

## Accessibility Compliance Report

You can use one form to file an accessibility compliance report for up to 20 organizations. To do so, you need each organization's:

- legal name
- business number (BN9) or AODA identifier
- number of employees in Ontario
- address

Each organization must have the same:

- organization category
- number of employees range (e.g. 20-49, 50+)
- certifier
- answers to all of the accessibility compliance questions

If not, you will need to complete a separate form for each organization.

### Organization information

**Table 1: Organization category, number of employee range and reporting year**

Organization Category (required)	Number of employee range (required)	Reporting year (required)
Designated Public Sector	1-49 employees	2025 DPS

## Business details

### How to count your employees?

In your employee count, include all:

- full-time employees
- part-time employees
- seasonal employees
- contract workers

Do not count:

- employees outside Ontario
- volunteers
- independent contractors
- organizations with zero (0) employees are not required to submit an Accessibility Compliance Report and should submit an Organization Profile Update instead.

### How to find my CRA business number?

You can find your BN9 number by:

- Logging into the CRA My Business Account
- Checking your GST/HST or Corporation Notice of Assessment under Notice Details
- Checking your GST/HST credit notice
- To learn more, visit Business number - Business number - Canada.ca ([https://www.canada.ca/en/services/taxes/business-number.html?utm\\_campaign=not-applicable&utm\\_medium=vanity-url&utm\\_source=canada-ca\\_business-number](https://www.canada.ca/en/services/taxes/business-number.html?utm_campaign=not-applicable&utm_medium=vanity-url&utm_source=canada-ca_business-number))

### How to find your industry?

You can search for North American Industry Classification (NAICS) codes using the Statistics Canada website (<https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1369825>)

Table 2: Organization business details (maximum up to 20)

Item Number	Organization legal name (required)	Number of employees in Ontario (required)	Business number (BN9) or AODA identifier (required)	Operating / business name	Organization Sector (required)	Subsector (required)	Industry Group (required)
Item # 1	The Corporation of the Township of Laurentian Valley	23	870271376	The Corporation of the Township of Laurentian Valley	91 - Public Administration	913 - Local, Municipal and Regional Public Administration	9131 - Municipal Protective Services

### Business address

Address at which letters can be sent to the company director/officer accountable for the organization's compliance with the AODA.

**Table 3: Organization business address (maximum up to 20)**

Item Number	Organization legal name (required)	Address line 1 (required)	Address line 2	City (required)	Province or State (required)	Postal code or Zip code (required)	Country (required)
Item # 1	The Corporation of the Township of Laurentian Valley	460 Witt		Pembroke	ON (Ontario)	K8A 6W5	Canada

### Mailing address

Address where letters can be sent to the person responsible for coordinating the organization's AODA compliance activities.

**Table 4: Organization mailing address (maximum up to 20)**

Item Number	Organization legal name (required)	Address line 1 (required)	Address line 2	City (required)	Province or State (required)	Postal code or Zip code (required)	Country (required)
Item # 1	The Corporation of the Township of Laurentian Valley	460 Witt		Pembroke	ON (Ontario)	K8A 6W5	Canada

## Understanding accessibility requirements

Before you begin your report, you can learn about your accessibility requirements at [ontario.ca/accessibility](https://www.ontario.ca/page/accessibility) (<https://www.ontario.ca/page/accessibility-in-ontario>)

Additional accessibility requirements apply if you are:

- a library board (<https://www.ontario.ca/page/how-make-information-accessible#section-7>)
- a producer of education material (e.g. textbooks) (<https://www.ontario.ca/page/how-make-information-accessible#section-6>)
- an education institution (e.g. school board, college, university or school) (<https://www.ontario.ca/page/how-make-information-accessible#section-6>)
- a municipality (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations>)

Is your organization a municipality? (required) ☒ Yes ☐ No (If answer is no, please go to Certification statement section)

Is your municipality submitting this report on behalf of any local boards (e.g., Library Board, Police Board)? (required) ☐ Yes ☒ No (If answer is no, please go to Certification statement section)

If you are a municipality submitting this report, and submitting on behalf of local boards, please indicate which boards below.

