



Municipality of the District of Clare **Accessible Entrance Maintenance Plan**

Responsibility: Public Works Direction

April 2026



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PURPOSE

The Municipality of Clare is committed to maintaining an accessible environment and ensuring that all accessible entrances remain free of physical barriers. This accessible entrance maintenance plan was developed in accordance with section 29 of *the Accessibility Standards for the Built Environment By-law*, under the *Accessibility Act*.

IDENTIFICATION OF ACCESSIBLE ENTRANCES

1. Municipal office: Basement entrance and ground floor entrance
2. Public Works Buildings
3. Clare Health Centre
4. Clare Veterans Centre
5. Cultural Hub
6. Transfer Station

EXAMPLES OF PHYSICAL BARRIERS

Physical barriers include all impassable obstacles located on or above access routes that prevent entry. These barriers 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.

ACCESSIBILITY RESPONSIBILITY

The Public Works Direction has authority to initiate corrective actions, engage contractors, and restrict certain uses if required to maintain safety and accessibility of entrances into a building.

MAINTENANCE PROTOCOLS

Definitions

"Managers" means:

1. The Chief Administrative Officer at the Municipal Office
2. The Manager of the Clare Health Centre
3. The Supervisor of the Public Works Buildings

4. The Supervisor of the Transfer Station.

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

Frequency	Action	Responsibility
Twice a week	Visual inspection of all pathways and doorway thresholds for water, litter, parked vehicles, etc. and removal of these obstructions.	Public Works Direction
Twice a week	Ensure all accessibility elements are functional and undamaged, such as power door operators, ramps, lighting, etc. and repair if necessary.	Public Works Direction
Inclement Weather	<p>Removal of ice/snow and apply traction materials before the arrival of staff in case of ice or more than 1.25 cm of snow or if there is ice.</p> <p>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.</p> <p>During operating hours, the Managers, (or a delegate of their choosing) of each location shall be responsible for the monitoring of winter conditions such as snow or ice accumulation, every 30 minutes.</p>	Public Works Direction
Seasonal	Trimming of trees/bushes to ensure that there is no encroachment into accessible path of travel and that overhead clearance is at least 2100 mm.	Public Works Direction

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. **Reporting:** Report issues to the Public Works Direction at the email address building2@munclare.ca or at 902-769-2031.

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.

DOCUMENTATION AND STAFF TRAINING

Documentation

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

Staff Training

Staff and contractors responsible for building operations, maintenance, or snow and ice control will receive training about maintaining barrier-free entrances, as appropriate to their role. Training will cover identification of accessible entrances, recognition of common problems, and procedures for inspection, reporting, and corrective action. Training will be provided upon onboarding and refreshed as needed.

PUBLIC AVAILABILITY

This plan is made public as follows:

Website: <https://www.clarenovascotia.com/>

Alternative formats: To obtain this plan in another format, you can contact the EDIA Service at edia@munclare.ca or at 902-260-5132.

CONTACT

For any questions about this plan, you can contact the Public Works Direction at building2@munclare.ca or 902-769-2031.

REFERENCES

Government of Nova Scotia (2026). *Built Environment Accessibility Standard*, accessed in March 2026, URL: <https://novascotia.ca/accessibility/built-environment/>