Canada Hibernia Holding Corporation
Accessible Canada Act
Multi-Year Accessibility Plan
January 1, 2023 to December 31, 2025

Contents

Canada Hibernia Holding Corporation

ACCESSIBILITY PLAN

Accessible Canada Act

Background

Bill C-81: An Act to Ensure a Barrier-Free Canada, was tabled in June 2018. The *Accessible Canada Act*, which aims to make Canada a barrier-free country by January 1, 2040, came into force in July 2019. To attain that goal, we must proactively identify, remove, and prevent barriers in the following seven priority areas:

- Employment
- The built environment (buildings and public spaces)
- Information and communication technologies
- Communication, other than information and communication technologies
- The procurement of goods, services, and facilities
- The design and delivery of programs and services; and
- Transportation (airlines, as well as rail, road and marine transportation providers that cross provincial or international borders)

The Government of Canada's Accessibility Strategy has a vision of being the most accessible and inclusive public service in the world.

Guiding principles

- "Nothing without us": persons with disabilities are involved in the design and implementation of the strategy
- Collaboration: departments and agencies work in collaboration with each other, with bargaining agents, and with other public, private, and not-for-profit organizations
- Sustainability: the strategy prioritizes actions that will have an enduring impact
- Transparency: the strategy is developed and implemented transparently, and departments and agencies will report openly and transparently on their efforts to remove barriers

Goals

Five goals are key to realizing the vision:

- Employment – Improve recruitment, retention, and promotion of persons with disabilities
- Built environment – Enhance accessibility
- Technology – Make information and communications technology usable by all
- Services – Equip public servants to design and deliver accessible programs and services
- Culture – Build an accessibility-confident public service

The *Accessible Canada Act* has the following planning and reporting requirements for federally regulated organizations:

- **prepare and publish Accessibility Plans:**

  - develop Accessibility Plans to identify, remove, and prevent barriers in the priority areas in their:
    - policies
    - programs
    - practices
    - services
  - update their Plans every 3 years or as specified in regulations, and
  - consult people with disabilities when creating and updating their Plans

- **set up a feedback process:**

  - have a way to receive and deal with feedback about their accessibility

- **prepare and publish progress reports:**

  - make regular progress reports that describe the actions the organization has taken to implement their Accessibility Plans
  - include information in their reports on feedback received and how the organization took the feedback into consideration, and
  - consult people with disabilities when preparing their reports

General

Canada Hibernia Holding Corporation (CHHC) is a wholly owned subsidiary of Canada Development Investment Corporation (CDEV), a federal Crown corporation. CHHC was established in March 1993, for the sole purpose of holding and managing the Government of Canada's 8.5% working interest in the Hibernia offshore oil project.

CHHC is a non-operating owner of the Hibernia oil field and as such, CHHC is not an active procurer of goods and services but rather the Hibernia field operator (HMDC) acquires most of the goods and services that CHHC is obligated to pay for.

CHHC is managed by its Board of Directors which through its parent company, CDEV, reports to Parliament through the Minister of Finance. CHHC is a small office with less than 10 employees, no customers and very limited outside visitors.

Under the *Accessible Canada Act*, federally regulated entities must report to the public on their policies and practices in relation to the identification and removal of barriers by publishing their Accessibility Plans, feedback processes and progress reports.

Each department, agency and federally regulated employer is also required to develop an Accessibility Plan and report on progress made against this Plan annually, starting in December 2022.

Feedback Mechanism

The *Accessible Canada Act* requires organizations to establish a process for receiving and dealing with feedback regarding the implementation of the Accessibility Plan. CHHC will regularly monitor and evaluate feedback to incorporate into future Plans where possible.

If you have any questions, feedback, or suggestions, please contact us:

Title: Accessibility Lead

Mailing Address: Canada Hibernia Holding Corporation
                                   1750, 144 - 4th Avenue SW
                                   Calgary, AB T2P 3N4

Telephone: 403-269-7858
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Feedback Process:
1. Feedback will be received by either telephone (and transcribed to an accessible Word document), mail (and scanned to a pdf) or email.
2. All feedback will be saved in a designated "Accessibility Plan Feedback" electronic folder.
3. The sender of any feedback will be notified that it has been received and suggested modifications to the Accessibility Plan will be reviewed.