## Board information

Please note you can provide up to 20 boards.

**Table 5: Board information (maximum up to 20)**

Item Number	Board Name (required)	Board Type (required) (e.g. Police Board, Library Board, Other (Please specify))	Date added (required) (yyyy-mm-dd)
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## Certification statement

Section 15 of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) requires that accessibility reports include a statement certifying that all the required information has been provided and is accurate, signed by a person with authority to bind the organization(s).

**Note:** It is an offence under the Act to provide false or misleading information in an accessibility report filed under the AODA.

The certifier may designate a primary contact for the Ministry for Seniors and Accessibility to contact the organization(s); otherwise, the certifier will be the main contact.

**Certifier:** Someone who can legally bind the organization(s).

**Primary Contact:** The person who will be the main contact for accessibility issues.

## Acknowledgement

☒ I certify that all the information is accurate, and I have the authority to bind the organization (required)

Certification date (yyyy-mm-dd) (required) 2025-12-22

## Certifier information

**Table 6: Certifier information**

Last name (required)	First name (required)	Position title (required)	Business phone number (required)	Business phone number extension	Email (required)	Alternate phone number	Alternate phone number extension	Fax number
Sauriol	Dean	CAO/Clerk	613-735-6291		dsauriol@lvtownship.ca			

## Primary contact for the organization(s)

☐ Check if the primary contact is same as the certifier

**Table 7: Primary contact information**

Last name (required)	First name (required)	Position title (required)	Business phone number (required)	Business phone number extension	Email (required)	Alternate phone number	Alternate phone number extension	Fax number
Dennis	Lori	Deputy Clerk	613-735-6291	221	ldennis@lvto wnship.ca			

## Compliance questions

### General Section

Is your organization in compliance with all applicable requirements of the General Section? ☒ Yes ☐ No

#### Resources for Question

- Read Ontario Regulation 191/11, Part I: General (<https://www.ontario.ca/laws/regulation/110191#BK0> ↗)
- Learn more about your requirements for question 1 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations> ↗)
- Accessibility Policy Sample (<https://forms.mgcs.gov.on.ca/dataset/on00090> ↗)
- Designated Public Sector and Multi-Year Accessibility Plans (<https://forms.mgcs.gov.on.ca/dataset/on00120> ↗)
- Accessibility Training Requirements Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00092> ↗)
- The Accessibility Standards Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00125> ↗)

Comments for Question (Please provide additional details to support your answer)

The Township of Laurentian Valley approved a new Multi-Year Accessibility Plan for period of 2025 to 2029 Resolution No. RM24-12-147 and it is posted on our Township website at [https://www.lvtownship.ca/en/lv-government-services/accessibility.aspx?\\_mid\\_=9380](https://www.lvtownship.ca/en/lv-government-services/accessibility.aspx?_mid_=9380)

### Information and Communications Standards

Is your organization in compliance with all applicable requirements of the Information and Communications Standards? ☒ Yes ☐ No

#### Resources for Question

- Read Ontario Regulation 191/11, Part II: Information and Communications Standards (<https://www.ontario.ca/laws/regulation/110191#BK8> ↗)
- Accessible Educational and Training Resources and Materials Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00119> ↗)



- World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 (<https://www.w3.org/WAI/standards-guidelines/wcag/> ↗)
- The Accessibility Standards Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00125> ↗)

Comments for Question (Please provide additional details to support your answer)

The Township of Laurentian Valley is committed to providing information in the format that meets accessible needs. If an alternate format is required or if access to a document is required that is not available on our website, a request form can be completed and submitted on our website, including the format that is preferred. Alternatively a request can be made by telephone or in person at the township office. please complete this form to let us know what format you require. The format will be mutually agreed upon and will be provided in a timely manner. The Township has not had a request request for a copy of the plan or any documentation in accessible format. The Township has installed accessible washroom signs at various facilities and twp. building.

