

## 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**

| <b>Organization Category (required)</b> | <b>Number of employee range (required)</b> | <b>Reporting year (required)</b> |
|---|--|----------------------------------|
| Designated Public Sector                | 50+ employees                              | 2025 DPS                         |

## **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](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)**

| <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           | Cambrian College of Applied Arts and Technology | 1201   | 106833874  | Cambrian 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    | Cambrian College of Applied Arts and Technology | 1400 Barrydowne Road      |                | Sudbury         | ON (Ontario)                 | P3A 3V8                            | 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    | Cambrian College of Applied Arts and Technology | 1400 Barrydowne Road      |                | Sudbury         | ON (Ontario)                 | P3A 3V8                            | Canada             |

## Understanding accessibility requirements

Before you begin your report, you can learn about your accessibility requirements at [ontario.ca/accessibility](https://www.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)<br>(e.g. Police Board, Library Board, Other (Please specify)) | Date added (required)<br>(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)       2025-12-08

**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 |
|----------------------|-----------------------|---------------------------|----------------------------------|---------------------------------|-----------------------------------|------------------------|----------------------------------|------------|
| De Luisa             | Alison                | Vice President            | 705-566-8101                     | 7604                            | alison.deluisa@cambriancollege.ca | 705-562-2237           |                                  |            |

**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 |
|----------------------|-----------------------|---------------------------|----------------------------------|---------------------------------|----------------------------------|------------------------|----------------------------------|------------|
| Mink                 | Danielle              | Director                  | 705-566-8101                     | 6233                            | danielle.mink@cambriancollege.ca | 249-288-2415           |                                  |            |

**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 ↗](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 ↗](https://www.ontario.ca/page/accessibility-rules-public-sector-organizations))
- Accessibility Policy Sample ([https://forms.mgcs.gov.on.ca/dataset/on00090 ↗](https://forms.mgcs.gov.on.ca/dataset/on00090))
- Designated Public Sector and Multi-Year Accessibility Plans ([https://forms.mgcs.gov.on.ca/dataset/on00120 ↗](https://forms.mgcs.gov.on.ca/dataset/on00120))
- Accessibility Training Requirements Checklist ([https://forms.mgcs.gov.on.ca/dataset/on00092 ↗](https://forms.mgcs.gov.on.ca/dataset/on00092))
- The Accessibility Standards Checklist ([https://forms.mgcs.gov.on.ca/dataset/on00125 ↗](https://forms.mgcs.gov.on.ca/dataset/on00125))

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

Cambrian has an AODA webpage that indicates our commitment to accessibility and provides access to Cambrian's Accessibility Multi-year plan and annual status report:  
<https://cambriancollege.ca/about-cambrian/accessibility>

Cambrian has the following information and policies that are also housed on the website:  
<https://cambriancollege.ca/policies/accessibility-customer-service-policy/>  
<https://cambriancollege.ca/about-cambrian/equity-diversity-and-inclusion>  
<https://cambriancollege.ca/policies/accommodations-for-students-with-disabilities-policy-2>  
<https://cambriancollege.ca/policies/mental-health-policy>  
<https://cambriancollege.ca/policies/service-animals-policy>  
<https://cambriancollege.ca/policies/service-animals-operating-procedure>

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

<https://cambriancollege.ca/file-a-complaint-or-report-an-incident>

**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 ↗](https://www.ontario.ca/laws/regulation/110191#BK8))
- Accessible Educational and Training Resources and Materials Checklist ([https://forms.mgcs.gov.on.ca/dataset/on00119 ↗](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/ ↗](https://www.w3.org/WAI/standards-guidelines/wcag/))
- The Accessibility Standards Checklist ([https://forms.mgcs.gov.on.ca/dataset/on00125 ↗](https://forms.mgcs.gov.on.ca/dataset/on00125))

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

Cambrian offers the opportunity for feedback online, in-person, by phone, or via email. Accessible formats for information and resources are available in alternate formats for staff and students. This information is posted on the public website:  
<https://cambriancollege.ca/about-cambrian/accessibility>

The website and internal portal pages conform to World Wide Web Consortium Web Content Accessibility Guidelines 2.0 Level AA. There is also a policy indicating compliance with AODA and OHRC regarding public communication materials:  
<https://cambriancollege.ca/policies/posting-of-communication-materials-policy>.

Below are some examples of web and social media communications:  
<https://cambriancollege.ca>

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

www.cambrianinternational.ca  
https://safe.cambriancollege.ca  
https://athletics.cambriancollege.ca

**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 ↗](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 ↗](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 ↗](https://forms.mgcs.gov.on.ca/dataset/0047))
- Sample Accommodation Process and Plan ([https://forms.mgcs.gov.on.ca/dataset/0048 ↗](https://forms.mgcs.gov.on.ca/dataset/0048))
- Providing Accessible Emergency Information to Staff ([https://forms.mgcs.gov.on.ca/dataset/on00032 ↗](https://forms.mgcs.gov.on.ca/dataset/on00032))
- Accessible Recruitment Process ([https://forms.mgcs.gov.on.ca/dataset/on00031 ↗](https://forms.mgcs.gov.on.ca/dataset/on00031))
- The Accessibility Standards Checklist ([https://forms.mgcs.gov.on.ca/dataset/on00125 ↗](https://forms.mgcs.gov.on.ca/dataset/on00125))

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

Cambrian has established policies and processes related to recruitment and selection, employee accommodations, return-to work, employee safety and performance management that take into consideration the accessibility needs of employees.

Information regarding the individual accommodations available is embedded in the recruitment and onboarding process, along with accessible formats for every applicant during the recruitment process.

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

Cambrian has a process to support employees with disabilities for whom we have provided individualized workplace emergency response information. This is reviewed as required, as part of the employee's accommodation plan, when workplace locations have changed, needs have changed and when emergency policies are reviewed.

Related policies:

<https://cambriancollege.ca/policies/workplace-accommodation-policy>

<https://cambriancollege.ca/policies/early-and-safe-return-to-work-policy>

Information regarding the individual accommodation plan and process is embedded in the recruitment and onboarding process.

### **Transportation Standards**

- Does your organization provide transportation services, either directly or through a third party?  Yes  No
- Is your organization in compliance with all applicable requirements of the Transportation Standards?  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)

Cambrian's core business is not related to transportation, however, there are occasions where a third party provides transportation for events and activities. Accessible transportation (accessible vehicle or equivalent service) is provided upon request.

### 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)

Newly constructed public spaces, customer service counters, parking and waiting areas have been designed to meet the general requirements as outlined in the Design of Public Spaces Standards.

### 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)

Cambrian provides AODA customer service standard training about the provision of goods, services and facilities to people with disabilities to all employees, which includes people supporting policy development. The training is part of onboarding, and completion is mandatory at the start of employment. Employees can review the learning at any time through the employee portal. We track compliance and send training reminders throughout the year.

There are policies and procedures in place to support this standard:

<https://cambriancollege.ca/policies/accessibility-customer-service-policy>

<https://cambriancollege.ca/policies/service-animals-policy>

<https://cambriancollege.ca/policies/service-animals-operating-procedure>

<https://cambriancollege.ca/file-a-complaint-or-report-an-incident>