



ACTION PLAN

for the Integration
of Persons with
Disabilities

2015-2016



Prepared by the
Department of Communications
and Public Relations

Town of Kirkland



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Legal framework

Pursuant to the *Act to Secure Persons with Disabilities in the Exercise of Their Rights with a View to Achieving Social, School and Workplace Integration, (CQLR, c. E-20.1)*, the Town of Kirkland is required to prepare and publish annually an action plan for progressively reducing the barriers to integration encountered in its territory by persons with disabilities.

This obligation is set forth in section 61.1 of the Act and reads as follows:

Section 61.1

Not later than 17 December 2005, every government department or public agency employing at least 50 persons and every local municipality with at least 15,000 inhabitants shall adopt an action plan identifying the barriers to integration persons with disabilities encounter in the sector of activity of the department or agency, and describing the measures taken over the past year and those to be taken in the coming year to reduce barriers to integration in that sector of activity. The action plan includes any other element determined by the Government upon recommendation of the Minister, and must be prepared and published annually.

In its 2015-2016 Action Plan, the Town of Kirkland has identified five major sectors of activity that it intends to focus on in the coming year to reduce the barriers to social, physical and occupational integration that persons with disabilities may encounter.



Each sector of activity has a strategic direction that reflects the Town's commitment to promoting the integration of handicapped persons in that sector, as well as the measures it intends to implement to achieve that objective.

Kirkland is committed to...

...Promoting universal accessibility throughout its territory

The first course of action required to be taken by each municipal department during the target period is to assess, in terms of universal accessibility, the configuration and design of Kirkland's municipal buildings and structures, streets, sidewalks, parking areas as well as parks and public places.



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...Promoting universal accessibility in all of its recreational and cultural programming

The second course of action covered in this Action Plan is to review the Town's programming, in terms of universal accessibility, as well as the physical configuration and signage in all premises and facilities where the various activity programs and recreational and cultural events take place.

... Promoting universal accessibility in the home and during travels in the city

The main components of this third course of action is to review and disseminate information on barrier-free standards, home adaptation programs, verification of smoke detectors in dwellings, paratransit service and the safe configuration of pedestrian crossings.



3

Kirkland is committed to...

...Promoting universal accessibility and its endorsement of the inclusive city concept

The main components of the fourth course of action are to consolidate all information concerning municipal programs and services, and community resources available for persons with disabilities and persons with reduced mobility, to disseminate that information and this Action Plan on the Kirkland website and in other communication tools, and to promote the Québec Week of the Disabled.



...Promoting the workplace integration of persons with disabilities and supporting the initiatives of local organizations that provide them with assistance

The essential features of the course of action covered in this Plan are the development of a policy on the hiring and retention of persons with disabilities and those with reduced mobility, a review of Kirkland's recruitment documentation with respect to persons with disabilities, and the endorsement of disability employment initiatives.

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Portrait of the municipality

Kirkland is a young and dynamic municipality extending over an area of 9.64 km² in the heart of the West Island of Montréal.

Ease of access, proximity to essential services and the quality of services provided to residents are the hallmarks that contribute to making Kirkland the envy of neighbouring communities.

With over 21,000 residents, Kirkland offers an array of community, sports and cultural events and programs for residents of all ages, as well as choice premises and facilities where local associations can conduct their activities year-round.



The Department of Recreation and Library organizes various summer and winter family events and recreational and cultural programs. Some of the most popular are Kirkland Day, the Mini-Olympics, Winter Carnival, the Summer Reading Club, outdoor evenings, Québec Public Library Week, the annual pumpkin decorating contest and the lighting of the Town's Christmas Tree.

The Town of Kirkland has some 30 parks and green spaces with safe equipment designed for the fun and pleasure of Kirkland's families. The Town also has a tree-lined paved bicycle path that is used as an alternative means of transport for Kirkland residents. It traverses the Town from east to west and intersects with other bicycle paths.

Kirkland conscientiously maintains its parks, public spaces and bicycle path in fulfilment of the legitimate expectations of its residents.



Drafting the Action Plan

Kirkland is mindful of the specific needs of residents living with handicaps and intends to pursue its efforts to ensure that they are fully integrated in all aspects of community life.

The formulation and updating of the municipality's Action Plan to promote the integration of persons with disabilities was entrusted to Lise Labrosse, Director of Communications and Public Relations, supported by the following members of the working group:

- Joe Sanalidro, Director General
- Me Martine Musau, Town Clerk and Director of Legal Affairs
- Mike Klaiman, Director of Recreation and Library
- Martin Cuerrier, Director of Public Works
- Chantal Bourdon, Communications Officer



As a first step, this Action Plan calls upon municipal managers to take a fresh look at all programs and services offered to the public with a view of identifying the barriers to universal accessibility and promoting the integration of persons with disabilities or with reduced mobility. In a second step, managers will be required to formulate a comprehensive plan outlining a timeline for eliminating each barrier noted over the coming years, in light of the financial and human resources at their disposal.



