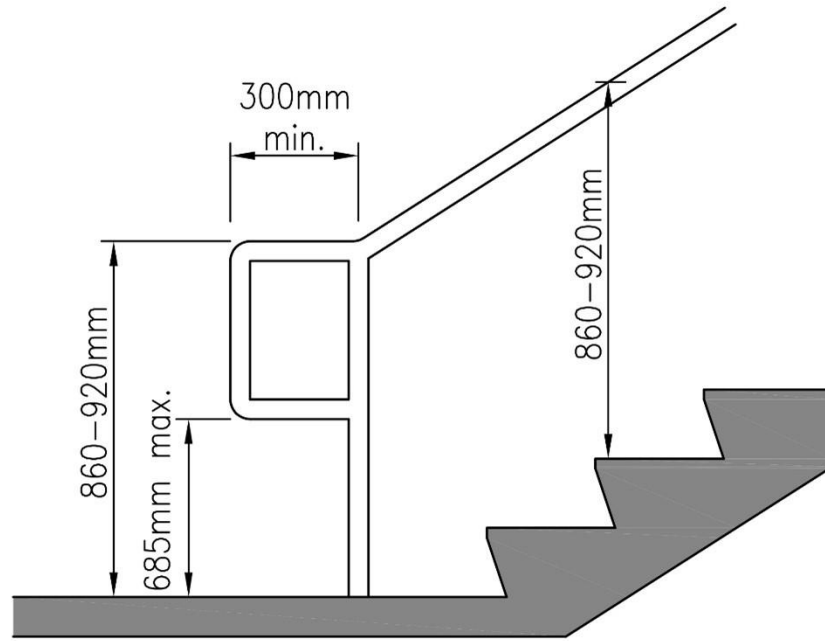
## 11. Door Hardware



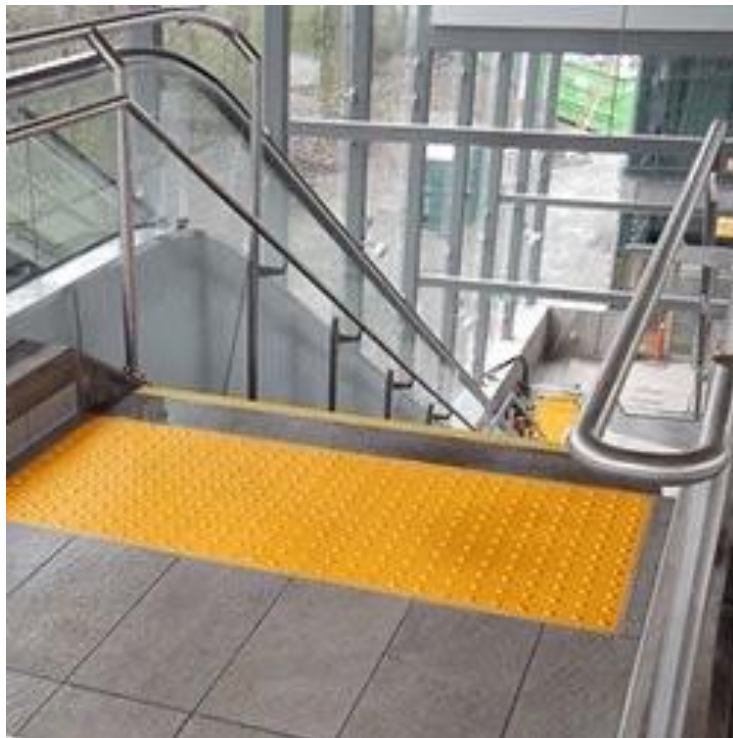
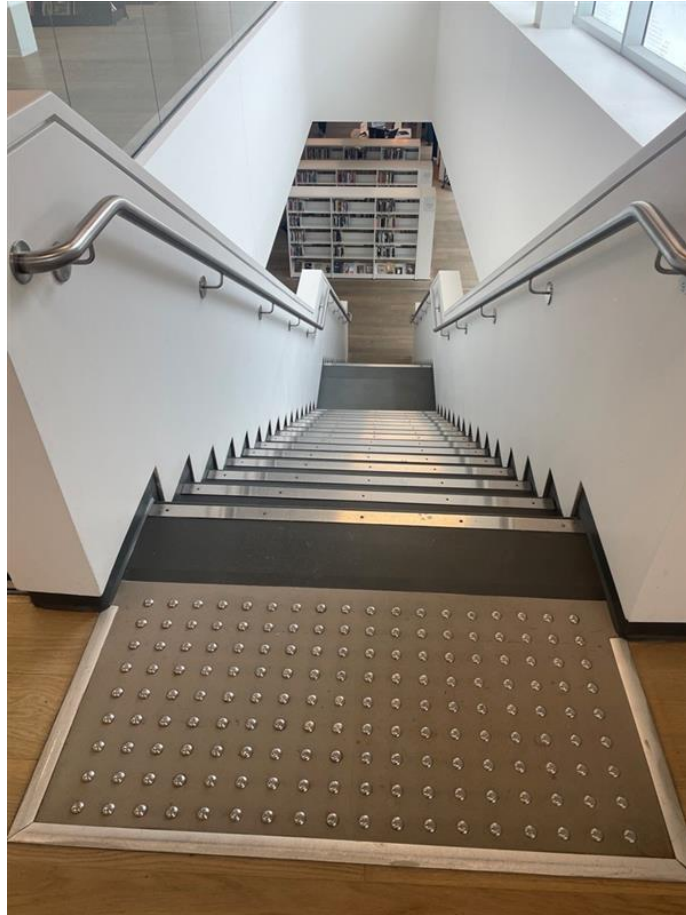
## 12. Locking Mechanism



