



Multi Year Accessibility Plan

Integrated Accessibility Standards

This 2014 accessibility plan outlines the policies and actions that **the Town of Kirkland Lake** will put in place to improve opportunities for people with disabilities.

Statement of Commitment

The Town of Kirkland Lake is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Accessible Emergency Information

The Town of Kirkland Lake is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

Training

The Town of Kirkland Lake will provide training to employees, volunteers and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

Information and communications

The Town of Kirkland Lake is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

Employment

The Town of Kirkland Lake is committed to fair and accessible employment practices.

We will take steps to notify the public and staff that, when requested, The Town of Kirkland Lake will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

The Town of Kirkland Lake will develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.

We will ensure the accessibility needs of employees with disabilities needs are taken into account if The Town of Kirkland Lake is using performance management, career development and redeployment processes.

Design of Public Spaces

The Town of Kirkland Lake will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

- Recreational trails/beach access routes
- Outdoor public eating areas like rest stops or picnic areas
- Outdoor play spaces, like playgrounds in provincial parks and local communities
- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals
- Accessible off street parking
- Service-related elements like service counters, fixed queuing lines and waiting areas

The Town of Kirkland Lake will prevent service disruptions to its accessible parts of its public spaces.

In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

Deliverables and Timelines

Action	Legislated Date	Area of Responsibility	Date of Completion
GENERAL DELIVERABLES			
Policies and Procedures	2013	Accessibility chair	12/04/2013
Statement of Org. Commitment	2013	Accessibility chair	12/04/2013
Written Document	2013	Accessibility chair	12/04/2013
Available to the Public	2013	I.T.	12/17/2013
Available in Alternative Formats - upon request	2013	Department Head	12/17/2013
Accessibility Plan - Multi Year	2013	Accessibility chair	12/04/2013
Accessibility Plans - Post to web	2013	I.T.	12/17/2013
Accessibility Plans - Review every 5 years	2013	Committee	To be completed in 2018
Provide in alternative format	2013	Department Head	12/31/2013
Prepare an Annual Status Report and post	2013	Committee	12/1/2015 Agenda item for April 2018
Procuring or Acquiring Goods or Services			
If not practicable provide an explanation	2013	Purchaser / Department Head	12/31/2013
Training - all employees & volunteers, policy developers, those providing goods or services on behalf of org re IRS and Human Rights Code	2014	Department Heads	12/31/2013
INFORMATION & COMMUNICATION			
Emergency Procedure Plans or Public	2012	Clerk	12/31/2015

Safety Info			
Feedback - accessible upon request	2014	I.T.	Dec 2009
Accessible formats and communication supports upon request (timely manner, no cost charged to other persons)	2015	I.T.	Dec 2015
Website New Internet & Intranet Wagg 2.0 Level AA (other than closed caption Live prerecorded audio)	2014	I.T.	Dec 2014
All internet websites and web content WCAG 2.0 Level AA	2021	I.T.	
Public Libraries - arrange for provision of access to accessible materials where exist	2013	Head Librarian	12/31/2013
EMPLOYMENT			
Workplace Emergency Response	2012	Dept Head	Dec 2012
Educate and Train HR Staff re Employment Standard	2014	Dept Head	Dec 2014
Recruitment - notify employees and public re availability of accommodations	2014	H.R.	12/31/2014
Notify applicant - availability of accommodation upon request for assessments or selection process	2014	H.R.	12/31/2014
Process to arrange for suitable accommodation if required	2014	H.R.	12/31/2014
Notice to Successful Applicant - notify of policies for accommodation	2014	H.R.	12/31/2014
Informing employees of policies re job accommodations	2014	H.R.	12/31/2014
Strategy to provide Accessible Formats & Communication Supports	2014	H.R.	12/31/2014
Develop and Document Individual Acc. Plan	2014	H.R.	12/31/2014
Develop Return to Work Process	2014	H.R.	12/31/2014
Employer that uses Performance Management Incorporate process	2014	H.R.	12/31/2014

Employer that provides: Career Development and Advancement incorporate process	2014	H.R.	12/31/2014
Employer that uses Redeployment incorporate process	2014	H.R.	12/31/2014
TRANSPORTATION - DUTIES OF MUNICIPALITIES			
Progress made toward meeting the need for accessible taxicabs in its accessibility plan	2013	Clerk	Dec 4/13
DUTIES OF MUNICIPALITIES - That License Taxicabs			
Ensure not charging a higher fare or an additional fee	2011	Clerk	Dec 4/13
Ensure no extra charges for storage of mobility aids or assistive devices	2011	Clerk	Dec 4/13
Ensure owners and operators place vehicle registration and identification on rear bumper	2012	Clerk	Dec 4/13

For more information

For more information on this accessibility plan, please contact Bonnie Sackrider at:

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Accessible formats of this document are available free upon request from:
Bonnie Sackrider