

Accessibility for Ontarians with Disabilities Act, 2005

**Integrated Accessibility Standards
Ontario Regulation 191/11**

**Legal Obligations of Law Firms of
Fewer than 50 Employees**

This document provides the list of obligations of law firms of fewer than 50 employees under the *Integrated Accessibility Standards*, Ontario Regulation 191/11 and links to relevant resources developed by the Ministry of Economic Development, Trade and Employment.

The document has been prepared to assist law firms of fewer than 50 employees develop their resources to comply with their obligations under the *Integrated Accessibility Standards*. This document is not intended to replace law firms' responsibility to know its legal obligations.

General

Obligation	Effective
Develop, implement and maintain policies about how the law firm achieves accessibility under the Regulation (Section 3)	Jan.1, 2015
For more information, please see: http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/general/policies.aspx	
Have regard to accessibility when designing, procuring or acquiring self-service kiosks (interactive electronic terminals) (Section 6)	Jan. 1, 2015
For more information, please see: http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/general/kiosks.aspx	
Training on the regulation and <i>Human Rights Code</i> for employees, volunteers, those who develop law firm's policies and those who provide goods, services or facilities on behalf of the firm. (Section 7)	Jan. 1, 2015
For more information, please see: http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/general	

Obligation	Effective
/train.aspx	

Information and Communications

Obligation	Effective
<p>Any process for receiving and responding to feedback must be accessible and the public must be notified about the availability of accessible formats and communication supports (Section 11)</p> <p>For more information, please see: http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/info_comm/feedback.aspx</p>	Jan. 1, 2016
<p>Upon request, provide communications in accessible format in a timely manner and notify public about availability of accessible communications (Section 12)</p> <p>For more information, please see: http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/info_comm/info_public.aspx</p>	Jan. 1, 2017
<p>If a firm prepares emergency procedures, plans or public safety information that is available to the public, provide the information in an accessible format upon request (Section 13)</p> <p>For more information, please see: http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/info_comm/emergency_info.aspx</p>	Jan. 1, 2012

The sections on education or training organizations do not apply to law firms

Education or training organization is defined as an organization falling into one of the following categories:

- Governed by the *Education Act* or the *Private Career Colleges Act, 2005*;
- Offers a post-secondary program leading to a degree under the *Post-Secondary Education Choice and Excellence Act, 2000*;
- Designated public sector organization listed in the Regulation;

- Provides courses or programs that result in the acquisition of a diploma or certificate named by the Minister of Education under the *Education Act*;
- A private school within the meaning of the *Education Act*.

Employment

Obligation	Effective
<p>Availability of accommodation in recruitment, including assessment and selection processes, notices to successful applicants, informing employees of support. (Sections 22, 23, 24, 25)</p> <p>For more information, please see: http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/employment/hiring.aspx http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/employment/staff_policies.aspx</p>	Jan. 1, 2017
<p>Upon request, provide employee with accessible formats and communication supports for information needed in order to perform job, information generally available to employees. Consult with employee to determine suitability. (Section 26)</p> <p>For information, please see: http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/employment/employee_info.aspx</p>	Jan. 1, 2017
<p>Provide individualized workplace emergency response information to employees with disabilities, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation. (Section 27)</p> <p>For more information, please see: http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/employment/employees_safe.aspx</p>	Jan. 1, 2012
<p>Take into account accessibility needs in performance management, career development and advancement and redeployment (Sections 30, 31, 32)</p> <p>For more information, please see: http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/employment/employees_safe.aspx</p>	Jan. 1, 2017

Design of Public Spaces

Should a firm wish to build a new construction or redevelop an existing space in the firm, the firm should consult the Design of Public Spaces Standard. This standard covers:

- Recreational trails/beach access routes
- Outdoor public eating areas like rest stops or picnic areas
- Outdoor play spaces, like playgrounds in provincial parks and local communities
- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals
- Accessible parking (on and off street)

For more information, please see:

http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/public_spaces/trails_beach.aspx

http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/public_spaces/eating_areas.aspx

http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/public_spaces/play_spaces.aspx

http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/public_spaces/exterior_paths.aspx

http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/public_spaces/parking.aspx

http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/public_spaces/service_counters.aspx

http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/public_spaces/maintain_accessible_spaces.aspx

NOTE: Law firms of fewer than 50 employees are exempted from the requirement to file accessibility reports under section 14 of the *Accessibility for Ontarians with Disabilities Act, 2005* with respect to the accessibility standards in this Regulation.