



Public Review Suggestion Form: Standard on Plain Language

Following is the public review suggestion form. Please complete this form and [email](#) it with any supporting files.

Do you need more information or help?

If you need any assistance with this review process, please contact us by [email](#).

Personal information collection statement

We collect your name, postal code, contact information, and demographic information for two reasons:

- 1) To understand how the draft standard may need to be changed to better meet the needs of people in different parts of Canada.
- 2) In some cases, we will use this information to contact you to learn more about your suggestion. This will only happen if you agree to let us contact you.

The authority to collect information contained on this form for the purposes described above is provided under the authority of the [Accessible Canada Act](#). Your personal information will be managed in accordance with the [Privacy Act](#). The Privacy Act and other laws protect your personal information. You have the right to access and correct this information.

Answering the demographic information questions is optional. Accessibility Standards Canada asks these questions because it knows that people have different experiences and face different barriers depending on who they are. Accessibility Standards Canada wants to develop standards that address barriers faced by all Canadians.

Your right to privacy and control of your information

We follow rules about the information we can collect from you and save. The personal information that can be collected is described in the "[Outreach Activities PSU 938](#)" [Personal Information Bank](#).

You can find instructions on how to learn about personal information saved about you at: [Treasury Board of Canada "Information about programs and information holdings"](#).

The personal information that you provide is protected under Canada's Privacy Act. Under the Privacy Act, you have the right to access your personal information and request changes to information that is incorrect.

You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institutions' handling of your personal information at: [Office of the Privacy Commissioner of Canada](#).



Suggestion Form

Please complete this form and [email](#) it with any supporting files.

Contact Information

*First name:

*Last name:

*Email:

If you **have** submitted a suggestion form on this standard please proceed to the *About Your Response* section.

If you **have not** submitted a suggestion form on this standard, please proceed to the *About You* section.

About You

What is your gender? (select only one of the following)

Male

Female

Other

Prefer not to disclose

Are you a person with a disability? (select only one of the following)

The *Accessible Canada Act* defines disability as 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.

Yes

No

Prefer not to disclose

If yes, please select your disability or disabilities from the list below. (choose all that apply)

Physical

Mental

Intellectual

Cognitive

Learning

Communication

Sensory

Prefer not to disclose

Are you part of the LGBTQ2IA+ community? (select only one of the following)

This is someone who identifies as lesbian, gay, bisexual, transgender, queer or questioning, two-spirit, intersex, or asexual.

Yes

No

Prefer not to disclose

Are you an Indigenous person? (select only one of the following)

This is someone who identifies as a North American Indian or as a First Nation, Métis, or Inuk person.

Yes

No

Prefer not to disclose

Are you a member of a visible minority? (select only one of the following)

This is someone (other than an Indigenous person) who is non-Caucasian in race or non-white in colour, regardless of place of birth.

Yes

No

Prefer not to disclose

About Your Response

*Who are you representing in this response?

I am representing myself or another person

I am representing an organization

*May we contact you to learn more about your suggestion?

Yes, you may contact me.

No, do not contact me.

Region

*What is your Postal code? (if you are representing an organization, provide the postal code for the organization office you are associated with):

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Organization Information

If you are not representing an organization, please skip this section and go to Suggestion 1.

What is the name of your organization?

Which of the following best describes your organization? (choose all that apply)

Academic and research bodies

Non-governmental organizations

Government and authorities having jurisdiction

Labour and unions

Standards development bodies

Federally-regulated industries and workplaces

Federally-regulated public sector, and territorial private-sector firms and municipalities

Business and industry

Non-profit

If applicable, what sector does your organization represent?

About the form

- Each suggestion form can contain up to 25 suggestions.
- You can submit as many suggestion forms as you like.
- If you wish to submit several suggestions for different sections of the standard, it may be more convenient to use the downloadable suggestion form.

Adding Suggestions

Continue to the next page to begin adding your suggestions.

For each suggestion, you will need five things; four are required and one is optional:

- 1) The section number (required)
- 2) What we should change (required)
- 3) What we should change it to (required)
- 4) Why you think we should change it (required)
- 5) Any related files that you want to share

Suggestion 1

*What kind of suggestion are you making?

Editorial such as spelling, grammar, formatting and accessibility

Technical such as dimensions or application of the standard

General comments on the overall standard or a section such as things that are missing

*Section Number (e.g., 4.7.6)

*What we should change (Copy and paste the text from the existing section you want to change)

*What we should change it to

*Why you think we should change it

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