

Checklist

This checklist will help you respond to this audit request on 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 clearly indicate the pages and sections in your documents where the requirements below can be reviewed in the last column of the table.

If your organization **did not newly** construct or re-develop any of the areas covered, please respond by email that it is not applicable for the [Design of Public Spaces Standards](#).

- For Designated Public Sector organizations on or after January 1, 2016
- For Business or Non-Profit organizations (with 50 or more employees) on or after January 1, 2017

[A reference guide](#) to review applicability is available for Design of Public Spaces Standards

Regulatory Requirement	Examples of documents that may be provided	Resources and References	Name of Document to Address requirement and Page Reference of relevant content
1. Accessibility Policies Refer to S. 3(1) of IASR	Copy of your organization's accessibility policies including all the applicable requirements under the Integrated Accessibility Standards Regulation (IASR).	Accessibility Policy Sample template	
2. Multi-Year Accessibility Plan Refer to S. 4(1) 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. Copy of joint accessibility plan, if applicable. Website link to where the plan is posted.	Multi-year Plan Sample template	

Regulatory Requirement	Examples of documents that may be provided	Resources and References	Name of Document to Address requirement and Page Reference of relevant content
<p>3. Training Refer to S. 7(1-4) of IASR</p>	<p>Copy of your organization's training policy on the requirements of the IASR.</p>	<p>Information on how to train your staff</p> <p>Free accessibility training modules</p> <p>Training on Ontario Human Rights Code</p> <p>Accessibility Training Requirements Checklist</p>	
<p>4. Accessible Feedback Refer to S. 11(1-2) of IASR</p>	<p>Copy of your organization's policy on accessible feedback as required under the IASR.</p> <p>Evidence of public notice to arrange accessible feedback and alternate formats upon request including public website link for feedback if necessary</p>	<p>How to make information accessible</p>	
<p>5. Emergency Procedure, Plans, or Public Safety Information Refer to S.13(1) of IASR</p>	<p>Copy of the organization's policies indicating that it provides public emergency procedures, plans or public safety information in an accessible format upon request (include public website link if necessary)</p> <p>This only applies if your organization prepares this information and makes it available to the public. Clearly note in your response if this is not applicable</p>	<p>How to make information accessible</p>	

Regulatory Requirement	Examples of documents that may be provided	Resources and References	Name of Document to Address requirement and Page Reference of relevant content
<p>6. Accessibility Compliance Reports</p> <p>Refer to S.14(2) of AODA</p>	<p>A document or summary that describes how your organization makes the Accessibility Compliance Reports publicly available</p> <p>Public notice including website link or photograph where reports are publicly available</p>		
<p>7. Recreational Trails, consultation</p> <p>Refer to S.80.8(1,2) of the IASR</p>	<p>Indicate whether your organization has constructed new recreational trails</p> <p>If no, these requirements are not applicable. Please indicate this in your email response.</p> <p>Consultation notes from the public, people with disabilities and Municipal Accessibility Advisory Committee (if the municipality has a population of more than 10,000)</p> <p>For example meeting notes, minutes and consultation reports.</p>	<p>How to make public spaces accessible: How to make public spaces accessible ontario.ca</p> <p>Guide to the Integrated Accessibility Standards Regulation (Pages 278-279 of 378)</p> <p>Guide to Accessible Public Engagement (omssa.com)</p>	

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<p>8. Recreational Trails, signage and media</p> <p>Refer to S. 80.9(2,3) of the IASR</p>	<p>Visual evidence of signage like videos and photos and copies of media (park website/brochures) along with documents and information demonstrating that this requirement is met</p>	<p>How to make public spaces accessible: How to make public spaces accessible ontario.ca</p> <p>Guide to the Integrated Accessibility Standards Regulation (Pages 280 of 378)</p> <p>Illustrated Technical Guide to the Design of Public Spaces: 2.2.1 Recreational Trails, General (gaates.org)</p>	

