

Schedule A

IAR Workplan	As of:	September 15, 2014	Department(s)	Work Required	Completion Date	Resources Used
Policies & Procedures		2013	All	<ul style="list-style-type: none"> ▪ Draft Multi-Year Plan ▪ AAC Review/Recommend Approval ▪ Council Approval ▪ Post to Website 	<ul style="list-style-type: none"> ▪ December 12, 2012 ▪ 2013 Status to AAC November 13, 2013 and Council December 2, 2013 	▪ Staff Time
Statement of Org. Commitment		2013	All			
Written Document		2013	All			
Make Public		2013	All			
Accessibility Plans		2013	All			
and AAC		2013	Planning			
Accessibility Plans - Post to web		2013	All			
Accessibility Plans - Review every 5 years		2013	All			
Prepare an Annual Status Report and post		2013	All			
Procuring or Acquiring Goods or Services		2013	Corporate/Finance	<ul style="list-style-type: none"> ▪ Research and consultation with OPBA (Ontario Public Buyers Association) ▪ Draft New Sections/Wording For Purchasing Policy ▪ Review/Recommendation of Amended Purchasing Policy By AAC (Accessibility Advisory Committee) ▪ Approval of Amended Policy By Council ▪ Implementation and Training 	November, 2013	▪ Staff Time
If not practicable provide an explanation		2013	Corporate/Finance			
Accessibility Self Service Kiosk - incorporate		2013	Corporate/Finance	City Hall <ul style="list-style-type: none"> ▪ Purchase of Accessible Desk ▪ Electrician to install electrical drops ▪ Installation of accessible kiosk 	▪ September 12, 2012	▪ \$1,000
Accessibility Self Service Kiosk - have regard		2013	Corporate/Finance	▪ Same As Above	▪ Same as above	Same as above
Exemption from filing accessibility report						
Training - all employees & volunteers, policy developers, those providing goods or services on behalf of org		2014	Human Resources	<ul style="list-style-type: none"> ▪ Develop Training Program ▪ Implement Training Program 	▪ November 2013 Ongoing Training	▪ Staff Time

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Information & Communication						
Emergency Preparedness	2012		Human Resources	<ul style="list-style-type: none"> Provide emergency plan on City Website Plan available in accessible format upon request 	<ul style="list-style-type: none"> Completed Nov/11 As required 	<ul style="list-style-type: none"> Staff Time
Feedback - accessible upon request	2014		Corporate/Finance	<ul style="list-style-type: none"> Accessibility link added to header of Library and DBIA websites Feedback email link made available on that page 	<ul style="list-style-type: none"> Completed Sep/11 	<ul style="list-style-type: none"> Staff Time
Accessible formats and communication supports upon request (timely manner, no cost charged to other persons)	2015		All	<ul style="list-style-type: none"> Information Session at City Hall (Apr 20/12) Establish Accessible Documents Work Team Develop Standardized Formats and Templates for all City Documents IT Department to Set Default on All City Computers to Font Aerial 12 Standardized Formats Available to All City Hall Staff on F Drive Training for All Staff 	<ul style="list-style-type: none"> Initial training sessions October 2012 Ongoing Training 	<ul style="list-style-type: none"> staff time \$4,400
Website New Internet & Intranet WCAG 2.0 Level A (other than closed caption Live precoded audio)	2014		Corporate/Finance	<ul style="list-style-type: none"> Upgrade web editor (city & library) Add auto table CSS functionality (city & library) Add high contrast to the website (city & library) Run compliancy checks on current city & library websites Analyze compliancy checks and make necessary changes and edits to websites to ensure compliancy (student) Develop training and reference material to help web editors ensure compliancy is maintained (student) Retrain staff in new web editor (city & library) 	<ul style="list-style-type: none"> August 16/13 	<ul style="list-style-type: none"> staff time \$13,950
All internet websites and web content WCAG 2.0 Level AA	2021		Corporate/Finance	<ul style="list-style-type: none"> Include Level AA guidelines in requirements for our next website 		
All intranet websites and content WCAG 2.0 Level AA	2021		Corporate/Finance	<ul style="list-style-type: none"> Include Level AA guidelines in requirements for our next website 		
Educational or Training Institutes (notification of need) provide educational or training resources or materials in accessible format	N/A		N/A			
Provide student records and information on program requirements in accessible format	N/A		N/A			
Educational Institutes - Train Educators	N/A		N/A			

