



Agenda
The Township of Cavan Monaghan
Accessibility Advisory Committee Meeting

Thursday, September 18, 2025

1:30 p.m.

Council Chambers - Hybrid Room

Members in attendance are asked to please turn off all electronic devices during the Meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting. Please be reminded meeting are livestreamed and recorded. Members may be participating remotely.

Pages

1. Call to Order

2. Land Acknowledgement

We respectfully acknowledge that the Township of Cavan Monaghan is located on the Treaty 20 Michi Saagiig territory, in the traditional territory of the Michi Saagiig Anishnaabeg. We offer our gratitude to First Nations for their care for and teachings about these lands. May we honour these teachings.

3. Approval of the Agenda

4. Disclosure of Pecuniary Interest and the General Nature Thereof

5. Minutes

5.1 Minutes of the meeting held August 28, 2025

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6. General Business

6.1 Updated Integrated Accessibility Standards Regulation Policy (IASR)

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6.2 Integrated Accessibility Standards Regulation Multi-Year Plan 2025 Update

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6.3 Integrated Accessibility Standards Regulation Multi-Year Plan Draft

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6.4 Budget 2026 Discussion

7. Adjournment



Minutes
The Township of Cavan Monaghan
Cavan Monaghan Accessibility Advisory Committee Meeting
Thursday, August 28, 2025
1:00 p.m.
Council Chambers – Hybrid Room

Those members in attendance:

Gerry Byrne	Councillor
Paul Buck	Chair
Lucy Danford	

Those members absent:

Leslie Bilcox	Vice-Chair
Guillermo Arevalo	

Staff members in attendance:

Cindy Page	Clerk
Mark Froment	Deputy Clerk
Karen Ellis	Director of Planning
Matt Wilkinson	Planner

1. Call to Order

Chair Paul Buck called the meeting to order at 1:00 p.m.

2. Land Acknowledgement

Chair Paul Buck recited the land acknowledgement.

3. Approval of the Agenda

Moved by: Byrne

Seconded by: Danford

That the agenda for the Accessibility Advisory Committee be approved as presented.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interest process noted.

5. Closed Session

There was no Closed Session.

6. Minutes

6.1 Minutes of the meeting held July 23, 2025

Moved by: Byrne

Seconded by: Danford

That the minutes of the Accessibility Advisory Committee meeting held on July 23, 2025 be approved as presented.

Carried

7. General Business

7.1 Site Plan Review Process 101 – Karen Ellis, Director of Planning and Matt Wilkinson, Planner

Karen Ellis, Director of Planning, and Matt Wilkinson, Planner, reviewed sample Site Plans with the Committee and spoke to the process of how to interpret them. Part of the Committee's role is to review Site Plans and provide comments for Council and staff to consider.

Moved by: Byrne

Seconded by: Danford

That the Accessibility Advisory Committee receive the Site Plan Review Process 101 from Karen Ellis the Director of Planning and Matt Wilkinson the Planner for information.

Carried

8. Adjournment

Moved by: Byrne

Seconded by: Danford

That the Accessibility Advisory Committee Meeting adjourn at 1:44 p.m.

Carried

8.1 Next Meeting Date

Thursday, September 18, 2025 at 1:30 p.m.

Paul Buck
Chair

Cindy Page
Clerk

 <p style="text-align: center;">Integrated Accessibility Standards Regulation (IASR) Policy</p>			
Policy Title:	Integrated Accessibility Standards Regulation	Policy Number	2025-01
Effective Date:	December 2, 2013	Revision Date:	September 2, 2025
Prepared By:	Corporate Services	Approved By:	Council

Integrated Accessibility Standards Regulation (IASR) Policy

Policy Statement:

The Integrated Accessibility Standards Regulation Policy is meant to guide the Township in meeting the requirements laid out under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), and Ontario Regulation 191/11, Integrated Accessibility Standards (O. Reg. 191/11). Moreover, it seeks to create a more accessible environment for people with disabilities when utilizing the Township's facilities and accessing the goods and services the Township provides to residents. The ultimate aim of this policy is to assist the Township in aspiring to create barrier free conditions for people with disabilities so that there is equal opportunity for everyone to access what the Township offers. This will be done by consulting with people with disabilities and incorporating accessibility when constructing or renovating Township facilities, when going through the procurement process, and in designing and reviewing the delivery of goods and services.

