

Portfolio Accessibility Pilot

NOVO ACCESSIBILITY

3–5 Municipal Facilities · 6–8 Weeks · Fixed Fee

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<p>3–5 Facilities Assessed</p>	<p>6–8 wks Engagement Timeline</p>	<p>5 Council-Ready Deliverables</p>	<p>Quick Wins Immediate Actions</p>	<p>3-Year Capital Roadmap</p>
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✓ **Prioritization Matrix** ✓ **3–5 Year Capital Roadmap** ✓ **Executive One-Pager** ✓ **Briefing Deck** ✓ **Procurement Language**

This document is a service overview prepared by Novo Accessibility for planning and decision-support purposes only. Assessments do not constitute RHFAC certification.

Novo Industries Inc. o/a Novo Accessibility · Alberta, Canada

1 How This Report Is Intended to Be Used

This report is designed to support capital planning, budgeting, and prioritization for accessibility improvements within the built environment. The outputs provide decision-makers with facility-level, defensible data that can be used to inform multi-year capital plans, accessibility strategies, and funding submissions.

<p>Who this is for Municipal facility managers, infrastructure and asset management teams, finance departments, and senior leadership involved in capital decision-making.</p>	<p>Where it fits This report is a capital planning input, not a design document. It sits upstream of detailed engineering, construction documentation, and regulatory approvals.</p>	<p>What it supports Multi-year capital plans, accessibility strategies, funding submissions, council approvals, and defensible prioritization of competing facility investments.</p>
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A note on RHFAC: This pilot uses elements of the RHFAC framework to structure data collection and prioritization, but it is not a certification audit. Assessments are conducted using a methodology informed by the RHFAC framework. Certification, if pursued, is a separate process administered independently by the Rick Hansen Foundation.

2 Scope and Limitations

The assessment identifies observable physical accessibility barriers and organizes them into a structured, prioritized framework suitable for capital planning. Cost estimates are intended as order-of-magnitude planning values, not construction estimates.

This report does not replace professional design services, detailed code reviews, or construction documentation. Implementation decisions, funding approvals, and final design solutions are outside the scope of this assessment and remain under the authority of the facility owner.

3 Assessment Process

Five phases from kickoff to council-ready delivery

1	<p>Kickoff and Site Selection</p> <p>Confirm sites, access, timelines, and key contacts. Align on budget cycle and council reporting requirements.</p>
2	<p>Rapid Field Assessments</p> <p>Focused observations and photo documentation using municipal rating language across all selected facilities.</p>
3	<p>Portfolio Analysis</p> <p>Normalize findings across sites. Score each barrier by risk, user impact, and cost band.</p>
4	<p>Roadmap Development</p> <p>Sequence recommended actions into a 3–5 year capital plan with cost bands and priority tiers aligned to budget cycles.</p>
5	<p>Handover and Briefing</p> <p>Deliver final report package, executive one-pager, and a short 15-minute briefing for decision-makers.</p>

4 Why a Standalone Accessibility Planning Exercise

Addressing the most common internal question before it gets asked

Municipal teams frequently ask: "Why not have our engineer or internal team handle this?" It is a fair question. The answer is structural, not a criticism of existing capacity.

1. Engineers optimize solutions, not portfolios

Engineering engagements are typically scoped to a specific project or problem. Accessibility planning requires a cross-facility view, ranking buildings against each other, not solving each one independently.

2. Internal teams lack time and normalization tools

Facility staff understand individual buildings deeply but rarely have the bandwidth or structured methodology to assess 3–5 buildings simultaneously against a consistent scoring framework.

3. Accessibility is cross-facility, not project-specific

A service counter height problem at the Municipal Office and a missing power door at the Seniors Centre are unrelated projects, but they compete for the same capital budget.

4. This creates the defensible sequencing layer that is missing

Most municipalities jump directly from policy commitments to renovation projects, skipping the portfolio-level evidence layer. This pilot fills that gap.

5 Assessment Methodology

On-Site Walkthroughs

Structured assessments using standardized data-capture tools ensure consistency and comparability across all facilities in the portfolio.

Photo Documentation

Each identified barrier is documented with photographs, measurements, and field notes to support audit-ready reporting and internal review.

Portfolio Normalization

Findings are normalized across facilities, scored by user impact, safety risk, and implementation complexity to enable defensible cross-facility prioritization.

Capital Translation

Barriers are translated into a prioritized inventory with order-of-magnitude cost ranges structured to integrate directly into asset management and budget planning.

