

Accessibility Plan: Action Items

Timeline and Responsibilities

Colour & Icon Legend:

Orange – Term 1 2026-2027 - ✂ T1 In progress

Blue –Term 2 2027-2028 - 📅 T2 Upcoming

Red – Term 3 2028-2029 - ⌚ T3 Future Work

Purple – Multi-Year Delivery 🔄 Multi-Year Delivery

Green – ✓ Complete

Awareness and Education




	Action	Timeline	Responsibility
🔄 Multi-Year	Provide training to public-facing Town staff and Town Council.	2026-2029	Lead: Director of Community Development Support: CAO Action: <ul style="list-style-type: none"> seek out internal training opportunities with Association of Municipal Administrators and/or Nova Scotia Federation of Municipalities. Training matrix for staff and Council will be created.
✂ T1 In Progress	Establish a public education campaign.	2026-2027	Lead: Committee & Director of Community Development Support: Marketing and Communications Officer Action:



			<ul style="list-style-type: none"> • Committee to develop 1-3 areas of focus per year. • Staff to develop a brand guide for committee to review and endorse. • Staff to develop web/print/social media content and annual calendar for awareness and education.
✓ Complete	Review the role and administration of the Accessibility Committee.	Complete	The Advisory Committee policy was reviewed and approved by Council in February 2025.
✘ T1 In progress	Communicate reasoning and benefits for accessibility improvements as they happen.	2026-2027	<p>Lead: Director of Community Development</p> <p>Support: Marketing and Communications Officer</p> <p>Action:</p> <ul style="list-style-type: none"> • Director to identify content opportunities. • Committee to also provide input and ideas during meetings • Director to work with Marketing and Communications for creating content.
✓ Complete	Encourage and support the participation of people with disabilities throughout Town Committees and Boards.	Complete	Will remain ongoing as committees have turnover. Additional outreach will be done to ensure a broader more representation is reached.
✓ Complete	Establish clear staff responsibilities for an Accessibility Coordinator position or designate.	Complete.	The Director of Community Development fulfills this responsibility with support from the CAO and the other Directors.
📅 T2 Upcoming	Explore Opportunities to fund accessible equipment.	2027-2028	<p>Lead: Active Living Coordinator</p> <p>Support: Director of Community Development</p> <p>Action:</p>

			<ul style="list-style-type: none"> • Budget is reserved annually for the enhancement of the equipment loan program. • Staff work with community partners and other municipalities to source out new adaptive equipment. • Accessible Antigonish also offers a second opportunity to fund adaptive equipment at Town facilities.
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Goods and Services




	Action	Timeline	Responsibility
✓ Complete	Ensure accessibility of Town meetings and events.	Complete.	<p>Council and Committee of the Whole Meetings are livestreamed.</p> <p>Future renovations to Town Hall will also enhance overall accessibility in and out of the building.</p>
📅 T2 Upcoming	Ensure Town programming has supports available for participants with disabilities.	2027-2028	<p>Lead: Director of Community Development</p> <p>Support: CAO & Council</p> <p>Action:</p> <ul style="list-style-type: none"> • Include wages for specialized inclusion coordinators for youth programming in operating budget proposal. • Seek out partnership opportunities with Autism Nova Scotia for hiring Inclusion Coordinators.
🕒 T3 Future Work	Support expanded sensory-friendly programs.	2028-2029	<p>Lead: Active Living Coordinator</p> <p>Support: Director of Community Development</p> <p>Action:</p>

			<ul style="list-style-type: none"> • Staff to seek community partners to support this initiative. • Staff to look at other municipal units to determine best practices and opportunities to adopt similar programming.
✓ Complete	Provide additional programming for seniors in the community.	Complete.	Moving and Mingling continues to grow.
 Multi-Year	Continue to provide funding opportunities for organizations offering essential services.	2026-2027 2027-2028 2028-2029	<p>Lead: Council</p> <p>Support: CAO & Director of Community Development</p> <p>Action:</p> <ul style="list-style-type: none"> • Staff to manage application process annually. • Council to review and select Community Grant recipients. • Council maintain discretionary funding in the operating budget to support the continued delivery of the Community Grant Program.
 T3 Future Work	Support new mental health services within the Town.	2028-2029	<p>Lead: Director of Community Development</p> <p>Support: Committee, CAO & Council</p> <p>Action:</p> <ul style="list-style-type: none"> • Staff to seek community partners to support this initiative. • Staff to present ideas to the committee for consideration. • Committee to provide recommendations to Council.
 Multi-Year	Establish accessibility and inclusion criteria for funding programs.	2026-2027 2027-2028	<p>Lead: Director of Community Development</p> <p>Support: Committee & Council</p> <p>Action:</p> <ul style="list-style-type: none"> • Staff to develop policy for committee to review and provide input.


