# Instructions

All information you provide is subject to the Freedom of Information and Protection of Privacy Act. Fields marked with an asterisk (*) are mandatory.

## A. Organization information

<table>
<thead>
<tr>
<th>Organization category *</th>
<th>Number of employees range *</th>
<th>Reporting year *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Public Sector</td>
<td>50+ employees</td>
<td>2019</td>
</tr>
</tbody>
</table>

### Business details

<table>
<thead>
<tr>
<th>Organization legal name *</th>
<th>Number of employees in Ontario *</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humber College Institute of Technology and Advanced Learning</td>
<td>5000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business number (BN9) *</th>
<th>Help</th>
<th>Check this box if you have received an AODA identifier from the Ministry for Seniors and Accessibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>107497273</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Check if operating/business name is same as legal name**
- **Organization operating/business name**
  - Humber College Institute of Technology and Advanced Learning
- **Language preference for communications * **
  - English
- **Sector that best describes your organization's principal business activity * **
  - 61 - Educational services
  - Subsector (if possible)
    - 611 - Educational services
  - Industry group (if possible)
    - 6112 - Community colleges and C.E.G.E.P.s

### Mailing address

Address where letters can be sent to the person responsible for coordinating the organization's AODA compliance activities.

- **Country * **
  - Canada
  - USA
  - International
- **Type of address * **
  - Street address
  - Street address served by route
  - Other

<table>
<thead>
<tr>
<th>Unit number</th>
<th>Street number *</th>
<th>Street name *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>205</td>
<td>Humber College</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street type</th>
<th>Street direction</th>
<th>City *</th>
<th>Province *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boulevard</td>
<td></td>
<td>Toronto</td>
<td>ON (Ontario)</td>
</tr>
</tbody>
</table>

- **Postal code * **
  - M9W 5L7

### Business address

Address at which letters can be sent to the company director/officer accountable for the organization's compliance with the AODA.

- **Country * **
  - Canada
  - USA
  - International
- **Type of address * **
  - Street address
  - Street address served by route
  - Other

<table>
<thead>
<tr>
<th>Unit number</th>
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- **Postal code * **
  - M9W 5L7

Use the "Add new organization" button to add additional organizations to which this accessibility report is to be applied (maximum 20).

Note: All organizations must have the same organization category, number of employees range, compliance answers and certifier, and have different business numbers, in order to file under the same form.
Organization category: Designated Public Sector

Number of employees range: 50+

Filing organization legal name: Humber College Institute of Technology and Advanced Education

Filing organization business number (BN): 107497273

Fields marked with an asterisk (*) are mandatory.

B. Understand your accessibility requirements

Before you begin your report, you can learn about your accessibility requirements at ontario.ca/accessibility

Additional accessibility requirements apply if you are:
- a library board
- a producer of education material (e.g., textbooks)
- an education institution (e.g., school board, college, university or school)
- a municipality

C. Accessibility compliance report questions

Instructions

Please answer each of the following compliance questions. Use the Comments box if you wish to comment on any response.

If you need help with a specific question, click the help links which will open in a new browser window. Use the link on the left to view the relevant AODA regulations and the link on the right to view relevant accessibility information resources.

Foundation requirements

1. Does your organization have written accessibility policies and a statement of commitment? *

   Read O. Reg. 191/11 s. 3: Establishment of accessibility policies

   Comments for question 1

2. Has your organization established, implemented and maintained a multi-year accessibility plan and posted it on your organization’s website? *

   Read O. Reg. 191/11 s. 4: Accessibility plans

   Comments for question 2

3. Has your organization completed a review of its progress implementing the strategy outlined in its accessibility plan and documented the results in an annual status report posted on the organization’s website? *

   Read O. Reg. 191/11 s. 5.4(3). Accessibility plans

   Comments for question 3

4. Did your organization consult with people with disabilities when establishing, reviewing and updating its multi-year accessibility plan? *

   Read O. Reg. 191/11 s. 4(2). Accessibility plans

   Comments for question 4
5. Does your organization provide the appropriate training on the Integrated Accessibility Standards
Regulation and the Human Rights Code as it pertains to persons with disabilities?*

Read O. Reg. 191/11 s. 7: Training
Comments for question 5

6. Has your organization established and documented a process to receive and respond to feedback on
how its goods or services are provided to persons with disabilities, including actions that your
organization will take when a complaint is received?*

Read O. Reg. 191/11 s. 30,50: Feedback process required
Comments for question 6

7. Does your organization ensure that its feedback processes are accessible to persons with disabilities by
providing or arranging accessible formats or communication supports, upon request, and do you notify
the public of this accessible feedback policy?*

Read O. Reg. 191/11 s. 11: Feedback
Comments for question 7

Information and communications

8. Does your organization have a process to provide accessible formats and communication supports for
persons with disabilities in a timely manner and at no more than the cost for other persons who ask for
the same information, and do you notify the public of this accessible information policy?*

Read O. Reg. 191/11 s. 12: Accessible formats and communications supports
Comments for question 8

Employment

9. Does your organization notify its employees and the public about the availability of accommodations in
its recruitment process?

