



Preparing your **2023 accessibility report**

Ministry for Seniors and Accessibility

Ontario 

This e-mail is available in an alternate format upon request.

Hello,

The [Accessibility for Ontarians with Disabilities Act, 2005](#) (AODA) is about identifying, removing and preventing barriers to inclusion for people with disabilities. By working together, we can meet the goal of making Ontario accessible for everyone.

Part of our ongoing work requires organizations to comply with accessibility standards under the AODA. If your organization has 20 or more employees in Ontario, you are legally required to file an accessibility compliance report by December 31, 2023.

Steps to reporting

Don't wait until the last minute. Get started on your accessibility compliance report today. Filing involves three simple steps:

- Download and save the form (for your convenience, the form is also attached to this notice. Click on the arrow on the left of this notice and then on the paperclip)
- Complete the required information
- Save and submit

Start by visiting ontario.ca/AccessibilityReport to download the accessibility compliance report form.

When downloading the reporting form, right-click on "save as" and then use Adobe Reader to open it.

Before you start

You will need the following information about your organization to complete your report:

- Legal Organization Name:
- Business Number:
- Organization Category: **Business/non-profit**

You will then need to answer some “yes” or “no” questions.

If some answers in your report indicate that your organization is not compliant with the AODA, please proceed with filing it by the deadline. We will provide information and assistance to help you meet your accessibility requirements.

Need more information about your requirements?

Visit [Accessibility rules for businesses and non-profits | ontario.ca](#). You can also find [guides and resources](#) about accessibility.

Notify us of changes to your organization

Organizations with fewer than 20 employees must still comply with Ontario’s accessibility laws, but do not have to file an accessibility compliance report.

You must notify the Ministry of Seniors and Accessibility if your organization has any changes, including:

- address
- contact information
- status (i.e. is no longer in operation or has fewer than 20 employees)

by submitting an [Organization Profile Update form](#).

Questions? We can help

If you need help with filing your accessibility compliance report or would like this notice in an alternate format, please contact us at:

Phone: 416-849-8276 or Toll-free: 1-866-515-2025

TTY: 416-325-3408 or Toll-free: 1-800-268-7095

Email: accessibility@ontario.ca

Thank you for doing your part to make Ontario accessible.

Sincerely,

Director, Compliance Assurance Branch
Accessibility for Ontarians with Disabilities Division
Ministry for Seniors and Accessibility