



Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. - Multi-Year Accessibility Plan – 2019 Update

“Required Completion Dates” indicated are as per the AODA. This organization began operations under Extencicare management effective April 11, 2018.

Introduction and Statement of Commitment

The Ontario government passed the *Accessibility for Ontarians with Disabilities Act* (AODA) in 2005. It is the goal of the government of Ontario to make Ontario accessible by 2025. Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. is committed to complying with the *Accessibility for Ontarians with Disabilities Act, 2005* and all of the standards under it in order to meet the accessibility needs of persons with disabilities in a timely manner.

The regulations associated with the Integrated Accessibility Standards (hereafter referred to as the “IASR”) under the AODA require that effective January 1, 2014, Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. establish, implement, maintain and document a multi-year accessibility plan which outlines the organization’s strategy to prevent and remove barriers for persons with disabilities and to meet its requirements under the Act.

Under the AODA, in addition to certain general standards, the following accessibility standards set certain requirements that are or may be applicable to Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.:

- Information and Communications;
- Employment;
- Design of Public Spaces; and
- Customer Service



This multi-year plan outlines Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.'s strategy to prevent and remove barriers to address the current and future requirements of the AODA, and in order to fulfill our commitment as outlined in Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.'s Accessibility Policies.

In accordance with the requirements set out in the IASR, Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. will:

- Post this plan on its website ([INSERT WEBSITE NAME]);
- Provide this plan in an accessible format, upon request; and
- Review and update this plan at least once every five years

This Plan has been updated to include Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.'s planned Accessibility strategies for the review period beginning January 1, 2019.

Overview

Integrated Accessibility Standards Regulations

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- d. Performance Management, Career Development and Redeployment
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 - c. Notice of Temporary Disruptions
 - d. Training of Staff
 - e. Feedback Process
 - f. Format of Documents

Integrated Accessibility Standards Regulation

1. Emergency Procedure, Plans or Public Safety Information

Commitment:

Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. is committed to complying with the provisions of the AODA in respect of this requirement, with the objective of making our company premises safer for persons with disabilities during emergency circumstances.

Action Taken:

The following measures have been implemented by Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.:

- Emergency procedures, plans and public safety information that are prepared by Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. and made available to the public, will be made available in an accessible format or with appropriate communication supports, as soon as practicable, upon request;



Required compliance date: January 1, 2012

Status: Completed.

2. Workplace Emergency Response Information

Commitment:

Where Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. is aware that an employee has a disability and that there is a need for accommodation, individualized workplace emergency response information will be provided to the employee as soon as practicable if such information is necessary given the nature of the employee's disability.

Actions Taken:

The following measures have been implemented by Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.:

- Where the organization becomes aware of the need to accommodate an employee's disability, and if the employee's disability is such that the individualized emergency response information is necessary, Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. will provide individualized workplace emergency response information to the employee with the disability as soon as practicable after it becomes aware of the need.
- If an employee who receives individualized workplace emergency response information requires assistance, with the employee's consent, Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. will provide the workplace emergency response information to the person designated by the organization to provide assistance to the employee.



- Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. will review the individualized workplace emergency response information when:
 - the employee moves to a different location in the organization;
 - the employee's overall accommodations needs or plans are reviewed; and/or
 - Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. reviews its general emergency response policies.

Required compliance date: January 1, 2012

Status: Completed and acknowledged.

UPDATE: Actions Taken: In 2018, Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. created a specific template for Emergency Response Plan information to more easily facilitate the organization's obligations under this requirement.

3. Accessibility Policies and Multi-Year Accessibility Plan

Commitment:

The organization commits to making its policy documents publicly available, and will provide them in an accessible format upon request.

The organization will:

- Establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to



prevent and remove barriers and meet its requirements under this Regulation;

- Post the accessibility plan on our website and provide the plan in an accessible format upon request; and
- Review and update the accessibility plan at least once every five years.

Required Compliance Date: January 1, 2014

Status: Completed and acknowledged.

Most Recent Latest Date for Plan Review: January 1, 2019

Status: Completed.

Next Latest Date for Plan Review: January 1, 2024.

4. Self-Service Kiosks (Effective January 1, 2014)

Commitment:

The organization will have regard to accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.

Required Compliance Date: January 1, 2014

Status: Acknowledged.

5. Training

Commitment:

Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. is committed to implementing a process to ensure that all employees, volunteers, and all other persons who provide goods, services and facilities on Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.'s behalf, and persons



participating in the development and approval of Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.'s policies, are provided with appropriate training on the requirements of the IASR and on the Ontario Human Rights Code as it pertains to persons with disabilities, and are provided with such training as soon as practicable.

Actions Taken:

In accordance with the IASR, Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.:

- Developed and provided the appropriate training on the requirements of the IASR and on the Ontario Human Rights Code as it pertains to persons with disabilities, to employees, volunteers, third-party contractors who provide goods, services and facilities on Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.'s behalf, and persons participating in the development and approval of the Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.'s policies;
- Provided the training referenced above as soon as was practicable;
- Kept and maintains a record of the training provided, including the dates that the training was provided and the number of individuals to whom it was provided;
- Will ensure that training is provided on any changes to the prescribed policies on an ongoing basis.