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Producers of - Conversion ready Text Books		N/A	N/A			
Producers -Conversion ready Printed Materials		N/A	N/A			
Libraries of Educational Institutes - Print		N/A	N/A			
Libraries of Educational Institutes - Digital		N/A	N/A			
Public Libraries - arrange for provision of		2013	Library	▪ Already complies		

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Employment - applies to employees not volunteers or non paid individuals					
Workplace Emergency Response	2012	Human Resources	<ul style="list-style-type: none"> ▪ Provide emergency plan on City Website ▪ Plan available in accessible format on request 	<ul style="list-style-type: none"> ▪ Completed Nov/11 ▪ As required 	<ul style="list-style-type: none"> ▪ Minimal Staff Time
Recruitment - notify employees and public re availability of accommodations	2014	Human Resources	<ul style="list-style-type: none"> ▪ Draft Accessible Employment Policy ▪ Review/Recommendation by AAC (Accessibility Advisory Committee) ▪ Approval by Council, Library Board and Quinte Access Board ▪ Implement Policy 	<ul style="list-style-type: none"> ▪ Implemented 	<ul style="list-style-type: none"> ▪ Staff Time
Notify applicant - availability of accommodation upon request for assessments or selection process	2014	Human Resources			
Arrange for suitable accommodation if required	2014	Human Resources			
Notice to Successful Applicant - notify of policies for accommodation	2014	Human Resources			
Informing employees of policies re job accommodations	2014	Human Resources			
Accessible Formats & Communication Supports	2014	Human Resources			
Document Individual Acc. Plan	2014	Human Resources			
Return to Work Process	2014	Human Resources			
Performance Management	2014	Human Resources			
Career Development and Advancement	2014	Human Resources			
Redeployment	2014	Human Resources			

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Transportation						
Accessible Equipment Not Functioning - Repair	2011	Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Consultation With Fire Prevention Officer ▪ Establishment of Fire Response Protocol ▪ Preparation of Written Protocol ▪ Approval by Quinte Access Board ▪ Implementation 	<ul style="list-style-type: none"> ▪ August 15, 2011-policy developed ▪ August 19, 2012-Drivers trained ▪ September 22, 2011-QA Board approval ▪ September, 2012-completed 	<ul style="list-style-type: none"> ▪ Staff Time 	
Fees	2011	Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ No higher fees charged on conventional transportation for accessible service 	<ul style="list-style-type: none"> ▪ Already Complied 	N/A	
Courtesy Seating	2011	Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Designation of 2 courtesy seats on each bus ▪ Signage installation using OPTA Symbol 	<ul style="list-style-type: none"> ▪ January 1, 2012 	<ul style="list-style-type: none"> ▪ Signs posted on transit buses designating appropriate seating designation ▪ \$100 	
Verbal Pre-boarding Announcements	2011	Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Review of existing routes ▪ Writing scripts for drivers ▪ Training drivers ▪ Implementation 	<ul style="list-style-type: none"> ▪ August 15, 2011-policy developed ▪ August 19, 2012-Drivers trained ▪ September 22, 2011-QA Board approval ▪ September, 2012-completed 	<ul style="list-style-type: none"> ▪ Policy written and approved QA board, staff trained 	

