

**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)**

| 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    | York Region District School Board  | 13715                                     | 119306462   | York Region District School Board | 61 - Educational Services      | 611 - Educational Services | 6111 - Elementary and Secondary Schools |

**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    | York Region District School Board  | 60 Wellington Street Street W (West) | N/A            | Aurora          | ON (Ontario)                 | L4G 3H2                            | 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    | York Region District School Board  | 60 Wellington Street Street W (West) | N/A            | Aurora          | ON (Ontario)                 | L4G 3H2                            | 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)       2025-12-10

**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 |
|----------------------|-----------------------|-----------------------------|----------------------------------|---------------------------------|------------------|------------------------|----------------------------------|------------|
| Lester               | Chloe                 | Senior Human Rights Advisor | 905-727-0022                     | N/A                             | aoda@yrdsb.ca    | N/A                    | N/A                              | N/A        |

**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 |
|----------------------|-----------------------|-----------------------------|----------------------------------|---------------------------------|------------------|------------------------|----------------------------------|------------|
| Lester               | Chloe                 | Senior Human Rights Advisor | 905-727-0022                     | N/A                             | aoda@yrdsb.ca    | 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 ↗](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)

Policy 407 was recently updated in 2025.  
<https://www2.yrdsb.ca/PP407-accessibility>

Our commitment statement is: York Region District School Board (YRDSB) is committed to ensuring accessibility for individuals with disabilities. The Accessibility Policy and Procedures outlines our approach to meeting standards, ensuring the identification, removal, and prevention of barriers. This policy and procedures are in strict compliance with relevant legislation, including the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

Our plain language guide to Policy 407 is: <https://www2.yrdsb.ca/about-us/human-rights-office/accessibility/accessibility-policy-407>

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

Our MYAP 2020-2025 and Annual Accessibility Report is located here: <https://www2.yrdsb.ca/about-us/human-rights-office/accessibility/accessibility-reports-and-plans>. A new MYAP is currently in development.

YDRSB meets with their Accessibility Advisory Committee 4 X per year.

**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)

YRDSB has undertaken a comprehensive redesign of its public Board website, all school websites, and internal platforms to meet AODA compliance. Training resources and supports are provided to contributors to ensure that accessibility requirements are being met on both our public and internal websites. Additionally, closed captioning is provided for all video productions, and transcripts or captioning are available upon request for all multimedia products, including videos and podcasts. This accessibility information is clearly communicated on the Board’s website and reinforced through social media profiles. Our websites meet accessibility requirements as noted in the AODA’s WCAG 2.0 Level AA. We also monitor and have a feedback process to rectify instances of inaccessibility.

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

We do not provide student records but do share program requirements, availability and descriptions in an accessible format, mainly through the board website.

**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)

Accommodation statement is on every posting, and in the interview/practicum invite. Information about supporting employees with disabilities in job accommodations is on the internal employee website. Information about the accommodation process is on the internal employee website and highlighted in a Human Resources Newsletter twice per year. Updates to policies that affect job accommodations would be communicated via internal Communications teams. Accessible formats and communication supports are

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

discussed in the return to work process. Emergency Response Information is shared during the return to work meeting. The emergency response template is shared via email if the employee did not require a return to work meeting. Policy and Procedure #669.0, Emergency Preparedness is available on the public website in accessible format. Here is our policy on workplace accommodations <https://www2.yrdsb.ca/PP219-healthy-workplaces>

### 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)

Our organization is in compliance with all applicable requirements of the Transportation Standards. Students are assigned to community vehicles where possible. If a student is unable to travel on a community vehicle, due to safety or physical barriers, alternative transportation is arranged on an appropriate vehicle. Each year, school board staff communicate to the transportation department the students who require alternative transportation arrangements. As part of that effort, special transportation approval forms are submitted, which include an individual transportation plan. These plans are developed in consultation with the parents / guardians of the students. The plans outline the individual needs of the student so the information can be relayed to all necessary stakeholders.

### 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)

YRDSB recently engaged in consultation with members of public and Accessibility Committee on re-development of sidewalks (rest areas) for 4 schools. Re-development to take place next school year. YRDSB continues to incorporate Braille signage into schools and to construct accessibility washrooms in older schools.

### 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)

For Service Animal and Support Persons Policies - see Policy 407 and 662

<https://www2.yrdsb.ca/PP407-accessibility>

<https://www2.yrdsb.ca/PP-662-StudentHealthSupports>

A sign "NOTICE \*\*DISRUPTION OF SERVICE\*\*" Building Elevator is posted.

Education resource and materials take into account materials in accessible formats where required. Accessible formats could include Braille, large font, sign language, access note taking, screen readers digital formats. Textbooks and resources are provided in accessible formats in line with IEP.