



Port of Johnstown

A Division of Edwardsburgh/Cardinal Township

PORT OF JOHNSTOWN

ACCESSIBILITY PLAN 2025 - 2028

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Indigenous Land Acknowledgement Statement

The Port of Johnstown (POJ) recognizes, with gratitude and respect that the Township of Edwardsburgh Cardinal is situated on traditional territory of Indigenous peoples dating back countless generations, which is rich in history and home to many First Nations, Métis and Inuit people today.

As a Township and Port, we have a responsibility for the stewardship of the lands on which we live, work and play, and today, this meeting place is still home to Indigenous people, and we are grateful to have the opportunity to work on and call this land home.

GENERAL

About the Port of Johnstown

The Port of Johnstown (POJ) (formerly The Port of Prescott) is a terminal grain elevator along the St. Lawrence River that has been operating since 1930 serving producers in Eastern Ontario and Western Quebec. It is the only open Port along the St. Lawrence Seaway which offers producers the advantage of being able to sell their grain to the grain trader of their choice.

In October 2000 the Township of Edwardsburgh Cardinal purchased the POJ from Ports Canada. The "Port Management Committee", which acts as a board of directors is made up of all five elected officials from the Township and four public appointees.

By investing in high-quality infrastructure and prioritizing sustainability over the years, the Port has transitioned through many changes ultimately resulting in substantial growth, to now become one of Eastern Ontario's Premier Ports for truck, vessel, and rail shipping and receiving of grains, salt, aggregate, and a variety of project cargo. The Port also offers grain cleaning, grain drying and fumigation services.

We are financially self-sufficient, and we reinvest our profits back in our Port and Township. We are a small but mighty team of +/- 30 employees. Together we proudly manage Ontario's largest and most successful port network, and we strive to do our job in a way that protects the environment and enhances our community.

Requirements

As a federally regulated organization, the Port of Johnstown is governed by the Accessible Canada Act (ACA). The ACA is a federal law enacted by the Canadian government to promote and ensure equal access and inclusion for persons with disabilities. The ACA applies to all federally regulated industries including private companies, organizations and government agencies. The law requires entities with more than nine employees to:

- Prepare and publish an initial Accessibility Plan;
- Establish accessibility feedback process;
- Report annually on the progress towards the plan and address any feedback received, and
- Undertake a review of the Accessibility Plan every three years in its entirety and re-publish.

At the Port of Johnstown, we continuously strive to be an accessible and inclusive organization. Guided by the principles of accessibility, inclusion and social justice, we aim to eliminate barriers and promote opportunities for full participation in all areas of life. We acknowledge the diverse perspectives of individuals with disabilities and affirm our dedication to fostering an environment that is welcoming, supportive and empowering.

It is the intent that Port of Johnstown employees will be working together to implement our Accessibility Plan. This plan will ensure that the work we undertake to achieve accessibility is sustainable and covers all areas outlined in the ACA.

Contact Us

The Port of Johnstown is committed to providing an open and transparent feedback process. To provide feedback or request alternative formats of this Plan, please contact the Port through one of the following methods:

Contact: Leslie Drynan, General Manager

Direct mail: Port of Johnstown, 3035 County Road 2, Johnstown ON K0E 1T1

Email: ldrynan@portofjohnstown.com

Phone: (613) 925-4228 x104

The Port of Johnstown appreciates feedback and the time spent providing it. If you prefer to provide feedback anonymously, you do not need to provide your name. The General Manager will only share feedback with staff and persons directly involved in the process of improving accessibility within the Port of Johnstown. It is also possible to send a letter by post without a return address.

Alternative Formats:

If you would like to receive this plan in an alternative format, please contact the Port using the contact information above for the following formats:

- Print, Large Print and Electronic – delivery within 15 days
- Audio, Braille – delivery within 30 days

CONSULTATIONS

The ACA requires the Port of Johnstown to consult with persons with disabilities to better understand the current state of accessibility within the organization. Our Accessibility Plan has been drafted with the intent of continuous efforts to engage and be open to consultation with Port employees and various stakeholders. We believe that such consultations will support informing us of barriers, and potential barriers, as well as actions to remove and prevent them.

Employees with and without disabilities are invited to participate in providing feedback in identifying accessibility barriers at the Port of Johnstown. Given the age of the facility, it is expected that much of the feedback will be in relation to barriers in our built environment including round doorknobs, pedestrian man gates and boardroom/workspace acoustics.

In particular, the Port of Johnstown undertakes to:

- Raise employee awareness and ensure their awareness of the rights of persons with disabilities;
- Integrate accessibility into organizational system; and
- Continue to work with persons with disabilities to prevent or eliminate barriers and guide the accessibility plan.

PORT OF JOHNSTOWN ACTION PLAN

Our Action Plan is divided into seven areas governed by the ACA:

1. Employment;
2. Built Environment;
3. Information and Communication Technologies (ICT);
4. Communication, other than ICT
5. The procurement of goods, services and facilities;
6. The design and delivery of programs and services, and
7. Transportation.