### 13. Stairs

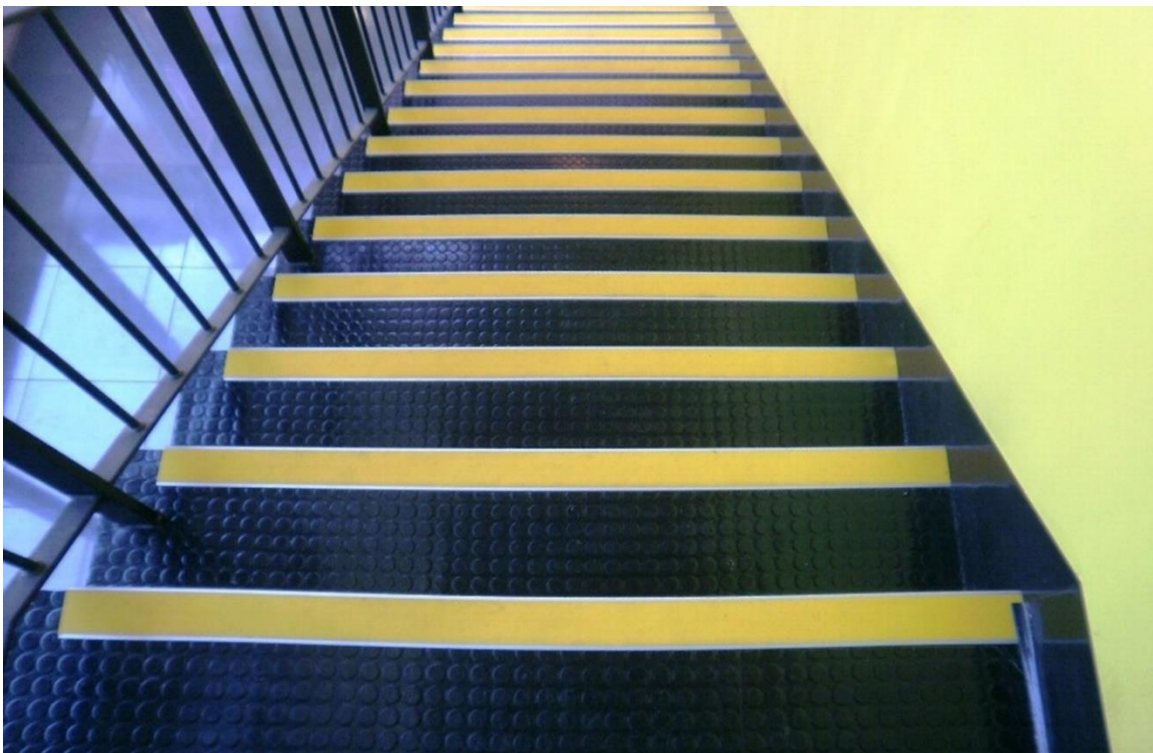
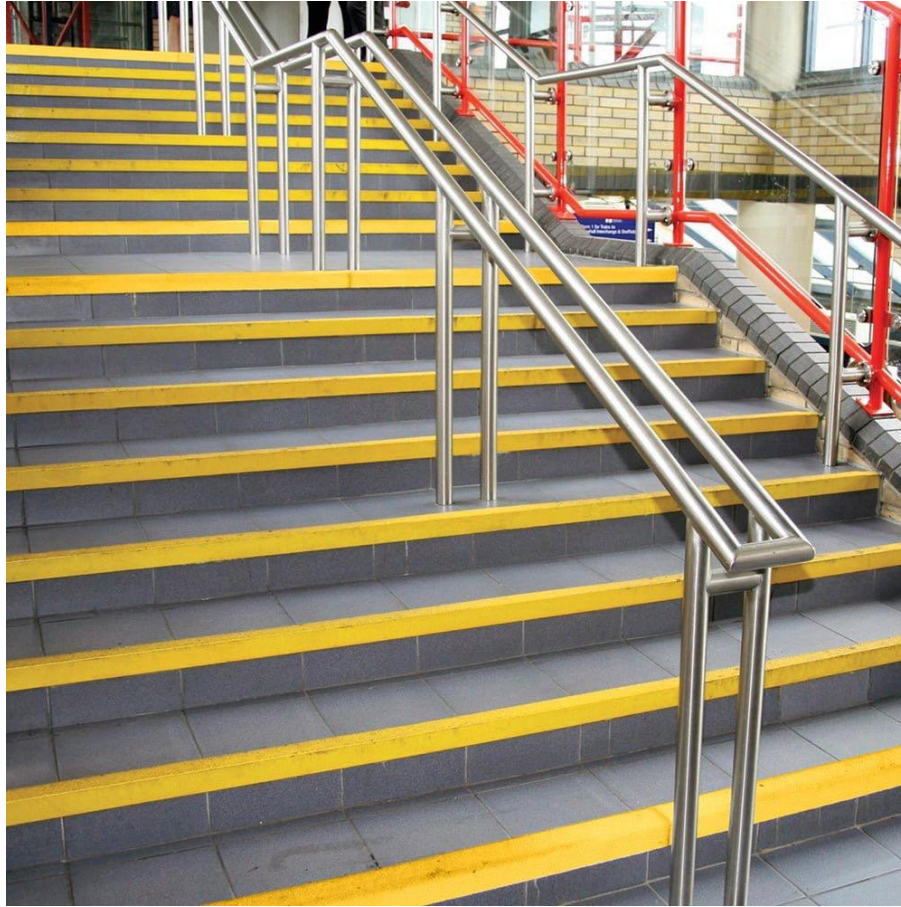


