

## Memorandum

**To:** All Fellows, Affiliates, Associates, and Correspondents of the Canadian Institute of Actuaries and Other Interested Parties

**From:** Jim Christie, Chair  
Actuarial Standards Board  
Dave Oakden, Chair  
Designated Group – Access for Ontarians with Disabilities Act (AODA)

**Date:** June 29, 2015

**Subject:** **Minor Revisions to the Standards of Practice to Comply with the Access for Ontarians with Disabilities Act (AODA)**

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### Introduction

The attached final standards were approved by the Actuarial Standards Board (ASB) on June 9, 2015. These changes are being introduced to the general and practice-specific standards to comply with AODA, as described in more detail below.

### Background

The Ontario government has passed a law to ensure that businesses across the province that offer goods and services make them accessible to people with disabilities. The law has taken a phased-in approach, with all phases due for completion by 2025.

Some parts of it do not impact the Canadian Institute of Actuaries (CIA) or the ASB. However, the Government of Ontario has provided guidelines regarding formatting, as well as the font and font size to be used in printed material, which do have an impact on documents and, in particular, on the Standards of Practice.

The requirement is to ensure that all our documents are as easy to read as possible for those who might be visually impaired or have other disabilities.

In December 2014, the ASB established a working group to consider changes to the standards that would bring them into compliance with AODA. In January 2015, the group presented its report to the ASB which recommended minor changes and an overall reformatting of the standards.

The ASB created a designated group (DG) consisting of Luc Farmer and David Oakden (chair) to oversee the implementation of the necessary changes, pursuant to the Policy on Due Process for the Adoption of Standards of Practice (section D – Minor Revisions to Standards). The ASB agreed that the proposed revisions are minor in nature.

The DG reviewed the AODA guidelines, prepared a sample of the standards' proposed new format and circulated it to the Practice Council and its committees for comment. In June 2015, the final revised version of the Standards of Practice was presented to the ASB and approved for release.

### **Rationale**

The ASB is implementing many of the AODA's recommendations that are strictly related to formatting, and have no material impact on content (e.g., the font size of text should be at least 12 points, and a "sans serif" font such as Calibri should always be used).

However, the following AODA recommendation was more complicated to implement:

- Avoid sentences and paragraphs composed of italics—only a few words or short phrases in italics are acceptable.

Since all "recommendations" in the standards are identified using italics, the ASB has adopted an alternative method of identifying them. The "recommendations" are now displayed inside a box, and the box that used to be around the title of each part has been removed.

In light of this change, paragraph 1120.04 of the standards, which states, "Each recommendation is in *italicized* text, followed by its effective date in square brackets." has also been reworded to reflect the new format. Other paragraphs in Part 1000 that made a specific reference to text in roman type (as opposed to text in italics), have also been amended.

### **Due Process**

The ASB's Policy on Due Process for the Adoption of Standards of Practice has been followed in the development of these revisions to the standards.

### **Effective Date and Early Implementation**

These final standards are effective immediately. Early adoption is permitted since there is no effect to the substance of the standards.

JC, DO