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Verbal On Board Announcements	2011	Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Review of existing routes ▪ Writing scripts for drivers ▪ Training drivers ▪ Implementation 	<ul style="list-style-type: none"> ▪ August 15, 2011- policy developed ▪ August 19, 2012- Drivers Training ▪ September 22, 2011- QA Board Approval ▪ September, 2012- completed 	▪ Staff Time	
Origin - Door to door if req'd	2011	Quinte Access/Public Works	N/A	▪ Already Complied	N/A	
Availability of Info re Accessible Equipment	2012	Quinte Access/Public Works	▪ Inclusion in brochures, in person, by telephone and on website	▪ Already Complied	N/A	
Emergency Preparedness & Response Policies	2012	Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Review and Recommendation by Accessibility Advisory Committee ▪ Approval by Quinte Access Board ▪ Implementation ▪ Training Staff 	▪ January 2013	▪ Staff Time	
General Responsibilities	2012	Quinte Access/Public Works	N/A	▪ Already Complied	N/A	
Transit Stops, Closest, deboard	2012	Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Draft Policy ▪ Review/Recommendation by AAC (Accessibility Advisory Committee) ▪ Approval by Quinte Access Board 	<ul style="list-style-type: none"> ▪ August 15, 2011 - Policy developed ▪ August 19, 2011- Drivers Trained ▪ September 22, 2011 - QC Board Approval ▪ September 12, 2012- completed 	▪ Staff Time	
Storage Mobility Devices	2012	Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Draft Policy ▪ Review/Recommendation by AAC (Accessibility Advisory Committee) ▪ Approval by Quinte Access Board 	<ul style="list-style-type: none"> ▪ August 15, 2011 - Policy developed ▪ August 19, 2011- Drivers Trained ▪ September 22, 2011 - QC Board Approval ▪ September 12, 2012- completed 	▪ Staff Time	

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Deploy Lifting Devices	2012		Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Draft policy ▪ Review/Recommendation by AAC (Accessibility Advisory Committee) ▪ Approval by Quinte Access Board 	<ul style="list-style-type: none"> ▪ August 15, 2011 - Policy developed ▪ August 19, 2011- Drivers Trained ▪ September 22, 2011 - QC Board Approval ▪ September 12, 2012- completed 	<ul style="list-style-type: none"> ▪ Staff Time
Ensure adequate time -boarding,depboarding	2012		Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Review current transit schedule ▪ Draft policy ▪ Review/Recommendations by AAC (Accessibility Advisory Committee) ▪ Approval by Quinte Access Board 	<ul style="list-style-type: none"> ▪ August 15, 2011 - Policy developed ▪ August 19, 2011- Drivers Trained ▪ September, 2011 - QC Board Approval ▪ September, 2012- completed 	<ul style="list-style-type: none"> ▪ Staff Time
Assistance w/ storage	2012		Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Draft Policy ▪ Review/Recommendation by AAC (Accessibility Advisory Committee) ▪ Approval by Quinte Access Board 	<ul style="list-style-type: none"> ▪ August 15, 2011 - Policy developed ▪ August 19, 2011- Drivers Trained ▪ September 22, 2011 - QC Board Approval ▪ September, 2012- completed 	<ul style="list-style-type: none"> ▪ Staff Time
Information available alter. Formats	2012		Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Review current documents available ▪ Choose alternate formats ▪ Review/Recommendation by AAC (Accessibility Advisory Committee) ▪ Approval by Quinte Access Board 	<ul style="list-style-type: none"> ▪ Available upon request 	<ul style="list-style-type: none"> ▪ Staff Time
Accessibility Plans - conventional	2013		Quinte Access/Public Works			
Specialized - Estimate demand	2013		Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Review QA mandate for use of specialized transit and ensure clear requirements ▪ Review previous ridership stats and estimate future demand 		
Fare parity	2013		Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Utilize future demand estimates and calculate financial impact for fare parity 	<ul style="list-style-type: none"> ▪ Draft policy developed November 2012 	

