

Integrated Accessibility Standards Regulation (IASR) Requirements For School Boards

Effective Date	IASR Requirement	IASR Section
2013		
Jan. 2013	<p>Policy/Statement Develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in this Regulation.</p> <p>Include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies.</p> <p>Prepare one or more written documents describing its policies, and make the documents publicly available, and provide them in an accessible format upon request.</p>	s.3
Jan. 2013	<p>Accessibility Plans Establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers.</p> <p>Post the accessibility plan on their website and provide the plan in an accessible format upon request.</p> <p>Review and update the accessibility plan at least once every five years.</p> <p>Update accessibility plans in consultation with persons with disabilities and the accessibility advisory committee.</p>	s.4
Jan. 2013	<p>Procurement Incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, except where not practicable.</p> <p>If the organization determines that it is not practicable... it shall provide, upon request, an explanation.</p> <p><i>Section 6 of the IASR requires that self-service kiosks be accessible.</i></p>	s.5

Effective Date	IASR Requirement	IASR Section
Jan. 2013	<p>Educational and training resources and materials</p> <p>Every ...educational or training institution shall if notification of need is given:</p> <p>Provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person to whom the material is to be provided by, procuring through purchase or obtaining by other means an accessible or conversion ready electronic format, where available, or arranging for the provision of a comparable resource if resources cannot be procured or converted into an accessible format.</p> <p>Provide student records and information on program requirements, availability and descriptions in an accessible format to persons with disabilities.</p>	s.15
Jan. 2013	<p>Training to educators</p> <p>School Boards shall provide educators with accessibility awareness training related to accessible program or course delivery and instruction, and keep a record of training provided (dates and number of individuals trained).</p>	s.16
2014		
Jan. 2014	<p>Training</p> <p>Ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to: all employees, and volunteers; all persons who participate in developing policies; all other persons who provide goods, services or facilities on behalf of the organization.</p> <p>Training shall be appropriate to the duties of the employees, volunteers and other persons.</p> <p>Every person shall be trained as soon as practicable.</p> <p>Keep a record of the training provided including the dates on which training is provided and the number of individuals to whom it is provided.</p>	s.7

Effective Date	IASR Requirement	IASR Section
Jan. 2014	<p>Feedback</p> <p>Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request.</p> <p>Notify the public about the availability of accessible formats and communications supports.</p>	s.11
Jan. 2014	<p>Accessible websites and web content: new sites/new content</p> <p>New internet websites and web content must conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 at Level A.</p> <p>Where practicable, this requirement applies to websites, content and applications that the organization controls directly or through a contract that allows modification and to content published after Jan. 1, 2012.</p> <p>To determine if not practicable, consider availability of commercial software/tools, and significant impact on a plan initiated before Jan. 2012.</p>	s.14
Jan. 2014	<p>Recruitment</p> <p>Notify employees and the public re availability of accommodation for applicants with disabilities in its recruitment process.</p> <p>Notify that accommodations are available in recruitment process re materials or processes to be used.</p> <p>Consult with applicants and arrange accommodation in a way that takes into account accessibility needs due to the disability.</p> <p>Notify the successful applicant of its policies for accommodating employees with disabilities.</p>	<p>S.22</p> <p>s.23</p> <p>s.24</p>
Jan. 2014	<p>Informing employees of supports</p> <p>Inform employees of policies used to support employees with disabilities including job accommodations.</p> <p>Provide information to new employees as soon as practicable after hiring and provide updated information to employees when there are changes to existing policies.</p>	s.25

Effective Date	IASR Requirement	IASR Section
Jan. 2014	<p>Accessible formats and communication supports for employees Consult with employee and provide/arrange for accessible formats and communication supports for information needed to perform the employees job and for information generally available to employees in workplace.</p> <p>Consult with employee re suitability of accessible format or communication support.</p>	s.26
Jan. 2014	<p>Document individual accommodation plans Develop a written process for developing documented individual accommodation plans for employees with disabilities.</p> <p>Process to include: manner for employee to participate; means of individual assessment; manner for employer requesting outside medical evaluation; manner for employee to have union or other representation; steps to protect privacy; frequency of review and how it will be done; if plan is denied, how reasons will be provided; means for providing plan in accessible format.</p> <p>Plan shall include on request information re accessible formats and communication supports provided, individualized workplace emergency response information if required; identify any other accommodation to be provided.</p>	s.28
Jan. 2014	<p>Return to Work Process Put in place a RTW process for employees absent due to disability and who require accommodation upon return to work; document the process which outlines steps employer will take to facilitate RTW and use documented individual accommodation plans.</p> <p>This does not replace RTW process under any other statute.</p>	s.29
Jan. 2014	<p>Performance Management Take into account accessibility needs and individual accommodation plans in using performance management process (activities re assessing/improving performance and effectiveness with goal of employee success.</p>	s.30
Jan. 2014	<p>Career development and advancement If career development/advancement is provided, employer shall take into account accessibility needs and individual accommodation plans. (Career development means providing added responsibility in current job or moving to higher job usually based on merit or seniority.)</p>	s.31

