

# **2023-2025 Accessibility Plan**

## **2024 Progress Report**

**Canada Hibernia Holding Corporation**

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## 1.0 Introduction

Canada Hibernia Holding Corporation (“CHHC”) is a dedicated team actively involved as a working interest owner in the Hibernia Development Project. Our responsibilities are to maximize shareholder value through the exploration, development, production and marketing of crude oil from the Hibernia Development Project.

We are committed to upholding our obligations under the [Accessible Canada Act](#) (2019). We published our first Accessibility Plan in December 2022 and have submitted annual progress reports. To support our commitment to accessibility, we established the following goals in our [Accessibility Plan](#):

- Employment – Improve recruitment, retention, and promotion of persons with disabilities
- Built environment – Enhance accessibility
- Technology – Make information and communications technology usable by all
- Culture – Build an accessibility-confident public service

In 2023, we provided accessibility training to our employees. We also conducted an accessibility self-assessment of our office building and suite.

In 2024, we hired external consultants to understand accessibility from our employees’ perspectives. We identified and improved our feedback process to ensure direct lines for feedback. We also considered accessibility when procuring new office furniture.

We have increased awareness across our small team of eight individuals. We remain dedicated to complying with the *Accessible Canada Act* and continuing our journey to become more accessible.

## 2.0 General

### 2.1 About Canada Hibernia Holding Corporation

Canada Hibernia Holding Corporation (CHHC) is a wholly owned subsidiary of Canada Development Investment Corporation (CDEV). CDEV is 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 Development Project, which is an oilfield offshore Newfoundland and Labrador.

CHHC is a non-operating owner of the Hibernia oilfield. CHHC is not active in delivering or procuring external programs and services. The Hibernia field operator (HMDC) acquires most of the goods and services for Hibernia, which CHHC in turn pays its proportionate share.

CHHC is managed by its Board of Directors. Through its parent company, CDEV, CHHC reports to Parliament through the Minister of Finance. CHHC is a small office in Calgary, Alberta with less than ten employees. We do not service customers and have very limited outside visitors.

### 2.2 Contact Information

Canada Hibernia Holding Corporation ("CHHC") welcomes feedback on our Accessibility Plan Progress Reports and our Accessibility Plan. You may request an alternate format of this progress report. To provide feedback or request an alternate format, please contact:

**Attention:** CHHC Accessibility Lead

**Address:**

Canada Hibernia Holding Corporation  
1750, 144-4<sup>th</sup> Avenue Southwest  
Calgary, Alberta T2P 3N4

**Telephone number:** 403-269-7858, Extension 1

**Email address:** [accessibility@canadahibernia.com](mailto:accessibility@canadahibernia.com)

For more information on our feedback process for accessibility at CHHC, please view [Our Feedback Process](#).

### 3.0 Consultations

CHHC partnered with an external accessibility consultant to support the consultation process for this Progress Report. This involved conducting a series of thirty-minute interviews with four CHHC employees. These interviews provided valuable insights and feedback on the progress made towards removing barriers for persons with disabilities at CHHC. The information gathered from these interviews was used to inform this report.

The *Accessible Canada Act* is clear that persons with disabilities must be consulted during the development of an organization’s Accessibility Plan and Progress Reports. To comply with this requirement, CHHC prioritized the review of this Progress Report by BDO Canada’s Accessibility Consulting Team and their review committee. This team and committee include individuals with various types of apparent and non-apparent disabilities. Their input was crucial in ensuring that persons with disabilities were adequately consulted in the creation of this progress report.

### 4.0 Feedback

CHHC understands the importance of implementing the actions within our Accessibility Plan. CHHC received feedback on this progress report from persons with disabilities, including BDO’s review committee. Overall, the feedback was positive for CHHC’s small organization. Persons with disabilities shared that they feel CHHC is making efforts to become more accessible. We have documented all feedback received. We will use the feedback to work towards taking actions to remove barriers to accessibility.

### 5.0 Areas Described Under the Act

There are seven priority areas described under Section 5 of the *Accessible Canada Act*. These areas include:

- employment
- the built environment
- information and communication technologies (ICT)
- communication, other than ICT
- the procurement of goods, services, and facilities
- the design and delivery of programs and services
- transportation

Each priority area section in the Accessibility Plan Progress Reports includes:

- a short summary of the priority area
- progress in removing or preventing barriers since January 1, 2024
- any new barriers that have been identified since the publication of the CHHC Accessibility Plan and 2023 Progress Report
- ongoing initiatives

## 5.1 Employment

CHHC is committed to removing and preventing barriers within the Employment priority area. This priority area considers the full employee lifecycle at CHHC. This includes recruitment, hiring, onboarding, development, promotion and exit from the organization.

The CHHC team consists of fewer than ten individuals, with minimal turnover and limited hiring needs.

### Progress Since 2024

- We remain committed to fostering a flexible working environment for our team. We have implemented a return-to-office requirement for Tuesdays, Wednesdays, and Thursdays. We recognize the need for flexibility and accommodate employees who may be unable to attend the office on mandated days.
- We strive to accommodate our employees' needs efficiently and effectively. We prioritize supporting our employees to ensure they have the resources needed to thrive in their roles.
- We have not received any requests from accommodation from employees. We are prepared to provide accommodations if we receive requests.
- CHHC fosters a culture of inclusion and support. We have many long-tenured employees and minimal turnover. Through collaboration and mutual assistance, we ensure that colleagues feel supported and are not overburdened, particularly during personal challenges.
- Our fire warden receives bi-monthly training and provides clear guidance and directives during emergency situations.
- In 2024, a Health Savings Plan was introduced. It provides employees with an additional \$500 in wellness benefits.