2015-2016 Action Plan

STRATEGIC DIRECTION NO.1

Kirkland is committed to promoting universal accessibility throughout its territory.

| Municipal buildings and structures / Streets, sidewalks and parking areas / Parks and public places | | | |
|--|--|---------------------|---------------------------------------|
| Objectives | Contemplated Actions | Timeframe | Responsible Department Partners |
| Promote universal accessibility in municipal buildings and structures | <ul style="list-style-type: none"> • Compile an inventory of municipal buildings and structures (<i>including park chalets</i>) • By location, identify observed barriers to universal accessibility and recommend appropriate corrective measures (<i>addition of automatic door-opening devices, access ramps, elevators/escalators, adapted bathrooms, signage, other considerations</i>) | October to December | Urban Planning Engineering |
| | <ul style="list-style-type: none"> • Submit for approval a plan to implement the proposed corrective measures (<i>projected timetable for completion, costs, financing, other considerations</i>) | January to April | |
| Promote universal accessibility in streets, sidewalks and parking areas | <ul style="list-style-type: none"> • Verify the conformity of streets and sidewalks in terms of universal accessibility (<i>including the use of new technologies such as Google Earth, Google Maps, Geomap Web and other applications</i>) • By location, identify barriers to universal accessibility observed in streets, sidewalks and parking areas (<i>no curb ramps, damaged curbs, lack of handicapped accessible parking spaces or need to repave existing ones, absence of signage, other considerations</i>), and recommend appropriate corrective measures | October to April | Engineering Public Works |
| | <ul style="list-style-type: none"> • Submit for approval a plan to implement the proposed corrective measures (<i>projected timetable for completion, costs, financing, other considerations</i>) | April to August | |

2015-2016 Action Plan

STRATEGIC DIRECTION NO.1

Kirkland is committed to promoting universal accessibility throughout its territory

| Municipal buildings and structures / Streets, sidewalks and parking areas / Parks and public places | | | |
|--|---|---------------------|---------------------------------------|
| Objectives | Contemplated Actions | Timeframe | Responsible Department Partners |
| Promote universal accessibility in parks and public places | <ul style="list-style-type: none"> • Compile an inventory of parks and public places (<i>including playgrounds, bicycle paths, sports fields, green spaces, water play areas and other public spaces</i>) • By location, identify observed barriers to universal accessibility (<i>pathways, play structures, park furniture, sports fields, other considerations</i>), and recommend appropriate corrective measures | October to December | Recreation Public Works |
| | <ul style="list-style-type: none"> • Submit for approval a plan to implement the proposed corrective measures (<i>projected timetable for completion, costs, financing, other considerations</i>) | December to April | |



2015-2016 Action Plan

STRATEGIC DIRECTION NO. 2

Kirkland is committed to promoting universal accessibility in all of its recreational and cultural programming

| Recreation and Culture | | | |
|---|---|---------------------|--|
| Objectives | Contemplated Actions | Timeframe | Responsible Department Partners |
| Promote universal accessibility in public events | <ul style="list-style-type: none"> • Compile an inventory of public municipal events (<i>including Kirkland Day, Mini-Olympics, Winter Carnival, outdoor evenings and other public events organized by the town</i>) • By event location, identify the barriers to universal accessibility observed on-site (<i>wheelchair accessible washrooms, signage, lighting, and other considerations concerning persons with disabilities and those with reduced mobility</i>), and recommend appropriate corrective measures | October to December | Recreation Public Works |
| | <ul style="list-style-type: none"> • Submit for approval a plan to implement the proposed corrective measures (<i>projected timetable for completion, costs, financing, other considerations</i>) | December to August | |



2015-2016 Action Plan

STRATEGIC DIRECTION NO. 2

Kirkland is committed to promoting universal accessibility in all of its recreational and cultural programming

| Recreation and Culture | | | |
|--|---|-----------------------|----------------------------------|
| Objectives | Contemplated Actions | Timeframe | Responsible Department Partners |
| <p>Promote universal accessibility in recreational and cultural activity programs</p> | <ul style="list-style-type: none"> • Compile an inventory of recreational and cultural activity programs open to the public (<i>including day camps, summer reading club, Library collection of books, documents and equipment adapted for persons with disabilities, drawing and painting classes, tennis and other sports lessons, conferences and reading clubs, story-telling times and other activities for children, Library's home delivery service and other activities and programs offered by the town</i>) • Identify target users by age group (<i>children 0-10, teens 12-17, adults 14+ or other distribution</i>) • Identify the barriers to universal accessibility observed in municipal programs and activities (<i>including physical access to the premises, wheelchair accessible washrooms, ease of circulation on the premises, lack of adapted furniture and supplies, staff training requirements, specialized companion service for day camps, Tourist and Leisure Companion Sticker, and other considerations respecting persons with disabilities or with reduced mobility</i>), and recommend appropriate corrective measures | <p>October to May</p> | <p>Recreation Library</p> |
| | <ul style="list-style-type: none"> • Submit for approval a plan to implement the proposed corrective measures (<i>projected timetable for completion, costs, financing, other considerations</i>) | <p>May to August</p> | |