Background:

Under O. Reg. 191/11, there are a series of accessibility standards for information and communications, employment, transportation, the design of public spaces, and customer service. As a designated public sector organization under the regulation, the Township is required to meet these standards. The Township is also required to create and maintain policies governing how it will achieve these accessibility standards. When Ontario Regulation 429/07, Accessibility Standards for Customer Service, was revoked in July 2016, many of the standards in that regulation were incorporated into O. Reg. 191/11. This policy has been updated to reflect that change. The Township continues to maintain a separate Accessible Customer Service Standards Policy as is required under the regulations.

1.0 Definitions:

“Accessible Formats” may include, but are not limited to, large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

“Communication Supports” may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications;

“Disability or Disabilities” shall mean

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device
- (b) a condition of mental impairment or a developmental disability,
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997;

“Multi-Year Accessibility Plan or Plan” shall mean the plan required under section 4(1) of Ontario Regulation 191/11, Integrated Accessibility Standards, that requires all designated public sector organizations establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation;

“Off-street Parking Facilities” shall mean open area parking lots and structures intended for the temporary parking of vehicles by the public, whether or not the payment of a fee is charged and includes visitor parking spaces in parking facilities;

“On-street Parking” shall mean parking spaces located on highways, as defined in subsection 1 (1) of the *Highway Traffic Act*, that provide direct access to shops, offices and other facilities whether or not the payment of a fee is charged;

“O. Reg. 191/11” shall mean Ontario Regulation 191/11, Integrated Accessibility Standards, under the Accessibility for Ontarians with Disabilities Act, 2005, as amended, and any succeeding regulations that fall under a different name.

“Recreational Trails” shall mean public pedestrian trails that are intended for recreational and leisure purposes;

“Rest Area” shall mean, in respect to recreational trails and exterior paths of travel, a dedicated level area that is intended for public use to allow persons to stop or sit;

“Self-service Kiosk” shall mean an interactive electronic terminal, including a point-of-sale device, intended for public use that allows users to access one or more services or products or both

“Service Animal” shall mean an animal whose purpose is to support a person with a disability, can be readily identified as a service animal through visual indicators such as a vest or harness, is supported by documentation from a regulated health professional, and follows the definition under O. Reg. 191/11;

“Services” shall mean any goods or services provided by the Township including those provided when accessing Township buildings, facilities, and premises.

“Township” shall mean The Corporation of the Township of Cavan Monaghan;

“Web Content Accessibility Guidelines or WCAG” shall mean the World Wide Web Consortium’s recommendations for websites on the internet.

2.0 Multi-Year Accessibility Plan:

- 2.1** Township of Cavan Monaghan will maintain and update a Multi-Year Accessibility Plan that outlines the Township’s strategy to prevent and remove barriers to meet the requirements under O. Reg. 191/11.
- 2.2** The Plan will be made available on the Township’s website.
- 2.3** The Plan will be provided in a timely manner in an accessible format if requested.
- 2.4** The Township shall prepare an annual status report on the progress of measures taken to implement the Plan, present it to Council, and post that status report on its website.
- 2.5** The Plan shall be reviewed, and if necessary, updated, at least once every five (5) years.
- 2.6** The Township’s Accessibility Advisory Committee will be consulted for any review, updates, and the annual status reports of the Plan.
- 2.7** The Plan will include procedures for the preventative and emergency maintenance of the accessible elements in public spaces required under O. Reg. 191/11 as well as procedures for dealing with temporary disruptions to the use of them when not in working order.

- 2.8** If a public transit service is being developed or operated in the Township or a taxicab service is licenced, the Plan will contain the required components for transportation service providers and taxicabs in O. Reg. 191/11.

3.0 Procurement or Acquisition of Goods, Services, or Facilities:

- 3.1** The Township will incorporate accessibility design, criteria, and features when procuring or acquiring goods, services, or facilities, except where it is not practicable to do so.
- 3.2** When it is not practicable to incorporate accessibility design, criteria, and features into the procurement of goods, the Township will provide an explanation when requested.

