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Ministry for Seniors and Accessibility   **Designated Public Sector Accessibility Compliance Report**

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.

Organization information

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

Organization Category (required)	Number of employee range (required)	Reporting year (required)
Designated Public Sector	50+ employees	2025 DPS

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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
- organizations with zero (0) employees are not required to submit an Accessibility Compliance Report and should submit an Organization Profile Update instead.

How to find my CRA business number?

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 - 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)

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)

Item Number	Organization legal name (required)	Number of employees in Ontario (required)	Business number (BN9) or AODA identifier (required)	Operating / business name	Organization Sector (required)	Subsector (required)	Industry Group (required)
Item # 1	The St. Clair College of Applied Arts and Technology	1000	119422301	The St. Clair College of Applied Arts and Technology	61 - Educational Services	611 - Educational Services	6112 - Community Colleges and C.E.G.E.P.s

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)

Item Number	Organization legal name (required)	Address line 1 (required)	Address line 2	City (required)	Province or State (required)	Postal code or Zip code (required)	Country (required)
Item # 1	The St. Clair College of Applied Arts and Technology	2000 Talbot Rd. West Road W (West)		Windsor	ON (Ontario)	N9A 6S4	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)

Item Number	Organization legal name (required)	Address line 1 (required)	Address line 2	City (required)	Province or State (required)	Postal code or Zip code (required)	Country (required)
Item # 1	The St. Clair College of Applied Arts and Technology	2000 Talbot Rd. West Road W (West)		Windsor	ON (Ontario)	N9A 6S4	Canada

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Understanding accessibility requirements

Before you begin your report, you can learn about your accessibility requirements at ontario.ca/accessibility (https://www.ontario.ca/page/accessibility-in-ontario)

Additional accessibility requirements apply if you are:

- a library board (https://www.ontario.ca/page/how-make-information-accessible#section-7)
- a producer of education material (e.g. textbooks) (https://www.ontario.ca/page/how-make-information-accessible#section-6)
- an education institution (e.g. school board, college, university or school) (https://www.ontario.ca/page/how-make-information-accessible#section-6)
- a municipality (https://www.ontario.ca/page/accessibility-rules-public-sector-organizations)

Is your organization a municipality? (required) ☐ Yes   ☑ No (If answer is no, please go to Certification statement section)

Is your municipality submitting this report on behalf of any local boards (e.g., Library Board, Police Board)? (required) ☐ Yes   ☑ No (If answer is no, please go to Certification statement section)

If you are a municipality submitting this report, and submitting on behalf of local boards, please indicate which boards below.

Board information

Please note you can provide up to 20 boards.

Table 5: Board information (maximum up to 20)

Item Number	Board Name (required)	Board Type (required) (e.g. Police Board, Library Board, Other (Please specify))	Date added (required) (yyyy-mm-dd)

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) _____2025-12-02_____

Certifier information

Table 6: 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
Nicoletti	Ralph	Vice President	519-972-2727	5018	rnicoletti@stclaircollege.ca			

Primary contact for the organization(s)

☐ Check if the primary contact is same as the certifier

Table 7: 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
Ibrahim	Joseph	Director	519-972-2727	4360	jibrahim@stclaircollege.ca			

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Compliance questions

General Section

Is your organization in compliance with all applicable requirements of the General Section? ☑ Yes   ☐ No

Resources for Question
- 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 ↗)
- Designated Public Sector and Multi-Year Accessibility Plans (https://forms.mgcs.gov.on.ca/dataset/on00120 ↗)
- 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)
Accessibility plans and policy are posted at https://stclaircollege.ca/student-services/accessibility-services/committee. AODA training required for employees. Purchasing policy in compliance with Broader Public Sector procurement directives and all laws of Canada and Ontario.

Information and Communications Standards

Is your organization in compliance with all applicable requirements of the Information and Communications Standards? ☑ Yes   ☐ No

Resources for Question
- 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)
Opportunity to provide feedback to receive a reply can be made by clicking "Accessibility Feedback" at https://www.stclaircollege.ca/student-services/accessibility-services/committee. Communication. Website is monitored for AODA compliance. Educational resources and materials are provided via Student Services. Accessibility training for educators provided by our Quality Assurance and Accountability department. Accessible and conversion ready resources available upon request in the library.

Employment Standards

Is your organization in compliance with all applicable requirements of the Employment Standards? ☑ Yes   ☐ No

Resources for Question
• 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)
All postings offer accommodations upon request with consultation in the provision of the suitable accommodation. All employees are required to complete Emergency Response Training. Information is provided in accessible format upon request. All other parts of the standard are addressed in Collective Agreements and in compliance.

Transportation Standards

•   Does your organization provide transportation services, either directly or through a third party? ☐ Yes   ☑ No

Resources for Question
• 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)
We do not provide Transportation services.

Design of Public Spaces Standards

Is your organization in compliance with all applicable requirements of the Design of Public Spaces Standards? ☑ Yes   ☐ No

Resources for Question
- 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)
All plans are in compliance with municipal, provincial and federal law.

Customer Service Standards

Is your organization in compliance with all applicable requirements of the Customer Service Standards? ☑ Yes   ☐ No

Resources for Question
- 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)
Policy and services found at https://www.stclaircollege.ca/student-services