## 14. Tactile Attention Indicator





## 15. Slip Resistant & Colour Contrasted Strips





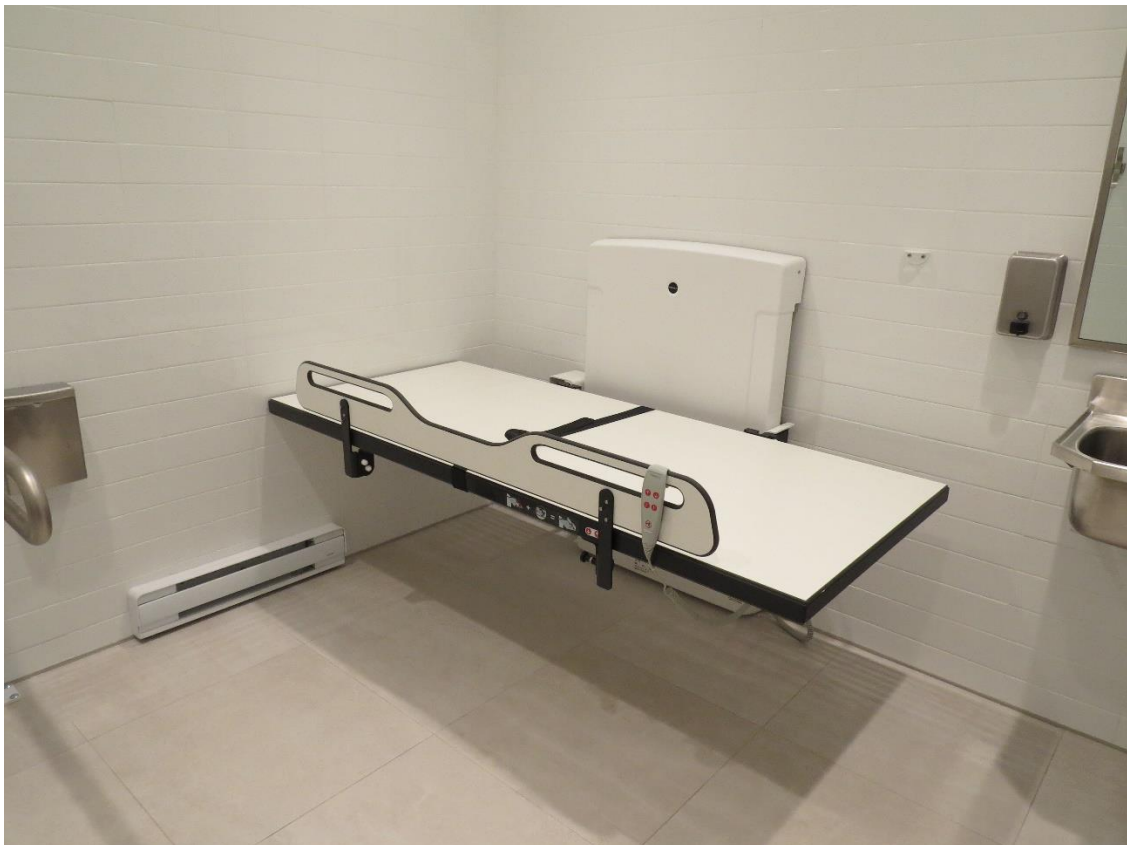
## 16. Room Identification Signage



## 17. Washroom Sink & Accessories



## 18. Adult Change Table



Atlantic Accessibility Assessment Report (Confidential)