The methodology is designed to be repeatable, scalable, and comparable across facilities, enabling municipalities to move beyond individual site observations toward a portfolio-level understanding of accessibility needs.

6 Deliverables

All deliverables included in fixed fee

Deliverable	Description	Format
Prioritization Matrix	Comparative ranking of barriers across facilities by risk, user impact, and cost band. Enables defensible sequencing decisions.	Spreadsheet / PDF
3–5 Year Capital Roadmap	Phased action plan with order-of-magnitude cost estimates aligned to your municipal budget cycle.	PDF Report
Executive One-Pager	Council-ready summary for budget committee or council packets. Includes sample motion language.	PDF · 1 page
Briefing Deck	3-slide deck for a 15-minute briefing with finance, asset management, or council leadership.	Presentation

Procurement Language	Professional services agreement template and optional RFP scope of work language.	Word / PDF
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7 Procurement Pathways

- **Simplified Purchasing**
Designed to fall within Alberta municipalities' simplified purchasing thresholds, approvable at the department level without a formal RFP.
- **Advisory Pilot**
Structured as a professional advisory engagement. A professional services agreement template is available for your procurement team to execute directly.
- **Sole-Source Justification**
Supporting documentation available for sole-source justification where required, including service description, scope rationale, and methodology overview.
- **Full RFP Support**
If your procurement policy requires a competitive process, we can provide complete scope of work language and evaluation criteria for an accessibility consulting RFP.

8 Why This Pilot Works

- ✓ Produces decision-focused outputs formatted for finance and council review.
- ✓ Prioritizes actions by risk, user impact, and cost to accelerate capital planning.
- ✓ Designed to minimize procurement friction, suitable for simplified purchasing or sole-source justification.
- ✓ Separates quick wins from capital items so municipalities can act immediately and plan ahead.
- ✓ Scales: pilot findings inform a city-wide assessment strategy if the municipality chooses to expand.

Disclaimer: *Novo Accessibility provides professional accessibility assessments and reports for planning and decision-support purposes only. These assessments do not constitute certification, compliance determinations, or authorization by any standards body. Certification, where pursued, is administered and granted exclusively by the Rick Hansen Foundation based on its independent review process.*

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9 Pilot Project Structure

The pilot is designed as a low-risk entry point that allows organizations to validate the methodology, outputs, and internal value of the process before scaling to additional facilities. It delivers the same structured outputs as a full program while limiting scope to a manageable number of facilities.

Sites	3–5 municipal facilities selected by the City
Duration	6–8 weeks from kickoff to final delivery
Team	Lead assessor, field technician(s), analysis lead
Output	Council-ready report package
Fee Structure	Fixed fee confirmed after site selection. No change orders.

10 Next Steps

From pilot to long-term capital integration

- 1 Implement Quick Wins**
 Assign facilities staff to quick-win items identified during assessment. No capital approval required, visible progress before next budget cycle.
- 2 Present to Finance and Council**
 Use the executive one-pager and briefing deck to present findings and seek Year 1 capital allocation. Sample council motion language included in deliverables.
- 3 Expand to Additional Facilities**
 Apply the same standardized framework to remaining municipal facilities, including parks buildings, transit infrastructure, and outdoor spaces.
- 4 Integrate into Asset Management**
 Incorporate accessibility barrier data into existing asset management systems and align prioritized improvements with multi-year capital plans and budget cycles.

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■ SAMPLE REPORT — ILLUSTRATIVE PURPOSES ONLY ■

Portfolio Accessibility Assessment

Town of Rivermark, Alberta · Fictional Municipality

5 Municipal Facilities · Pilot Engagement · 6 Weeks

Assessment Period: January — February 2026

Prepared by: Carl Christie, RHFAC Candidate

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Barriers Identified 47	High Priority Items 16	Facilities Assessed 5	Quick Wins Available 9	Year Capital Roadmap 3	Total Investment Est. \$470K
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This report is a sample/illustrative document produced by Novo Accessibility to demonstrate report structure, methodology, and deliverable format. The Town of Rivermark is a fictional Alberta municipality. All findings, barriers, scores, costs, and recommendations are illustrative only. This report does not constitute RHFAC certification. Certification is administered exclusively by the Rick Hansen Foundation.