### New Accessibility Barriers Identified

No new accessibility barriers have been identified.

### Ongoing Initiatives

- We provide training to ensure accessibility and the inclusion of persons with disabilities remains top of mind for our team. We are exploring opportunities to collaborate with our parent company to offer further training.

- As a small team, we currently lack formal hiring policies and procedures. We leverage resources from our parent company to ensure inclusive hiring practices.
- Our Accessibility Lead stays informed on information and news related to accessibility.

## 5.2 The Built Environment

CHHC recognizes the importance of an accessible built environment. All CHHC employees have dedicated workspaces at our Calgary, Alberta office. The hybrid work model supports flexible working arrangements.

### Progress Since 2024

- We now offer height-adjustable desks to all team members. This improves ergonomic support and flexibility for different user needs.
- CHHC's office rarely has visitors. As we do not have a receptionist, a team member meets visitors at the door and provides any necessary assistance.

### New Accessibility Barriers Identified

- For a visitor to enter CHHC's office, an employee must unlock the front door by using the lock which is at floor level on the door.

### Ongoing Initiatives

- In 2025, we plan to explore options for enhancing our front door locking system to improve accessibility.
- CHHC previously identified that the office floor does not have an accessible washroom. Any visitors who require an accessible washroom would need to use the facilities located in the building's lobby. We plan to further address this barrier with the landlord.

## 5.3 Information and Communications Technologies (ICT)

Information and Communication Technologies (ICT) encompasses all aspects of technology, including hardware, software, and websites. CHHC does not have a website; instead, information and reports pertaining to CHHC are contained on the website managed and maintained by our parent company, CDEV. CHHC ensures that other technologies, such as systems and software, are accessible.

## Progress Since 2024

- We continue to provide accessible communications to our parent company, CDEV.

## New Accessibility Barriers Identified

No new accessibility barriers have been identified.

## Ongoing Initiatives

- We provide ongoing training to enhance our knowledge of accessible technologies. We are exploring opportunities to collaborate with our parent company on training.

## 5.4 Communications Other than ICT

This priority area defined under the *Accessible Canada Act* relates to all forms of internal and external communications. CHHC is working towards making internal and external communications accessible.

## Progress Since 2024

- We identified that having the phone number without a direct extension for our feedback process could be confusing for anyone wishing to provide feedback. We have now updated our feedback process to include a direct extension.
- We use software that offers accessibility features. This allows our team to check for accessibility in emails, documents and other communications.

## New Accessibility Barriers Identified

No new accessibility barriers have been identified.

## Ongoing Initiatives

- We provide ongoing training to enhance our knowledge of accessible communications. We are exploring opportunities to collaborate with our parent company to offer training on accessible communications.



## 5.5 The Procurement of Goods, Services and Facilities

This priority area relates to all goods and services obtained by CHHC as well as the procurement process itself.

### Progress Since 2024

- Accessibility is taken into consideration when we procure office supplies, software, computers and other goods.

### New Accessibility Barriers Identified

No new accessibility barriers have been identified.

### Ongoing Initiatives

- We will review our procurement guidelines, forms and templates for accessibility.

## 5.6 The Design and Delivery of Programs and Services

CHHC does not serve external customers and does not design or deliver programs and services for public use. Should CHHC become more involved with any design and delivery of Programs and Services, a full accessibility review will be conducted.

## 5.7 Transportation

Due to CHHC's limited involvement with transportation, barriers have not been identified under this priority area. CHHC commits to ensuring that all aspects of accessibility are being considered. Should CHHC become more involved with any form of transportation, a full accessibility review will be conducted.

## 6.0 Our Feedback Process

CHHC welcomes feedback on accessibility, especially from persons with disabilities. Feedback can be submitted by mail, phone or by email:

**Attention:** CHHC Accessibility Lead

**Address:** Canada Hibernia Holding Corporation  
1750, 144 – 4<sup>th</sup> Avenue Southwest  
Calgary, Alberta T2P 3N4

**Telephone number:** 403-269-7858, Extension 1

**Email address:** [accessible@canadahibernia.com](mailto:accessible@canadahibernia.com)

You can submit feedback anonymously or include your contact information. If you include contact information, we will confirm receipt within five business days. Immediate actions resulting from your feedback will be shared with you. Anonymous feedback will not receive a response but will still be reviewed and considered.

All feedback is saved in a central electronic folder for analysis and record keeping. We use this feedback to identify, prevent and address barriers promptly.

Alternate formats of the Accessibility Plan, Progress Reports and Feedback Process are available upon request.

## 7.0 Glossary

### Accessibility

*Accessibility* refers to how services, technology, locations, devices, environments, and products are designed to accommodate persons with disabilities. Accessibility means giving people of all abilities equal opportunities to take part in life activities. The term implies conscious planning, design, and/or effort to make sure something is barrier-free to persons with disabilities. Accessibility also benefits the general population by making everything more usable and practical for all people.

### Alternate Formats

Alternative formats refer to print, audio, or video materials that have been modified from their original format. Alternative formats present information in other ways so that everyone has equal access to the information. This can be very beneficial to persons with disabilities. Some common types of alternative formats are audio recordings, captions, braille, descriptive video, and large print. Alternative formats are sometimes referred to as accessible formats.

### Barrier

According to the *Accessible Canada Act (2019)* “Barrier 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 a physical, mental, intellectual, learning, communication or sensory impairment or a functional limitation.”

### Disability

According to the *Accessible Canada Act (2019)*, *disability* is: “A physical, mental, intellectual, learning, communication or sensory impairment – or a functional limitation – whether permanent, temporary or episodic in nature, that, in interaction with a barrier, hinders a person’s full and equal participation in society.