

**Policy Title:**

**Accessibility - Integrated Regulation: Information and Communications Standards**

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input checked="" type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Policy Sponsor:	Vice President, Administration and Finance		
Date approved:	August 24, 2023	Effective date:	August 24, 2023
Date last reviewed:	August 24, 2023	Date of Mandatory Review (expiry date):	August 2028

**1. POLICY**

CMCC is committed to maintaining an accessible environment for persons with disabilities in the delivery of information and communication practices.

CMCC will, upon request, make reasonable efforts to create, provide and receive information and communication for persons with disabilities in ways that respect their dignity, independence, and integration, and that provide them with equal opportunity.

In accordance with the schedules specified within the Integrated Accessibility Standards Regulation (IASR) Information and Communications Standard, CMCC will:

1. provide or make arrangement for accessible formats, information and communications supports in a timely manner and at no additional cost other than the regular price charged to everyone for the same information.
2. provide information about emergency procedures, plans or public safety in an accessible format or with communications supports.
3. implement processes for receiving and responding to feedback that are in accessible formats or through communications supports.
4. provide course and training educational materials in formats that take into account the accessibility needs of students with disabilities.
5. provide, on request, student records and program information (e.g., course requirements, descriptions and availability) in accessible formats.

6. provide Library collections in accessible formats, where they exist, knowing that special collections, archival materials, rare books and donations are exempt from this requirement.
7. make available, whenever reasonably possible, textbooks and other documents in accessible or conversion ready formats.
8. incorporate accessibility criteria and features into processes for procuring or acquiring goods, services and/or facilities, except where it is not practicable to do so, and where it is determined to be not practicable, to provide an explanation of that determination upon request and comparable resources or information support.
9. conform to the World Wide Web Consortium's Web Content Accessibility – Guidelines (WCAG) 2.0 for accessible websites and web content.
10. notify members of the public about the availability of accessible information and communications.

## **2. PURPOSE**

To comply with the Integrated Accessibility Standard Regulation (IASR) 191/11, and its regulation for establishing accessibility standards for Information and Communications, for private, large organizations made under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

## **3. SCOPE**

All individuals receiving or using CMCC facilities and services.

## **4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)**

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is Provincial Legislation with the purpose of developing, implementing, and enforcing accessibility standards in order to achieve accessibility for persons with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025.

This document is consistent with the Integrated Accessibility Standards Regulation (IASR) Employment Standard made under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), O. Reg. 429/07 and O. Reg. 191/11, as amended and addresses the following:

- Accessibly Formats and Communications Supports
- Accessibility Feedback
- Emergency Procedures, Plans and Public Safety Information
- Website and Web Content

- Requirements for Schools and Libraries
- Ontario Human Rights Code
- World Wide Web Consortium's Web Content Accessibility – Guidelines (WCAG) 2.0
- CMCC Accessibility Commitment Statement
- CMCC Accessibility Standards Compliance Plan
- CMCC Equity Diversity and Inclusion Commitment Statement
- CMCC Occupational Health and Safety Commitment Statement

## 5. RELATED POLICIES (not a comprehensive list)

- Accessibility – Customer Service for Persons with Disabilities
- Accessibility – Integrated Regulations, Employment Standards
- Accommodation for Students with Disabilities
- Health and Safety

## 6. DEFINITIONS

Accessible formats may include, but are not limited to large print, recorded audio and electronic formats, Braille and other formats usable by people with disabilities.

Accessible information and communications means considering accessibility and all ability levels when planning information and communications, and giving people adequate time to process and reply to information provided.

Communication supports may include, but are not limited to, plain language, sign language, captioning, alternative and augmentative communication supports, and other supports that facilitate effective communications.

Disability, as defined in the Ontario Human Rights Code Section 10 (1):

1. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.
2. a condition of mental impairment or a developmental disability.
3. a learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
4. a mental disorder, or

5. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

<b>New Policy Approved (date):</b>	January 28, 2013
<b>Policy Revision History (dates):</b>	August 31, 2017 August 24, 2023

## 7. PROCEDURES

CMCC will oversee the implementation and oversight of the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Regulation and Standards through the Human Resources Department, in collaboration with the Equity Diversity and Inclusion (EDI) Advisory Committee, and review complaints and responses on a quarterly basis.

1. Human Resources and the EDI Advisory Committee will periodically review the developing legislation as it pertains to AODA, as well as review any feedback and provide responses on a quarterly basis. Changes to policies, plans, and initiatives will be incorporated as required. CMCC Directors, Managers, and immediate supervisors are responsible for ensuring that their department/division processes & procedures incorporate the AODA Integrated Accessibility Standards Regulation (IASR): Information and Communications Standard.
2. CMCC will ensure training is provided to all employees, volunteers and other third parties acting on behalf of CMCC as well as all those involved in the development and/or approval of policies, practices and procedures on the requirements of the accessibility standards for the information and communications referred to in the IASR: Information and Communications Standard.
3. Records of training details, dates and participants will be maintained and kept by the Division of Human Resources.

<b>New Procedure Approved (date):</b>	January 28, 2013
<b>Procedure Revision History (dates):</b>	August 31, 2017 August 24, 2023

## 8. ATTACHMENTS

None.