

Township of Cavan Monaghan
Integrated Accessibility Standards Regulation (IASR)
Multi-Year Plan Update - 2025

Requirement	Compliance Deadline	Action to be Taken	Status	Update
Part 1: General Provisions				
Develop an Integrated Accessibility Standards Regulation (IASR) Policy	January 1, 2014	• Develop, implement and maintain an Integrated Accessibility Standard Regulation (IASR) Policy, including a Statement of Organizational Commitment • Make the IASR Policy available to the public	• The Township of Cavan Monaghan has developed an IASR policy that addresses the requirements in the Integrated Accessibility Standards Regulation (IASR) and includes a Statement of Organizational Commitment. • The IASR Policy is to be placed on Township of Cavan Monaghan's	• The IASR was updated and adopted by Council on September 2, 2025 to include the Ontario Regulation 429/07, Accessibility Standards for Customer Service, was revoked in July 2016 and many of the standards for customer service are now found in O. Reg. 191/11. • The IASR Policy is on the Township website.

			website, once approved by Council.	
Develop an IASR Multi-Year Plan	January 1, 2014	- Establish, implement, maintain and document an IASR Multi-Year Plan - Post the IASR Multi-Year Plan on the website and provided in an accessible format, upon request.	- A multi-year accessibility plan that sets out how the Township of Cavan Monaghan will comply with requirements of IASR has been developed. - Once approved by Council, it will be placed on the Township's website	- The Accessibility Advisory Committee was consulted as part of the revised Multi-Year Plan that was created with the regulation requirements of the updated IASR with actions to implement and deliver the requirements. - The multi-year plan will be added to the Township website, once approved by Council.
Report annually on the IASR Multi-Year Plan	January 1, 2015 and ongoing	- Prepare an annual status report on the progress of measures set out in the multi-year plan. - Post annual status report on website and provide in an accessible format, upon request.	Annual status report on progress of multi-year accessibility plan will be developed and placed on Township of Cavan Monaghan's website.	- An update on the status of the actions to date on the multi-year plan will be shared with the Accessibility Advisory Committee and Council. - The status update report of the multi-year plan will be added to the Township website.
Incorporate Accessibility in	January 1, 2014	Incorporate accessibility criteria and features	Wording in procurement	A review of the wording in the Procurement By-law was completed

Procuring or Acquiring Goods, Services or Facilities		when procuring or acquiring goods, services or facilities, except where it is not practicable to do so.	documents will be reviewed and updated as required, to reflect the requirements of IASR.	and updated in By-law No. 2024-54
Self Service Kiosks	January 1, 2014	• Include accessibility features when designing self service kiosks	• The Township will comply as required.	• When renovating features were considered and included when designing many of the reception areas to include adjustable display monitors, wheelchair accessible counters, communication supports, internal wayfinding signage includes braille.
Training	January 1, 2015	• Training on requirements of IASR and Human Rights Code with regard to people with disabilities, for all employees and volunteers.	• Township staff will review training material available to assess their applicability to Township of Cavan Monaghan.	• Training is provided and AODA training is required to be completed every three years. Staff will continue to review training material available and provide to employees and volunteers as required.
		• Training must be conducted when any changes occur to the IASR Policy. Must keep a record of training under this section.	• Training will be done in 2014.	• IASR Policy was updated training will be completed by Staff and a record will be kept.

Requirement	Compliance Deadline	Action to be Taken	Status	Update
Part 2: Information and Communication Standards				
Emergency information	January 1, 2012	• Provide emergency procedures, plans or public safety information in an accessible format or with appropriate communication supports, upon request.	• Complete – documents are provided in alternate formats, upon request.	• Documents are provided in an accessible format when requested and correspondence is printed in accordance with the clear print guidelines.
Feedback	January 1, 2015	• Ensure that processes for receiving and responding to feedback are accessible to persons with disabilities by providing / arranging for accessible formats and communication supports, upon request.	• Township will review all advertisements, notices to include wording that asks residents to advise if they require accommodation at any meeting or event.	• Township notices and communication platforms include wording for any requirements pertaining to accessibility for any meeting or event to be directed to the Clerk's office.

