

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?

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	MakeWay Charitable Society	50	130560188	MakeWay Charitable Society	81 - Other Services (except Public Administration)	813 - Religious, Grant-Making, Civic, and Professional and Similar Organizations	8132 - Grant-Making and Giving 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)

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	MakeWay Charitable Society	300 - 2 St Clair Ave W Avenue	N/A	Toronto	ON (Ontario)	M4V 1L5	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	MakeWay Charitable Society	300 - 2 St Clair Ave W Avenue	N/A	Toronto	ON (Ontario)	M4V 1L5	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) _____ 2026-03-24 _____

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
Blandng	Erin	Vice President	647-497-9975	N/A	erin.blanding@makeway.org	N/A	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
Imber	Marie	Manager, Human Resources	437-317-3416	N/A	marie.imber@makeway.org	N/A	N/A	N/A

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>)
- 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

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>)

If answer for the question is no, please check all checkboxes that apply regarding your non-compliance:

- ☐ Accessible feedback
- ☐ Accessible alternative formats upon request
- ☒ Web Content Accessibility Guidelines (WCAG 2.0)
- ☐ Accessible formats of emergency and public safety information
- ☐ Requirements applicable to education and training institutions
- ☐ Requirements applicable to libraries
- ☐ Other (please specify):

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

Our primary corporate website is compliant with applicable Information and Communications Standards, including WCAG 2.0 Level AA requirements. <https://makeway.org/>

As a decentralized organization with a Shared Platform model, a number of project-managed websites are independently maintained and are at varying stages of accessibility compliance.

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

We are actively working to improve accessibility across these sites through guidance, resources, and planned audits, and are prioritizing a phased approach to support projects in meeting AODA requirements.

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)

N/A

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)
N/A

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>)

If answer for the question is no, please check all checkboxes that apply regarding your non-compliance:

- ☐ Outdoor public spaces, such as beach access routes or recreational trails
- ☐ Outdoor public spaces, such as sidewalks and walkways, accessible to people with disabilities
- ☐ Accessible parking including minimum number and type of parking spaces
- ☐ Service counters, waiting areas
- ☐ Accessible outdoor public use eating areas
- ☒ Other (please specify): n/a we do not control public spaces

Comments for Question (Please provide additional details to support your answer)
N/A

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)
N/A