Table of Contents

- 1 Executive Summary — Council Ready
- 2 Assessment Methodology
- 3 Facility Score Cards — 5 Buildings
- 4 Barrier Category Analysis
- 5 Comparative Prioritization Matrix
- 6 3-Year Capital Roadmap
- 7 Quick Wins Register
- 8 Council Briefing Deck (3 Slides)
- 9 Procurement Language and Next Steps
- 10 Disclaimer and Methodology Notes

1 Executive Summary — Council Ready

Formatted for inclusion in budget committee or council packets

Prepared for: Town of Rivermark — Director of Infrastructure and Facilities	Date: February 2026
Scope: 5 municipal facilities — Pilot Engagement	Lead Assessor: Carl Christie, RHFAC Candidate

Three Core Questions This Pilot Answers

1. Where are the highest accessibility risks across municipal facilities today?
2. Which improvements deliver the greatest impact per dollar invested?
3. How should accessibility investments be phased across capital planning cycles?

Facilities Assessed

- ✓ Rivermark Municipal Office and Council Chambers
- ✓ Rivermark Community Centre
- ✓ Rivermark Public Library
- ✓ Rivermark Seniors and Recreation Centre
- ✓ Rivermark Public Works and Permit Office

Summary of Findings

Facility	Barriers	High	Med	Low	QW	Est. Cost	Priority
Municipal Office and Council Chambers	11	4	5	2	2	\$94K–\$128K	HIGH
Community Centre	13	5	5	3	2	\$163K–\$218K	HIGH
Public Library	8	2	4	2	2	\$48K–\$67K	MEDIUM
Seniors and Recreation Centre	9	3	4	2	2	\$72K–\$96K	HIGH
Public Works and Permit Office	6	2	2	2	1	\$35K–\$52K	LOW
TOTAL — 5 Facilities	47	16	20	11	9	\$412K–\$561K	

<p>■ High Priority Buildings Municipal Office, Community Centre and Seniors Centre carry the highest combined risk and reputational exposure.</p>	<p>■ 9 Quick Wins Available Implement this month through maintenance budget. Visible progress before next budget cycle.</p>	<p>■ Manageable Investment 3-year phased plan addresses all 47 barriers, aligned to existing capital cycles.</p>
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SAMPLE COUNCIL MOTION

That Council approve a Year-1 accessibility capital allocation of \$150,000–\$205,000 to address Tier-1 accessibility barriers identified through the Accessibility Pilot, and direct Administration to implement all Quick Win items by Q2 2026 and to incorporate Years 2–3 improvements into the Town's multi-year capital plan.

Included as an example of how findings may be advanced for Council decision.

2 Assessment Methodology

Assessments were conducted by a qualified assessor trained in RHFAC methodology to collect and document site data across each selected facility. The assessment approach is informed by the Rick Hansen Foundation Accessibility Certification (RHFAC) framework, recognized nationally as the standard for built environment accessibility evaluation. All assessments are prepared for planning and decision-support purposes only.

RHFAC and Certification — Role Clarity

Novo Accessibility does not certify buildings. These assessments are planning and decision-support tools, not certification audits.

Certification, where pursued, is administered and granted exclusively by the Rick Hansen Foundation based on its independent review process.

Assessment Areas Evaluated

Area	Elements Evaluated
Arrival and Parking	Stall count, dimensions, surface condition, slope, signage, access aisles
Building Entrances	Door hardware, force, thresholds, automatic openers, vestibule clearances
Interior Circulation	Corridor widths, floor surfaces, door clearances, turning radii
Washrooms	Grab bars, turning space, fixture heights, door hardware and clearances
Service Counters	Counter heights, knee clearance, hearing loops, communication aids
Signage and Wayfinding	Tactile signage, Braille, colour contrast, placement height
Emergency Egress	Areas of refuge, two-way communication, signage, alarm systems
Vertical Access	Elevator cab dimensions, door timing, control reach, Braille
Assembly Spaces	Accessible seating positions, companion seating, sightlines, stage access
Exterior Routes	Path width, surface condition, cross-slope, edge protection, curb cuts

Priority Scoring Framework

Priority	Risk Level	Timeframe	Budget Pathway
■ HIGH	Significant exclusion or safety risk	Year 1	Capital budget — immediate
■ MEDIUM	Meaningful barrier — workaround exists	Year 2–3	Next capital cycle
■ LOW	Minor barrier — limited impact	Year 3+	Opportunistic
■ QUICK WIN	Addressable without capital approval	Immediate	Operating / maintenance budget

3 Facility Score Cards

Individual summary for each assessed building with top barriers and quick wins

Municipal Office and Council Chambers

HIGH

100 Main Street, Rivermark AB · Built 1989 · 3,200 sq m

Public Use: Daily public access — highest civic use. Council meetings, permits, services.

