



# Municipality of the District of Clare **Accessible Parking Maintenance Plan**

Responsibility: Public Works Direction

April 2026



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## PURPOSE

The Municipality of Clare is committed to maintaining an inclusive environment and ensuring that all accessible parking spaces remain available and clearly always marked. This plan is developed in accordance with Section 28 of the of the Built Environment Accessibility Standard Regulations under the Accessibility Act.

## IDENTIFICATION OF ACCESSIBLE PARKING SPACES

List all parking spaces designated for use by people who have an accessible parking permit.

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

## 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 parking spaces and related pathways and infrastructure.

## 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 parking spaces and related pathways and infrastructure remain accessible, the following actions will be taken:

Frequency	Action	Responsibility
Twice a week	<b>Unobstructed Pathway</b> Visual inspection of accessible pathways and access aisles to parking areas for water, cracks, litter, parked vehicles, etc. and removal of	Public Works Direction

	these obstructions. Repair as needed.	
Twice a week	<p><b>Accessibility Features</b></p> <p>Ensure all accessibility elements are functional and undamaged, such as pedestrian pathways, parking areas, lighting of pathways (50 lux average), accessible parking signs (1500 mm above ground) throughout the area, pavement markings and Tactile Attention Indicators, and curb ramps. Repair or replace as needed.</p>	Public Works Direction
Inclement Weather	<p><b>Snow and Ice Removal</b></p> <p>Removal of ice/snow from accessible parking and pathways shall be done prior to the arrival of staff members. Priority clearing of pathways before non-accessible pathways and apply traction materials. Verification that tactile surfaces and curb ramps along accessible pathways remain detectable and unobstructed. Confirmation that traction materials do not reduce tactile detectability.</p> <p>During operational hours, with snowfall events or winter conditions, the Manager of each location shall be responsible for monitoring the parking lots every 30 minutes. If any ice, or more than one (1) inch of snow is present, the manager shall contact the person responsible for plowing, in order to have the area plowed or sanded. This monitoring shall be recorded in a form.</p> <p>Icy conditions shall be dealt with within 1 hour of the call being received.</p>	Public Works Direction
As Needed	<b>Painting of Lines and Symbols</b>	Public Works Direction

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Paint accessible parking space lines and accessibility symbols if these are faded or not identifiable.

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## REPORTING AND CORRECTION

If an obstructed pathway, non-functional or damaged accessibility feature, snow or ice cover, or faded accessible parking line or accessibility symbol 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 sign must be posted to identify an accessible detour route from the entrance of the parking area if the accessible pathway from the parking space is not safe to access or to identify the accessible parking space if it is not identifiable.
3. **Reporting:** Report issues to the Public Works Direction at the email address [building2@munclare.ca](mailto:building2@munclare.ca) or at 902-769-2031.

## DOCUMENTATION AND STAFF TRAINING

### Documentation

The Municipality of Clare will retain documentation demonstrating its commitment to maintaining accessible parking spaces. This documentation may include inspection reports, maintenance and repair activities, reported problems and corrective actions taken, as well as periods of temporary inaccessibility. These documents will be kept for 24 months and made available upon request for consultation or audit purposes.

### Staff training

Staff and contractors responsible for operations, maintenance, or snow and ice control will receive training about maintaining accessible parking spaces. Training will cover identification of accessible parking spaces, 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](mailto: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](mailto: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/>