2015-2016 Action Plan

STRATEGIC DIRECTION NO. 3

Kirkland is committed to promoting universal accessibility in the home and during travels in the city

| Dwellings / Transport / Public Security | | | |
|--|---|-----------|--|
| Objectives | Contemplated Actions | Timeframe | Responsible Department Partners |
| <i>Promote universal accessibility in the home</i> | <ul style="list-style-type: none"> Promote barrier-free standards with municipal employees and construction professionals with a focus on Kirkland's commitment to the concept of universal accessibility Promote the home adaptation program and other resources aimed at ensuring accessibility in a disabled person's home Promote the Montreal Fire Department's smoke detector home inspection program Promote registration in the Montreal Fire Department's census record of persons with disabilities | Ongoing | Urban Planning Engineering Communications |
| <i>Promote universal accessibility in travel</i> | <ul style="list-style-type: none"> Review the safety aspect of pedestrian crossings (<i>duration of the crossing cycle, configuration, street furniture, existence of an accessible sidewalk ramp, condition of the pavement, sidewalk and curb, and other considerations</i>) and propose modifications as required Research the possibility of installing audio-signal traffic lights at main pedestrian crossings | Annually | Engineering Urban Planning Public Works |
| | <ul style="list-style-type: none"> Compile information concerning the Attendant Card and adapted transport services and programs provided by the STM and disseminate that information through the municipality's various communication tools | Annually | Communications Recreation |



2015-2016 Action Plan

STRATEGIC DIRECTION NO. 4

Kirkland is committed to promoting universal accessibility and its endorsement of the inclusive city concept

| Communications | | | |
|--|---|-----------------|---|
| Objectives | Contemplated Actions | Timeframe | Responsible Department Partners |
| <i>Promote universal accessibility in municipal programs and services and community resources</i> | <ul style="list-style-type: none"> • Compile an inventory of municipal programs and services accessible to persons with disabilities or with reduced mobility, and of community resources at their disposal | October to June | Communications IT Recreation |
| | <ul style="list-style-type: none"> • Create a tab on the Kirkland website regrouping that information as well as this Action Plan | June to August | |
| | <ul style="list-style-type: none"> • Disseminate the above information to residents through the various communication tools developed by the Town (<i>website, Facebook page, enewsletter, Info-Kirkland, Kirkland Activities booklet, Info-Flash, Municipal Calendar, electronic bulletin boards, internal and external communiqués, posters and other sources</i>) • Update and refine that information as required | Ongoing | |
| <i>Promote Kirkland's endorsement of the inclusive city concept as well as the measures proposed in this Action Plan</i> | <ul style="list-style-type: none"> • Organize and hold a recreational or cultural activity related to the Québec Week of the Disabled | October to June | Recreation Library |
| | <ul style="list-style-type: none"> • Promote the Québec Week of the Disabled (<i>council resolution, website, Facebook page, municipal publications</i>) | April to June | Communications Town Clerk |
| | <ul style="list-style-type: none"> • Disseminate the Action Plan to municipal employees and elected officials, explain its components and conduct a follow-up | Ongoing | Director General Communications Recreation |



2015-2016 Action Plan

STRATEGIC DIRECTION NO. 5

Kirkland is committed to promoting the workplace integration of persons with disabilities and supporting the initiatives of local organizations that provide them with assistance

| Employment-related support and assistance to organizations working with persons with disabilities | | | |
|---|--|-----------|--|
| Objectives | Contemplated Actions | Timeframe | Responsible Department Partners |
| <p>Promote the integration of persons with disabilities in the workplace</p> | <ul style="list-style-type: none"> Implement measures promoting the hiring and retention of persons with disabilities (<i>OPHQ on-line training aimed at accommodating and assisting persons with disabilities, or other resources</i>) | Ongoing | <p>Human Resources Director General Purchasing Communications</p> |
| | <ul style="list-style-type: none"> Renew the municipal buildings janitorial services contract with Placements Potentiel* (<i>an accredited non-profit Adapted Enterprise specialized in finding suitable sustainable employment for qualified candidates with mild disabilities</i>) Renew the Work Integration Contract of a Kirkland blue collar worker Ensure that documentation pertaining to the recruitment of municipal employees (<i>application forms, publication of job offers and other considerations</i>) highlights the municipality's commitment to hiring qualified persons with disabilities Ensure that the procurement process for purchasing or leasing municipal goods and services includes accessibility for persons with disabilities Promote municipal job support initiatives with our citizens through the Town's communication tools | Ongoing | |



2015-2016 Action Plan

STRATEGIC DIRECTION NO. 5

Kirkland is committed to promoting the workplace integration of persons with disabilities and supporting the initiatives of local organizations that provide them with assistance

| Employment-related support and assistance to organizations working with persons with disabilities | | | |
|---|--|-----------|--|
| Objectives | Contemplated Actions | Timeframe | Responsible Department Partners |
| <i>Support the initiatives of local organizations working with persons with disabilities</i> | <ul style="list-style-type: none"> Earmark funds on an annual basis to support local organizations working with persons with disabilities or with reduced mobility Promote the initiatives of local organizations working with persons with disabilities including the West Island Seniors Resource Guide, through the municipality's various communication tools. | Annually | Director General Finance Recreation Communications |

