

Checklist

This checklist will help you respond to this audit request and confirm your compliance with select requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*.

Please email the required documents to aoda.compliance@ontario.ca, stating the P2 reference number in the email subject line. Please confirm the population size of your municipality with your response.

Please provide only the relevant pages in the documentation you are submitting for review or clearly indicate the pages and sections in your documents where the requirements below can be reviewed.

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

Integrated Accessibility Standards Regulation (Ontario Regulation 191/11) (IASR)

Regulatory Requirement	Examples of documents that may be provided	Resources and References
1. Accessibility Advisory Committee (if, applicable) Refer to S. 29(1) of AODA	Confirmation of the establishment of an accessibility advisory committee, for municipalities with population of 10,000 or more	<u>Municipal Accessibility Advisory Committees</u> The Agendas and Minutes along with the Terms of Reference of the Kawartha Lakes AAC are available here .
2. Accessibility Policies Refer to S. 3(1-3b), S. 80.46(1-6), S. 80.47(2-10), S. 80.48(1-5) and S. 80.51(1-2) of IASR	Copy of your organization's accessibility policies including all the applicable requirements under the Integrated Accessibility Standards Regulation (IASR). Indicate how you make the policies publicly available.	<u>Accessibility Policy Sample template</u> The Kawartha Lakes Accessibility Policy is available on our City Website.as well as in another format upon request.

Regulatory Requirement	Examples of documents that may be provided	Resources and References
3. Multi-Year Accessibility Plan Refer to S. 4(1-3) of IASR	Copy of your organization's multi-year accessibility plan outlining your strategy to prevent and remove barriers and meet the requirements under the IASR. Confirmation that the plan is reviewed and updated in consultation with persons with disabilities as well as the accessibility advisory committee, if established. Copy of annual status report on the progress of measures taken to implement the strategy. Copy of joint accessibility plan and joint annual status report, if applicable. Website link to where the documents are posted.	Multi-year Plan Sample template Annual Status Report Sample template The Municipal Accessibility Master Plan is available on the City Website, is also displayed in hard copy and made available in an alternate format upon request. Page 12 of the MAMP explains the consultation that did take place. Annual status is completed through a report to Council annually. All Council agendas and minutes are available on the City Website. The 2019 Municipal Accessibility Master Plan Progress Report was presented to Council on March 10, 2020. Report details can be found on pages 63 to 78 of the Agenda. You will notice the Annual Work Plan of the AAC is directly following this report on the agenda.
4. Procurement and self-service kiosks Refe. 5(1-2) & S. 6(1) of IASR	Copy of your organization's policies on procuring and acquiring goods, services or facilities. Copy of your organization's policies on designing, procuring or acquiring self-service kiosks. If your organization does not have self-service kiosks, please advise.	How to make self-service kiosks accessible Accessibility rules for procurement As stated and linked to the Accessibiltiy Policy the Purchasing Management Directive page 20-21 clearly speaks to accessibility requirements as well as self-serve kiosks Both the Accessibility Policy and Purchasing Management Directive are located on the City Website.

5. Training

Refer to S. 7(1-5) & S. 80.49(1-8) of IASR

Copy of your organization's training policy on the requirements of the IASR.

Written as part of the Corporate Accessibility Policy.

Records of training including dates and number of individuals to whom the training was provided.

Record of training numbers ****Please read note next column**



ACS Summary
2015_2016 Dec 8.xlsx

[Information on how to train your staff](#)
[Free accessibility training modules](#)

The City of Kawartha Lakes has approximately 1250 employees (full-time/part-time/casual) with fluctuation in numbers depending service needs. During August/September of 2009 every employee in the organization received training on the AODA with an emphasis on Accessible Customer Service.

****Note:** This blitz of training was extended to 192 Victoria Manor employees, 70 employed with Police Services and 417 Volunteer Firefighters during this time. Future training for those employed by Victoria Manor and Police Services has been provided by their administrative bodies.

AODA training has been part of the City's mandatory new hire orientation training since the corporate wide blitz of training was completed in 2009. The training is updated with the evolution of new policy and accessibility plan.