Estimated Investment: \$94K–\$128K

4 HIGH	5 MEDIUM	2 LOW	2 QUICK WIN	11 TOTAL
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Location	Barrier	Priority	Est. Cost
Main Entrance	Threshold 21mm — exceeds 13mm maximum. Primary route affected.	HIGH	\$1.5K–\$2.5K
Service Counter	Public counter 98cm — accessible section required at 86cm.	HIGH	\$9K–\$14K
Council Chambers	No integrated accessible seating — 2 positions required.	HIGH	\$7K–\$11K
Accessible WR	Turning radius 1.38m — below 1.5m minimum.	HIGH	\$14K–\$22K
Elevator	Braille and tactile floor indicators missing — 3 floors.	MEDIUM	\$2K–\$3.5K
Reception Lobby	No hearing loop at information desk.	MEDIUM	\$4K–\$7K

■ **QUICK WINS:** Replace knob hardware with lever on 3 interior doors (\$450). Update parking signage contrast (\$300).

Rivermark Community Centre

HIGH

400 Sportsplex Drive, Rivermark AB · Built 2001 · 8,400 sq m

Public Use: Highest volume in portfolio — programs, events, drop-in, arena.

Estimated Investment: \$163K–\$218K

5 HIGH	5 MEDIUM	3 LOW	2 QUICK WIN	13 TOTAL
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Location	Barrier	Priority	Est. Cost
Pool Deck Access	No accessible route from change rooms — 3 steps, no lift.	HIGH	\$38K–\$58K
Main Entrance	Automatic door opener non-functional — 31 lb pull force.	HIGH	\$4.5K–\$7K

Accessible Parking	2 of 3 stalls undersized — 1.8m vs 2.4m minimum.	HIGH	\$3K–\$5K
Arena Seating	Accessible positions lack companion seating adjacency.	HIGH	\$5K–\$9K
Fitness Room	No accessible route from change rooms — step barrier.	HIGH	\$22K–\$35K
Emergency Exit B	No area of refuge or two-way communication at stairwell.	MEDIUM	\$3K–\$5K

■ **QUICK WINS:** Adjust fitness equipment spacing for wheelchair clearance (\$0). Add tactile signage stickers at 6 washroom doors (\$600).

Rivermark Public Library

MEDIUM

225 Knowledge Way, Rivermark AB · Built 2009 · 1,850 sq m

Public Use: Moderate volume — programs, seniors, children, community use.

Estimated Investment: \$48K–\$67K

2 HIGH	4 MEDIUM	2 LOW	2 QUICK WIN	8 TOTAL
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Location	Barrier	Priority	Est. Cost
Accessible Parking	Accessible stall 52m from entrance — exceeds 30m maximum.	HIGH	\$9K–\$16K
Children's Section	Shelving exceeds 1.37m — inaccessible from seated position.	HIGH	\$2.5K–\$4K
Service Desk	No lowered counter section — full desk at 96cm.	MEDIUM	\$7K–\$12K
Entrance Ramp	Ramp slope 1:10 — exceeds 1:12 maximum for primary route.	MEDIUM	\$14K–\$22K
Computer Area	Desk height insufficient for wheeled mobility.	MEDIUM	\$4K–\$7K
Reading Area	Lighting below 300 lux at accessible seating — low vision.	MEDIUM	\$1.5K–\$2.5K

■ **QUICK WINS:** Adjust children's shelving height — staff action (\$0). Reposition reading area lamp for improved lux (\$0).

Rivermark Seniors and Recreation Centre

HIGH

75 Elder Drive, Rivermark AB · Built 1999 · 2,100 sq m

Public Use: High impact — daily seniors programs, meals, drop-in. Primary users require mobility aids.

