

## Accessibility Compliance Report

You can use one form to file an accessibility compliance report for up to 20 organizations. To do so, you need each organization's:

- legal name
- business number (BN9) or AODA identifier
- number of employees in Ontario
- address

Each organization must have the same:

- organization category
- number of employees range (e.g. 20-49, 50+)
- certifier
- answers to all of the accessibility compliance questions

If not, you will need to complete a separate form for each organization.

**Note:** While business and non-profit organizations with 1-19 employees are not required to submit an accessibility compliance report, they must still comply with the AODA.

### Organization information

**Table 1: Organization category, number of employee range and reporting year**

Organization Category (required)	Number of employee range (required)	Reporting year (required)
Business or Non-profit	50+ employees	2026 BNP

## **Business details**

### **How to count your employees?**

In your employee count, include all:

- full-time employees
- part-time employees
- seasonal employees
- contract workers

Do not count:

- employees outside Ontario
- volunteers
- independent contractors

### **How can I find my CRA business number or AODA Identifier?**

You can find your BN9 number by:

- Logging into the CRA My Business Account
- Checking your GST/HST or Corporation Notice of Assessment under Notice Details
- Checking your GST/HST credit notice
- To learn more, visit Business number - Canada.ca ([https://www.canada.ca/en/services/taxes/business-number.html?utm\\_campaign=not-applicable&utm\\_medium=vanity-url&utm\\_source=canada-ca\\_business-number](https://www.canada.ca/en/services/taxes/business-number.html?utm_campaign=not-applicable&utm_medium=vanity-url&utm_source=canada-ca_business-number))

If you do not have a BN9, please contact [aoda.assistance@ontario.ca](mailto:aoda.assistance@ontario.ca) to receive an AODA identifier.

### **How to find your industry?**

You can search for North American Industry Classification (NAICS) codes using the Statistics Canada website (<https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1369825>).

**Table 2: Organization business details (maximum up to 20)**

<b>Item Number</b>	<b>Organization legal name (required)</b>	<b>Number of employees in Ontario (required)</b>	<b>Business number (BN9) or AODA identifier (required)</b>	<b>Operating / business name</b>	<b>Organization Sector (required)</b>	<b>Subsector (required)</b>	<b>Industry Group (required)</b>
Item # 1	Autism Services Incorporated of Windsor and Essex County	72	131982068	Autism Services Incorporated of Windsor and Essex County	62 - Health Care and Social Assistance	624 - Social Assistance	6241 - Individual and Family Services

**Business address**

Address at which letters can be sent to the company director/officer accountable for the organization's compliance with the AODA.

**Table 3: Organization business address (maximum up to 20)**

<b>Item Number</b>	<b>Organization legal Name (required)</b>	<b>Address line 1 (required)</b>	<b>Address line 2</b>	<b>City (required)</b>	<b>Province or State (required)</b>	<b>Postal code or Zip code (required)</b>	<b>Country (required)</b>
Item # 1	Autism Services Incorporated of Windsor and Essex County	3640 Wells Street	N/A	Windsor	ON (Ontario)	N9C 1T9	Canada

**Mailing address**

Address where letters can be sent to the person responsible for coordinating the organization's AODA compliance activities.

**Table 4: Organization mailing address (maximum up to 20)**

<b>Item Number</b>	<b>Organization legal name (required)</b>	<b>Address line 1 (required)</b>	<b>Address line 2</b>	<b>City (required)</b>	<b>Province or State (required)</b>	<b>Postal code or Zip code (required)</b>	<b>Country (required)</b>
Item # 1	Autism Services Incorporated of Windsor and Essex County	3640 Wells Street	N/A	Windsor	ON (Ontario)	N9C 1T9	Canada

## **Certification statement**

Section 15 of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) requires that accessibility reports include a statement certifying that all the required information has been provided and is accurate, signed by a person with authority to bind the organization(s).

**Note:** It is an offence under the Act to provide false or misleading information in an accessibility report filed under the AODA.

The certifier may designate a primary contact for the Ministry for Seniors and Accessibility to contact the organization(s); otherwise, the certifier will be the main contact.

