

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

Requirement	Compliance Deadline	Action to be Taken	Status
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 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.

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			<ul style="list-style-type: none"> Once approved by Council, it will be placed on the Township's website
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.
Incorporate Accessibility in Procuring or Acquiring Goods, Services or Facilities	January 1, 2014	<ul style="list-style-type: none"> Incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so. 	<ul style="list-style-type: none"> Wording in procurement documents will be reviewed and updated as required, to reflect the requirements of IASR.
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.
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.

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		<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.

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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.
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.

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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.

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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.
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"> • New employees will be advised of policies in place to support employees with disabilities, as soon as possible after they begin employment.

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			<ul style="list-style-type: none"> • Offer of employment shall include notification of policy for accommodating employees with disabilities
Accessible Formats & Communication Supports for Employees	January 1, 2014	<ul style="list-style-type: none"> • Employer shall provide the employee with the disability the following in an accessible format: <ul style="list-style-type: none"> (a) information that is needed to perform the job (b) information that is generally available to employees in the workplace. 	<ul style="list-style-type: none"> • This requirement will be reflected in IASR policy.
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.
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.

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Performance Management, Career Development & Advancement, Redeployment	January 1, 2015	<ul style="list-style-type: none"> • Must take into account employees with accessibility needs and employees who utilize accommodation plans 	<ul style="list-style-type: none"> • IASR Policy reflects requirements for 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.