Estimated Investment: \$72K–\$96K

3 HIGH	4 MEDIUM	2 LOW	2 QUICK WIN	9 TOTAL
Location	Barrier	Priority	Est. Cost	
Main Entrance	No power door operator — critical for primary user group.	HIGH	\$5K–\$8K	
Dining Room	Fixed tables non-adjustable — knee clearance 58cm only.	HIGH	\$12K–\$20K	
Accessible WR	Grab bar missing on transfer side — safety and compliance risk.	HIGH	\$900–\$1.4K	
Activity Room	Knob door hardware on 4 interior doors — lever required.	MEDIUM	\$1.2K–\$1.8K	
Main Corridor	Handrail missing one side — 38m length affected.	MEDIUM	\$4.5K–\$7K	
Exterior Path	Surface cracking and 3% cross-slope on accessible path.	MEDIUM	\$8K–\$14K	

■ **QUICK WINS:** Install lever handle on accessible WR door immediately (\$180). Add grab bar on transfer side — contractor 1 hour (\$900–\$1.4K).

Rivermark Public Works and Permit Office

LOW

800 Industrial Crescent, Rivermark AB · Built 1994 · 1,100 sq m

Public Use: Low public access — permit counter only. Limited but non-zero public-facing risk.

Estimated Investment: \$35K–\$52K

2 HIGH	2 MEDIUM	2 LOW	1 QUICK WIN	6 TOTAL
Location	Barrier	Priority	Est. Cost	
Permit Counter	Counter full height — no accessible section at sole public point.	HIGH	\$8K–\$14K	
Accessible Parking	No designated accessible stall in surface lot — 1 required.	HIGH	\$2K–\$3.5K	
Main Entrance	Threshold 17mm — non-compliant, low traffic but required.	MEDIUM	\$1.2K–\$2K	
Exterior Signage	No accessible parking signage — required for single stall.	LOW	\$400–\$700	
Staff Washroom	Non-accessible — recommended for inclusion in next renovation.	LOW	\$18K–\$28K	
Exterior Lighting	Pathway lighting insufficient after hours — safety concern.	MEDIUM	\$3K–\$6K	

- **QUICK WINS:** Paint accessible stall markings in existing lot (\$350).

4 Barrier Category Analysis

Aggregate view of barrier types across all 5 facilities — supports program-level planning

Category	Count	% of Total	Typical Priority	Notes
Entrances and Doors	9	19%	HIGH	High impact on public access — often Quick Wins available
Washrooms	8	17%	HIGH/MED	Common across all facilities — some require capital renovation
Signage and Wayfinding	6	13%	MEDIUM	Low cost, high impact — several addressable as Quick Wins
Parking and Exterior Routes	6	13%	HIGH/MED	Mix of capital and maintenance items
Interior Circulation	5	11%	MEDIUM	Medium-scale upgrades — corridors, flooring, widths
Service Counters	4	9%	HIGH	Capital items — counter retrofits or reconfiguration
Assembly Spaces	4	9%	HIGH/MED	Council chambers, arena, stage access
Emergency Egress	3	6%	MEDIUM	Areas of refuge, communication, signage
Vertical Access	2	4%	MEDIUM	Elevator Braille and tactile — relatively low cost

Budget Summary by Year

Phase	Investment Range	Key Items	Budget Pathway
■ Quick Wins	\$3K–\$7K	Door hardware, signage, grab bars, parking markings	Operating / Maintenance
■ Year 1 — High	\$150K–\$205K	Pool deck route, WR renovations, service counters, power doors	Capital Budget 2026
■ Year 2 (2027)	\$140K–\$210K	Entrance ramps, signage programs, hearing loops, counters	Capital Budget 2027
■ Year 3 (2028)	\$122K–\$139K	Remaining medium + low items, coordinate with facility renewals	Capital Budget 2028

TOTAL (3 Years)	\$412K–\$561K	All 47 barriers addressed	Planning-level estimate
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5 Comparative Prioritization Matrix

