

***ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT***  
**REMINDER: REPORTING DEADLINE DECEMBER 31, 2014**  
**December 2014**

By **December 31, 2014**, private sector organizations are required to file certain reports confirming compliance with the *Accessibility for Ontarians with Disabilities Act*:

- **Small Organizations** (between 20 and 49 employees) must report on continuing compliance with the Customer Service Standards.
- **Large Organizations** (50 or more employees) must report on continuing compliance with the Customer Service Standards **and** compliance with all requirements of the Integrated Accessibility Standards (the “IAS”) which took effect on or before January 1, 2014.

For Large Organizations the IAS requirements include:

1. If applicable, the provision of **emergency procedures, plans or public safety information** which the organization makes available to the public, in an accessible format or with communications supports upon request.
2. The provision of **individualized workplace emergency response** information to employees who require such information as a result of a disability.
3. The implementation of a **documented policy** governing how the organization achieves or will achieve accessibility by meeting the requirements of the IAS.
4. The implementation of a **documented multi-year accessibility plan** which must be posted on the organization’s website and which must outline the organization’s strategy for preventing and removing barriers to accessibility and meeting the requirements of the IAS.
5. Having “regard” to accessibility when designing, procuring or acquiring new **self-service kiosks**.
6. Ensuring that after January 1, 2014, any **new website** or website that undergoes a “significant refresh” (and any content on such sites) is compliant with the World Wide Web Consortium Web Content Accessibility Guidelines 2.0 Level A.

The compliance report can be filed online. For instructions on how to set up an online account for your organization or to file your report visit:

[http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/customerService/report\\_online.aspx](http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/customerService/report_online.aspx)

## Upcoming Requirements under the IAS

As of **January 1, 2015**, Small and Large Organizations must comply with additional requirements under the IAS:

- **Small Organizations** (between 1 and 49 employees) must implement an **accessibility policy** similar to the one described above for Large Organizations and must begin to “have regard” for accessibility when designing, procuring or acquiring new **self-service kiosks**.
- **Large Organizations** must:
  1. Ensure its process for **receiving and responding to feedback** are accessible to persons with disabilities by providing accessible formats or communication supports upon request; and
  2. Ensure **training on the requirements of the IAS and *Human Rights Code*** as it pertains to persons with disabilities is provided to: (i) employees and volunteers, (ii) persons who participate in developing the organization’s policies and (iii) other persons who provide goods, services or facilities on behalf of the organization.

Note: The January 1, 2015, IAS requirements are not included on the December 31, 2014 report. However, **Large Organizations that have not completed the IAS training requirements but have complied with all other requirements which took effect on or before January 1, 2014, can still file a compliant report.**

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**For assistance understanding and achieving compliance standards applicable to your organization, contact Leah Simon or another member of Sherrard Kuzz LLP.**

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