The following timelines have been established for implementation:

Timelines	Description
Short term	Action initiated within 1 - 2 years
Medium term	Action initiated within 5 years
Long term	Action initiated within 10 years

1. Employment

The Port of Johnstown is committed to fostering an inclusive work environment free from barriers to accessibility; making a conscious effort to ensure that the workplace is inclusive for all. We intend to establish ergonomic assessments, workplace accommodations, training workshops, and encourage under-represented groups to apply to the Port through our job postings. The following actions in the areas of employment will improve our ability to attract, recruit, promote and retain persons with disabilities:

Actions	Timelines
Update onboarding material with current information about the <i>Accessible Canada Act</i>	Short term
Create a formal process for candidates to request accommodations during the recruitment and interview process	Short term
Create a formal process for employees to request accommodations or confidentially disclose disabilities	Short term
Employee communication campaign to inform of new Accessibility Plan and services available to them	Short term

2. Built Environment

The Built Environment refers to all buildings directly owned and managed by the Port of Johnstown and includes how employees and persons with disabilities use the physical workspaces, and how the public accesses buildings. Our built environment includes a mix of industrial terminals, grain elevator, multimodal spaces, a maintenance shop, boardroom and corporate offices. The Port of Johnstown has a large variety of tenants at all facilities including industrial, commercial and food services. These businesses are responsible for accessibility on their leased property.

The majority of the Port’s built environment is 90+ years old. Upgrades have been undertaken throughout our facilities over the years to promote a barrier-free environment, however we recognize the work is not done and are committed to continuing our efforts to accessibility.

Actions	Timelines
Undertake a review of the built environment and create a schedule to identify when infrastructure will be assessed against accessibility standards	Short term
Ensure all facilities have the following: <ul style="list-style-type: none"> • Hand rails on stairs to make it easier for persons with reduced mobility to move around • Fire alarms with light signals to ensure that persons with hearing impairments know when they need to evacuate a building • Plain flooring and/or contrasting colour/texture to make it easier for visually impaired persons to move around • Stair cases all marked with nose casings to make it easier for visually impaired persons to move around 	Short term
Ensure all future renovation projects include an accessibility review and upgrades undertaken will be accessible	Short term
Conduct a signage and wayfinding review incorporating accessibility	Medium term
Ensure there is ample parking lot signage and create a plan to designate and paint accessible parking spaces.	Short term
Ensure all equipment storage areas are clear and accessible to persons with reduced mobility to make it possible for each employee to access their own equipment.	Short term
Replace doorknobs with door handles on an as-required basis	Short term

Review and update safety and emergency plans to ensure that accessibility is a component of safety and emergency plans for the public	Short term
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3. Information and Communication Technologies (ICT)

The goal of ICT is to ensure the accessibility of digital content and technologies. ICT's include hardware, software, applications, and websites for both external and internal facing systems for employees, customers, and the public. We will aim to identify ways to remove barriers in our existing ICT infrastructure and enable all employees and guests to engage fully with the Port of Johnstown.

Actions	Timelines
Enhance Accessibility of digital content across all ICTs by implementing accessibility features on all platforms and inform users that site content is available in different formats upon request.	Short term
Review and revise current policies for inclusive language and accessibility	Short term

4. Communication, other than ICT

Actions in Communication, other than ICT, aim to eliminate barriers to inclusive and accessible communication with employees and the public. Equal access to information is essential and the Port of Johnstown always seeks to improve how information is conveyed to the community and employees.

Actions	Timelines
Review current communication documentation (guidelines, programs, policies, etc.) to identify any gaps in detailing appropriate minimum accessibility standards as detailed by the Government of Canada	Short term
Investigate and implement accessibility features on our website and/or undertake a Request for Proposal to create a new inclusive and accessible website (potentially derived from upcoming strategic plan priority setting)	Short term

5. Procurement of Goods, Services and Facilities

The area of Procurement of Goods, Services and Facilities refers to the way in which the Port of Johnstown acquires goods, services and construction to execute capital infrastructure projects, maintain operations, and support its various lines of business with the intention of being used by employees, customers, partners, and the public.

While working to incorporate accessibility into our procurement framework, we recognize the importance of considering accessibility within procurement processes and remaining flexible to adapt to the needs of suppliers, staff and other stakeholders.

Actions	Timelines
Further develop our understanding of accessible procurement processes through consultation and education	Short term
Identify existing barriers within the current procurement framework	Short term
Review solicitation and contract documents to ensure appropriate language and clauses are included	Short term
Opt for furniture (reception counters, boardrooms, staff offices, etc.) better adapted to persons living with limitations to make the facility more accessible	Short term

6. Design and Delivery of Programs and Services

Actions in Design and Delivery of Programs and Services aim to create programs and services that are accessible, both internally and externally.

Actions	Timelines
Communicate commitment to accessibility to employees and public	Short term
Review the need for program and services accessibility guidelines outlining planning requirements and messaging for events	Short term
Research and identify training opportunities for our customer facing employees	Short term
Recognizing that certain areas of the Port are not accessible or available to the public, offer an adapted educational tour or alternative solution to persons with reduced mobility or sensory impairments to ensure that all visitors can enjoy all areas of the Port	Short term

7. Transportation

The purpose of transportation area is to identify and remove existing barriers and prevent the creation of new barriers to port facilities. The Port of Johnstown is not responsible for the transportation of members of the public.

Actions	Timelines
Ensure access to port facilities is accessible by reviewing the pedestrian access points on Port properties and implementing changes or providing alternative entrances to access such areas, where applicable	Short term

CONCLUSION

Through this Accessibility Plan, the Port of Johnstown is dedicated to improving accessibility, addressing any current or future barriers for people with disabilities, and making our operations as accessible as possible to everyone. We will continue to revisit this Accessibility Plan and consult with people with disabilities on an ongoing basis. This will help us make sure that accessibility is addressed moving forward. We also recognize that accessibility is not an outcome, but rather a process. In other words, we will continuously work to address the needs of our employees, partners and visitors to our sites, to ensure greater accessibility moving forward.