## 19. Emergency Call Button

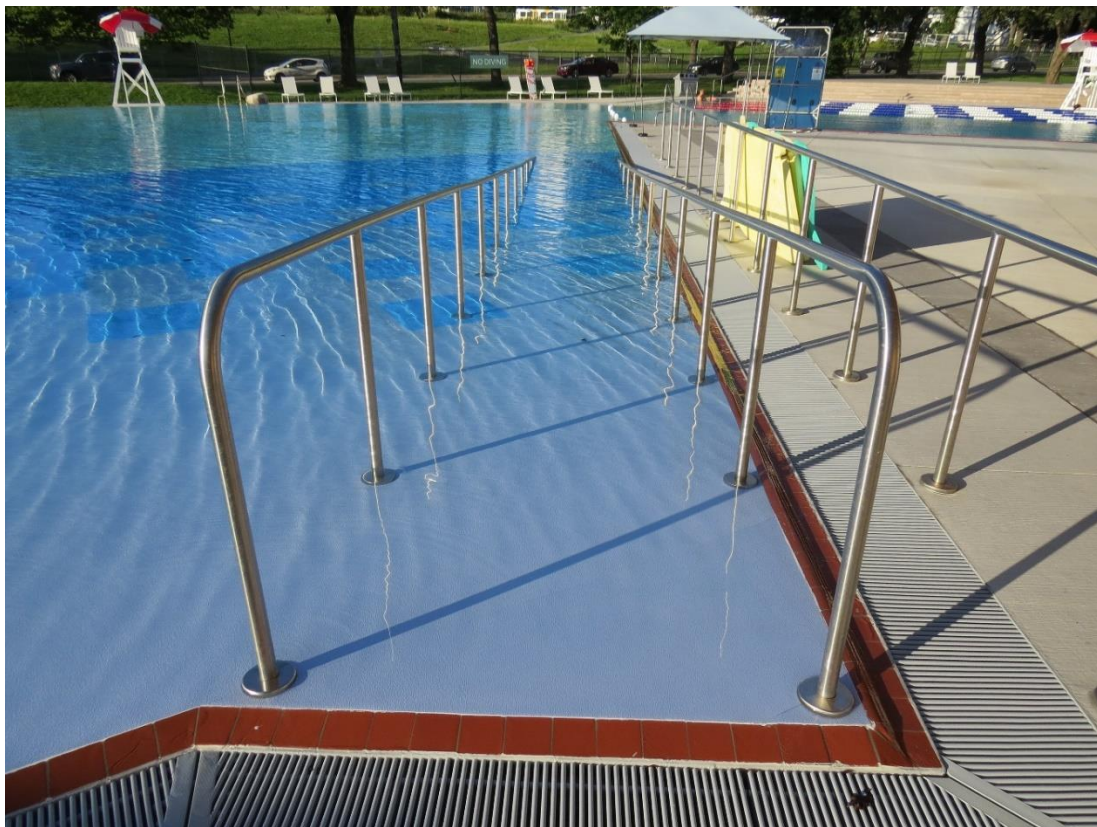


## 20. Toilet Layout & Accessories





## 21. Pool Entry



Atlantic Accessibility Assessment Report (Confidential)

## 22. Platform Pool Lift





## 23. Pool Lift



## 24. Pool Wheelchair



## Closing Summary

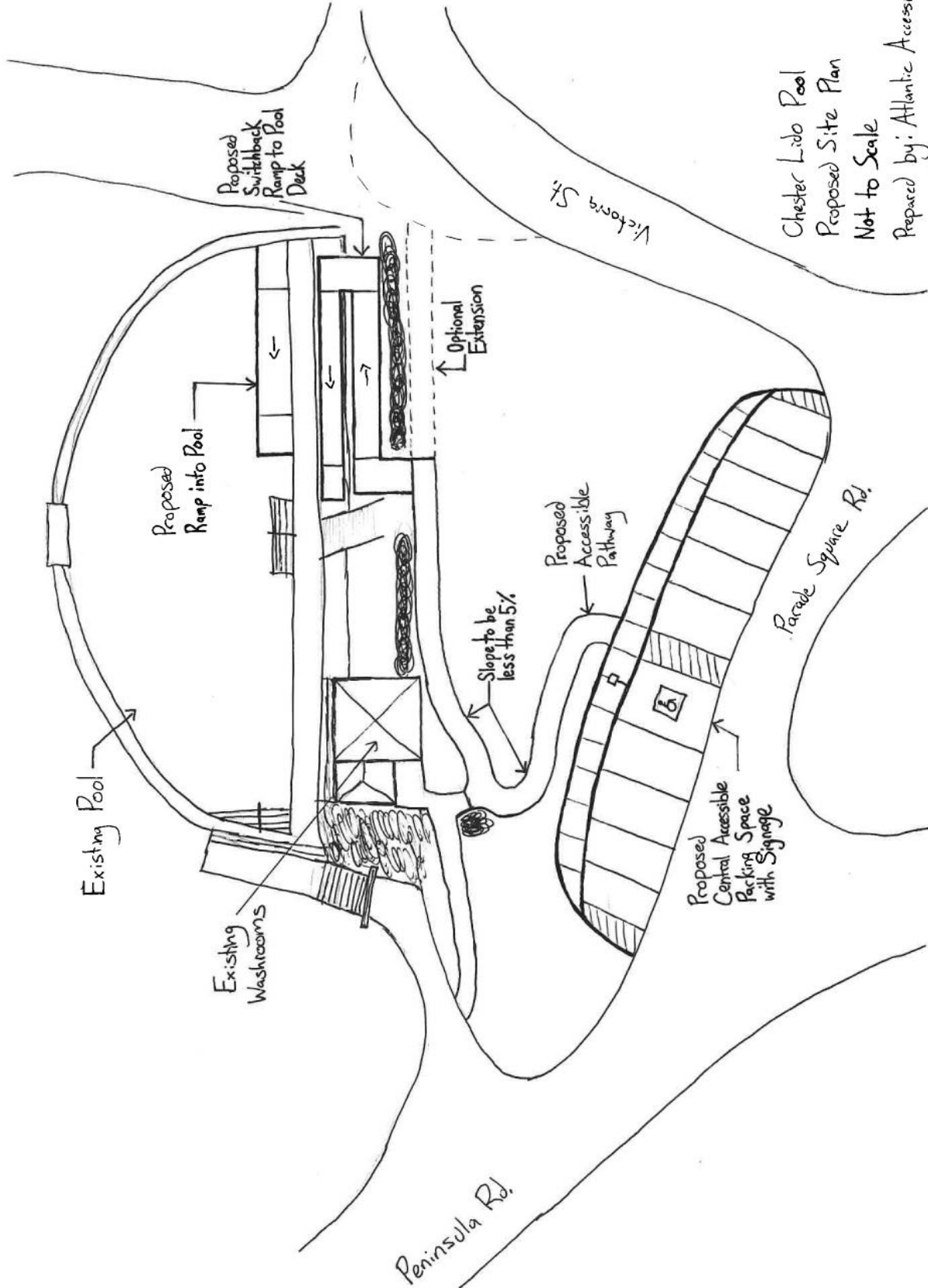
Thank you for the privilege of working with you and your team as we assessed your facility and prepared this report. Consideration was given to all levels of meaningful access as the assessment and report were completed. Recommendations in this report include best practices, and it is imperative to note that there is no way to possibly address all barriers that exist, but best efforts have been made to evaluate as many as possible, while recognizing the assessors are only able to offer recommendations.

