

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT

REPORTING DEADLINE DECEMBER 31, 2017

By **December 31, 2017**, every private sector, non-profit and public sector organization¹ is required to file a report confirming compliance with the *Accessibility for Ontarians with Disabilities Act* (“*AODA*”).

For assistance achieving compliance with the *AODA* standards applicable to your organization, and/or with filing the appropriate report, contact **Leah Simon** or **Samia Hussein** at Sherrard Kuzz LLP.

Small Organizations (between 20 and 49 employees) must report on continuing compliance with the Customer Service Standards of the Integrated Accessibility Standards (the “*IAS*”).

Specifically, whether the organization:

- Permits a person with disability, accompanied by a guide dog or service animal, to keep the animal with them, unless otherwise excluded by law.
- Permits a person with a disability, accompanied by a support person, to enter premises with their support person and not be prevented from having access to the support person while on premises.
- Ensures required persons in the organization receive training on the accessibility standards for customer service.
- Has established a process to receive and respond to feedback regarding the accessibility of the organization’s customer service.

Large Organizations (50 or more employees) must report on compliance with **all** requirements under the *AODA*. This includes those items listed above, as well as information on whether the organization:

- Complies with the Employment Standards practices required under the *IAS*, including notifying employees about the availability of accommodations during the recruitment process, and notifying existing employee regarding policies to support employees with disabilities.

¹ Excludes an organization with fewer than 20 employees.

- Complies with the Design of Public Spaces Standards of the IAS when constructing new or redeveloped public spaces.

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:

<https://www.ontario.ca/page/completing-your-accessibility-compliance-report>

For assistance understanding and achieving compliance, contact the AODA experts at Sherrard Kuzz LLP.

Leah Simon and Samia Hussein are lawyers with Sherrard Kuzz LLP, one of Canada's leading employment and labour law firms, representing management. Leah and Samia can be reached at 416.603.0700 (Main), 416.420.0738 (24 Hour) or by visiting www.sherrardkuzz.com.

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