			<ul style="list-style-type: none"> • Committee to make recommendation to Council for consideration and adoption. • Staff would complete the work in 2026-2027 for implementation in 2027-2028.
 Multi-Year	Expand free equipment loan program.	2026-2027 2027-2028 2028-2029	Lead: Active Living Coordinator Support: Director of Community Development Action: <ul style="list-style-type: none"> • Budget is reserved annually for the enhancement of the equipment loan program. • Staff work with community partners and other municipalities to source out new adaptive equipment. • Accessible Antigonish also offers a second opportunity to fund adaptive equipment at Town facilities.
 Complete	Update Winter Maintenance Strategy.	Complete.	New Snow and Ice removal policy.

Communications




	Action	Timeline	Responsibility
 In Progress	Improve the consistency of communications around Town Council, Boards, and Committees.	Complete	Website regularly updated.
 Multi-Year	Ensure all Town communications are easy to read.	2026-2027 2027-2028	Lead: Marketing and Communications Officer Support: CAO & Director of Community Development Action: <ul style="list-style-type: none"> • Staff to establish a standard for Town Communications on the





			<p>website, social media and other public facing documentation.</p> <ul style="list-style-type: none"> • Staff to develop an Accessible Communications Policy or best practice will be established that will also include translation requests. • Committee to review policy and make recommendations to Council for adoption. • After policy adoption, staff will follow the protocol moving forward and then determine how to update previously approved communications/reports.
 Multi-Year	Provide alternate formats of Town resources on request.	2026-2027 2027-2028	<p>Lead: Marketing and Communications Officer</p> <p>Support: Director of Community Development</p> <p>Action:</p> <ul style="list-style-type: none"> • Staff to include translation and alternative format requests in the Accessible Communications Policy. • Committee to review policy and provide recommendation to Council for adoption. • Staff to manage requests and budget accordingly as a part of the annual operating budget.
 Multi-Year	Share all information in multiple formats.	2026-2027 2027-2028	<p>Lead: Marketing and Communications Officer</p> <p>Support: Director of Community Development</p> <p>Action:</p> <ul style="list-style-type: none"> • Staff to establish a best practice standard as part of the Accessible Communications Policy.
 Multi-Year	Integrate Alternative formats of online documents.	2026-2027 2027-2028	<p>Lead: Marketing and Communications Officer</p> <p>Support: Director of Community Development</p>

			<p>Action:</p> <ul style="list-style-type: none"> • Staff to establish a standard of deliver for all online documentation to ensure readability by screen readers and other adaptive tools as part of the Accessible Communications Policy. • Staff to implement new standard moving forward and then determine how to update previously approved communications/reports.
✂ T1 In progress	Ensure the Town website is compliant with web accessibility standards.	2026-2027	<p>Lead: Committee</p> <p>Support: Marketing and Communications Officer & Director of Community Development</p> <p>Action:</p> <ul style="list-style-type: none"> • Committee to provide support on website Accessibility audit. • Marketing and Communications Officer to lead execution.
✂ T1 In progress	Provide accessible captions for all social media posts.	2026-2027	<p>Lead: Marketing & Communications Officer</p> <p>Support: Director of Community Development</p> <p>Action:</p> <ul style="list-style-type: none"> • Staff to implement new standard for social media.
⌚ T3 Future Work	Provide alternative communication technologies in all Town buildings.	2028-2029	<p>Lead: CAO</p> <p>Support: Directors & Council</p> <p>Action:</p> <ul style="list-style-type: none"> • Consideration as part of the Town Hall redesign project. • Future budget planning required.
⌚ T3 Future Work	Improve the acoustics of Town meeting spaces.	2028-2029	<p>Lead: CAO</p> <p>Support: Directors & Council</p> <p>Action:</p>

			<ul style="list-style-type: none"> • Consideration as part of the Town Hall redesign project. • Future budget planning required.
 T1 In progress	Host inclusive and creative community engagement.	2026-2027	Lead: Director of Community Development Support: Committee & Council Action: <ul style="list-style-type: none"> • Staff to create an Engagement Policy Standard got Committee review. • Committee to provide input prior to Council review.

