

JAZZ.FM91 Inc. Accessibility Plan

Progress Report - May 29, 2025

Introduction

JAZZ.FM91 Inc. is committed to entertaining, inspiring and uniting our local community and the global jazz community we serve through programming, live performance, education and storytelling. We are committed to providing barrier-free access to all Canadians who interact with our services or seek employment with our Organization.

This update reflects developments that have taken place since we published our Accessibility Plan in 2024.

Feedback on Accessibility

JAZZ.FM91 continues to welcome feedback and staff and the public can contact the Accessibility Officer via the following channels:

- **By e-mail** at info@jazz.fm Attn: Accessibility Officer
- **By Telephone** at (416) 595-0404
- **By Mail** in writing at 4 Pardee Avenue, Unit 100, Toronto ON, M6K 3H5, Attn: Accessibility Officer
- **Web form** at www.jazz.fm
- We can also set up a video call or in-person visit if requested.

Update on Areas of Accessibility

1. Employment

Progress To Date:

- Creation of an Accessibility Policy is now provided to all staff, contractors and volunteers and is included in the onboarding process for all new employees.
- JAZZ.FM91 provides training sessions for managers in the area of employee support for mental health using CAM-H online training modules.
- Free AODA Online Training Course included in onboarding for all staff, contractors and volunteers.

2. The Built Environment

Progress To Date:

- Updated evacuation plan that addresses the needs of persons with disabilities

3. Information and Communication Technologies (ICT)

Progress To Date:

- We have reviewed with our IT service provider to ensure our technologies continue to meet the needs of staff, volunteers and guests.

Ongoing Development:

- JAZZ.FM91 engaged a new digital consultant, New Motto and we continue our work to repair alt text links and contrast ratio as budget permits by June 2026

4. Communication (other than ICT)

As a charitable arts organization, JAZZ.FM91 continues to work with partners and organizations in the community such as St. Mike's Hospital and the Alzheimer Society of Toronto to support and promote the removal of barriers.

Planned Enhancements:

- Invest in new AI tools to transcribe recorded audio

5. Procurement of Goods, Services and Facilities

As a small business we have limited procurement of goods, services and facilities, that being said we have identified the need to develop a policy that defines accessibility requirements in our tenders and contracts.

Further Actions:

- Ongoing monitoring of procurement processes to ensure accessibility requirements are considered as new policies are developed.

6. Design and Delivery of Programs and Services

Public Events

JAZZ.FM91 provides public events such as concerts and fundraising events to the public. Our practice is to ensure barrier free access to the public.

Further Action

Continued commitment to ensuring barrier-free access for all public events, with ongoing review of event practices.

7. Transportation

Not applicable to JAZZ.FM91



Consultations

JAZZ.FM91 consults with a number of organizations in particular in outreach and community engagement, including but not limited to:

- Big Brothers Big Sisters
- Alzheimer's Society
- St. Mike's Hospital

We will continue to consult with these groups and other community groups to further develop our outreach programs and to support their programs.

We remain committed to improving accessibility at JAZZ.FM91 and will continue to monitor and measure our progress in realizing our Accessibility Plan. We are grateful for feedback as we continue to improve.