EA's responsible for volunteer/Council appointed members of Boards and Committees are responsible to ensure that training is provided as part of the orientation of new members and that renewed AODA training is circulated as a mandatory requirement for all Board/Committee members. Each individual is requested to sign acknowledgement that they have taken the training and the acknowledgement is retained in the Board/Committee file.

Another blitz of mandatory training was provided to all staff in the Fall months of 2015, this training was included as part of a Corporate wide training of all legislated materials such as Health and Safety and Ontario Human Rights. Again, every employee in the organization was required to submit their acknowledgement that they have received the training to our Human Resources Division to be included in their individual personnel files. Training

on Accessible Documents was also provided at that time to everyone in the organization who is responsible for correspondence, report writing or City Website content. Presentations used for AODA training, Accessible Documents Training and Ontario Human Rights Training have been attached for your information.

In 2019 an AODA training Booklet



CKLAODA-Training-Booklet.docx

was created and a new training

presentation created to again update all staff on renewed Policy, Plan and Management Directives. Each individual is to sign this acknowledgement of



2.1 F - 9 - Employee
Accessibility Acknowledgement

training to be included in individual personnel files.

Currently, we explore the opportunity to provide on-line training modules for the legislated requirements.

In addition, Accessibility news of resources, policy, interesting facts, etc. is shared as needed through our corporate-wide weekly Communication Alerts.

Training on Ontario Human Rights Code

In addition to the Ontario Human Rights Code training offered within the CKL AODA training booklet our Human Resources Division provides a full presentation on the code during our employee orientation training.



M HR 017 Human
Rights Policy - Employee

Regulatory Requirement	Examples of documents that may be provided	Resources and References
		Accessibility Training Requirements Checklist

Regulatory Requirement	Examples of documents that may be provided	Resources and References
6. Accessible Feedback Refer to S. 11(1-2) & S. 80.50(1-7) of IASR	Copy of your organization's feedback process as required under the IASR.	How to make information accessible Feedback is received by phone and through the Feedback area on the Accessibility Page on the City Website

Regulatory Requirement	Examples of documents that may be provided	Resources and References
7. Accessible Employment Policies Refer to S. 22 – 32(1) of IASR	Copy of the organization's employment policies including the following: • Notice of accommodation for the recruitment and selection process • Notice of accommodation to successful applicants • Informing employees of supports • Accessible formats and communication supports for employees • Workplace emergency response information • Process for documented individual accommodation plans • Return to work process • Performance management (if applicable) • Career development and advancement (if applicable) • Redeployment (if applicable)	Accessible Workplaces Accessible Recruitment sample templates Provide emergency information to staff Providing Accessible emergency info to staff checklist Process for Accommodation Plans Process for Return to Work Employer's Toolkit (see Appendix A for Tools and Templates on page 124-159) The City of Kawartha Lakes, as an equal opportunity employer and is dedicated to the requirements of the Employment Standards as stated in Section 8 of the Accessibility Policy. Processes and Forms are in place to accommodate each requirement and are provided below as follows:  M HR 021 Workplace Accommodation Polic  Modified Work Letter template.doc  2.0 F - 8 - Employee Workplace Emergency The Employee Workplace Emergency form is provided to each individual during employee orientation training and completed should accommodation be required.

Liste de contrôle

La présente liste de contrôle vous aidera à répondre à cette demande de vérification et à confirmer votre conformité à certaines exigences de la *Loi de 2005 sur l'accessibilité pour les personnes handicapées de l'Ontario*.

Veuillez envoyer les documents requis par courrier électronique à l'adresse aoda.compliance@ontario.ca et indiquer le numéro de référence P2 dans l'objet du courriel. Veuillez confirmer la taille de la population de votre municipalité dans votre réponse.

Veuillez ne fournir que les pages pertinentes dans les documents que vous soumettez pour examen ou indiquer clairement les pages et les sections de vos documents où se trouvent les exigences ci-dessous à examiner.