Employment

	Action	Timeline	Responsibility
 T3 Future Work	Commit to becoming an accessible workplace.	2028-2029	Lead: CAO Support: Directors & Council Action: <ul style="list-style-type: none"> • Consideration as part of the Town Hall redesign project. Future budget planning required.
 T3 Future Work	Update accessibility policies and information within employment documents.	2028-2029	Lead: Director of Community Development Support: Director of Corporate Services Action: <ul style="list-style-type: none"> • Staff to undertake review of current policies within the HR Manual and hiring documentation to determine required updates.
 T2 Upcoming	Support the importance of town halls with local employers.	2027-2028	Lead: Director of Community Development Support: Committee, Chamber of Commerce, Tourism Association Action: <ul style="list-style-type: none"> • Staff & Committee to develop a survey for distribution in Chamber of Commerce network to





			<p>determine topics for 2-3 sessions a year.</p> <ul style="list-style-type: none"> • Chamber to host events for with Town support for local employers to attend and learn.
<p> T3 Future Work</p>	<p>Develop resources for employers looking to improve accessibility.</p>	<p>2028-2029</p>	<p>Lead: Director of Community Development Support: Chamber of Commerce, Tourism Association, Committee & Council</p> <p>Action:</p> <ul style="list-style-type: none"> • Staff to gather information on resource gaps for local employers with support of the Chamber of Commerce and Tourism Association. • Staff to develop resource material and committee to provide review and recommendation for Council to endorse the material for distribution.
<p> T3 Future Work</p>	<p>Support the development of a local accessibility trade network.</p>	<p>2028-2029</p>	<p>Lead: Director of Community Development</p> <p>Support: CAO & Committee</p> <p>Action:</p> <ul style="list-style-type: none"> • Staff to determine best practice to develop network using other municipal and provincial resources.
<p> T3 Future Work</p>	<p>Continue to support local employment services.</p>	<p>2028-2029</p>	<p>Lead: Director of Community Development</p> <p>Support: Chamber of Commerce & Nova Scotia Works</p> <p>Action:</p> <ul style="list-style-type: none"> • Staff to work partners by sharing updated information and resources for best practices and policies that can be adopted by other local employers.
<p> T2 Upcoming</p>	<p>Establish inclusive hiring practices.</p>	<p>2027-2028</p>	<p>Lead: Director of Community Development</p>






			<p>Support: Director of Corporate Services & Marketing and Communications Officer</p> <p>Action:</p> <ul style="list-style-type: none"> Staff to expand hiring practices to ensure job postings are reaching their full potential in terms of reach and exposure.
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The Built Environment





	Action	Timeline	Responsibility
✓ Complete	Continue to enforce Town Regulations and the Nova Scotia Building Code	Completed	Director of Community Development to keep in regular communication with EDC and be informed of updates to regulations.
🔄 Multi-Year	Establish a maintenance schedule for accessible features.	2026-2027 2027-2028	<p>Lead: Director of Infrastructure & Engineering</p> <p>Support: Director of Community Development & Project Manager</p> <p>Action:</p> <ul style="list-style-type: none"> Staff to track and record when accessible features need to be included in future capital projects. Notification for those upgrades will be provided to the committee when approved by Council as part of the capital budget planning.
🕒 T3 Future Work	Continue to improve accessibility of all Town facilities.	2028-2029	<p>Lead: CAO & Director of Community Development</p> <p>Support: Directors & Council</p> <p>Action:</p> <ul style="list-style-type: none"> Consideration as part of the Town Hall redesign project. Consideration as part of the Recreation Needs Assessment. Future budget planning required.