Alternate formats of this Accessibility Plan are available upon request. Please contact CHHC for information and support.

Executive Summary

Canada Hibernia Holding Corporation (CHHC) is a Crown corporation. As such CHHC must create a Multi-year Accessibility Plan as required under the *Accessible Canada Act* (ACA or the "Act"), which came into force on July 11, 2019.

This document sets out CHHC's Plan for reducing barriers and preventing the introduction of new barriers over the next three-year period by identifying three overarching accessibility goals:

Goal 1 – Ensure that CHHC employees are sufficiently equipped to deliver accessible programs and services as required.

Goal 2 – Ensure that CHHC communications products are created with accessibility in mind.

Goal 3 – Ensure compliance to *Accessible Canada Act* requirements as they continue to emerge.

Accessibility Statement

CHHC strives to be barrier-free, accessible, and inclusive to all stakeholders, specifically those with disabilities. CHHC will review and develop its policies, guidelines and documents with the intent to continually improve.

Multi-Year Accessibility Plan

A. Priority areas identified by the Act

1. Employment

CHHC is committed to removing and preventing barriers to recruitment, retention, and the promotion of persons with disabilities. Employees will be given access and insight on accessibility resources and information needed in completing their responsibilities.

Actions
1. Benchmark against ACA standards for Employment and update relevant CHHC policies, guidelines and programs as needed.
   - ACA standards for Accessible Employment is targeting for 2024 publication

2. Provide additional accessibility training for employees on topics as identified by their role. i.e., training on creating accessible documents for communications employees; and training on accessible recruitment for Human Resources employees.

2. Built Environment

CHHC recognizes the importance of an accessible built environment. As such, CHHC will continue to work with employees, building owners, and the Government of Canada to consider levels of accessibility within the current location(s).

Actions:
1. Benchmark against ACA standards published for Built Environment and update relevant CHHC policies, guidelines, and programs as needed.
   - ACA standards for Built Environment is targeted for 2025 publication

2. Ensure alternative arrangements are made available to anyone needing accessibility accommodations prior to attending a site or office.

3. Information and Communication Technologies (ICT)

CHHC does not maintain a website and public information is provided though its parent corporation, CDEV. Internal communications utilize Microsoft Office Suite and the inherent accessibility features.

Organizational online information is available on Info Source. Info Source: Federal Government and Employee Information provides information about the functions, programs, activities, and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act* (ATIP). It provides individuals and employees of the government with relevant information to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

4. Communications other than ICT

CHHC is dedicated to ensuring that its communications, whether that be internal or external, are accessible. This includes ensuring that communications are written in plain language.

Actions:
1. Benchmark against ACA standard for Communication and update relevant CHHC policies, guidelines and programs as needed.
   - ACA standards for Plain Language is targeted for publication in 2023

2. Create standards for public-facing communications to be in plain language where necessary.

3. Evaluate current public-facing documents for clarity and plain language and provide plain language versions where necessary.

5. The Procurement of Goods, Services, and Facilities

CHHC strives to engage with third party providers who have high standards of accessibility. The procurement guidelines for CHHC will be reviewed as necessary.

Actions:
1. Benchmark against ACA standards for Procurement.
   - No ACA standards for Procurement are currently targeted for publication

2. Review accessibility requirements and consider adding to CHHC's Procurement Guidelines.

6. The Design and Delivery of Programs and Services

Actions:
1. Benchmark against ACA standards for Design and Delivery of Programs and Services and update relevant CHHC policies, guidelines, and programs as needed.
   - No ACA standards for Design and Delivery of Programs and Services are currently targeted for publication

2. Build a culture where universal design is used to guide the design and delivery of CHHC's policies, guidelines and programs.

7. Transportation

This priority area under the *Act* is not applicable to CHHC.

