

Policy Title:	Accessibility Policy – Integrated Regulation: Information and Communications Standards
Category:	Institutional
Approved by:	Institutional Affairs Committee
Date approved:	January 31, 2013
Effective date:	January 31, 2013
Replaces (Policy name &/or date approved):	n/a

1 POLICY

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 provides them with equal opportunity. In accordance with the schedules specified within the Integrated Accessibility Regulation Standards for Information and Communications, 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 information in an accessible format or with communications supports
- 3) implement processes for receiving and responding to feedback that are in accessible formats or through communication supports
- 4) provide course and training 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 191/11 (known as the Integrated Regulation), and its regulation for establishing accessibility standards for Information and Communications for large organizations.

3 SCOPE

All individuals receiving or using CMCC facilities and services.

4 INFORMATION AND COMPLIANCE PLANS

- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
- Ontario Regulation 191/11, Integrated Accessibility Standards
- Integrated Accessibility Standards: Information and Communications Standards
- Ontario Human Rights Code

5 RESPONSIBLE

Executive: Executive Management Team

Lead: Director, Human Resources; Registrar

6 RELATED POLICIES

- Accessibility Commitment Statement
- Accessibility Policy – Customer Service for Persons with Disabilities
- Occupational Health and Safety Statement
- Students with Learning Disabilities Policy

7 DEFINITIONS, EXPLANATIONS, EXAMPLES

- **Accessible formats** may include, but are not limited to large print, recorded audio and electronic formats, Braille, and other formats usable by persons 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.

8 PROCEDURES

- 1) CMCC will oversee the implementation and oversight of AODA and the Integrated Regulation and Standards through CMCC's Accessibility Act Standards Team (AODA Team). The AODA Team will periodically review the developing legislation as it pertains

to the 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.

- 2) CMCC Directors, Managers, and immediate supervisors are responsible for ensuring their department/division policies incorporate and follow the guidelines set out in this policy.
- 3) 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 Integrated Regulation.
- 4) Records of training details, dates and participants will be maintained and kept by the Division of Human Resources.