

# Accessibility Maintenance Plans

## Plain Language Summary

The Municipality of Cumberland understands that accessibility is important. People with disabilities need to be able to walk/roll around, park their vehicles, and enter buildings. These maintenance plans are a guide for staff who are in charge of keeping sidewalks, parking lots, and building entrances as accessible as possible.

The Municipality owns and maintains:

- Streets and sidewalks in Parrsboro and Springhill (only in these former towns)
- Several buildings and parking lots (listed in parts 1, 2, and 3)

The Province of Nova Scotia requires all municipalities to have these plans as part of the [Built Environment Accessibility Standard](#) under the Accessibility Act.

This plan will be available:

- Online: [www.cumberlandcounty.ns.ca](http://www.cumberlandcounty.ns.ca)
- If you need a different format (e.g. large print, Braille, ASL):  
Email: [customerservice@cumberlandcounty.ns.ca](mailto:customerservice@cumberlandcounty.ns.ca)  
Phone: (902) 667-2313

The Municipality's Maintenance Plans include:

1. Snow and Ice Control Plan
2. Accessible Entrances Maintenance Plan
3. Accessible Parking Spaces Maintenance Plan





## Part 1: Snow and Ice Control Plan

### Purpose

This plan covers Parrsboro and Springhill (Municipal-owned roads, sidewalks, and parking lots). The plan outlines the service standards, actions, and priorities for winter maintenance.

### Responsibilities

The Public Works Department is responsible for snow removal and ice control for streets, sidewalks, and public parking lots within the communities of Parrsboro and Springhill. The Public Works Supervisor or their designate will schedule staff to remove snow and control ice to meet established standards. For unusually severe storms<sup>1</sup>, local contractors may be hired to support Public Works.

The Public Works Supervisor will make a specific snow removal plan when more than 15 cm is expected. They must submit this plan to the Director of Public Works at least 24 hours before the snow is expected to start.

Overnight parking will not be allowed when vehicles may block snow clearing. Notices (such as in Appendix A), will be issued. Remaining vehicles may be ticketed or towed. The Municipality is not responsible for removing snow from private driveways or their entrances, including snow buildup from the plow driving by. Private structures or property must be kept out of the way of snowplows. The Municipality is not liable for damage for objects in the municipal rights-of-way (e.g. objects near a sidewalk).

### General Service Standards

The Public Works Supervisor or the designated on-call employee is responsible for monitoring street conditions. They will decide when snow removal is required. Plowing will generally start when snow builds up between 5 cm and 10 cm and snowfall is ongoing.

Snowfalls of 5 cm or less will not typically be plowed outside regular working hours (Monday to Friday: 7:00 a.m. to 3:00 p.m.), except when public safety requires it (e.g., forecasted rain/freezing rain or special events). For snowfalls under 20 cm without drifting or blowing snow, the target is to:

- Clear streets within 6 hours of the end of the snowfall.
- Clear sidewalks within 24 hours of the end of the snowfall.

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<sup>1</sup> Storms with much more snow than usual, that last a lot longer, or that have extreme differences in temperature



Salt will only be applied to high-risk areas like intersections or hills where slippery conditions exist. Salt is usually applied after snow is removed. In cases of freezing rain, melt/freeze conditions, or unusually slippery conditions, salt or sand may be applied to more areas if the Public Works Supervisor thinks it is needed. Gravel roads will not be salted.

Property owners are not allowed to shovel snow onto roads or sidewalks. Snow and ice will be cleared from sidewalks to maintain accessibility for people with disabilities.

## Risks and Challenges

- Heavy snowfalls and high winds may mean it takes longer to clear roads and sidewalks.
- Plow operators will try to avoid pushing snow into driveways or against structures, but they are not responsible for damage to items left near snow-clearing areas.
- Emergency situations (e.g., medical, fire, or police calls) may mean that snow clearing plans need to change from the normal schedule.
- Things like parked vehicles, weather conditions, packed snow, and equipment breakdowns may change the Municipality's ability to clear snow as well as they normally want to.

## Snow Removal Priorities

The Municipality makes some streets a priority based on route activity. This increases public safety and operational efficiency. The priorities are:

### 1st Priority Streets

Primary routes have the most traffic and connect major areas (including emergency services). These will be cleared first.

For snowfalls greater than 10 cm, **these roads will be plowed *during* the snowfall event.**

The goal is to clear snow curb to curb (or shoulder to shoulder) within 6 hours of the end of a snowfall up to 20 cm.

