

## What You Need to Know

[Ontario Regulation \(O. Reg.\) 191/11 – Integrated Accessibility Standards](#) under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) requires designated public sector organizations to have a multi-year accessibility plan in place which documents the organization’s strategy to prevent and remove accessibility barriers.

Organizations must establish, review and update these plans in consultation with persons with disabilities and when applicable, with a municipal accessibility advisory committee.

Plans must be updated at least once every five years and a status report must be completed on an annual basis. The plan and status report must be posted on the organization’s website and be available in an accessible format upon request.

This form includes information to help designated public sector organizations comply with [section 4 of the Regulation](#).

## General Disclaimer

This document is provided for general information only as a sample reference to assist organizations in meeting their obligations under the *Accessibility for Ontarians with Disabilities Act, 2005*. Each organization is responsible for understanding and complying with its legal obligations and developing its own policies, procedures and material based on its particular situation. Users are encouraged to seek independent advice and the Government of Ontario, in providing public information on accessibility is not responsible for its usage.

## What should you do once you have developed your multi-year accessibility plan?

Regulation 191/11	Requirement	What to do?	In Compliance?
<b>Section 4 (1)</b>	Post plan on website and make it available in an accessible format upon request.	<input checked="" type="checkbox"/> Ensure your organization's plan is posted online Website Link	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input checked="" type="checkbox"/> Communicate that your plan is available in alternate formats upon request  <b>Sample</b> To request an alternate format of this plan, please contact [person/email/phone number]	
<b>Section 4 (1)</b>	Review and update the plan at least once every five years.	<input type="checkbox"/> Determine when your plan was created and/or when was the last time it was updated Date of Plan Creation (yyyy/mm/dd) <a href="#">2014/05/06</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Date of Last Review/Update (yyyy/mm/dd) <a href="#">2019/02/11</a>	
		Date of Next Review/Update (yyyy/mm/dd) <a href="#">2022/02/14</a>	

Regulation 191/11	Requirement	What to do?	In Compliance?
<b>Section 4 (2)</b>	Review and update the accessibility plan in consultation with persons with disabilities and an accessibility advisory committee (if one has been established).	<p>Determine if you need to establish an accessibility advisory committee. Is your organization a municipality with 10,000 residents or more?</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p><b>If no,</b></p> <p>Your organization is not required to establish an accessibility advisory committee. However, if you are a municipality, you may choose to have one in place anyway and consult its members during your planning process.</p> <p><input checked="" type="checkbox"/> Consult with persons with disabilities and an accessibility advisory committee (if applicable) when reviewing and updating your accessibility plan. Consider documenting how you complete your consultations in your accessibility policies or in the annual status report for your multi-year accessibility plan.</p> <p><a href="#">Learn more about how municipalities must work with accessibility advisory committees to identify and break down barriers for people with disabilities in their communities.</a></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Section 4 (3)</b>	Prepare and post an annual status report on measures taken to implement the plan. Make the annual status report available in an accessible format upon request.	<p><input type="checkbox"/> Track the organization's progress in implementing the plan annually Last Annual Status Report <b>June 2021</b></p> <hr/> <p>See <a href="#">Annual Status Report template</a></p> <p><input type="checkbox"/> Ensure your organization's annual status report is posted online Website Link</p> <hr/> <p><input type="checkbox"/> Communicate that the annual status report is available in alternate formats upon request</p> <p><b>Sample</b></p> <p>To request an alternate format of this annual status report, please contact [person/email/phone number].</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Designated Public Sector Annual Status Report Template

**Corporation of the Town of Renfrew**

**Annual Status Report**

Name of Organization

**Corporation of the Town of Renfrew**

has established a multi-year

Name of Organization

accessibility plan to prevent and remove barriers to accessibility and to meet requirements under the *Accessibility for Ontarians with Disabilities Act* and the Integrated Accessibility Standards.

This Annual Status Report details the required annual update for (year) 2022 on the progress of measures taken to improve accessibility. The purpose of this report is to track our organization's progress and make the public aware of our initiatives.