Key barriers ranked by priority across all 5 facilities

Ref	Facility	Location	Barrier	Priority	Est. Cost
SR-01	Seniors Centre	Main Entrance	No power door operator	HIGH	\$5K–\$8K
SR-02	Seniors Centre	Dining Room	Fixed tables — knee clearance insufficient	HIGH	\$12K–\$20K
SR-03	Seniors Centre	Accessible WR	Grab bar missing transfer side	HIGH	\$900–\$1.4K
MO-01	Municipal Office 1	Main Entrance	Threshold 21mm — exceeds 13mm maximum	HIGH	\$1.5K–\$2.5K
MO-02	Municipal Office 2	Service Counter	Public counter 98cm — accessible section required	HIGH	\$9K–\$14K
MO-03	Municipal Office 3	Council Chambers	No integrated accessible seating	HIGH	\$7K–\$11K
MO-04	Municipal Office 4	Accessible WR	Turning radius 1.38m — below 1.5m minimum	HIGH	\$14K–\$22K
CC-01	Community Centre	Pool Deck	No accessible route from change rooms	HIGH	\$38K–\$58K
CC-02	Community Centre	Main Entrance	Automatic door non-functional — 31 lb force	HIGH	\$4.5K–\$7K
CC-03	Community Centre	Parking	2 of 3 stalls undersized	HIGH	\$3K–\$5K
CC-04	Community Centre	Arena Seating	Accessible positions lack companion seating	HIGH	\$5K–\$9K
CC-05	Community Centre	Fitness Room	No accessible route — step barrier	HIGH	\$22K–\$35K
LB-01	Library	Parking	Accessible stall 52m from entrance	HIGH	\$9K–\$16K
LB-02	Library	Children's Section	Shelving exceeds 1.37m	HIGH	\$2.5K–\$4K
PW-01	Public Works 1	Permit Counter	Full height — no accessible section	HIGH	\$8K–\$14K
PW-02	Public Works 2	Parking	No designated accessible stall	HIGH	\$2K–\$3.5K
MO-05	Municipal Office 5	Elevator	Braille and tactile indicators missing	MEDIUM	\$2K–\$3.5K
MO-06	Municipal Office 6	Reception	No hearing loop at information desk	MEDIUM	\$4K–\$7K

CC-06	Community Centre	Emergency Exit	No area of refuge at stairwell B	MEDIUM	\$3K–\$5K
CC-07	Community Centre	Corridor East	Narrows to 1.35m — 1.5m required	MEDIUM	\$6K–\$10K
LB-03	Library	Service Desk	No lowered counter section	MEDIUM	\$7K–\$12K
LB-04	Library	Entrance Ramp	Ramp slope 1:10 — exceeds 1:12	MEDIUM	\$14K–\$22K
SR-04	Seniors Centre	Activity Room	Knob hardware on 4 doors	MEDIUM	\$1.2K–\$1.8K
SR-05	Seniors Centre	Corridor	Handrail missing one side — 38m	MEDIUM	\$4.5K–\$7K
MO-08	Municipal Office	Exterior Sign	Parking signage contrast below WCAG	LOW	\$400–\$700
CC-09	Community Centre	Water Fountain	No accessible height fountain	LOW	\$3.5K–\$6K
LB-05	Library	Computer Area	Desk height insufficient	LOW	\$4K–\$7K
SR-06	Seniors Centre	Exterior Path	3% cross-slope, surface cracking	LOW	\$8K–\$14K
PW-03	Public Works	Staff WR	Non-accessible — include in next renovation	LOW	\$18K–\$28K

Cost estimates are planning-level ranges only. Detailed engineering estimates required before procurement.

6 3-Year Prioritized Capital Roadmap

Sequenced by priority, cost, and alignment to municipal budget cycles

■ Quick Wins — Implement Immediately (Operating/Maintenance)

Action Item	Facility	Year	Est. Cost
Grab bar — Seniors Centre accessible WR (SR-03)	Seniors Centre	NOW	\$900–\$1.4K
Lever door hardware — Seniors Centre interior (SR-04)	Seniors Centre	NOW	\$1.2K–\$1.8K
Lever hardware — Municipal Office 3 doors	Municipal Office	NOW	\$450
Automatic door repair — Community Centre (CC-02)	Community Centre	NOW	\$4.5K–\$7K
Accessible parking markings — Public Works (PW-02)	Public Works	NOW	\$350
Tactile door signage — multiple facilities	Multiple	NOW	\$900–\$1.8K
Parking signage contrast — Municipal Office and CC	MO + CC	NOW	\$800–\$1.4K
Shelving height — Library children's section (LB-02)	Library	NOW	\$0–\$500

■ Year 1 — High Priority Capital | Est. \$150K–\$205K

Action Item	Facility	Year	Est. Cost
Pool deck accessible route (CC-01)	Community Centre	2026	\$38K–\$58K
Accessible WR renovation (MO-04)	Municipal Office	2026	\$14K–\$22K
Council chambers accessible seating (MO-03)	Municipal Office	2026	\$7K–\$11K
Service counter accessible section (MO-02)	Municipal Office	2026	\$9K–\$14K
Senior Centre dining furniture (SR-02)	Seniors Centre	2026	\$12K–\$20K
Senior Centre power door operator (SR-01)	Seniors Centre	2026	\$5K–\$8K
Community Centre fitness room route (CC-05)	Community Centre	2026	\$22K–\$35K
Library accessible parking relocation (LB-01)	Library	2026	\$9K–\$16K
Permit counter accessible section (PW-01)	Public Works	2026	\$8K–\$14K
Municipal Office main entrance threshold (MO-01)	Municipal Office	2026	\$1.5K–\$2.5K