Parrsboro primary routes:

- |                    |                                 |
|--------------------|---------------------------------|
| • Main Street      | • Whitehall Road                |
| • Eastern Avenue   | • King Street                   |
| • Two Islands Road | • Queen Street                  |
| • Jenks Avenue     | • Emergency services facilities |
| • Western Avenue   |                                 |

Springhill primary routes:





- Main Street
- Horton Avenue
- Junction Road
- Lisgar Street
- MacDougal Street
- Herrett Road
- Princess Street to Gilroy Street
- McGee Street
- Sproule Street
- Emergency services facilities (Fire Hall and RCMP detachment)

The Public Works Supervisor will decide how secondary routes are cleared/if they are cleared at the same time as primary routes.

## 2nd Priority Streets

All streets not listed above are secondary. Secondary streets will be cleared curb to curb (or shoulder to shoulder) within 6 hours of the end of a snowfall up to 20 cm. There will be a level travel surface free of ruts and drifts.

## 1st Priority Sidewalks

Priority sidewalks are those in school zones, Main Street business areas, and leading to the hospital. They will be cleared within 12 hours of the end of a snowfall up to 20 cm. Salt or sand will be applied as required.

## 2nd Priority Sidewalks

Secondary sidewalks will be cleared within 24 hours of the end of a snowfall up to 30 cm.

## Other Municipal Properties

Access to emergency services (fire halls, police stations) will be maintained when snowfall is greater than 10cm. Public parking lots and other municipal properties will be cleared after streets and sidewalks.

Municipal properties to be maintained include:

- Dr. Carson & Marion Murray Community Centre
- Parrsboro & Springhill Libraries
- Lift stations
- Springhill Seniors Rec Centre
- Service Centre
- Treatment Plants

Fire hydrants will be made accessible within 96 hours after the end of snow plowing operations. Parrsboro has approximately 130 hydrants; Springhill has approximately 170. Snow will be removed from main streets<sup>2</sup> after 10 cm of snow or more has built up. Plows will be scheduled during low-traffic times, such as early mornings or late evenings.

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<sup>2</sup> Springhill: Lisgar St. to Junction Rd.

Parrsboro: Eastern Ave. to Two Islands Rd.

#### Appendix A: Winter Parking Restrictions Notice (Example)



1-888-756-6262  
customerservice@cumberlandcounty.ca  
www.cumberlandcounty.ns.ca



## Winter Parking Restrictions: Parrsboro & Springhill

Parking is restricted on municipal streets in Parrsboro & Springhill between midnight and 7:00am or any other time that could interfere with snow clearing.

Vehicles left unattended during these times may be ticketed and/or towed at the owner's cost and risk.

Please remember that snow from private residences is not allowed to be pushed onto a municipal street by either a resident or private contractor.

These temporary parking restrictions will be in place from November until April.



## Part 2: Accessible Entrances Maintenance Plan

### Purpose

This Plan makes sure that all accessible entrances stay free of physical barriers.

### Locations of Accessible Entrances

There are accessible entrances at the following municipal buildings:

1. Upper Nappan Service Centre
2. Springhill Service Centre
3. Parrsboro Service Centre
4. Dr. Carson & Marion Murray Community Centre
5. Pugwash Library
6. Springhill Miners Memorial Library

### 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:

- Built-up snow and ice.
- Broken accessibility elements, such as power door operators, ramps, stairs, handrails, lighting, etc.
- Debris, leaves, or standing water.
- Garbage cans or furniture.
- Parked vehicles or bicycles.
- Overhanging plants or low-hanging signage.

### Roles and Responsibilities

Primary Responsibility: Directors

Authority Includes:

- Starting the process of fixing the problem
- Coordinating staff or external contractors
- If unsafe, blocking off the area temporarily
- Making sure accessibility standards are being followed

Supporting Roles:

- Public Works Staff
- Maintenance Staff
- Facilities Coordinator



## Maintenance Protocols

| How Often         | Task                   | Description                                                                                                                                                                                                                                                                              | Responsible                                                 |
|-------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Monthly           | Pathway Inspection     | All pathways and doorways: look for water, litter, parked vehicles, etc. and remove.                                                                                                                                                                                                     | Public Works / Recreation & Community Services              |
| Monthly           | Accessibility Features | Make sure all accessibility features are working, like power door operators, ramps, lighting, etc. Repair if necessary.                                                                                                                                                                  | Facilities / Recreation & Community Services                |
| Inclement Weather | Snow & Ice Removal     | Accessible entrances are a priority for clearing. Make sure curb ramps and doorways are clear.<br>Tactile surfaces (for white cane users): Built-up snow (or even salt and sand) can make it hard for a cane-user to feel the bumps. Make sure tactile surfaces are working as intended. | Public Works / Recreation & Community Services              |
| As Needed         | Tree/Bush Trimming     | Trim trees/bushes to make sure they do not reach into someone's path of travel (from above or to the side).                                                                                                                                                                              | Contractor / Public Works / Recreation & Community Services |

