

## 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           | 20-49 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 \(https://www.canada.ca/en/services/taxes/business-number.html?utm\\_campaign=not-applicable&utm\\_medium=vanity-url&utm\\_source=canada-ca\\_business-number 7\)](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 7>)

Table 1: 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    | Guidelines Advertising Inc         | 35                                        | 805292141                                           | Guidelines Advertising Inc | 54 - Professional, Scientific and Technical Services | 541 - Professional, Scientific and Technical Services | 5414 - Specialized Design 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 2: 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    | Guidelines Advertising Inc         | 1063 Eglinton Ave W Avenue | N/A            | toronto         | ON (Ontario)                 | M6C 2C9                            | 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    | Guidelines Advertising Inc         | 1063 Eglinton Ave W Avenue | N/A            | toronto         | ON (Ontario)                 | M6C 2C9                            | 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) \_\_\_\_\_2026-05-19\_\_\_\_\_

## Certifier information

Table 5: Certifier information

| Last name<br>(required) | First name<br>(required) | Position title<br>(required)   | Business<br>phone number<br>(required) | Business<br>phone<br>number<br>extension | Email (required)       | Alternate<br>phone<br>number | Alternate<br>phone number<br>extension | Fax<br>number |
|-------------------------|--------------------------|--------------------------------|----------------------------------------|------------------------------------------|------------------------|------------------------------|----------------------------------------|---------------|
| Casali                  | April                    | Manager,<br>Human<br>Resources | 416-783-3311                           | N/A                                      | april@guidelinesad.com | 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<br>(required) | First name<br>(required) | Position title<br>(required)   | Business<br>phone number<br>(required) | Business<br>phone<br>number<br>extension | Email (required)       | Alternate<br>phone<br>number | Alternate<br>phone number<br>extension | Fax<br>number |
|-------------------------|--------------------------|--------------------------------|----------------------------------------|------------------------------------------|------------------------|------------------------------|----------------------------------------|---------------|
| Casali                  | April                    | Manager,<br>Human<br>Resources | 416-783-3311                           | N/A                                      | april@guidelinesad.com | N/A                          | N/A                                    | N/A           |

## Compliance questions

### Customer Service Standards

Question 1. Is your organization in compliance with all applicable requirements of the Customer Service Standards?

☒ Yes ☐ No

#### Resources for Question 1

- 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 1 (<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)

We have the following up to date documents, both in hardcopy and posted on our website: Accessibility compliance reports, policies and procedures, Accessible Feedback Forms and processes, and appropriate signage (e.g. Notice of temporary disruptions). Additionally, we have various communication supports, and Accessibility training plan for all new staff.