4.0 Information and Communication:

- 4.1** Staff will continue to review the Township website, any internal websites and operational systems, and any other websites used by the Township to deliver services, receive or respond to feedback, or communicate with the public so that they conform with the WCAG 2.0 Level AA standards.
- 4.2** The Township will continue to review all forms, applications, and other means for delivering services, receiving or responding to feedback, and communicating with the public to ensure they are formatted to meet accessibility standards.
- 4.3** The Township will provide in a timely manner records under its control that are required to be available in accessible format including the Emergency Response and Management Plan. If the Township is unable to provide or convert any of the items requested in an accessible format, an explanation of why it is unconvertible and a summary of the contents will be provided.
- 4.4** Communication supports for people with disabilities will be maintained by the Township and provided in a timely manner when requested.
- 4.5** The Township website will indicate how to request records and feedback forms in accessible formats and what communication supports are available.

5.0 Training:

- 5.1** The Township shall provide training on the standards of O. Reg. 191/11, the Human Rights Code, and its accessibility policies to all staff and volunteers for the Township, all persons who develop Township policies, and any other person who provides good, services, or facilities for the Township.

- 5.2** Any training conducted to meet the criteria set out in section 5.1 shall align with the responsibilities and duties for the Township of the person being trained.
- 5.3** If a public transit service is being developed or operated in the Township, the Township will provide training to all employees and volunteers that are providing transportation services, as required under O. Reg. 191/11.
- 5.4** If the Township's accessibility policies or other regulations change, the Township will provide training on the updated policies as soon as is practicable.
- 5.5** The Township will maintain records of all training provided that will be retained according to the retention period identified in the Township's Records Retention By-law.

6.0 Employment:

- 6.1** During the recruiting process, the Township will notify employees and the public about the availability of accommodations for applicants and those selected for further assessment.
- 6.2** As part of the offer of employment, the Township will notify the successful applicant of its policies for accommodating employees with disabilities.
- 6.3** All employees will be informed of policies used to support employees with disabilities and provide updated information for any new or amended policies.
- 6.4** The Township will maintain and review its written process for the creation of documented individual accommodation plans for employees with disabilities and for those returning to work from a disability who require accommodation.
- 6.5** The Township will take into account the accessibility needs of employees with disabilities and individual accommodation plans when conducting performance reviews, for career development and advancement, or when reassigning them to another position.
- 6.6** The Township shall consult with any employee that requires accessible formats or communication supports to conduct their job on how to provision and arrange them.
- 6.7** The Township will provide individualized emergency response information for any employee that would require accommodation in an emergency due to a disability as well as any person designated by the employer to provide assistance to the employee.

7.0 Transportation:

- 7.1** The Township will ensure that all requirements under O. Reg. 191/11 are met if a public transit service is being developed or operated by the Township.
- 7.2** The Township's Accessibility Advisory Committee will be consulted on the development of accessible design criteria to be considered in the construction, renovation, or replacement of bus stops and shelters for any public transit service provided by the Township.
- 7.3** If the Township licences taxicabs within its jurisdiction, the Township shall consult the Accessibility Advisory Committee on the proportion of on-demand accessible taxicabs required and will ensure that all requirements under O. Reg. 191/11 are met.

8.0 Design of Public Spaces:

Consultation:

- 8.1** The Township will consult the Accessibility Advisory Committee on the following components in the design of public spaces within it:
 - 8.1.1** On the slope and need, location, and design of ramps, rest areas, passing areas, viewing areas, amenities on the trail, and any other pertinent features when constructing or redeveloping recreational trails that it intends to maintain.

Trails solely intended for cross-country skiing, mountain biking, motorized snow vehicles, and off-road vehicles and those that are deemed wilderness trails, backcountry trails, or portage routes are exempted from this requirement;
 - 8.1.2** On the needs of children and caregivers with various disabilities when constructing or redeveloping outdoor play spaces including parks, playgrounds, and splash pads;
 - 8.1.3** On the design and placement of rest areas when constructing or developing exterior paths of travel including sidewalks and street crossings;
 - 8.1.4** On the need, location, and design of accessible on-street parking spaces when constructing or redeveloping on-street parking.

