

Designated Public Sector Annual Status Report

Township of Alfred and Plantagenet Annual Status Report

The Township of Alfred and Plantagenet has established a multi-year 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 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.

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

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Accessibility Accomplishments in 2022

Customer Service Accomplishments

- Modernizing online forms offered in an accessible format and fillable via PDF
- Updating of the Customer Service Policy (to be completed in 2023)

Information and Communications Accomplishments

- Accessibility training for staff in the creation of accessible documents
- Remediation of existing documents on the website (to be completed in 2023)
- Following up on staff feedback

Next Steps

- Completing the updated Customer Service Policy.
- Finalizing the conversion of existing documents to an accessible format.
- Offering further accessibility training for regularly used software (MS Word, MS Excel, Adobe PDF)
- Including accessibility requirements for all documentation produced externally (Budget reports, etc)