

Accessibility Action Plan

Drafted July 2025

Commitment

Pineview Management Ltd. is committed to ensuring that people with disabilities have equal access and participation in all our activities and pursuits. We are committed to fostering the dignity and independence of people with disabilities. We are committed to removing identified barriers in a timely manner to meet the

accessibility requirements of the Accessible BC Act. Our aim is to create an accessible and inclusive environment and inspire our employees, clients, and community to do the same.



Pineview intends to create opportunities for people with disabilities to reach their potential and to bring awareness to all our employees about fostering an accessible and inclusive environment.

Our encompassing goal is to create a positive impact on our staff, clients, and community by raising awareness of the importance of accessibility, and to accomplish this, we will continuously take the initiative to better our workplace accessibility and awareness through learning and implementation.

Consultation

Feedback from people with disabilities is an integral part of our plan; therefore, Pineview conducted in-person meetings with employees that have disclosed their disabilities and were willing to volunteer their time and experiences, as well as members of the community that were designated peer mentors and job coaches for people with disabilities.

Through in-person meetings with employees that took place at the Pineview office in a casual setting, we learned that repetition of job steps by supervisor, hands-on training, and written job steps were helpful for the individual with ADHD. Additionally, one employee with vision

impairment explained that large text options on the tablets were helpful for filling out day-to-day forms. And finally, another staff member with dyslexia expressed that the ease of talk-to-text on the work phone and tablet were helpful in completing forms and communicating with supervisors and co-workers.

When consulting the staff during orientation week, several with and without disabilities expressed the need for multiple training session adaptations to retain job information, with examples that included multimedia presentations, written forms, and practical hands-on training. Supervisors expressed that competency checks should be completed using adaptation and accommodations according to the individual.

After an in-person meeting with community job coaches who work specifically with people with disabilities, they expressed the need for individual accommodation plans. Specific to our sign posting position, we accommodated the individuals by providing written job steps, written list of appropriate attire and personal protective equipment in large font, and practical hands-on training.

We are grateful for the time, expertise, and support of everyone who took the time to provide us with valuable and practical feedback. We continue to keep open minds as we learn and work towards increasing our accessibility and inclusion.



Fort St John Association of Community Living

Avail App

Avail is a personal well-being assistant, and can help you monitor changes in your well-being using built-in resilience check-ups.

Through the app, you are also able to connect directly with mental health professionals, and access information and resources related to mental health and wellness.

Available online, the Google Play Store and the Apple App Store

Account Sign Up

Avail.app/signup Organization Name: AgSafe BC

AgSafe has partnered with Avail to provide resources sourced for the BC Agriculture community, please use AgSafe BC as your "Organization Name" when signing up to access these resources.

Need to Talk?

Mental Health Support: 310-6789 (24/7)

Crisis Line: 1-800-SUICIDE (24/7)

<https://crisiscentreat.ca>

crisislines.bc.ca

If you or someone you know is experiencing a crisis and is in danger, please contact 911.

Non-emergency health and mental health information, **Call: 811**

More Resources

AgSafeBC.ca/Mental-Wellness

CMHA.BC.ca | [Coping with Natural Disaster Stress](https://CopingWithNaturalDisasterStress.ca)

RedCross.ca | [Psychological First Aid Pocket Guide](https://PsychologicalFirstAidPocketGuide.ca)

Mental Wellness Resources

Information provided on this document is not intended to replace medical care or legal advice.

AgSafe

Delivered By:



Provided By:



Accessibility Policy

Pineview is committed to training staff in the Accessible BC Act and rights & laws that relate to people with disabilities. We will train our employees in accessibility as it relates to their specific needs and roles in our company.

Employment

Pineview will notify employees, potential hires, and the public that accommodations can be made during recruitment and hiring.

We will notify staff that supports are available for those with disabilities. Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.

Accommodations can include, but are not limited to:

- Providing written/digital materials in large print & alternative formats. Adjustable screens can be adapted to fit the needs of individuals.
- Ensuring that paths of travel in and around the Pineview yard are clear of barriers, making it easy to navigate.
- Allowing flexibility in job duties for non-essentials functions.
- Peer mentoring
- Minimizing sensory distractions, if necessary, ie. Providing a quiet workspace and/or providing ear plugs
- Providing written job instructions
- Talk-to-text functions on tablets for filling out necessary forms
- Providing confidential mental health supports and services through AgSafe BC





Culture & Systemic Barriers

Pineview will continue to pursue voluntary employee feedback regarding accessibility & inclusion in our work environment. We commit to using plain text documents, provide images and alternat text when necessary, and share changes and initiatives with our staff.

We aim to create a culture that is adaptive, accepting, and aware of accessibility requirements and accommodations. We strive to reduce and remove barriers and carry a positive attitude by removing ableist language throughout our documentation and social media.

Review & Revising

The Accessibility Action Plan will be reviewed and revised as needed on an annual basis in order to promote dignity and independence of people with disabilities and remove an existing policy or goals that do not respect people with disabilities.

Past Achievements

In 2023, Pineview pursued a provincial grant from Small Business BC in order to fund the purchase of tablets. These tablets would be used by employees to complete necessary paperwork specific to their job tasks. At the time, some employees faced barriers due to vision impairment and dyslexia. The switch to completing forms on the tablet would allow adjustable screens to show large text and the use of the talk-to-text feature.

This initiative increased our efficiency and provided necessary accommodation for our employees to complete their job more comfortably and competently.

In 2024, Pineview began removing ableist language from job descriptions and employment postings to pursue more competent applicants. This initiative is continual and ongoing.

In 2025, Pineview partnered with a local community organization to hire people with disabilities to complete job tasks that our other certified employees did not have time to complete but were necessary job tasks (ie. Notification Sign posting in municipal areas). This initiative created many valuable learning opportunities for the staff members and fostered a positive impact on our accessibility culture.



Image above shows 2 workers from Fort St John Association of Community Living as they complete sign posting job tasks for Pineview at local parks.

Goals, Strategies, & Action Plan

Culture & Attitude

Pineview will continually work to promote a positive culture in the workplace regarding accessibility and inclusion. We will take the following steps:

- Remove ableist language in job descriptions & job postings
- Include accommodations list or statement in job postings
- Avoid using disrespectful language around the subjects of people with disabilities
- Ask appropriate questions during job interviews to best understand and accommodate potential hires
- Provide ongoing mentorship and accommodations to those that need it



Technology

Pineview will continually work to provide updated technology and software for employees with disabilities to provide them with useful and helpful tools to aid them in job completion. We will seek helpful feedback from all employees and pursue their ideas and suggestions to better our efficiency and worker retention.

Communication & Information

Pineview will work alongside our website development partner to create an accessible website and online communications. We will work to remove ableist language in our job postings, newsletters, blogs, and social media postings.

Training

Pineview will review and revise training procedures and documents annually to improve the accessibility and competence of new and existing workers. We will use multiple strategies in training in order to meet individual learning needs (ie. PowerPoint, fillable forms, tablets, smartphones, hands-on training, oral tests, written tests, and competency checks).

Built Environment

Pineview will implement housekeeping strategies to ease navigation around the workplace. We will provide necessary personal protective equipment to ensure worker safety and physical comfort.



For more information about Pineview Management Ltd.'s Accessibility & Action Plan, please contact Whitney Braun, Health & Safety Administrator.

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Standard and accessible formats of this document are available upon request.