Requirement	Compliance Deadline	Action to be Taken	Status	Update
		Notify the public about the availability of accessible formats and communication supports.	Existing feedback processes and wording on Township's website will be reviewed and updated, as required.	The processes and wording on Township's website were reviewed and updated, as required.
Accessible Formats and Communication Supports	January 1, 2016	- Upon request, provide for provision of accessible formats and communication supports for persons with disabilities. - Notify the public about the availability of accessible formats and communication supports.	- Review existing procedures regarding documents in alternate formats. - Wording on the Township's website on the availability of accessible formats will be reviewed and updated, as required.	- Wording on the Township's website was reviewed and outlines the availability of accessible formats by contacting the Clerk's Office. - Procedures were reviewed and updated for providing documents in alternate formats and are part of the Cavan Monaghan Human Resources Policy Manual.
Accessible websites and web content	January 1, 2014	All new Internet websites and web content sites	Complete -The Township's website now	The Township's website conforms and will continue to be reviewed on its accessibility.

	January 1, 2021	must conform with WCAG 2.0 level A • All internet websites and web content conforms with WCAG 2.0 level AA (excluding live captioning and audio description)	conforms. The website will continue to be reviewed on its accessibility.	
Public libraries	January 1, 2013	• Provide accessible materials where they exist. • Inform public of availability of material. • Make information available in accessible formats or with communications supports on request.	• Complete - The Township's libraries currently comply.	• The Township's libraries currently comply.

Requirement	Compliance Deadline	Action to be Taken	Status	Update
Part 3: Employment Standards				
Recruitment and Retention	January 1, 2015	• Notify all candidates about availability of accommodation for applicants in recruitment process. • If applicant requests accommodation, employer shall consult with applicant prior to providing accessible accommodation.	• Notices of employment will include wording to advise applicants of the availability of accessible accommodation.	• Notices of employment include wording to advise applicants of the availability of accessible accommodations.
Employee Notification	January 1, 2015	• Policies and practices shall be provided as soon as practicable after the start of employment.	• Offer of employment shall include notification of policy for accommodating employees with disabilities	• New employees are provided policies as part of the onboarding process, including the AODA Training Module along with the Cavan Monaghan Human Resources Policy Manual.
Accessible Formats & Communication Supports for	January 1, 2014	• Employer shall provide the employee with the disability the	• This requirement will be reflected in IASR policy.	• The process is outlined in the Cavan Monaghan Human Resources Policy Manual and the IASR policy.

Employees		following in an accessible format: (a) information that is needed to perform the job (b) information that is generally available to employees in the workplace.		
Documented individual accommodation plans	January 1, 2015	• Written process for development of individual accommodation plans.	• Township of Cavan Monaghan's Work Accommodation Policy will be reviewed and updated as required.	• The Township of Cavan Monaghan's Work Accommodation Policy was reviewed and updated as part of the Cavan Monaghan Human Resources Policy Manual.
Return to work process	January 1, 2015	• Process for accommodating employees who are returning to work after a disability.	• Township of Cavan Monaghan's Return to Work Policy will be reviewed and updated as required.	• The Township of Cavan Monaghan's Return to Work Policy was reviewed and the Cavan Monaghan Human Resources Policy Manual was updated
Performance Management, Career	January 1, 2015	• Must take into account employees with	• IASR Policy reflects requirements for	• IASR Policy reflects requirements for performance management, career development and redeployment.

Development & Advancement, Redeployment		accessibility needs and employees who utilize accommodation plans	performance management, career development and redeployment.	
Workplace Emergency Response Information	January 1, 2012	• Provide individualized workplace emergency response information to employees who have a disability as required.	• Completed – a process has been put in place for employees to self-identify so that a workplace emergency response plan can be developed.	• The process is in place for employees to self-identify so that a workplace emergency response plan can be developed.