<p>9. Outdoor public use eating areas and play spaces</p> <p>Refer to S.80.17, 80.19 and 80.20 of the IASR</p>	<p>Indicate whether your organization has constructed new outdoor public use eating areas and play spaces (as defined by the dates noted at the top of document).</p> <p>If no, these requirements are not applicable. Please indicate this in your email response.</p> <p>Visual evidence of public use eating areas and play spaces such as pictures or videos including measurements as required</p> <p>Design plans of the eating areas that include measurements and layout (knee/toe clearance, ground surface, clear ground space)</p> <p>Consultation notes on the needs of children and caregivers with various disabilities regarding play spaces from the public, people with disabilities and Municipal Accessibility Advisory Committee (if the municipality has a population of more than 10,000). For example meeting notes, minutes and consultation reports.</p> <p>Designs, summaries and description of outdoor play spaces with measurements to include accessibility features, ground surface and sufficient clearance.</p>	<p>How to make public spaces accessible: How to make public spaces accessible ontario.ca</p> <p>Guide to the Integrated Accessibility Standards Regulation (Pages 303-310 of 378)</p> <p>Illustrated Technical Guide to the Design of Public Spaces: 2.4 Outdoor Public Use Eating Areas (gaates.org) 2.5 Outdoor Play Spaces (gaates.org)</p> <p>Guide to Accessible Public Engagement (omssa.com)</p>	
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<p>10. Exterior Paths of Travel, pedestrian signals and rest areas</p> <p>Refer to S.80.28(1-4) and 80.29 of the IASR</p>	<p>Indicate whether your organization has constructed new exterior paths of travel (as defined by the dates noted at the top of document).</p> <p>If no, these requirements are not applicable. Please indicate this in your email response.</p> <p>Visual evidence of exterior paths of travel including pedestrian signals such as pictures or videos with measurements.</p> <p>Design plans of the path that include measurements and layout</p> <p>Consultation notes on the design and placement of rest areas from the public, people with disabilities and Municipal Accessibility Advisory Committee (if the municipality has a population of more than 10,000). For example meeting notes, minutes and consultation reports.</p>	<p>How to make public spaces accessible: How to make public spaces accessible ontario.ca</p> <p>Guide to the Integrated Accessibility Standards Regulation (Pages 338-345 of 378)</p> <p>Illustrated Technical Guide to the Design of Public Spaces: 2.1.7 Accessible Pedestrian Signals at Street Crossings (gaates.org)</p> <p>2.1.4 Rest Areas (gaates.org)</p> <p>Guide to Accessible Public Engagement (omssa.com)</p>	

Regulatory Requirement	Examples of documents that may be provided	Resources and References	Name of Document to Address requirement and Page Reference of relevant content
<p>11. Off-street Parking, minimum number and type of accessible parking spaces</p> <p>Refer to S.80.36(1,2) of the IASR</p>	<p>Indicate whether your organization has constructed new off-street parking (as defined by the dates noted at the top of document).</p> <p>If no, these requirements are not applicable. Please indicate this in your email response.</p> <p>Visual evidence such as pictures or videos of the parking spaces, design plans and document(s) that includes information related to number of spaces</p> <p>(e.g. number of Type A and B parking spaces, total number of parking spaces and number of spaces designated for the use of persons with disabilities, number of off-street parking facilities, etc).</p>	<p>How to make public spaces accessible: How to make public spaces accessible ontario.ca</p> <p>Guide to the Integrated Accessibility Standards Regulation (Pages 356-360 of 378)</p> <p>Illustrated Technical Guide to the Design of Public Spaces: 2.6.2 Required Number and Location of Accessible Parking Spaces (gaates.org)</p>	

<p>12. Service Counters, Fixed Queuing Guides, and Waiting Areas</p> <p>Refer to S.80.41(1,2), 80.42, 80.43(1) of the IASR</p> <p>Service counters refer to check-out counters, hospitality/concierge desks or information kiosks. This applies to those found both indoors and outdoors.</p> <p>Fixed queuing guides are used to organize long customer service lines. This is only applicable if the queuing guides are fixed to the floor, both indoors and outdoors. They do not apply to temporary guides, such as moveable posts and ropes.</p> <p>Waiting areas with fixed seating must include dedicated spaces for people who use mobility devices, such as wheelchairs. This requirement only applies if seating is fixed to the floor.</p>	<p>Indicate whether your organization has constructed new service counters, new fixed queuing guides and/or redeveloped new waiting areas with fixed seating, (as defined by the dates noted at the top of document).</p> <p>If no, these requirements are not applicable. Please indicate this in your email response.</p> <p>Visual evidence such as pictures or videos with measurements that include and describe the:</p> <ul style="list-style-type: none"> • Accessible service counters and surrounding area • Queuing area • Waiting area <p>Design plans that include measurements and layout. Examples include</p> <ul style="list-style-type: none"> • Designs of the service counter area, measurements of the countertop and knee/floor space • Sufficient width and floor space for mobility aids, devices and for individuals that use canes, blueprint of the area • Total number of seats, how many seats are accessible <p>Document(s) that contain information showing how the organization meets these requirements.</p>	<p>How to make public spaces accessible: How to make public spaces accessible ontario.ca</p> <p>Guide to the Integrated Accessibility Standards Regulation (Pages 367-375 of 378)</p> <p>Illustrated Technical Guide to the Design of Public Spaces: 2.7 Obtaining Services in Public Spaces (gaates.org)</p>	
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