



Accessibility Advisory Committee Minutes
March 29, 2021 via MS Teams
(16:00 – 18:00)

Attendees:

Members - Aidan Love, Christine Paisley, Janice Todd, Linda Bartram, Sandra Hough, Suzan Jennings, Wendy Cox,

Staff - Mandi Sandhu, Curt Kingsley

Regrets – Charlene Barney, Daniel Sands

General Discussion Points:

- Concerns with the time commitment for the role of the Chair
- Maybe some merits in having co-chairs
- Time commitment in the Terms of Reference may not be what the individuals on the committee signed up for
- Staff are required to take minutes for each meeting
- There may be project work that some committee members will work on between meetings
- Committee members should aim to stick to the agenda and on topic
- Staff presentations should be limited to one topic per meeting and preferably
- Would like a discussion on the level of engagement and be clear on what level staff are engagement expectations are (inform, consult, collaborate, etc.)
- Staff should minimize the amount of power point slides and be clear and concise
- Committee members should provide draft motions in advance so other members have time to review and think about the material, if practical
- Many members are looking for tangible items to start actioning
- Recommendation to finish the work related to the Accessibility Impact Statement as a next step for April meeting
- Discussion on communications and preferred method being email



Appointment of Chair and Vice-Chair

Motion: That Suzan Jennings be appointed to the position of Chair of the Accessibility Advisory Committee.

Moved by Linda Bartram, seconded by Aidan Love

Carried Unanimously

Motion: That Wendy Cox be appointed to the position of Vice-Chair of the Accessibility Advisory Committee

Moved by Suzan Jennings, seconded by Christine Paisley

Carried Unanimously

Items for Follow-Up (Staff)

- Look at better transcription service provider than what the current platforms provide.
- Further explore moving meeting to Zoom Platform and functionality
- Transfer all AAC files to a central SharePoint site