Community Centre arena companion seating (CC-04)	Community Centre	2026	\$5K-\$9K
Community Centre parking stall upgrade (CC-03)	Community Centre	2026	\$3K-\$5K

■ Year 2 — Medium Priority | Est. \$140K–\$210K

Action Item	Facility	Year	Est. Cost
Municipal Office entrance ramp re-grade (MO-07)	Municipal Office	2027	\$18K–\$28K
Seniors Centre corridor handrail (SR-05)	Seniors Centre	2027	\$4.5K–\$7K
Seniors Centre exterior path repair (SR-06)	Seniors Centre	2027	\$8K–\$14K
Library entrance ramp re-grade (LB-04)	Library	2027	\$14K–\$22K
Library service desk accessible counter (LB-03)	Library	2027	\$7K–\$12K
Community Centre tactile signage (CC-08)	Community Centre	2027	\$2.7K–\$4.1K
Municipal Office hearing loop (MO-06)	Municipal Office	2027	\$4K–\$7K
Municipal Office elevator Braille (MO-05)	Municipal Office	2027	\$2K–\$3.5K
Community Centre emergency refuge (CC-06)	Community Centre	2027	\$3K–\$5K
Community Centre corridor widening (CC-07)	Community Centre	2027	\$6K–\$10K

■ Year 3 — Low Priority + Opportunistic | Est. \$26K–\$42K

Action Item	Facility	Year	Est. Cost
Library computer desk replacement (LB-05)	Library	2028	\$4K–\$7K
Community Centre accessible water fountain (CC-09)	Community Centre	2028	\$3.5K–\$6K
Municipal Office parking signage contrast (MO-08)	Municipal Office	2028	\$400–\$700
Public Works staff WR — include in renovation (PW-03)	Public Works	2028	\$18K–\$28K
Digital accessibility — website review	IT / Digital	2028	\$0

TOTAL ESTIMATED INVESTMENT — 3 YEARS

\$412K–\$561K

All estimates are planning-level ranges only. Annual phasing may be adjusted based on contractor availability, budget approval timing, and facility scheduling.

7 Quick Wins Register

9 items addressable immediately through maintenance or operating budget

What Is a Quick Win?

A Quick Win is an accessibility barrier that can be remediated without capital budget approval, typically through maintenance staff, a service call, or a minor purchase under \$5,000.

Total estimated cost of all 9 Quick Wins: \$3,100 – \$6,250 · Recommended: Implement all within 30 days.

Ref	Facility	Item	Action Required	Est. Cost
SR-03	Seniors Centre	Accessible WR grab bar	Install grab bar transfer side — contractor 1 hour	\$900–\$1.4K
SR-04	Seniors Centre	Interior door hardware	Replace 4 knob handles with lever hardware	\$1.2K–\$1.8K
MO-Q W	Municipal Office	Interior door hardware	Replace 3 knob handles — lever hardware	\$450
CC-02	Community Centre	Auto door repair	Service call — repair existing opener mechanism	\$4.5K–\$7K
PW-Q W	Public Works	Accessible parking	Paint stall markings + install sign	\$350
Multi	Multiple	Tactile door signs	Install adhesive room ID signs — 15 locations	\$900–\$1.8K
MO+ CC	MO + CC	Parking signage	Replace 4 low-contrast parking signs	\$800–\$1.4K
LB-02	Library	Children's shelving	Lower top shelf — staff adjustment	\$0–\$500
LB-Q W	Library	Computer stations	Adjust desk height for wheeled mobility clearance	\$0

8 Council Briefing Deck — 15-Minute Presentation

Three slides formatted for finance committee, council, or asset management leadership

Slide 1 of 3 Why Accessibility Planning Matters Now

The case for proactive investment — Town of Rivermark

- Alberta's 2024 Accessibility Design Guide is now in effect. Municipalities face growing expectations to demonstrate progress, not just intent.
- The risk of inaction is quantifiable. Unaddressed barriers create liability exposure, limit service delivery, and expose the municipality to formal complaints under provincial human rights legislation.
- You now have a defensible, costed plan. This pilot produces the evidence base for capital budget submissions rather than reactive spending after a complaint or incident.
- 9 Quick Wins can be implemented this month at a combined cost under \$6,250 — visible progress before the next budget cycle, no capital approval required.

