

Crown Property Management Inc.

Integrated Accessibility Standards Regulation

Multi-year Accessibility Plan

Part 1 – General Requirements

Compliance Date	Requirement	Action	Status
January 1, 2014	S. 3 - Establishment of Accessibility Policies <ul style="list-style-type: none"> Develop, implement and maintain policies governing how CPMI will achieve accessibility Include a statement of commitment Make policies publically available and accessible 	<ul style="list-style-type: none"> Post the Integrated Accessibility Policy on CPMI's website to ensure it is available to the public and employees 	Complete
January 1, 2014	S. 4 - Accessibility Plans <ul style="list-style-type: none"> Establish, implement, maintain and document a multi-year accessibility plan Post the plan on the CPMI's website and, upon request, provide an accessible format 	<ul style="list-style-type: none"> Prepare a plan of actions that CPMI will take in order to prevent and remove barriers to persons with disabilities 	Complete
January 1, 2014	S.6 - Self-Service Kiosks <ul style="list-style-type: none"> Have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks 	<ul style="list-style-type: none"> Consider accessibility features when planning for kiosks 	Complete
January 1, 2015	S.7 - Training <ul style="list-style-type: none"> Ensure training is provided on the requirements of the IASR and on the Human Rights Code as it pertains to persons with disabilities Provide training as soon as practicable to all employees, volunteers, persons involved in developing policies and other persons who provide goods, services or facilities on behalf of the company Keep a record of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided. 	<ul style="list-style-type: none"> Prepare a strategy for training that is appropriate to the duties of the people involved Request a written confirmation from other persons who provide goods, services or facilities on behalf of CPMI to prove that the required accessibility training has been given to their employees 	Complete

Part 2 – Information and Communications Standard

Compliance Date	Requirement	Action	Status
January 1, 2015	S. 11 - Feedback <ul style="list-style-type: none"> Ensure that feedback processes are available in accessible formats and communication supports for persons with disabilities upon request 	<ul style="list-style-type: none"> Develop and put in place a process for providing accessible formats for the feedback processes 	Complete
January 1, 2016	S. 12 - Accessible Formats and Communication Supports <ul style="list-style-type: none"> Provide accessible formats and communication supports, upon request, and in consultation with the person with a disability who makes the request Provide accessible formats and communication supports in a timely manner and at a cost that is no more than the regular cost charged to other persons. Notify the public about the availability of accessible formats and communication supports 	<ul style="list-style-type: none"> Develop and put in place a process for responding to requests for accessible formats and communication supports 	In Progress
January 1, 2012	S. 13 - Emergency Procedure, Plans or Public Safety Information <ul style="list-style-type: none"> Provide publically available emergency information in an accessible format or with communication supports, as soon as practicable, upon request 	<ul style="list-style-type: none"> Review current public emergency and safety information to ensure they are available in an accessible format 	Complete
January 1, 2014	S. 14 - Accessible Websites and Web Content <ul style="list-style-type: none"> Make new or significantly refreshed CPMI websites and their web content conform with the Web Content Accessibility Guidelines, WCAG 2.0, Level A with exceptions as explained in the Regulation 	<ul style="list-style-type: none"> Implement the requirements needed to conform with WCAG 2.0 – Level A 	Complete
January 1, 2021	<ul style="list-style-type: none"> Make all CPMI websites and their web content conform with the Web Content Accessibility Guidelines, WCAG 2.0, Level AA 	<ul style="list-style-type: none"> Consult with external website developer regarding actions to be taken to meet the requirements to conform to WCAG 2.0 Level AA 	Upcoming

Part 3 – Employment Standard

Compliance Date	Requirement	Action	Status
January 1, 2016	S. 22 - Recruitment General <ul style="list-style-type: none"> Notify employees and the public about the availability of accommodation for applicants with disabilities in the recruitment process 	<ul style="list-style-type: none"> Include a notification statement on all external and internal job postings 	Upcoming
January 1, 2016	S. 23 - Recruitment, Assessment or Selection Process <ul style="list-style-type: none"> Notify individually selected job applicants that accommodations are available, upon request, in relation to the materials or processes used during the recruitment process 	<ul style="list-style-type: none"> Inform selected job applicants that accommodations are available during the recruitment process 	Upcoming
January 1, 2016	S. 24 - Notice to Successful Applicants <ul style="list-style-type: none"> Notify successful applicants of accommodation policies, when making an offer of employment 	<ul style="list-style-type: none"> Inform the successful applicant of the accommodation policies for employees with disabilities 	Upcoming
January 1, 2016	S.25 - Informing Employees of Supports <ul style="list-style-type: none"> Inform employees of accessibility and accommodation policies used to support employees with disabilities Inform new employees as soon as practicable Update information when changes occur 	<ul style="list-style-type: none"> Ensure information about the accessibility and accommodation policies is given to employees 	Upcoming
January 1, 2016	S. 26 - Accessible Formats and Communication Supports for Employees <ul style="list-style-type: none"> Consult with the employee with a disability who has made a request for accessible formats and communication supports in order to access information needed to perform the employee's job or to acquire generally available workplace information 	<ul style="list-style-type: none"> Arrange for suitable formats and communication supports after discussing accessibility needs and options with the employee with a disability 	Upcoming
January 1, 2012	S. 27 - Workplace Emergency Response Information <ul style="list-style-type: none"> Provide individualized workplace emergency response information to an employee with a disability as 	<ul style="list-style-type: none"> Implement a process and prepare a template for documenting the individualized emergency response information 	Complete