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Service Disruption	2013	2013	Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Draft Service Disruption Policy ▪ Review/Recommendation by AAC (Accessibility Advisory Committee) ▪ Approval by QA Board ▪ Implement Policy 	<ul style="list-style-type: none"> ▪ Draft policy developed November 2012 	
<i>Mnft - new buses - accessible</i>	2013	2013	Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Review RFT for new bus purchases to encompass all accessibility requirements ▪ Review/recommendation by AAC ▪ Approval by QA Board ▪ Implement Policy 	<ul style="list-style-type: none"> ▪ RFP reviewed and implemented January 2013 	<ul style="list-style-type: none"> ▪ Staff Time
<i>New - Grab Bards, handrails</i>	2013	2013	Quinte Access/Public Works			
<i>Floors, carpets, surfaces</i>	2013	2013	Quinte Access/Public Works			
<i>Mobility Aid Spaces</i>	2013	2013	Quinte Access/Public Works			
<i>Stop Requests & Emergency Response</i>	2013	2013	Quinte Access/Public Works			
<i>Lighting Features</i>	2013	2013	Quinte Access/Public Works			
<i>Signage</i>	2013	2013	Quinte Access/Public Works			
<i>Lighting Devices</i>	2013	2013	Quinte Access/Public Works			
<i>Steps</i>	2013	2013	Quinte Access/Public Works			
<i>Indicators & Alarms</i>	2013	2013	Quinte Access/Public Works			
Training	2014	2014	Quinte Access/Public Works		ongoing -Jan - Dec 2014	
No Fare Support Persons	2014	2014	Quinte Access/Public Works		▪ Already complies	
Electronic Pre-boarding Announcements	2017	2017	Quinte Access/Public Works		Nov-13	
Electronic On Board Announcements	2017	2017	Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Research various suppliers and obtain quotes on electronic systems ▪ Work pricing into transit budget ▪ Review/recommendation by AAC ▪ Approval by QA Board 		

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IAR Timelines		Department(s)	Work Required	Completion Date	Resources Used
SPECIALIZED TRANSIT					
Origin to Destination Services	2011	Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Review of specialized service and draft polices and Accessibility plan ▪ Review/recommendation by AAC ▪ Approval by QA Board ▪ Implementation 	January 1, 2013	Hours of service the same for both public and specialized, although specialized service is offered over and above public transit - Fare parity implemented where and when public transit is offered in urban Trenton Ward
Companions if space avail and children	2012	Quinte Access/Public Works			
Accessibility Plans	2013	Quinte Access/Public Works			
Visitors	2013	Quinte Access/Public Works			
Co-ord Services Urban Connections	2013	Quinte Access/Public Works			
Hours of Service (same for specialized as conventional) if offer both conventional and specialized services	2013	Quinte Access/Public Works			
Hours of Service	2017	Quinte Access/Public Works			
Service Delays	2013	Quinte Access/Public Works			
Categories of Eligibility for specialized transit	2014	Quinte Access/Public Works			
Booking - same day and up to 3 hours	2014	Quinte Access/Public Works			
Emergency Spec. Transit	2014	Quinte Access/Public Works			
No Trip Restrictions	2014	Quinte Access/Public Works			
Fare Parity	2017	Quinte Access/Public Works			
Application Process for Spec. Transit	2017	Quinte Access/Public Works			
ACCESSIBLE RAIL CARS					
One Rail car per train accessible	2011	N/A			
One rail car with mobility aid accessible washroom	2013	N/A			
SCHOOL BUSES					
Ensure integrated accessible school transit of appropriate alternate	Jul-11	N/A			
Develop Individual school transportation plans	Jan-14	N/A			
DUTIES OF MUNICIPALITIES - General					
Municipal AAC - development of construction or replacement of acc. Bus stops and shelters	2013	Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Draft criteria ▪ AAC Review/Approval 	▪ November 2012	▪ Staff Time
Identify planning for accessible bus stops and shelters	2013	Quinte Access/Public Works	<ul style="list-style-type: none"> ▪ Draft criteria ▪ AAC Review/Approval 	▪ November 2012	▪ Staff Time
AAC & council determine on-demand accessible taxicabs required in community	2013	OPP/Corporate Finance	<ul style="list-style-type: none"> ▪ N/A 	▪ November 13, 2013	▪ Staff Time
Progress made toward meeting the need for accessible taxicabs in its accessibility plan	2013	OPP/Corporate Finance	<ul style="list-style-type: none"> ▪ N/A 		
DUTIES OF MUNICIPALITIES - That License Taxicabs					
Ensure not charging a higher fare or an additional fee for pwd	2011	OPP/Corporate Finance	<ul style="list-style-type: none"> ▪ Enforced by OPP 		