This report is available online at <https://www.renfrew.ca/accessibility.cfm>

To request an alternate format of this annual status report, please contact:

Name (last name, first name) Charkavi, Jennifer

Email jcharkavi@renfrew.ca

Telephone number 613-432-4848 ext. 104

## Accessibility Accomplishments in (year) 2020

**General Accomplishments** . . . . .  Applicable  Not applicable

Enter in general initiatives related to accessibility that may or may not be directly related to a regulatory requirement or initiatives that don't fall within a particular standard.

[Downtown Renfrew reconstruction finalized that incorporated many accessible features. New software purchased to ensure webcontent on the website are accessible.](#)

**Customer Service Accomplishments** . . . . .  Applicable  Not applicable

Enter in initiatives implemented related to the Customer Service Standards. For example, this can include training employees, updating/establishing policies, follow up on feedback received.

[Training of all new staff students and volunteers on the Town's Customer Service Standards.](#)

**Information and Communications Accomplishments** . . . . .  Applicable  Not applicable

Enter in initiatives implemented related to the Information and Communications Standards. For example, this can include creating accessible documents, updating websites to meet accessibility requirements, developing new policies to ensure information/documents are provided in alternate formats, follow up on feedback.

[Purchasing software and training of staff who maintain the Town's website on how to ensure webcontent is accessible.](#)

**Employment Accomplishments** . . . . .  Applicable  Not applicable

Enter in initiatives implemented related to the Employment Standards. This can include, for example, accommodating all candidates during the recruitment process and employment life cycle, steps taken to ensure accommodation plans and ensuring employees have accessible emergency information.

[The Town of Renfrew is committed to documenting a process for developing individual accommodation plans, as well as providing these plans to employees as required. The Town has created a procedure to compliment the IASR Policy, which outlines the steps that need to be taken to create/document an individual accommodation plan and forms part of the](#)

**Transportation Accomplishments** . . . . .  Applicable  Not applicable

Enter in initiatives implemented related to the Transportation Standards. This can include, for example, installing signage for priority seating, training staff on appropriate use of a vehicle's accessibility features.

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**Design of Public Spaces Accomplishments** . . . . .  Applicable  Not applicable

Enter in initiatives implemented related to the Design of Public Spaces Standards. This can include, for example, installing accessible playgrounds, tactile walking surface indicators and establishing design guidelines that take into account accessibility. [The Design of Public Spaces Standards addresses accessibility planning in a range of public spaces, including: trails/beach access routes; outdoor public eating areas; play spaces; accessible parking; exterior paths of travel including sidewalks; accessible pedestrian signals; service counters; fixed queuing lines; waiting areas and the emergency and preventative maintenance of accessible elements in public spaces. These standards only apply to new construction or the redevelopment of existing public spaces and buildings. The Town of Renfrew has implemented a Recreation Master Plan, as well as building/renovating existing parks to ensure they are accessible and working on the conceptual plan for a new Recreation Centre at the Ma-te-way Activity Centre which will provide accessible features for those who attend the programs and use the services provided.](#)

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**Summary of Consultations** . . . . .  Applicable  Not applicable

All designated public sector organizations must establish, review and update multi-year accessibility plans in consultation with persons with disabilities and, when applicable, with a municipal accessibility advisory committee. All municipalities with 10,000 and more residents must establish an accessibility advisory committee. Obligated organizations are also required to consult with the public and persons with disabilities when building new trails and outdoor play spaces. Use this section of the report to outline any consultation that took place during the year.

[The Town of Renfrew is not required to have an Accessibility Advisory Committee, however, the Town is part of the Renfrew County Accessibility Advisory Committee. This Committee has persons with disabilities on this committee.](#)

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**Next Steps**

What will be the focus of the new year? Highlight key upcoming initiatives.

[In 2021 the Town of Renfrew will continue to work on ensuring that our website and webcontent are accessible and meet the requirements.](#)