	<p>soon as practicable after CPMI is aware of the need for accommodation</p> <ul style="list-style-type: none"> • Provide the individualized workplace emergency information to a person designated to assist the employee with the employee's consent • Review the information when changes occur in the employee's work location, in the employee's accommodation needs or in the company's emergency policies 		
January 1, 2016	<p>S. 28 - Documented Individual Accommodation Plans</p> <ul style="list-style-type: none"> • Have in place a written process for the development of documented individual accommodation plans for employees with disabilities • Include in the written process the eight elements specified in the Regulation • Include, if requested, any information regarding accessible formats and communication supports provided • Include, if required, individualized workplace emergency response information • Identify any other accommodation that is to be provided 	<ul style="list-style-type: none"> • Develop and put in place a written process and template for documenting an Individual Accommodation Plan for employees with disabilities 	Upcoming
January 1, 2016	<p>S. 29 - Return to Work Process</p> <ul style="list-style-type: none"> • Develop, have in place and document a return to work process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work • Outline in the process the steps that CPMI will take to facilitate the return to work of employees who were absent because their disability required them to be away from work • Use individual accommodation plans as part of the process 	<ul style="list-style-type: none"> • Review current return to work policies and ensure the process for employees with disabilities meets the requirements of the Regulation 	Upcoming
January 1, 2016	<p>S. 30, 31, 32 - Performance</p>	<ul style="list-style-type: none"> • Review the current career and 	Upcoming

	Management, Career Development and Advancement, Redeployment <ul style="list-style-type: none"> Take into account the accessibility needs and the individual accommodation plans of employees with disabilities when using performance management, career development and redeployment processes 	performance management procedures and update to ensure consideration of the accessibility needs of employees with disabilities	
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Part 4 – Design of Public Space Standard

Compliance Date	Requirement	Action	Status
January 1, 2017	S. 80.22 - Exterior Paths of Travel <ul style="list-style-type: none"> Ensure that any exterior paths of travel that CPMI newly constructs or redevelops and intends to maintain, meet the requirements set out in the Design of Public Spaces Standard 	<ul style="list-style-type: none"> Ensure that the accessibility requirements are followed for newly constructed or redeveloped paths of travel 	Upcoming
January 1, 2017	S. 80.32 - Accessible Parking <ul style="list-style-type: none"> Ensure that when constructing new or redeveloping off-street parking facilities that CPMI intends to maintain, the off-street parking facilities meet the requirement set out in the Design of Public Spaces Standard 	<ul style="list-style-type: none"> Ensure that the accessibility requirements are followed for newly constructed or redeveloped public off-street parking 	Upcoming
January 1, 2017	S. 80.40 - Obtaining services <ul style="list-style-type: none"> Ensure that accessibility requirements are met when constructing new, exterior or interior, service counters or fixed queuing guides Ensure that accessibility requirements are met when constructing new or redeveloping existing, exterior or interior, waiting rooms with fixed seating 	<ul style="list-style-type: none"> Ensure at least one newly constructed or redeveloped service counter is low enough and has enough clear space in front for someone using a mobility aid Ensure at least one accessible seating space for a mobility aid is created when constructing new or redeveloping a waiting area with fixed seating 	Upcoming
January 1, 2017	S. 80.40 - Maintenance <ul style="list-style-type: none"> Develop procedures for preventative and emergency maintenance of the accessibility elements in public spaces as required under the Design of Public Spaces Standard Develop procedures for dealing with temporary disruptions when accessible 	<ul style="list-style-type: none"> Maintain accessibility-related elements in public spaces as part of our ongoing maintenance process 	Upcoming

	elements required under the Design of Public Spaces Standard Part IV are not in working order		
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