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Ensure no extra charges for storage of mobility aids or assistive devices	2011		OPP/Corporate Finance	▪ Enforced by OPP		
ensure owners and operators place vehicle registration and identification on rear bumper	2012		OPP/Corporate Finance	▪ Enforced by OPP - License Requirement		

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Public Spaces						
Incorporate the Design of Public Spaces on newly developed or redeveloped recreational trails and beach access routes, outdoor public use eating areas, outdoor play spaces, exterior paths of travel, accessible parking and service related elements		2016				
If developing recreational trails consult with public , persons with disabilities and municipal AAC if there is one		2016				
Provide maintenance and restoration of public spaces		2016				
Develop procedures for preventative and emergency maintenance of accessible elements in public spaces		2016				
Develop procedures for dealing with temporary disruptions when accessible elements under public spaces not working		2016				
Report every three years		2016				
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Accessible Counters City Hall		2014	Building & Facilities	<ul style="list-style-type: none"> ▪ Build and Install Long and Short Accessible Counters at Lower Level Payment Counter ▪ Build and Install Long and Short Accessible Counters at Lower Level Information & Payment Counter ▪ Build and Install Long Accessible Counters at Upper Level Payment Counter ▪ Alter West Portion of High Counter on Second Floor to a Wheel Chair Accessible Counter 	May 1 2014	Luymes Construction at a cost of \$8,960.90

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City Hall Washrrom Accessible Door Openers	2014		Building & Facilities	<ul style="list-style-type: none"> ▪ Install 1 Accessible Door Opener on the Hallway Door leading to the first floor washrroms at City Hall ▪ Install 2 Accessible Door Openers on the First Floor Public Washrrom Doors at City Hall ▪ Install 2 Accessible Door Openers on the Doors Between Pad1 and Pad2 at the Trenton Arenas ▪ Install 1 Accessible Door Opener on the Main Door at the Batawa Recreational Center. 		
City Hall Front Entrance Cement Work	2015		Building & Facilities	<ul style="list-style-type: none"> ▪Replace and Repair all Cement that is cracked, broken, uneven in the Front Entrance to City Hall ▪Replace and Repair all Interlocking Stone that is cracked, broken, uneven in the Front Entrance to City Hall. ▪look at the Handicap Parking and install curbs to allow wheelchairs access to sidewalks from Parking Space in the Front Entrance to City Hall 		
City Hall Accessible Toilet Back Rests	2014		Building & Facilities	<ul style="list-style-type: none"> ▪ Install 9 Back Rests for all Accessible Toilets in all Washrooms at City Hall 		
New Accessible Playground	2014		Parks			
			Parks			
17 New Accessible Picnic Tables	2014		Parks			
Replacement of Stone Protective Surfacing with Engineered Wood Firber	2014		Parks			
Replacement of 5 Swing Sets with Accessible Swing Sets	2014		Parks			
Accessible Sidewalk from Parking Lot to Play Structure - Bain Park	2014		Parks			
Accessible Walkway - Elmwood Park (Byron/Shoniker)	2014		Parks			
Bench Replacements	2014		Parks			
Accessible Walkway - Forest Ridge Park - Frankford	2014		Parks			

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Comfort Station - Centennial Park	2014		Parks			
Portable Accessible Stage	2014		Parks			
Accessible Sidewalk - Creelman St., McGill St., George St., Hwy. 2 (Dairy Queen to RCAF Rd.)	2014		Public Works			
Accessible Sidewalk - Mill St., North Trent St., Hwy. 2 (RCAF Rd. to east side of CFB Trenton)	2015		Public Works			