<p>⌚ T3 Future Work</p>	<p>Design all spaces to recommended dimensions.</p>	<p>2028-2029</p>	<p>Lead: CAO</p> <p>Support: Directors & Council</p> <p>Action:</p> <ul style="list-style-type: none"> • Consideration as part of the Town Hall redesign project. • Future budget planning required.
<p>✂ T1 In progress</p>	<p>Review evacuation plans for all town-owned buildings.</p>	<p>2026-2027</p>	<p>Lead: Directors</p> <p>Support: CAO & JOHS Committee</p> <p>Action:</p> <ul style="list-style-type: none"> • Plans to be submitted to and approved by the Town's internal JOHS Committee.
<p>✂ T1 In progress</p>	<p>Encourage and require accessible ramps through policy.</p>	<p>2026-2027</p>	<p>Lead: EDPC</p> <p>Support: Director of Community Development</p> <p>Action:</p> <ul style="list-style-type: none"> • Staff to communicate with EDPC and ensure that new buildings should be encouraged to build ramps. • Staff will also work with EDPC to develop communication materials that encourage addition of ramps for buildings that are being renovated.
<p>✂ T1 In progress</p>	<p>Advocate for and support accessibility improvements within key sites not owned by the Town.</p>	<p>2026-2027</p>	<p>Lead: EDPC & Director of Community Development</p> <p>Support: Marketing & Communications Officer & Committee</p> <p>Action:</p> <ul style="list-style-type: none"> • Staff to work with EDPC to provide communication material that can be shared with developers to promote wide community accessibility in future building and planning opportunities.

			<ul style="list-style-type: none"> Committee to help support development of communications material.
 T2 Upcoming	Establish incentives for accessible development and retrofits.	2027-2028	Lead: Director of Community Development Support: CAO, Committee & Council Action: <ul style="list-style-type: none"> Director of Community Development and committee to review options for incentive programs in coordination with CAO and EDCP. Committee to recommend to Council for review and adoption.
 Multi-Year	Undertake Accessible Antigonish recommendations.	2026-2027 2027-2028 2028-2029	Lead: Director of Community Development Support: Committee & Council Action: <ul style="list-style-type: none"> Staff to bring recommendations forward to committee for review and recommendation for Council.
 T3 Future Work	Improve the Accessibility of Columbus Field.	2028-2029	Lead: Director of Community Development Support: CAO, Committee & Council Action: <ul style="list-style-type: none"> Recommendations will be brought forward in the Recreation Needs Assessment. Upgrades will be considered as part of future capital planning.
 Multi-Year	Complete upgrades to Central Field and the Sandlot.	2026-2027 2027-2028 2028-2029	Lead: Director of Community Development Support: CAO, Committee & Council Action: <ul style="list-style-type: none"> Pathway element will be complete in late Spring 2026. Future capital planning will look at increasing accessibility to Ballfield Number 2 & Number 3.

 Multi-Year	Provide accessible play spaces.	2027-2028 2028-2029	Lead: Director of Community Development Support: CAO, Committee & Council Action: <ul style="list-style-type: none"> Upgrades to existing facilities will be ongoing as part of Capital Planning for the next 3-5 years.
 T3 Future Work	Post directional signage at all Town-owned buildings to assist with navigation.	2028-2029	Lead: CAO Support: Directors & Council Action: <ul style="list-style-type: none"> Consideration as part of the Town Hall redesign project. Future budget planning required.
 Multi-Year	Ensure outdoor lighting is adequate and consistent.	2027-2028 2028-2029	Lead: Director of Infrastructure & Engineering Support: CAO & Council Action: <ul style="list-style-type: none"> Part of the ongoing Capital Planning as streets and crosswalks are changed and upgraded and new lighting is required.
 T2 Upcoming	Enable diverse housing options.	2027-2028	Lead: Director of Community Development & Housing Accelerator Fund Coordinator Support: CAO & Council Action: <ul style="list-style-type: none"> The Housing Accelerator Fund initiatives will support more diverse housing. Policy changes have taken place and future execution of the remaining goals will support this further. The Housing Accelerator Fund concludes in 2028.
 Complete	Enable supportive housing throughout all residential zones.	Completed	Changes to the Municipal Planning Strategy to encourage more diverse and supportive housing have occurred.