Design, Construction, and Review of Public Spaces:

- 8.2** The Township will ensure that the accessible design standards are met for the following public spaces and any other items subject to accessible design standards under O. Reg. 191/11:

- 8.2.1 Recreational trails except for trails solely intended for cross-country skiing, mountain biking, motorized snow vehicles, and off-road vehicles and those that are deemed wilderness trails, backcountry trails, or portage routes;
- 8.2.2 Outdoor public use eating areas consisting of tables in public areas, such as public parks, which are specifically intended for use by the public as a place to consume food;
- 8.2.3 Outdoor play spaces including areas that have play equipment, such as swings or features such as logs, rocks, sand, or water, where the equipment or features are designed and placed to provide play opportunities and experiences for children and caregivers;
- 8.2.4 Exterior paths of travel inclusive of sidewalks, ramps, connecting stairs, curbs, and pedestrian control signals, except for those regulated under O. Reg. 350/06, the Building Code, or any other exemptions under O. Reg. 191/11;
- 8.2.5 Off-street parking facilities;
- 8.2.6 Service counters, fixed queuing guides, and waiting areas.
- 8.3 Council shall seek the advice from the Accessibility Advisory Committee on the accessibility for persons with disabilities during the design stage of any building, structure, or premises or part thereof that the Township is seeking to purchase, construct, renovate, or enter into a lease for.
- 8.4 The Township will continue to conduct audits for accessibility of Township buildings, structures, or premises, taking into account the typical resource and technical restraints the Township operates under, and will consult the Accessibility Advisory Committee and any relevant staff when carrying out the audits.
- 8.5 The Township will maintain a procedure for the review of site plans the Committee selects during the Site Plan Control approval process to ensure their advice is received in a timely manner.
- 9.0 **Customer Service:**
- 9.1 **Accessible Customer Service Standards Policy:**
- 9.1.1 The Township shall maintain and review at least every five (5) years its Accessible Customer Service Standards Policy governing the provision of services to persons with disabilities.
- 9.1.2 The Policy must cover the use of assisted devices by persons with disabilities to obtain, use, or benefit from services or facilities provided by the Township.

- 9.1.3** The Policy shall be consistent with the principles laid out in O. Reg. 191/11 including respecting the dignity and independence of persons with disabilities, that processes for the provision of services be integrated into their general provision and provide for opportunity equal to others in them, and that any communication take into account a person's disability.
- 9.1.4** The Policy shall describe the process for accessible customer service training, summarize the content of the training, and specify when the training is provided.
- 9.1.5** The Policy will ensure the maintenance of a process for receiving and responding to feedback about the manner in which it provides goods, services, or facilities to persons with disabilities.
- 9.1.6** The Policy will be provided upon request in a timely manner in an accessible format that accounts for a person's accessibility needs.
- 9.1.7** The Policy or a summary of it will be made available on the Township's website and the Township will seek to post it in locations within Township buildings, facilities, and premises where services are regularly provided.

Accessible Customer Service Standards:

- 9.2** The Township will maintain and review a procedure for providing services to members of the public who are accompanied by a guide dog or other service animal.
- 9.3** If a service animal is prohibited by law from entering a Township building, facility, or premise, then other measures must be available to enable the person with a disability to use the facility or be provided the service.
- 9.4** Support persons will be allowed to accompany any person with disabilities in any Township building, facility, or premise unless otherwise prohibited by law.
- 9.5** The Township will incorporate accessibility features when designing, procuring or acquiring self-service kiosks.

