

## 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](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>).

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    | TalentSphere Staffing Solutions Inc. | 27                                        | 828503730                                           | TalentSphere              | 56 - Administrative and Support, Waste Management and Remediation Services | 561 - Administrative and Support Services | 5613 - Employment 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    | TalentSphere Staffing Solutions Inc. | 19 - 13085 Yonge Street   | N/A            | Richmond Hill   | ON (Ontario)                 | L4E 0K2                            | 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    | TalentSphere Staffing Solutions Inc. | 19 - 13085 Yonge Street   | N/A            | Richmond Hill   | ON (Ontario)                 | L4E 0K2                            | 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) 2026-06-15

## 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 |
|----------------------|-----------------------|---------------------------|----------------------------------|---------------------------------|---------------------------|------------------------|----------------------------------|------------|
| Humphrey             | Peter                 | Owner                     | 416-900-3435                     | 700                             | phumphrey@talentsphere.ca | 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 |
|----------------------|-----------------------|---------------------------|----------------------------------|---------------------------------|---------------------------|------------------------|----------------------------------|------------|
| Humphrey             | Peter                 | Owner                     | 416-900-3435                     | 700                             | phumphrey@talentsphere.ca | 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)**

Every new employee is required to complete the module and provide the certificate. Existing employee we have the certificate on file.