



## Broadcasting and Telecom Information Bulletin CRTC 2015-242

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### Filing submissions for Commission proceedings in accessible formats

*The Commission expects all incorporated entities and associations to file submissions for Commission proceedings in accessible formats (for example, text-based file formats that allow text to be enlarged or modified, or read by screen readers), and encourages all Canadians to do so. To provide assistance in this regard, the Commission has posted on its website guidelines for preparing documents in accessible formats. In the Commission's view, filing submissions in accessible formats and following the posted guidelines will make it easier for all Canadians to participate in its proceedings.*

1. The Commission has been actively working to engage Canadians and encourage their participation in its proceedings. However, participation can be challenging for some Canadians, such as those who are blind or who have a visual impairment, who benefit from accessible formats (for example, text-based file formats that allow text to be enlarged or modified, or read by screen readers).<sup>1</sup>
2. There are currently multiple file formats that allow for such accessibility, which are widely available and commonly used. For example, the Commission's website allows interested persons and parties to file their submissions using online forms that, once completed, are in an accessible format. Should interested persons or parties wish to attach documents to their completed online forms, submitting those documents in accessible formats would make it easier for Canadians to access them.
3. The majority of incorporated entities and associations already use either the online forms or [GCKey](#) for filing submissions to Commission proceedings. Accordingly, it expects these groups to file any submissions in accessible formats.
4. In regard to individual Canadians, the Commission considers that most would be able to follow this practice when filing documents electronically. However, this practice does not apply to those who choose to submit handwritten documents or send submissions by fax. Accordingly, the Commission encourages all Canadians, when possible, to file any submissions in accessible formats.

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<sup>1</sup> In general, pursuant to section 14 of the *Canadian Radio-television and Telecommunications Commission Rules of Practice and Procedure*, a person with a disability or their designated representative may request that a party whose document has been posted on the Commission's website file the document with the Commission in the alternative format specified by the person or representative.

5. To assist those who wish to participate in future proceedings, the Commission has posted on its website [guidelines](#) relating to, among other things, the use of text-based file formats that can be read by assistive technologies (such as screen readers) and the use of text descriptions to explain the content and functionality of graphic items (such as images, charts, figures and tables) used in documents. These guidelines may be updated, for example, to reflect changes to the types of software available. In the Commission's view, following these guidelines will make it easier for all Canadians to participate in Commission proceedings.

Secretary General