Required compliance date: January 1, 2015; Updated: July 1, 2016

Status: Completed and acknowledged.

6. Information and Communication Standards



Commitment:

Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. is committed to complying with the provisions of the AODA in respect of this requirement, with the objective of making applicable company information and communications accessible to persons with disabilities.

(i) Feedback, Accessible Formats and Communication Supports

Actions Taken:

In accordance with the IASR, Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. will:

- Ensure that feedback processes are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request. The organization will notify the public about the availability of accessible formats and communication supports.
- Except as otherwise provided for under the IASR, provide or arrange for the provision of accessible formats and communication supports upon request for persons with disabilities in a timely manner that takes into account the person's accessibility needs.
- Consult with the person making the request in determining the suitability of an accessible format or communication support.
- Notify the public about the availability of accessible formats and communication supports.

Required compliance dates:

January 1, 2015 – Feedback-related provisions
Status: Completed.



**January 1, 2016 – Accessible Formats & Communication Supports-related
Status: Completed.**

(ii) Accessible Websites and Web Content

Actions Taken/Planned Action:

In accordance with the IASR, Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. will ensure that Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.'s public websites and online content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, Level A (new websites and online content) by January 1, 2014, to Level AA for all content by January 1, 2021.

Required compliance date: January 1, 2014 – WCAG 2.0 Level A – new Internet websites and web content,

Status: Level A – Completed and acknowledged.

UPDATE: Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. continues to review its websites and web content for compliance with the standard and have engaged an expert outside web design firm to help Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. be compliant meet its obligations effective January 1, 2021, with respect to internet websites and web content.

January 1, 2021 – WCG 2.0 Level AA – all Internet websites and web content, except for exclusions set out in the IASR.

Level AA – In process.



7. Employment Standards (also see “2. Workplace Emergency Response Information” above)

(i) Recruitment

Commitment:

Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. is committed to complying with the provisions of the AODA in respect of this requirement, with the objective of making the recruitment process accessible to persons with disabilities.

Actions Taken:

In accordance with the IASR, Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. does the following:

Recruitment General

Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. notifies employees and the public of the availability of accommodation for applicants with disabilities in the recruitment process. This will include:

This initially involved a review and modification of existing recruitment policies, procedures, processes and templates and presently involves specifying that accommodation is available for applicants with disabilities on Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.’s website and on job postings.

Recruitment, Assessment and Selection

Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. notifies job applicants, when they are individually selected to participate in an assessment or selection process, that



accommodations are available upon request in relation to the materials or processes to be used in the assessment/selection process.

This initially involved a review and modification of existing recruitment policies, procedures, processes and templates and presently involves:

- Inclusion of availability of accommodation notice as part of the script in the scheduling of an interview and/or assessment;
- If a selected applicant requests an accommodation, consultation with the applicant and arranging for provision of suitable accommodations in a manner that takes into account the applicant's accessibility needs due to disability.

Notice to Successful Applicants

When making offers of employment, Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. notifies the successful applicant of its policies for accommodating employees with disabilities.

This initially included a review and modification of existing recruitment policies, procedures, processes and templates and presently involves inclusion of notification of Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.'s policies on accommodating employees with disabilities in offer of employment letters.

Required compliance date: January 1, 2016

Status: Completed.

(ii) Employee Supports

Commitment:



Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. is committed to complying with the provisions of the AODA in respect of this requirement, with the objective of informing employees of available accessibility supports.

Actions Taken:

In accordance with the IASR, Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.:

- Informs its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.
- Provides the information required to new employees as soon as practicable after they begin their employment.
- Provides updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.
- Where an employee with a disability requests it, consults with the employee to provide or arrange for the provision of accessible formats and communication supports for:
 - Information that is needed in order to perform the employee's job; and
 - Information that is generally available to employees in the workplace.
 - Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. consults with the employee making the request in determining the suitability of an accessible format or communication support.



Required compliance date: January 1, 2016

Status: Completed.

c. Documented Individual Accommodation Plans/Return to Work Process

Commitment:

Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. is committed to complying with the provisions of the AODA in respect of this requirement, with the objective of improving accommodation and return to work processes in the workplace.

Actions Taken:

Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.'s existing policies were reviewed to include processes that Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. follows to accommodate an employee with a disability and to facilitate an employee's return to work after absenteeism due to disability.

Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. reviewed and assessed the existing policies to ensure that they include a process for the development of documented individual accommodation plans for employees with a disability, if such plans are required.

Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. also ensures that the process for the development of documented individual accommodation plans includes the following elements:

- The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.



- The means by which the employee is assessed on an individual basis.
- The manner in which Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. can request an evaluation by an outside medical or other expert, at Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.'s expense, to assist Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. in determining if accommodation can be achieved and, if so, how accommodation can be achieved.
- The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.
- The steps taken to protect the privacy of the employee's personal information.
- The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.
- If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee.
- The means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.