## Employment Standards

Is your organization in compliance with all applicable requirements of the Employment Standards? ☒ Yes ☐ No

### Resources for Question

- Read Ontario Regulation 191/11, Part III: Employment Standards (<https://www.ontario.ca/laws/regulation/110191#BK20> ↗)
- Learn more about your requirements for question 3 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-8> ↗)
- Sample Return to Work Process and Plan (<https://forms.mgcs.gov.on.ca/dataset/0047> ↗)
- Sample Accommodation Process and Plan (<https://forms.mgcs.gov.on.ca/dataset/0048> ↗)
- Providing Accessible Emergency Information to Staff (<https://forms.mgcs.gov.on.ca/dataset/on00032> ↗)
- Accessible Recruitment Process (<https://forms.mgcs.gov.on.ca/dataset/on00031> ↗)
- The Accessibility Standards Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00125> ↗)

Comments for Question (Please provide additional details to support your answer)

All employment opportunity advertisements include a statement that LV is an equal opportunity employer and accessibility accommodations are available for all parts of the hiring process. In the Township employment offer letter it states that if successful applicant with disabilities requires accommodation the Township will accommodate employees in the workplace. We currently do not have any employees with disabilities; should we have an employee with disabilities we will develop a process and develop an individual customized accommodation plan for the employee. We continue to provide AODA training to all employees upon on-boarding among other training required by legislation including Corporate Policy. We keep a record of training provided with dates and names individuals trained.

## Transportation Standards

- Does your organization provide transportation services, either directly or through a third party? ☒ Yes ☐ No
- Is your organization in compliance with all applicable requirements of the Transportation Standards? ☒ Yes ☐ No

## Resources for Question

- Read Ontario Regulation 191/11, Part IV: Transportation Standards (<https://www.ontario.ca/laws/regulation/110191#BK34> ↗)
- Learn more about your requirements for question 4 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-10> ↗)
- Transportation Standards Reference Guide (<https://forms.mgcs.gov.on.ca/dataset/on00336> ↗)

Comments for Question (Please provide additional details to support your answer)

Transportation services is provided by 3rd party contractor Handi-Bus, in partnership with the City of Pembroke that offers accessible transportation service.

## Design of Public Spaces Standards

Is your organization in compliance with all applicable requirements of the Design of Public Spaces Standards? ☒ Yes ☐ No

### Resources for Question

- Read Ontario Regulation 191/11, Part IV.1: Design of Public Spaces Standards (<https://www.ontario.ca/laws/regulation/110191#BK91> ↗)
- Learn more about the requirements for Question 5 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-11> ↗)
- Design of Public Spaces Standards (DOPS) Reference Guide (<https://forms.mgcs.gov.on.ca/dataset/on00335> ↗)

Comments for Question (Please provide additional details to support your answer)

In 2024 the Twp Installed accessible shade structures at 5 municipal parks (Elgin Street, Stafford, Shady Nook, Pleasant View and Alice & Fraser; and accessible parking signs at various Mun properties. In 2024 the Twp Re-surfaced Stafford Park to accessible surface of playground and in 2025 at the Alice & Fraser Recreation Centre in accordance with the Twp's Master Recreation Plan, adopted by Council after a public consultation process in 2022 which provided an engagement opportunity to all members of the public including peoples with disabilities to share issues, ideas, wants and needs and their input in the development of the plan which includes installation of play structures etc. In 2024, Twp Installed new playground at a new municipal location (622 Elgin Street) that includes 2 play structures with accessible features and placed accessible surface. The Twp re-painted accessible parking space markings and symbols in 2025 at the Township building and One Recreation facility.

## Customer Service Standards

Is your organization in compliance with all applicable requirements of the Customer Service Standards? ☒ Yes ☐ No

### Resources for Question

- Read Ontario Regulation 191/11, Part IV.2: Customer Service Standards (<https://www.ontario.ca/laws/regulation/110191#BK148> ↗)
- Learn more about your requirements for question 6 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-7> ↗)
- The Accessibility Standards Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00125> ↗)

Comments for Question (Please provide additional details to support your answer)

The Township has trained all staff and continue to train new staff with AODA Customer Service Training, Standards and Human Rights Code as part of the on-boarding package. The Township continues to create and modify, if required, on-line forms and paper forms for residents. We continue to promote diversity and inclusion in the workplace.