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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Annual status report on progress of multi-year accessibility plan will be developed and placed on Township of Cavan Monaghan's website. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Incorporate accessibility criteria and features 	<ul style="list-style-type: none"> Wording in procurement 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> • Include accessibility features when designing self service kiosks 	<ul style="list-style-type: none"> • The Township will comply as required. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Training on requirements of IASR and Human Rights Code with regard to people with disabilities, for all employees and volunteers. 	<ul style="list-style-type: none"> • Township staff will review training material available to assess their applicability to Township of Cavan Monaghan. 	<ul style="list-style-type: none"> • 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.
		<ul style="list-style-type: none"> • Training must be conducted when any changes occur to the IASR Policy. Must keep a record of training under this section. 	<ul style="list-style-type: none"> • Training will be done in 2014. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Provide emergency procedures, plans or public safety information in an accessible format or with appropriate communication supports, upon request. 	<ul style="list-style-type: none"> • Complete – documents are provided in alternate formats, upon request. 	<ul style="list-style-type: none"> • Documents are provided in an accessible format when requested and correspondence is printed in accordance with the clear print guidelines.
Feedback	January 1, 2015	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Township will review all advertisements, notices to include wording that asks residents to advise if they require accommodation at any meeting or event. 	<ul style="list-style-type: none"> • 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
		<ul style="list-style-type: none"> Notify the public about the availability of accessible formats and communication supports. 	<ul style="list-style-type: none"> Existing feedback processes and wording on Township's website will be reviewed and updated, as required. 	<ul style="list-style-type: none"> The processes and wording on Township's website were reviewed and updated, as required.
Accessible Formats and Communication Supports	January 1, 2016	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> All new Internet websites and web content sites 	<ul style="list-style-type: none"> Complete -The Township's website now 	<ul style="list-style-type: none"> The Township's website conforms and will continue to be reviewed on its accessibility.

	January 1, 2021	<p>must conform with WCAG 2.0 level A</p> <ul style="list-style-type: none"> • All internet websites and web content conforms with WCAG 2.0 level AA (excluding live captioning and audio description) 	<p>conforms. The website will continue to be reviewed on its accessibility.</p>	
Public libraries	January 1, 2013	<ul style="list-style-type: none"> • Provide accessible materials where they exist. • Inform public of availability of material. • Make information available in accessible formats or with communications supports on request. 	<ul style="list-style-type: none"> • Complete - The Township's libraries currently comply. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Notices of employment will include wording to advise applicants of the availability of accessible accommodation. 	<ul style="list-style-type: none"> • Notices of employment include wording to advise applicants of the availability of accessible accommodations.
Employee Notification	January 1, 2015	<ul style="list-style-type: none"> • Policies and practices shall be provided as soon as practicable after the start of employment. 	<ul style="list-style-type: none"> • Offer of employment shall include notification of policy for accommodating employees with disabilities 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Employer shall provide the employee with the disability the 	<ul style="list-style-type: none"> • This requirement will be reflected in IASR policy. 	<ul style="list-style-type: none"> • The process is outlined in the Cavan Monaghan Human Resources Policy Manual and the IASR policy.

Employees		<p>following in an accessible format:</p> <p>(a) information that is needed to perform the job</p> <p>(b) information that is generally available to employees in the workplace.</p>		
Documented individual accommodation plans	January 1, 2015	<ul style="list-style-type: none"> • Written process for development of individual accommodation plans. 	<ul style="list-style-type: none"> • Township of Cavan Monaghan's Work Accommodation Policy will be reviewed and updated as required. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Process for accommodating employees who are returning to work after a disability. 	<ul style="list-style-type: none"> • Township of Cavan Monaghan's Return to Work Policy will be reviewed and updated as required. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Must take into account employees with 	<ul style="list-style-type: none"> • IASR Policy reflects requirements for 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Provide individualized workplace emergency response information to employees who have a disability as required. 	<ul style="list-style-type: none"> • Completed – a process has been put in place for employees to self-identify so that a workplace emergency response plan can be developed. 	<ul style="list-style-type: none"> • The process is in place for employees to self-identify so that a workplace emergency response plan can be developed.

**Integrated Accessibility Standards Regulation (IASR)
Multi-Year Plan – 202X – 20XX - Draft**

Governance and Compliance

Requirement	Action
Maintain the Integrated Accessibility Standards Regulations Policy	Township Staff will maintain and review the Integrated Accessibility Standards Regulation Policy.
Update Multi-Year Plan at least every five (5) years	An updated Multi-Year Plan will be completed in consultation with the Accessibility Advisory Committee and Township Staff in 2025/2026.
Prepare annual status report on Multi-Year Plan for Council	Once the Multi-Year Plan has been in place for a year an annual status report will be prepared for Council.
Submit Accessibility Compliance Report to Ministry	The Accessibility Compliance Report to the Ministry is due by December 31, 2025, the Accessibility Compliance Report is filed every two years.

Procurement

Requirement	Action
Incorporate accessibility design, criteria, and features into procurement process	The Township has included language in the new Purchasing Policy to promote practices that abide by the principles in the AODA.

