



**Accessibility Advisory Committee Minutes  
October 12, 2021 via Zoom  
(16:00 – 18:00)**

**Attendees:**

**Chair** – S. Jennings

**Vice Chair** – S. Hough

**Members** – C. Paisley, L. Bartram, P. Singh, A. Love, N. Moss, C. Marks

**Council Liaisons** – B. Isitt

**Staff** – M. Sandhu, A. Mas; A. Galiev (EDI Lead)

**Guests** – R. Bayley

**Regrets** – M. Dewar, S. Potts

**1. Meeting Called to Order at 4:06pm**

**2. Approval of the Agenda**

Amendments:

- Table item 5c to future meeting, as Councillor Potts sent regrets.
- Addition to Agenda: Short-Term Action Plan (item 6d)

***CARRIED UNANIMOUSLY***

**3. Approval of Minutes from September 14 Meeting**

L. Bartram will send typo correction to A. Mas to finalize minutes.

**4. Remarks from the Chair**

S. Jennings provided update on Committee of the Whole (COTW) Council Presentation on the Annual Update for the Accessibility Framework. Due to last minute comments from community members, Councillor Andrews requested that the discussion on the Annual Update be postponed to the following COTW meeting. At the COTW meeting on October 7, 2021, the presentation was well received. One item that was raised was hosting a “Wheelchair Inclusion Rodeo” event during Accessibility Awareness Week. A motion was passed to support this event, with \$2,000 of funding.

**ACTION ITEM:** A. Mas to send link to COTW meeting to Committee.

**5. Business Arising**

**5a. Subcommittee to support development of Medium- to Long-Term Action Plan**



Immediate work of Subcommittee would be to support the development of scope, and criteria of consultant. N. Moss and S. Hough expressed interest in participating in Subcommittee. C. Marks and P. Singh expressed interest, contingent on their capacity.

**ACTION ITEM:** M. Sandhu and A. Mas to draft preliminary scope of work for consultant.

#### **5b. Committee Member's Bios on Website**

There was a discussion on vulnerability and safety for people with disabilities. Some members preferred to have their bios on the websites, while others preferred not to have their bios on the website. S. Jennings proposed that since not all members were comfortable, bios will not be included for any members of the Accessibility Advisory Committee. Committee members unanimously approved.

#### **5c. Process for Procedural and Administrative Issues**

Concern raised regarding use of chat box, as it is not accessible for people who are blind. Proposal to create Procedural Subcommittee to discuss procedural and administrative issues, which would report back to monthly Accessibility Advisory Committee meetings for final approval. If members are concerned about procedural issues, they are encouraged to participate in the Subcommittee as the report back to the Accessibility Advisory Committee meeting is not intended for discussion, but for final approval.

L. Bartram and N. Moss expressed interest in participating in the Procedural Subcommittee.

**ACTION ITEM:** A. Mas to update Communications Protocol to clarify that the use of the chat during meetings will not be permitted.

### **6. New Business**

#### **6a. Training on Universal Design**

A. Mas provided an update on staff training on Universal Design, and a call for interest in Committee member participation in training follow up. L. Bartram, S. Jennings, C. Paisley, N. Moss and S. Hough expressed interest.

#### **6b. Update on Presentation to Council**

M. Sandhu provided an update on September 23<sup>rd</sup> Council meeting. L. Bartram expressed concern about introducing ideas to Council before they



have been thoroughly discussed by the Accessibility Advisory Committee. Councillor Dubow raised concerns about potential harmful impacts of simulations. Councillor Isitt expressed that he understood that the Committee had endorsed the rodeo, but the motion articulated that no action would be taken without the approval of the Accessibility Advisory Committee. If the Committee chooses to proceed with the event, they have the support of Council, but if the Committee does not choose to proceed, no further action is required by the Committee, and Council will seek other ways to support the Accessibility and initiatives proposed by the Committee. A positive endorsement by the AAC is necessary for the event to take place and receive City sponsorship.

S. Jennings gave notice of motion at the next AAC meeting that the AAC endorse the hosting of an Accessibility Rodeo in 2022.

M. Sandhu provided clarification that promoting Accessibility during Accessibility Awareness Week was included in the Short-Term Action Plan for staff to undertake. Several committee members expressed that they would like to be involved in this and are happy to discuss this further.

#### **6c. Hosting an Accessibility Learning Event In lieu of Committee Meeting in December**

Proposal to host an event (e.g., town hall or lunch and learn) in lieu of an Accessibility Advisory Committee meeting in December to bring community together and share information around accessibility. Committee members expressed concerns about lack of capacity to carry out this type of event at the moment. N. Moss recommends tabling this item to the next meeting.

#### **6d. Short Term Action Plan Update**

L. Bartram raised concern that completed actions were not approved by the Accessibility Advisory Committee. For example, the Accessible Guidelines and Visual Standards for the creation of City documents, and Tactile Walking Surface Indicator pilot have been finalized, but the Committee was not aware of these, nor did the Committee approve them. S. Jennings proposed tabling this item to November.

**ACTION ITEM:** L. Bartram to compile list of concerns and share with the Committee.



**7. Next Meeting Date – November 9, 2021**

**8. Adjourned – 5:35pm**