## Reporting and Correction

### Response Protocol

1. Immediate Action
  - a. Fix minor issues right away where possible (e.g., trash removal, clearing furniture).
2. Temporary Measures
  - a. If immediate repair is not possible:
    - i. Install temporary signage
    - ii. Identify alternate accessible routes
    - iii. Clearly mark affected areas
3. Escalation
  - a. Report to: Director
  - b. Track issue until resolved



## Documentation and Training

The Municipality will maintain records including:

- Inspection logs
- Maintenance and repair records
- Reported issues and corrective actions
- Periods of temporary inaccessibility

How long the files will be kept:

- Active (kept in office): until the end of the fiscal year
- Inactive: retain 7 years

All staff and contractors responsible for maintenance will receive training on:

- Inspection and reporting procedures

Training Frequency:

- Upon onboarding; or
- As standards change.



## Part 3: Accessible Parking Spaces Maintenance Plan

### Purpose

This Plan makes sure that all accessible parking spaces are available, clearly seen, and safe to use at all times.

### Locations of Accessible Parking Spaces

Accessible parking spaces are provided at the following municipal facilities:

- |                                                   |                                             |
|---------------------------------------------------|---------------------------------------------|
| 1. Upper Nappan Service Centre                    | 6. Springhill Miners Memorial Library       |
| 2. Springhill Service Centre                      | 7. Parrsboro Library                        |
| 3. Parrsboro Service Centre                       | 8. Sharpe Splash & Play Park,<br>Springhill |
| 4. Dr. Carson & Marion Murray<br>Community Centre | 9. Springhill Seniors Rec Centre            |
| 5. Pugwash Library                                | 10. Parrsboro Playground                    |

### Roles and Responsibilities

Primary Responsibility: Directors

Authority Includes:

- Starting the process of fixing the problem
- Coordinating staff or external contractors
- If unsafe, blocking off the area temporarily
- Making sure accessibility standards are being followed

Supporting Roles:

- Public Works Staff
- Maintenance Staff
- Facilities Coordinator

### Maintenance Protocols

These actions make sure that facilities are following standards and expectations. They are designed to balance:

- efficiency
- reasonable risk management and
- compliance expectations



| Frequency         | Task                           | Description                                                                                                                                                                                                                                                                              | Responsible                                    |
|-------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Monthly           | Inspection                     | Accessible parking spaces, access aisles, and pathways:<br>Look for things getting in the way (vehicles, debris, standing water, etc.) and remove.                                                                                                                                       | Public Works / Recreation & Community Services |
| Monthly           | Accessibility Features         | Check signage, pavement markings, curb ramps, tactile indicators, and lighting (minimum 50 lux) <sup>3</sup> . Identify damage or wear.                                                                                                                                                  | Facilities / Recreation & Community Services   |
| Inclement Weather | Snow & Ice Removal             | Accessible entrances are a priority for clearing. Make sure curb ramps and doorways are clear.<br>Tactile surfaces (for white cane users): Built-up snow (or even salt and sand) can make it hard for a cane-user to feel the bumps. Make sure tactile surfaces are working as intended. | Public Works / Recreation & Community Services |
| As Needed         | Line Painting & Symbol Refresh | Repaint accessible parking lines and symbols where faded or unclear.                                                                                                                                                                                                                     | Contractor / Public Works                      |

## Reporting and Correction

Issues may include:

- Obstructed pathways or parking spaces
- Damaged or missing signage
- Faded pavement markings
- Built up snow/ice
- Unsafe or inaccessible routes

### Response Protocol

1. Immediate Action
  - a. Fix minor issues right away where possible (e.g., trash removal, clearing furniture).
2. Temporary Measures

<sup>3</sup> Lux can be measured with a smartphone app ([iOS: Lux Light Meter Pro](#). [Android: Light Meter - Lux Meter](#)).

For example, lit public stairwells are typically ~200 lux.

Measure the lux when it's darker outside and the overhead lights are on. Make sure the accessible parking spots are lit to min. 50 lux.



- a. If immediate repair is not possible:
    - i. Install temporary signage
    - ii. Identify alternate accessible routes
    - iii. Clearly mark affected areas
3. Escalation
  - a. Report to: Director
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