B. Consultations

Methodology
This Plan was prepared through consultation with subject matter experts within CHHC. CHHC consulted with persons with disabilities to hear from them on the Accessibility Plan.

Subject Matter Experts at CHHC were consulted in facilitated focus groups. Internal stakeholders with knowledge of employment practices, procurement, facilities, digital resources, communications, and the design and delivery of good and services were consulted in small focus groups. Questions regarding accessibility barriers, current accommodation practices, and priorities for remediation were discussed and responses have been used to inform this Plan.

Accessible Canada Act Review Committee
The Accessibility Plan was also reviewed by Excellence Canada's standing *Accessible Canada Act* Review Committee. Consultation group members are individuals with a variety of lived experience with disabilities, and knowledge of a range of accessibility issues. The committee consists of members who self-identify with a disability including mobility, vision, learning disability, mental health disability and hearing loss. Committee members were provided an overview of the functions at CHHC and an advance copy of the draft CHHC Accessibility Plan. Members provided comments on the Plan format and readability, accessibility actions as outlined in the Plan, suggested timelines for actions, and specific barriers that could be encountered. Committee feedback has been incorporated into this Plan. The consultation period was November 30 to December 4, 2022.

C. Implementation, Monitoring and Reporting

To ensure that accessibility remains a priority within the government, the *Accessible Canada Act* dictates that regulated entities prepare and publish annual progress reports on the implementation of their Accessibility Plans. Like our Accessibility Plan, progress reports must be prepared in consultation with persons with disabilities. The progress reports must also present the feedback that we received (if any) and how that feedback was taken into consideration. CHHC's first progress report will be published 12 months after the publication of our first Accessibility Plan, in December 2023.

This progress report will include updates on the actions CHHC has taken. As specified in the regulations, organizations must publish a revised Plan every three (3) years. As such, the CHHC's first revised Accessibility Plan will be published in December 2025.

D. GLOSSARY

Barrier

According to the *Accessible Canada Act* the definition "means anything—including anything physical, architectural, technological or attitudinal, anything that is based on information or communications or anything that is the result of a policy or a practice—that hinders the full and equal participation in society of persons with an impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation."

Disability

According to the *Accessible Canada Act* the definition "means any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society."

ICT (information and Communication Technology)

"an extensional term for information technology (IT) that stresses the role of unified communications and the integration of telecommunications (telephone lines and wireless signals) and computers, as well as necessary enterprise software, middleware, storage and audiovisual, that enable users to access, store, transmit, understand and manipulate information."

Web Content Accessibility Guideline (WCAG)

The WCAG documents explain how to make web content more accessible to people with disabilities. Web "content" generally refers to the information in a web page or web application, including:

- natural information such as text, images, and sounds
- code or markup that defines structure, presentation, etc."

The Web Content Accessibility Guidelines (WCAG) are part of a series of web accessibility guidelines published by the Web Accessibility Initiative (WAI) of the World Wide Web Consortium (W3C), the main international standards organization for the Internet. They are a set of recommendations for making Web content more accessible, primarily for people with disabilities.

Nothing Without Us Strategy

The strategy, Nothing Without Us, is focused on 5 key objectives: improving recruitment, retention, and promotion of persons with disabilities; enhancing the accessibility of the built environment; making communications technology usable by all; equipping public servants to design and deliver accessible programs and services.

Annex: Barriers by ACA Type

The following list provides a summary of barriers shared with CHHC during our consultations.

Employment
- Employees have limited access and familiarity with accessibility resources and information needed in completing their responsibilities.
- There is no written accommodation process for employees with disabilities.
- Need to evaluate the hiring process and how the needs of new employees will be addressed.

Built Environment
- Barriers in the built environment have not been specifically assessed and so the extent and degree of the barriers is not known.

Information and Communication (ICT)
None

Communications other than ICT
- There is no existing process to provide alternative formats and communication supports upon request by a user or employee.
- Technical and/or sector specific language is used in public facing reports and documents.

Procurement
None

Design and Delivery of Programs and Services
None

Transportation
None