As you and your team review this report, please reach out with any questions that arise or if we can provide any further information about the level of meaningful access in your facility. This may include input in future renovations, plan reviews, recommended measurements, resources, or connecting with suppliers and designers. It is important to remember that a lens of accessibility should be included in all future planning to reduce the risk of creating new barriers throughout your facility.

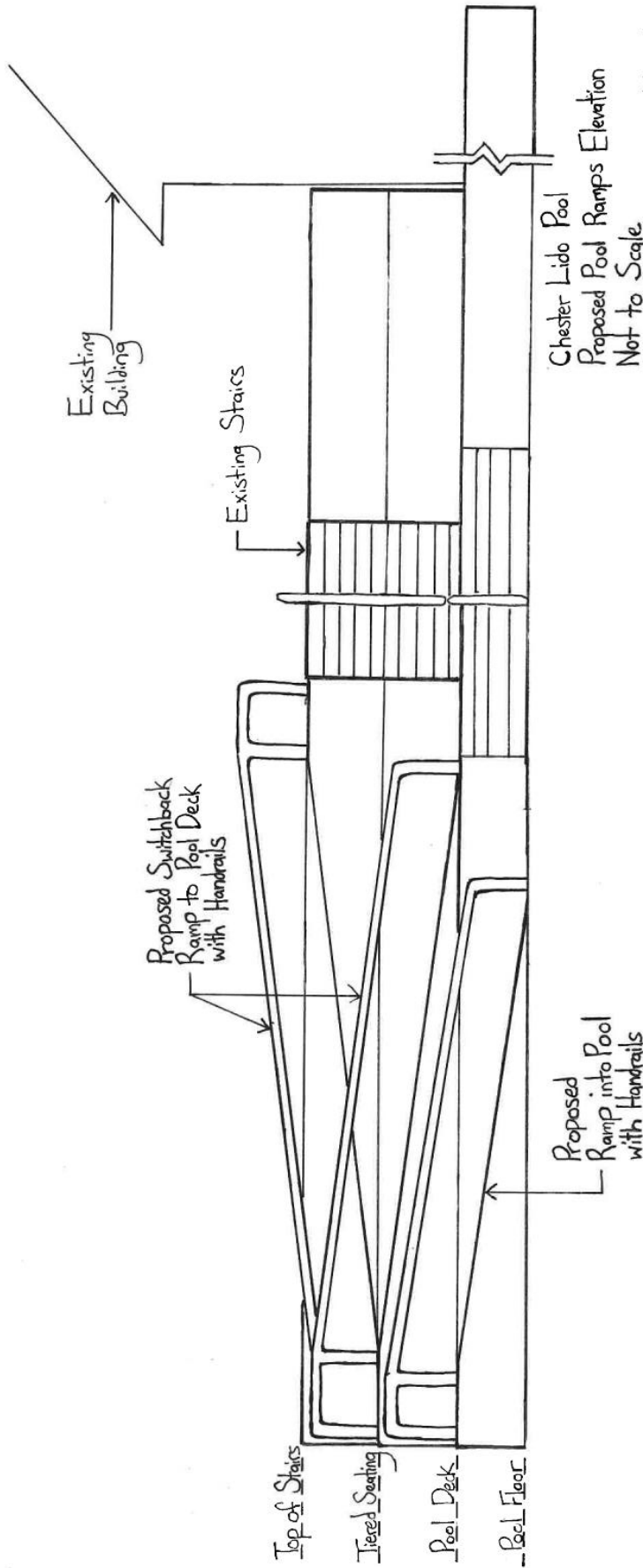
Sincerely,

Kristen Habermehl & Jacob Goode  
Atlantic Accessibility Consulting  
Office: 902-860-4900  
Email: [aac@habermehl.ca](mailto:aac@habermehl.ca)





Chester Lido Pool  
 Proposed Site Plan  
 Not to Scale  
 Prepared by: Atlantic Accessibility Consulting



Chester Lido Pool  
 Proposed Pool Ramps Elevation  
 Not to Scale  
 Prepared by: Atlantic Accessibility Consulting



## Class D Estimate

Prepared By:

Atlantic Accessibility Consulting

Confidential  
Printed: 2024-06-21

# Chester Lido Pool

## Accessibility Upgrades

### **Parking:**

- Pave the parking lot at the Chester Lido Pool to include roughly 10 parking spaces including one accessible parking space with an adjacent access aisle. The accessible parking space should be designed to meet the requirements in CSA B651:23 Clause 9.4 “Designated accessible parking.”