Transportation

	Action	Timeline	Responsibility
 Multi-Year	Apply traffic calming on residential streets.	2026-2027 2027-2028 2028-2029	Lead: Director of Infrastructure & Engineering Support: CAO & Council Action: <ul style="list-style-type: none"> Part of the ongoing Capital Planning as streets and crosswalks are changed and upgraded.
 Multi-Year	Create a clear path of travel on all sidewalks.	2026-2027 2027-2028 2028-2029	Lead: Director of Community Development and Director of Infrastructure & Engineering Support: CAO & Council Action: <ul style="list-style-type: none"> Staff to develop communication and internal standards on winter sidewalk maintenance and expectations. All season maintenance and expansion of sidewalks will also be a part of annual capital budget planning with Council.
 Multi-Year	Ensure accessible pedestrian signals and clear path of travel at crosswalks	2026-2027 2027-2028 2028-2029	Lead: Director of Infrastructure & Engineering Support: CAO, Director of Community Development, Committee and Council Action: <ul style="list-style-type: none"> Equipment and infrastructure upgrades are considered as part of our capital upgrades process. Four sets are proposed as part of the 2026-2027 capital budget.
 Multi-Year	Expand the Town's sidewalk network	2026-2027 2027-2028 2028-2029	Lead: Director of Infrastructure & Engineering Support: CAO & Council Action: <ul style="list-style-type: none"> Sidewalk expansion will be considered annually as part of

			the capital budget planning process with Council.
 T2 Upcoming	Regulate construction zones and patios to limit pedestrian disruptions.	2027-2028	<p>Lead: Director of Community Development</p> <p>Support: Director of Infrastructure & Engineering and EDPC</p> <p>Action:</p> <ul style="list-style-type: none"> Staff will develop a policy or procedure standard based on either patio or construction scenario.
 Multi-Year	Make accessibility improvements to the Landing Trail.	2027-2028 2028-2029	<p>Lead: Director of Community Development</p> <p>Support: Municipality of the County of Antigonish, Nova Scotia Department of Public Works</p> <p>Action:</p> <ul style="list-style-type: none"> Staff to revisits previous reporting that addressed sustainability of long-term plans to determine what options exist understanding the area is protected and is a flood plain. Staff to develop a signage plan for The Landing keeping safety as the main priority.
 T3 Future Work	Integrate Vision Zero principles into road design	2028-2029	<p>Lead: Director of Infrastructure & Engineering</p> <p>Support: CAO, Director of Community Development & Council</p> <p>Action:</p> <ul style="list-style-type: none"> Staff to determine what upcoming projects should incorporate this policy. Council to adopt principles where able to ensure it gets incorporated in future design work.
 T3 Future Work	Provide seating and amenities within public spaces.	2028-2029	<p>Lead: Director of Community Development</p> <p>Support: CAO & Council</p>

			<p>Action:</p> <ul style="list-style-type: none"> Part of the Recreation Needs Assessment and options will be presented to Council for future capital budget planning.
⌚ T3 Future Work	Provide year-round universal public washroom access.	2028-2029	<p>Lead: Director of Community Development</p> <p>Support: CAO & Council</p> <p>Action:</p> <ul style="list-style-type: none"> Part of the Recreation Needs Assessment and options will be presented to Council for future capital budget planning.
✓ Complete	Continue to assist in funding local transit providers.	Completed	Annual support continues to be provided to Council. One of the Housing Accelerator Fund initiatives is also reviewing transit and looking at upgrading the bus route to encourage more users.
✓ Complete	Continue engagement with the taxi industry to share community concerns.	Completed	Regular communication is done through the Town's By-Law Officers. Annual compliance checks are done in partnership with the Province and RCMP. Complaints/Concerns are brought forward through the P&L Committee or directly to By-Law.
⌚ T1 In progress	Improve the physical accessibility of parking lots.	2026-2027	<p>Lead: Director of Infrastructure & Engineering</p> <p>Support: Committee & Council</p> <p>Action:</p> <ul style="list-style-type: none"> Accessible Parking Space review for Main Street is currently taking place. The Committee will have the opportunity to review the recommended changes and provide feedback. Implementation of changes is expected in 2026-2027.
⌚ T1	Complete a parking review.	2026-2027	Lead: Director of Community Development & Director of Infrastructure and Engineering

In progress			Support: CAO & Council Action: <ul style="list-style-type: none">Proposed as a part of the 2026-2027 Capital Budget currently under review by Council.
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