Slide 2 of 3 What We Found — 5 Facilities, 47 Barriers

Portfolio summary and highest-risk findings

- Municipal Office and Community Centre carry the highest combined risk — service counters, council chambers, and pool deck route are the three most critical Year 1 items.
- Seniors and Recreation Centre scored highest for user impact — primary users rely on mobility aids. Power door operator and grab bar are critical items addressable this month.
- Public Library is the most contained building — accessible parking distance and entrance ramp are the main capital items. Several barriers addressable at zero cost.
- Public Works is lowest priority — limited public access reduces risk, but the permit counter requires an accessible section before the building can be considered publicly accessible.
- 9 Quick Wins across all 5 facilities can be completed through facilities staff and one service call. No capital approval required.

Slide 3 of 3 Recommended Path Forward — 3-Year Investment Plan

Phased capital roadmap aligned to municipal budget cycles

- Immediate (this month) — \$3K–\$6K operating budget: Implement all 9 quick wins. Assign facilities manager. Demonstrate Council responsiveness.
- Year 1 (2026) — \$150K–\$205K capital: Address all 16 high-priority barriers. Key items: pool deck route, WR renovations, service counters, power door operators, accessible seating.
- Year 2 (2027) — \$140K–\$210K capital: Entrance ramp re-grades, hearing loops, tactile signage programs, library counter and corridor improvements.
- Year 3 (2028) — \$26K–\$42K capital: Remaining low-priority items. Coordinate large items with scheduled facility renewals to minimize cost.
- Recommended motion: Approve Year 1 allocation of \$150K–\$205K. Direct facilities to implement Quick Wins by Q2 2026. Return for Year 2 approval with status report.

9 Procurement Language and Next Steps

About This Pilot — Procurement Pathway

This pilot engagement was structured as a defined-scope advisory service suitable for simplified purchasing or advisory pilot procurement pathways under most Alberta municipal procurement policies. At a fixed fee, it falls below standard competitive tender thresholds and was approved at the department level without a formal RFP process.

Assessment data and deliverables from this pilot can directly support a future city-wide assessment RFP, grant applications, or multi-year capital budget submissions.

Recommended Next Steps

- **This week:** Assign facilities manager to implement all 9 Quick Wins. Estimated combined time: 2–3 days. No capital approval required.
- **Within 30 days:** Present this report to finance committee or council. Seek Year 1 capital allocation approval using the sample motion on page 3.
- **Q2 2026:** Issue RFP or sole-source for Year 1 remediation contractors. Novo Accessibility can provide procurement language and scope of work templates.
- **Q3 2026:** Begin Year 1 remediation. Prioritize pool deck route and accessible WR renovations — longest lead time items.
- **Q4 2026:** Progress review. Begin Year 2 capital planning with updated status.
- **Consider expanding:** Apply this framework to remaining municipal facilities not included in this pilot — parks buildings, transit, outdoor spaces.

Why This Report Works for Municipal Decision-Makers

- ✓ Translates field observations into budgetable capital actions
- ✓ Supports defensible sequencing decisions — risk, impact, and cost all documented
- ✓ Council motion included — ready for next meeting packet
- ✓ Aligned to capital planning cycles — no guessing on budget timing
- ✓ Procurement language included — forward directly to procurement staff
- ✓ Safe to forward internally — no certification overreach, RHFAC language correct

10 Disclaimer and Methodology Notes

- This is a sample/illustrative report only. The Town of Rivermark is a fictional Alberta municipality. All barriers, scores, costs, facility names, and recommendations are entirely illustrative.
- Assessments are conducted by a qualified assessor trained in RHFAC methodology to collect and document site data. The methodology is informed by the Rick Hansen Foundation Accessibility Certification (RHFAC) framework.
- This report does not constitute RHFAC certification. Certification, where pursued, is administered and granted exclusively by the Rick Hansen Foundation. Novo Accessibility does not certify buildings.
- Cost estimates are planning-level ranges only and require engineering or quantity surveyor estimates before capital budget approval or procurement.
- This report is prepared for planning and decision-support purposes only. It does not constitute a compliance determination, engineering assessment, or legal opinion.
- The assessor holds no affiliation with the Rick Hansen Foundation beyond the RHFAC Candidate designation. Reference to RHFAC is for methodology transparency only.

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