Read O. Reg. 191/11 s. 22-24: Recruitment
Comments for question 9

10. Does your organization notify successful applicants of its policies for accommodating employees with
disabilities during offers of employment?*

Read O. Reg. 191/11 s. 24: Notice to successful applicants
Comments for question 10

11. Does your organization develop and have in place a written process for the development of
documented individual accommodation plans for employees with disabilities?*

Read O. Reg. 191/11 s. 23: Documented individual accommodation plans
Comments for question 11
Transportation

12. Does your organization provide transportation services? *
   (If Yes, you will be required to answer an additional question.)
   Read O. Reg. 191/11 Part IV, Transportation standards
   12.a. Does your organization conduct employee and volunteer accessibility training on the safe use of accessibility equipment and features of your transportation vehicles? *
   Read O. Reg. 191/11 s. 36, Accessibility training
   Comments for question 12.a
   Learn more about your requirements for question 12
   Learn more about your requirements for question 12.a

Design of public spaces

13. Since your organization last reported on its accessibility compliance, has your organization constructed new or redeveloped existing off-street parking facilities that it intends to maintain? *
   (If Yes, you will be required to answer an additional question.)
   Read O. Reg. 101/11 Part IV.1, Design of public spaces standards
   13.a. When constructing new or redeveloping off-street parking facilities that your organization intends to maintain, does it ensure that the off-street parking facilities meet the accessibility requirements as outlined in sections 80.32 – 80.37 of the IASR? *
   Read O. Reg. 80.32-37. Accessible parking
   Comments for question 13.a
   Learn more about your requirements for question 13
   Learn more about your requirements for question 13.a

14. Since your organization last reported on accessibility compliance, has your organization constructed new or redeveloped existing outdoor public spaces that it intends to maintain? *
   (If Yes, you will be required to answer additional questions.)
   Read O. Reg. 191/11 Part IV.1, Design of public spaces standards
   14.a. When constructing new or redeveloping existing outdoor play spaces, did your organization consult with the public and persons with disabilities on the needs of children and caregivers, and if you represent a municipality did your organization consult with the municipal advisory committee where one was established as outlined in s. 80.19 of the Integrated Accessibility Standards Regulation? *
   Read O. Reg. 191/11 s. 80.19. Outdoor play spaces
   Comments for question 14.a
   Learn more about your requirements for question 14
   Learn more about your requirements for question 14.a

   14.b. Does your organization’s multi-year accessibility plan include procedures for preventative and emergency maintenance of the accessible elements in public spaces, and for dealing with temporary disruptions when accessible elements required under the Integrated Accessibility Standards Regulations Part IV are not in working order? *
   Read O. Reg. 191/11 s. 80.44. Maintenance of accessible elements
   Comments for question 14 b
   Learn more about your requirements for question 14.b

Customer service

15. In your policies, practices and procedures, does your organization permit persons with disabilities to keep their service animals with them on the parts of your premises that are open to the public or other third parties, except where the animal is excluded by law? If excluded by law, does your organization have alternate ways for people with service animals to access and use your goods, services or facilities?
   Read O. Reg. 191/11 s. 80.47(1-3), Use of service animals and support persons
   Comments for question 15
   Learn more about your requirements for question 15
General requirements

16. Other than the requirements cited in the above questions, is your organization complying with all applicable requirements for the information and communications standards in effect under the Integrated Accessibility Standards Regulation? *

Read O. Reg. 191/11 Part II: Information and communications standards

Comments for question 16

[Yes] [No]

Learn more about your requirements for question 16

17. Other than the requirements cited in the above questions, is your organization complying with all applicable requirements for the employment standards in effect under the Integrated Accessibility Standards Regulation? *

Read O. Reg. 191/11 Part III: Employment standards

Comments for question 17

[Yes] [No]

Learn more about your requirements for question 17

18. Other than the requirements cited in the above questions, is your organization complying with all applicable requirements for the transportation standards in effect under the Integrated Accessibility Standards Regulation? *

Read O. Reg. 191/11 Part IV: Transportation standards

Comments for question 18

[Yes] [No]

Learn more about your requirements for question 18

19. Other than the requirements cited in the above questions, is your organization complying with all applicable requirements for the design of public spaces standards in effect under the Integrated Accessibility Standards Regulation? *

Read O. Reg. 191/11 Part IV.1: Design of Public Spaces standards

Comments for question 19

[Yes] [No]

Learn more about your requirements for question 19

20. Other than the requirements cited in the above questions, is your organization complying with all applicable requirements for the customer service standards under the Integrated Accessibility Standards Regulation? *

Read O. Reg. 191/11 Part IV.2: Customer service standards

Comments for question 20

[Yes] [No]

Learn more about your requirements for question 20

21. Other than the requirements cited in the above questions, is your organization complying with all general requirements in effect under the Integrated Accessibility Standards Regulation? *

Read O. Reg. 191/11 Part I: General requirements

Comments for question 21

[Yes] [No]

Learn more about your requirements for question 21
Organization category: Designated Public Sector  
Number of employees range: 50+  

Filing organization legal name: Humber College Institute of Technology and Advanced Education  
Filing organization business number (BN9): 107497273  

Fields marked with an asterisk (*) are mandatory.

D. Accessibility compliance report summary

Your responses to the questions on your accessibility report indicate that your organization is in compliance with AODA standards.

Your organization may be audited to verify compliance.

E. Accessibility compliance report certification

Section 15 of the Accessibility for Ontarians with Disabilities Act, 2005 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 I have the authority to bind all organizations specified in Section A of this form, *
- I certify that all the required information has been included in this report, and, *
- I certify that the information in this report is accurate, *

Certification date (yyyy-mm-dd): 2019-11-29

Certifier information

<table>
<thead>
<tr>
<th>Last name *</th>
<th>Simms</th>
<th>First name *</th>
<th>Nancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position title *</td>
<td>Director</td>
<td>Business phone number *</td>
<td>416 675-6622</td>
</tr>
</tbody>
</table>

Email *

nancy.simms@humber.ca

Alternate phone number | Extension | Fax number

Primary contact for the organization(s)

- Check if the primary contact is same as the certifier

<table>
<thead>
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