Effective Date	IASR Requirement	IASR Section
Jan. 2014	<p>Redeployment Employer shall take into account accessibility needs and individual accommodation plans in redeployment process if one exists.</p>	s.32
Jan. 2014	<p>School Transportation School boards shall consult with parents in identifying students with disabilities before commencement of each school year; develop individual school transportation plans that detail assistance needs and plans for boarding, securement and deboarding; identify and communicate to appropriate parties the roles and responsibilities of the transportation provider, parents of students, operator of vehicle, appropriate school staff.</p>	S.75
2015		
Jan. 2015	<p>Accessible formats and communication supports Upon request, provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, in a timely manner that takes into account the person's accessibility needs due to disability, and at a cost no more than regular cost charged to other persons. Consult with the person making the request in determining the suitability of an accessible format or communication support. Notify the public about the availability of accessible formats and communication supports.</p>	S.12
Jan. 2015	<p>Producers of educational or training material Upon request, provide, procure or acquire accessible or conversion ready versions of textbooks.</p>	s.17
Jan. 2015	<p>Libraries of educational or training institutions Provide, procure or acquire an accessible or conversion ready format of print resources for a person with a disability upon request.</p>	s.18
2020		
Jan. 2020	<p>Producers of educational or training material Upon request, provide, procure or acquire accessible or conversion ready versions of printed based educational or training supplementary learning resources.</p>	s.17

Effective Date	IASR Requirement	IASR Section
Jan. 2020	Libraries of educational or training institutions Provide, procure or acquire an accessible or conversion ready format of digital or multimedia resources for a person with a disability upon request.	s.18
2021		
Jan. 2021	Accessible websites and web content All internet websites and web content must conform to WCAG 2.0 at Level AA , other than live captions and audio descriptions.	s.14

Compliance Provisions

IASR Section	IASR Provision
s.83	<p>Administrative Penalty</p> <p>The amount of the penalty is determined by Director (appointed by Deputy Minister), using Schedule 3 of the Regulation, which takes into account the severity of the impact of the contravention, as well as the contravention history of the organization over the current 2 reporting cycles period. Amounts shown in Schedule 3 go from \$500 to \$15,000 per day. However, in case of major contraventions by corporations with a major contravention history, the Director may impose penalty of up to \$100,000 per day.</p> <p>Contravention is minor where it involves an administrative requirement, moderate for organizational preparedness, major if it poses a health or safety risk to persons with disability.</p> <p>Contravention history is minor if there has been no more than 1 previous contravention within the current 2 reporting cycles period. It is moderate if there have been 2-5 previous contraventions within the period, and major if there have been 6 or more contraventions within the period.</p> <p>“2 reporting cycles” is the period beginning on 1st day of a reporting cycle and ending on last day of 2nd reporting cycle.</p>
s.84	<p>Review of Order</p> <p>The organization may request a review of the order by providing a written submission, including an explanation as to why the review is sought, within 30 days after the order was made. Under section 26 of the <i>Accessibility for Ontarians with Disabilities Act</i>, it may also appeal the order to the Licence Appeal Tribunal by filing a notice of appeal with the Tribunal within 15 days after the day the order is made.</p>

s.85	<p>Payment of penalty</p> <p>The organization that has been ordered to pay an administrative penalty shall pay the penalty within 30 days after the order was made. If the organization seeks a review of the order or appeals the order, it shall pay the penalty within 30 days after the order is dealt with in the review or appeal.</p>
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IASR Provisions Already Implemented

Effective Date	IASR Requirement	IASR Section
July 2011	<p>School Transportation</p> <p>Ensure integrated accessible school transportation services or ensure appropriate alternative accessible transportation services for students with disabilities where integrated services are not possible or not the best option due to nature of the disability or safety concerns.</p>	s.75
Jan. 2012	<p>Emergency procedure, plans, public safety</p> <p>If emergency procedures, plans or public safety information is made available to the public the organization shall provide in accessible format or with communication supports as soon as practicable upon request.</p>	s.13
Jan. 2012	<p>Workplace emergency response information</p> <p>Provide individualized workplace emergency response information to employees who have a disability if disability is such that this information is necessary and the employer is aware of the need for accommodation.</p> <p>If the employee requires assistance and so consents, the employer shall provide the emergency response information to the person designated to assist.</p> <p>Information under this section to be provided as soon as employer becomes aware of the need.</p> <p>Review individualized emergency response when employees moves, accommodation needs change, and employer reviews its emergency response policies.</p>	s.27