

## 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?
Section 4 (1)	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 checked="" 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]	
Section 4 (1)	Review and update the plan at least once every five years.	<input checked="" 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) 2019/11/05 <hr/> Date of Last Review/Update (yyyy/mm/dd) 2021/12/06 <hr/> Date of Next Review/Update (yyyy/mm/dd) 2022/12/02	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Regulation 191/11	Requirement	What to do?	In Compliance?
Section 4 (2)	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>If no,</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Section 4 (3)	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 checked="" type="checkbox"/> Track the organization's progress in implementing the plan annually Last Annual Status Report <b>December 6, 2021</b></p> <hr/> <p>See <a href="#">Annual Status Report template</a></p> <p><input checked="" type="checkbox"/> Ensure your organization's annual status report is posted online Website Link</p> <hr/> <p><input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# Designated Public Sector Annual Status Report Template

**Municipality of Wawa**

**Annual Status Report**

Name of Organization

**Municipality of Wawa**

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) 2021 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 [www.wawa.cc](http://www.wawa.cc)

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

Name (last name, first name) Cathy Cyr

Email [ccyr@wawa.cc](mailto:ccyr@wawa.cc)

Telephone number 705-856-2244 ext. 222

## Accessibility Accomplishments in (year) 2021

**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.

- \* Installed accessible sidewalks and curb cuts along Mission Road;
- \* Conducted a roads and sidewalk conditions audit to determine the needs and upgrades required for municipal infrastructure. Any upgrades would provide accessible sidewalks and curb-cuts;
- \* Accessible washroom installed at Scenic High Falls Public Park.
- \* Updated the Wawa Municipal Website to WCAG Level AA;
- \* Installed additional handicap parking in the downtown core to that individuals would have access to various businesses;

**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.

- \* Updated the Wawa Municipal Website to WCAG Level AA;
- \* Provided annual review of Accessibility Plan and policies opportunity to staff

**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.

- \* Updated the Wawa Municipal Website to WCAG Level AA;

**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.

- \* Accommodations were offered to all employees and candidates for employment. No requests were received.

---

**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.

- \* Installed additional handicap parking in the downtown core to that individuals would have access to various businesses;

---

**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.

- \* Accessible washroom installed at Scenic High Falls Public Park.

---

**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.

Consulted with staff.

---

**Next Steps**

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

- \* Complete review of Town Hall accessibility requirements and prepare renovation plan.
- \* Review Accessibility Plan and recommended updates and changes to policy (if required).
- \* Continue to review Municipality of Wawa policies and procedures to ensure accessibility compliance;
- \* Continue to provide resources and training materials to staff and volunteers to promote awareness and education regarding accessibility requirements and obligations throughout the organization;
- \* Install new audio system in the Council Chambers to ensure all may participate and hear meetings;
- \* When applicable, consult with those with disabilities in updating the Accessibility Plan.



*The Corporation of the Municipality of Wawa  
Staff Report*

*Clerk*

<b>Prepared For: CAO</b>	<b>Report No.: CC-2021-11</b>
<b>Date: December 8, 2021</b>	<b>File No.: BL 3241-09</b>

**Subject**

The Municipality of Wawa adopted its Multi-Year Accessibility Plan for the period 2019 to 2024. The Accessibility Status Report is the annual update on the progress of measures taken within the Municipality of Wawa to improve accessibility and implement the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11). This Status Report includes the accessibility initiatives that were completed in 2021 to implement the strategies outlined in the Wawa Multi-Year Accessibility Plan. The purpose of this Status Report is to make the public aware of the progress with regards to the Multi-Year Accessibility Plan.

**List of Stakeholders**



The list of Stakeholders includes:

- The Municipality of Wawa
- All Departments within the Municipality of Wawa
- Mayor and Council

**Summary of Recommendation**

**RESOLVED THAT** Council of the Municipality of Wawa hereby:

1. Receive the Clerk's Report on the 2020 Accessibility Status Report.
2. Accept the 2020 Accessibility Report for the Municipality of Wawa at the next Regular meeting of Council.

<b>Respectfully Submitted By:</b> Cathy Cyr Clerk	<b>Reviewed By:</b> Maury O'Neill CAO-Treasurer
Name/Signature/Title 	Supervisor's Name/Signature/Title 

## Background

The Municipality of Wawa is committed to eliminating barriers and improving access for persons with disabilities by providing its citizens with an inclusive accessible community through its passage and adoption of strategies and policies that promote dignity, independence, integration and equal opportunity for all citizens.

The Municipality of Wawa will continue to work under the legislative frameworks of the AODA, the Ontario Human Rights Code, 1990, and other associated pieces of legislation to ensure that compliance with accessibility standards are achieved.

## Achievements and Successes

Over the past year, the Municipality of Wawa has accomplished the following:

### **1. Legislative Compliance:**

- The Municipality of Wawa commenced the process for a municipal-wide Strategic Plan, which will include strategies to ensure sustainable accessibility in future development and re-development;
- Providing employees with Individual Accommodation Plans where needed and consulted on during the year and performance reviews;
- Posting all available job opportunities in accessible formats, and offering alternative formats for potential interviews.

### **2. Community Mobility**

- Installed accessible sidewalks and curb cuts along Mission Road;
- Conducted a roads and sidewalk conditions audit to determine the needs and upgrades required for municipal infrastructure. Any upgrades would provide accessible sidewalks and curb-cuts;
- Undertook building review of the Town Hall to ensure upgrades may be made to the building to make the building accessible.

### **3. Accessible Recreation**

- Installed accessible washrooms Dr. Rose's Beach;
- Installed new playground equipment at the Wawa Beachfront that includes accessible features.

### **4. Meeting and Event Accessibility**

- Improved technology in the Council Chambers by purchasing a Meeting Owl and live-streaming all Council and Committee Meetings via Zoom. Members of the public are able to participate in meetings remotely through

Zoom or view the meetings through the Municipality of Wawa's YouTube Channel.

**5. Additional Achievements**

- Updated the Wawa Municipal Website to WCAG Level AA;
- Installed additional handicap parking in the downtown core to that individuals would have access to various businesses;
- Installed numerous benches in the downtown core to provide a resting area for persons requiring places to rest;

**6. Goals and Next Steps for Accessibility**

- Ensure the Municipality of Wawa continues to meet compliance with the AODA, its regulations and all other legislation;
- Continue to review Municipality of Wawa policies and procedures to ensure accessibility compliance;
- Strive to ensure that new facilities, programs, and services are designed and created with accessibility features incorporated;
- Continue to provide resources and training materials to staff and volunteers to promote awareness and education regarding accessibility requirements and obligations throughout the organization;
- Work with all municipal departments to explore new and innovative methods to remove and prevent barriers to access;
- New audio system to be installed in the Council Chambers to ensure all may participate and hear meetings;

**Financial Impact**

No financial impact.

**Attachments**

None.