



Accessible Entrance Maintenance Plan

Organization Name: Municipality of the District of Yarmouth

Effective Date: 1 April 2026

Last Updated: 1 April 2026

1. Purpose

The purpose of this plan is to ensure that all barrier-free entrances at the Municipality of the District of Yarmouth remain free of physical obstructions. This plan is developed in accordance with Section 27 of the Built Environment Accessibility Standard Regulations under the Accessibility Act.

2. Identification of Accessible Entrances

- **Accessible Entrance A:** Administrative Building front public entrance
- **Accessible Entrance B:** Rotary Centre

3. Examples of Physical Obstructions

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

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

- Overhanging vegetation or low-hanging signage.

4. Maintenance Protocols

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

Frequency	Action Required	Responsible Party
Daily	Visual inspection of all pathways and doorway thresholds for water, litter, parked vehicles, etc. and removal of these obstructions.	Custodian and Recreation Facilities Coordinator
Daily	Ensure all accessibility elements are functional and undamaged, such as power door operators, ramps, lighting, etc. and repair if necessary.	Custodian and Recreation Facilities Coordinator
Inclement Weather	Removal of ice/snow and apply traction materials. Priority clearing of barrier-free entrances before non-accessible entrances. Verification that tactile surfaces, curb ramps and thresholds remain detectable and unobstructed. Confirmation that traction materials do not reduce tactile detectability	Custodian and Recreation Facilities Coordinator

5. Reporting and Remediation

If a physical obstruction is identified:

1. **Immediate Action** : Action will be taken immediately to remedy the situation

2. **Notification** : If the action cannot be taken immediately (e.g., structural damage), a notice will be posted at the accessible building entrance directing users to the nearest alternative accessible entry into the building.
3. **Contact** : Report issues to the administrative reception desk or call 902-742-7159 or email admin@munyarmouth.ca

6. Temporary Inaccessibility

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

7. Public Availability

This plan is made publicly available as follows:

- **Website** : [Accessibility Plan - Municipality of the District of Yarmouth](#)
- **Alternative Formats** : Contact the administrative reception desk or call 902-742-7159 or email admin@munyarmouth.ca request this plan in another format