- Paint 10 parking spaces on the newly paved parking lot including an accessible parking space with horizontal signage on the space and an adjacent access aisle with zebra style painted lines.
- Install a vertical accessible parking sign at the accessible parking space to meet the requirements in CSA B651:23 Clause 9.4.4 “Signage for designated accessible parking.”

**Reference Cost: \$ 65,000.00**

### **Exterior Pathways:**

- Construct an accessible sidewalk from the parking lot to the public washrooms and to the top of the central stairs down to the pool deck to meet the requirements in CSA B651:23 Clause 8.2 “Accessible routes.”
- Install a new sign at the parking lot to identify the usage of the lot and to help users identify the pool and public washrooms from the road.
- Install three rest areas along the exterior pathway where users can rest before and after navigating the hill. All rest areas should be level and should include a bench with adjacent clear space. All rest areas should be an asphalt/concrete surface. Rest areas should meet the requirements in CSA B651:23 Clause 8.6.3 “Rest areas.”

**Reference Cost: \$ 95,000.00**

### **Entrances:**

- Demolish the existing tile landing at the entrance to the public washrooms and install a concrete landing.
- Install a new bench on the new concrete landing at the entrance to the public washrooms.
- Replace the entry door to the public washrooms with a 36" door and install a power door operator at the entrance to the public washrooms.