**Certifier:** Someone who can legally bind the organization(s).

**Primary Contact:** The person who will be the main contact for accessibility issues.

## **Acknowledgement**

I certify that all the information is accurate, and I have the authority to bind the organization (required)

Certification date (yyyy-mm-dd) (required) 2026-05-27

**Certifier information**

**Table 5: Certifier information**

Last name (required)	First name (required)	Position title (required)	Business phone number (required)	Business phone number extension	Email (required)	Alternate phone number	Alternate phone number extension	Fax number
Ferraiuolo	Rosa-Maria	Executive Director	519-966-7283	N/A	autism@mnsi.net		N/A	N/A

**Primary contact for the organization(s)**

Check if the primary contact is same as the certifier

**Table 6: Primary contact information**

Last name (required)	First name (required)	Position title (required)	Business phone number (required)	Business phone number extension	Email (required)	Alternate phone number	Alternate phone number extension	Fax number
Ferraiuolo	Rosa-Maria	Executive Director	519-966-7283	N/A	autism@mnsi.net		N/A	N/A

## Compliance questions

### General Section

Question 1. Is your organization in compliance with all applicable requirements of the General Section?

Yes  No

#### Resources for Question 1

- Read Ontario Regulation 191/11, Part I: General (<https://www.ontario.ca/laws/regulation/110191#BK0>)
- Learn more about your requirements for question 1 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations>)
- Accessibility Policy Sample (<https://forms.mgcs.gov.on.ca/dataset/on00090>)
- Sample Multi-year Plan Template (<https://forms.mgcs.gov.on.ca/dataset/on00091>)
- Accessibility Training Requirements Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00092>)
- The Accessibility Standards Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00125>)

#### Comments for Question (Please provide additional details to support your answer)

N/A

### Information and Communications Standards

Question 2. Is your organization in compliance with all applicable requirements of the Information and Communications Standards?

Yes  No

#### Resources for Question 2

- Read Ontario Regulation 191/11, Part II: Information and Communications Standards (<https://www.ontario.ca/laws/regulation/110191#BK8>)
- Accessible Educational and Training Resources and Materials Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00119>)
- World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 (<https://www.w3.org/WAI/standards-guidelines/wcag/>)
- The Accessibility Standards Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00125>)

**Comments for Question (Please provide additional details to support your answer)**

N/A

**Employment Standards**

Question 3. Is your organization in compliance with all applicable requirements of the Employment Standards?

Yes  No

**Resources for Question 3**

- Read Ontario Regulation 191/11, Part III: Employment Standards (<https://www.ontario.ca/laws/regulation/110191#BK20>)
- Learn more about your requirements for question 3 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-8>)
- Sample Return to Work Process and Plan (<https://forms.mgcs.gov.on.ca/dataset/0047>)
- Sample Accommodation Process and Plan (<https://forms.mgcs.gov.on.ca/dataset/0048>)
- Providing Accessible Emergency Information to Staff (<https://forms.mgcs.gov.on.ca/dataset/on00032>)
- Accessible Recruitment Process (<https://forms.mgcs.gov.on.ca/dataset/on00031>)
- The Accessibility Standards Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00125>)

**Comments for Question (Please provide additional details to support your answer)**

N/A

**Transportation Standards**

Question 4 (a). Does your organization provide transportation services, either directly or through a third party?  Yes  No

Question 4 (b). Is your organization in compliance with all applicable requirements of the Transportation Standards?  Yes  No

**Resources for Question 4**

- Read Ontario Regulation 191/11, Part IV: Transportation Standards (<https://www.ontario.ca/laws/regulation/110191#BK34>)

- Learn more about your requirements for question 4 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-10>)
- Transportation Standards Reference Guide (<https://forms.mgcs.gov.on.ca/dataset/on00336>)

**Comments for Question (Please provide additional details to support your answer)**

N/A

**Design of Public Spaces Standards**

Question 5. Is your organization in compliance with all applicable requirements of the Design of Public Spaces Standards?

Yes  No

**Resources for Question 5**

- Read Ontario Regulation 191/11, Part IV.1: Design of Public Spaces Standards (<https://www.ontario.ca/laws/regulation/110191#BK91>)
- Learn more about the requirements for Question 5 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-11>)
- Design of Public Spaces Standards (DOPS) Reference Guide (<https://forms.mgcs.gov.on.ca/dataset/on00335>)

**Comments for Question (Please provide additional details to support your answer)**

N/A

**Customer Service Standards**

Question 6. Is your organization in compliance with all applicable requirements of the Customer Service Standards?

Yes  No

**Resources for Question 6**

- Read Ontario Regulation 191/11, Part IV.2: Customer Service Standards (<https://www.ontario.ca/laws/regulation/110191#BK148>)
- Learn more about your requirements for question 6 (<https://www.ontario.ca/page/accessibility-rules-public-sector-organizations#section-7>)

- The Accessibility Standards Checklist (<https://forms.mgcs.gov.on.ca/dataset/on00125>)

**Comments for Question (Please provide additional details to support your answer)**

N/A