Individual accommodation plans:

- If requested, include any information regarding accessible formats and communications supports provided, as required in the Standard;
- If required, include individualized workplace emergency response information, as required in the Standard; and
- Identify any other accommodation that is to be provided.



Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. ensures that the return to work process as set out in its existing policies outlines the steps Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. will take to facilitate the employee's return to work after a disability-related absence, outlines the development of a written individualized return to work plan for such employees, and requires the use of individual accommodation plans, as discussed above, in the return to work process.

Required compliance date: January 1, 2016

Status: Completed.

d. Performance Management, Career Development and Redeployment

Commitment:

Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. takes into account the accessibility needs of employees with disabilities, as well as individual accommodation plans:

- When using its performance management process in respect of employees with disabilities;
- When providing career development and advancement to its employees with disabilities;
- When redeploying employees with disabilities.

Actions Taken:

In accordance with the IASR, Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. will:

- Reviews, assesses and, as necessary, modifies existing policies, procedures, practices and templates to ensure compliance with the IASR;



- Takes the accessibility needs of employees with disabilities and, as applicable, their individualized accommodation plans, into account when:
 - Assessing performance
 - Managing career development and advancement
 - Redeployment is required

Required compliance date: January 1, 2016

Status: Completed.

8. Design of Public Spaces Standard (Accessibility Standards for the Built Environment)

Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. follows the standards set out in the Design of Public Spaces Standard in circumstances where it qualifies as an obligated organization under the Act and constructs or redevelops any public space to which the Act applies.

Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.'s company policies for preventive and emergency maintenance apply equally to the accessible elements of any public spaces within our built environment to which the Act applies.

Where accessible elements attached to any public spaces to which the Act applies are not in working order due to temporary disruptions, the organization will issue a public notice in a timely manner in the event of a planned or unexpected disruption of service or inaccessibility of facilities used by persons with disabilities. The notice will include the reason of the disruption, the anticipated duration, and a description of alternative facilities or service, if any, that may be available.

Required compliance date: January 1, 2017

Status: Completed.



9. Customer Service Standard

Commitment:

The Customer Service Standard was created to establish accessibility standards for customer service in Ontario. In keeping with this regulation, the organization is committed to providing respectful services that focus on the unique needs of the individual.

To achieve this, the organization makes reasonable efforts to ensure that its policies, procedures and practices pertaining to the provision of goods and services to the public and other third parties adhere to the following guiding principles as set out in the IASR.

- Our goods and services must be provided in a manner that respects the dignity and independence of persons with disabilities.
- The provision of our goods or services to persons with disabilities and others must be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods or services.
- Persons with disabilities must be given an opportunity equal to that given to others to obtain, use and benefit from the goods or services.

Actions Taken:

The following measures have been implemented by Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.:

- Ensuring that the updated requirement (see reference to July 1, 2016 update below) that every person who is an employee of, or a volunteer with, Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc., every person who participates in developing Lynde Creek Manor Retirement



Community Inc. and Lynde Creek Village Inc.'s policies and every other person who provides goods, services or facilities on behalf of Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc., receive training about the provision of the provider's goods, services or facilities, as the case may be, to persons with disabilities.

- Ensuring completion of accessibility training is tracked and recorded;
- Ensuring staff are trained and familiar with various assistive devices that may be used by customers with disabilities who are accessing the Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc.'s goods or services;
- Ensuring customers accompanied by a guide dog or other service animal in areas of Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. open to the public and other third parties, are accommodated. In regards this requirement, the organization also implemented the updated requirement (see reference to July 1, 2016 update below) expanding the list of regulated health professionals able to authorize a service animal;
- Ensuring that if a person with a disability is accompanied by a support person, the support person is accommodated. In regards this requirement, the organization also implemented the updated requirement (see reference to July 1, 2016 update below) with respect to consulting with the person with the disability about the need for a support person and that such support person may only required by the organization under the circumstances described in the Act.
- Issuing a public notice in a timely manner in the event of a planned or unexpected disruption of service or inaccessibility of facilities used by persons with disabilities. The notice must include the reason of the disruption, the anticipated duration, and a description of alternative facilities or service, if any, that may be available.
- Continuing to welcome and appreciate feedback from persons with disabilities through multiple communication methods.



- In regards to accessible formats and communications supports, the organization implemented the updated requirement (see reference to July 1, 2016 update below) that the organization shall, on request, and in consultation with the person making the request, provide or arrange for the provision of the document, or the information contained in the document (a) in a timely manner that takes into account the person's accessibility needs due to disability; and (b) at a cost that is no more than the regular cost charged to other persons.

Required compliance date: January 1, 2012; Updates July 1, 2016 to noted sections.

Status: Completed.

10. Compliance

Actions Taken/Planned Action:

Lynde Creek Manor Retirement Community Inc. and Lynde Creek Village Inc. will file accessibility reports required under the Act in accordance with the provisions contained in the Act using the Accessibility Compliance Reporting Tool.

Previous compliance dates: December 31, 2014 and December 31, 2017

Next required compliance date: December 31, 2020

Final required compliance date December 31, 2023

Status: Compliant and on schedule.