**Reference Cost: \$ 50,000.00**

### **Washrooms:**

- Install a new identification sign with braille and tactile markings for the public washrooms on the latch side of the new entrance door to meet the requirements in CSA B651:23 Clause 4.6.6 "Tactile signs."
- Replace the wayfinding signage in the hallway to include the international symbol of access on the universal washroom sign.
- Replace the identification sign for the universal washroom and install two new identification signs for the men's and women's washrooms including braille and tactile characters and located at accessible heights to meet the requirements in CSA B651:23 Clause 4.6.6 "Tactile signs."
- Replace the door hardware for the universal washroom entry door to provide accessible hardware that is easy to operate to meet the requirements in CSA B651:23 Clause 5.2.7 "Door hardware."
- Install a new deadbolt locking mechanism on the universal washroom entry door to meet the requirements in CSA B651:23 Clause 5.2.7 "Door hardware."
- Paint the universal washroom entry door so that it is colour contrasted with adjacent surfaces.

Continued...

- Install protective plumbing insulation on the sinks throughout the public washrooms including in all three washrooms.
- Install a new angled mirror in the universal washroom to provide a mirror at an accessible height to meet the requirements in CSA B651:23 Clause 6.2.6.4 "Mirrors."
- Relocate the coat hook in the universal washroom to a more obvious location at an accessible height to meet the requirements in CSA B651:23 Clause 6.3.3 "Washroom accessories."
- Remove the rear grab bar in the universal washroom and reinstall it at an accessible height and location to meet the requirements in CSA B651:23 Clause 6.2.6.4 "Grab bars."
- Remove the side wall grab bar in the universal washroom and replace it with an L-shaped grab bar installed at an accessible height and location to meet the requirements in CSA B651:23 Clause 6.2.6.4 "Grab bars."
- Remove the closed roll toilet paper dispenser in the universal washroom and replace it with an open roll style dispenser located to meet the requirements in CSA B651:23 Clause 6.2.6.5 "Toilet paper dispensers."

**Reference Cost: \$ 60,000.00**

### **Emergency Systems:**

- Install an evacuation plan in the public washrooms and in the lifeguard office at an accessible height to meet the requirements in CSA B651:23 Clause 5.7.3 "Evacuation plans."
- Reinstall first aid equipment including first aid kits, eye wash stations, and AEDs at accessible heights and locations in the lifeguard office to meet the requirements in CSA B651:23 Clause 4.3 "Operating controls."

**Reference Cost: \$ 2,000.00**





**Exterior Stairs & Ramp to Pool Deck (Central):**

- Demolish the existing exterior stairs and tiered seating area on the far side of the stairs (from the pool building).
- Install new concrete stairs down to the pool deck including metal handrails to meet the requirements in CSA B651:23 Clause 8.2.8 "Exterior stairs."
- Install a new concrete switchback ramp down to the pool deck including metal handrails to meet the requirements in CSA B651:23 Clause 8.2.7 "Exterior ramps."

**Reference Cost: \$ 350,000.00**

**Pool:**

- Install rest areas with stable and firm ground surfaces at the top of the tiered seating area including benches and clear space for people using wheeled mobility devices, strollers, and service animals to meet the requirements in CSA B651:23 Clause 8.6.3 "Rest areas."
- Install a new concrete pool ramp from the pool deck to the floor of the pool to create an accessible path of travel into the pool, including handrails to meet the requirements of CSA B651:23 Clause 8.2.7 "Exterior ramps."
- Paint the nosings of the pool stairs to provide a colour contrast strip.
- Purchase 2 pool wheelchairs to be available at the pool.

**Reference Cost: \$ 175,000.00**



## Class D Estimate

Prepared By:

Atlantic Accessibility Consulting

Confidential  
Printed: 2024-06-21

### **Administration & Other Project Costs:**

- Administration costs include permit applications, engineering fees, site preparation, dump runs, disposal bins, site cleanup, and project management.

**Reference Cost: \$ 26,000.00**

### **Total Estimated Price: \$ 823,000.00 plus HST**

Note, the provided estimated price is based on the scope of work as described throughout this Class D estimate. This scope does not include all recommendations provided in the associated accessibility assessment report. However, this estimate focuses on the high priority items in the accessibility assessment report with the intention of providing accessible parking, an accessible path of travel from the parking lot to the public washrooms and pool deck, accessibility upgrades to the public washrooms, and providing an accessible path of travel into the pool.

If the proposed work above or a portion there of cannot be completed due to budget restrictions, there may be ways to involve community members and organizations in some aspects of this project.