Information and Communication

Requirement	Action
Township website is compliant with WCAG 2.0 Level AA Standards	The Township website was compliant with the WCAG 2.0 Level AA Standards in January 2021. Township Staff will continue to actively review sections of the website relevant to their department to ensure the correct fonts and formatting are compliant with the standards.
Accessible forms for delivering services are available	Township Staff will review forms used for delivering services and update if required.
Accessible process for receiving and responding to feedback	Township Staff will review the process for receiving and responding to feedback and update if required.
Maintain communication supports	Township Staff have started an audit of communication supports available to people with disabilities at the primary location's customer service is provided in the Township.
Emergency Response and Management Plan available in accessible format	Staff have made available the Emergency and Response Management Plan on the Township's website in an accessible format.
Township website indicates how to request records and feedback forms in accessible formats	The Township website indicates how to request records and feedback forms in accessible formats.

Training

Requirement	Action
Provide training to all staff and volunteers on O. Reg. 191/11 and	Township Staff and volunteers will be provided training on the regulations and Township Accessibility Policies.

Township Accessibility Policies	
Provide training to all staff and volunteers on the areas of Ontario Human Rights Code applicable to people with disabilities	Township Staff and volunteers will be provided training on the areas of Ontario Human Rights Code applicable to people with disabilities.
Provide accessible customer service training to all front-line staff who provide goods and services	Accessible customer service training will be provided to all front-line staff who provide goods and services.

Employment

Requirement	Action
Provide notice of accessibility accommodations in the recruitment process	The Township provides notice to candidates of accessibility accommodations in the recruitment process.
Inform staff of all policies used to support staff with disabilities	Township Staff are provided policies outlined in the Cavan Monaghan Human Resources Policy Manual that are used to support staff with disabilities.
Maintain a written process for the creation of documented individual accommodation plans	A policy is maintained in the Cavan Monaghan Human Resources Policy Manual that outlines the process for individual accommodation plans.
Maintain a return to work process for staff requiring accommodation	A policy is maintained in the Cavan Monaghan Human Resources Policy Manual that outlines the process for staff requiring accommodation when returning to work.
Provide individual emergency	A policy is maintained in the in the Cavan Monaghan Human Resources Policy

response information for any staff requiring accommodation	Manual that outlines the process for individual emergency response plans for any Township Staff requiring accommodations.
Incorporate any accessibility needs into performance reviews and career development programs	The Township will take into account the accessibility needs of employees with disabilities and individual accommodation plans when conducting performance reviews, for career development and advancement.

Design of Public Spaces

Requirement	Action
Maintain process for the review of Site Plans by the Accessibility Advisory Committee	Township Staff will create and maintain a process for the review of Site Plans by the Accessibility Advisory Committee.
Ensure all public spaces are built to the required design standards	Township Staff will ensure all public spaces are built to the required design standards and consult with the Accessibility Advisory Committee as required.
Maintain a procedure for managing temporary disruptions of accessible infrastructure when unavailable due to maintenance or emergencies	Township Staff maintain procedures for managing temporary disruptions of accessible infrastructure when unavailable due to maintenance or emergencies.
Maintain process for consultation of Committee during construction or redevelopment of buildings, facilities, and structures	Township Staff will create and maintain a process for consultation during construction or redevelopment of buildings, facilities, and structures with the Accessibility Advisory Committee.

Customer Service

Requirement	Action
Maintain Accessible Customer Service Policy	Township Staff will review the Accessible Customer Service Policy and update if required.
Make Policy available on Township website and/or locations where services are commonly provided	Township Staff will ensure the Accessible Customer Service Policy is on the Township website and locations where customer service is commonly provided.
Maintain process for providing services and access to facilities for people using assistive devices	Policies are maintained in the Cavan Monaghan Human Resources Policy Manual outlining the process for providing services and access to facilities for people using assistive devices.
Maintain procedure for providing services and access to facilities for people using service animals	Policies are maintained in the Cavan Monaghan Human Resources Policy Manual outlining the procedure for providing services and access to facilities for people using service animals.
Incorporate accessibility features into any service kiosks acquired	The Township will incorporate accessibility features into any new service kiosks acquired.