Loi de 2005 sur l'accessibilité pour les personnes handicapées de l'Ontario (LAPHO)

Règlement sur les normes intégrées d'accessibilité (Règlement de l'Ontario 191/11) (RNIA)

Exigence réglementaire	Exemples de documents qui peuvent être fournis	Ressources et références
1. Comité consultatif de l'accessibilité (le cas échéant) Voir le paragr. 29 (1) de la LAPHO	Confirmation de la création d'un comité consultatif de l'accessibilité pour les municipalités d'au moins 10 000 habitants.	Comités consultatifs de l'accessibilité municipaux
2. Politiques en matière d'accessibilité Voir les paragr. 3(1) à 3(3), 80.46(1) à 80.46(6), 80.47(2) à 80.47(10), 80.48(1) à 80.48(5), 80.51(1) et 80.51(2) du RNIA	Copie des politiques en matière d'accessibilité de votre organisation, y compris toutes les exigences applicables en vertu du RNIA. Explication de la façon dont vous rendez ces politiques accessibles au public.	Exemple de politique en matière d'accessibilité

Exigence réglementaire	Exemples de documents qui peuvent être fournis	Ressources et références
3. Plan d'accessibilité pluriannuel Voir les paragr. 4(1) à 4(3) du RNIA	Copie du plan d'accessibilité pluriannuel de votre organisation décrivant votre stratégie pour prévenir et supprimer les obstacles et satisfaire aux exigences du RNIA. Confirmation que le plan est examiné et mis à jour en consultation avec des personnes handicapées ainsi qu'avec le comité consultatif de l'accessibilité, s'il a été créé. Copie du rapport d'étape annuel sur les mesures prises pour mettre en œuvre la stratégie. Copie du plan d'accessibilité conjoint et du rapport d'étape annuel conjoint, le cas échéant. Lien vers le site Web où les documents sont affichés.	Exemple de gabarit de plan pluriannuel Exemple de rapport d'étape annuel
4. Obtention et guichets libre-service Voir les paragr. 5(1), 5(2) et 6(1) du RNIA	Copie des politiques de votre organisation en matière d'obtention et d'acquisition de biens, de services ou d'installations. Copie des politiques de votre organisation en matière de conception, d'obtention ou d'acquisition de guichets libre-service. Si votre organisation ne dispose pas de guichets libre-service, veuillez l'indiquer.	Comment rendre les guichets libre-service accessibles Règles d'accessibilité en matière d'approvisionnement

Exigence réglementaire	Exemples de documents qui peuvent être fournis	Ressources et références
5. Formation Voir les paragr. 7(1) à 7(5) et 80.49(1) à 80.49(8) du RNIA	Copie de la politique de formation de votre organisation sur les exigences du RNIA. Registres de formation, y compris les dates et le nombre de personnes auxquelles la formation a été dispensée.	Comment former votre personnel au sujet de l'accessibilité Modules de formation gratuits sur l'accessibilité Formation sur le Code des droits de la personne de l'Ontario Liste de contrôle pour les exigences de formation en matière d'accessibilité
6. Rétroaction accessible Voir les paragr. 11(1) et 11(2) ainsi que 80.50(1) à 80.50(7) du RNIA	Copie du processus de rétroaction de votre organisation, exigé aux termes du RNIA.	Comment rendre l'information accessible
7. Politiques en matière d'emploi accessible Voir les art. 22 à 32(1) du RNIA.	Copie des politiques en matière d'emploi de l'organisation, y compris les éléments suivants : • Avis de mesures d'adaptation pour le processus de recrutement et de sélection • Avis de mesures d'adaptation pour les candidats retenus • Renseignements destinés aux employés au sujet des mesures de soutien accessibles • Formats accessibles et aides à la communication pour les employés • Renseignements sur les interventions d'urgence en milieu de travail • Processus de documentation des plans d'adaptation individuels • Processus de retour au travail • Gestion du rendement (le cas échéant) • Perfectionnement et avancement professionnels (le cas échéant) • Redéploiement (le cas échéant)	Accessibilité des lieux de travail Processus de recrutement accessible Fournir de l'information d'urgence accessible aux employés Comment fournir des informations d'urgence accessibles aux employés Processus concernant les plans d'accommodement Procédé pour le retour au travail Trousse à outils de l'employeur (voir l'Annexe A pour obtenir les outils et modèles; pages 138 à 178)