

ACCESSIBILITY WORKING GROUP MEETING MINUTES

May 29th, 2019 - 10:30 a.m.

Location: T.E. Snure Room, A. R. McDiarmid Building
Chair: Sandra Wallace

Employees Present:

Jeff Elliot	Mike Messel	Brian Kayes	Rob Stewart
Amanda Dupuis	Dean Hammond	Jeff Green	Tyson Fisher
Shengxu Li	Brian Ursel	Debbie Nelson	Sandra Wallace
Amber Chapil	Aaron Kaluzniak	Reg Simms	Cory Parrott

Regrets:

Danielle Rae Deb Day Tracey Averill

1. Welcome and Introductions

- All in attendance introduced themselves.
- Sandra provided update on current status of legislation. The employment standard become law May 1, 2019. The information and communication standard and the public spaces standard have both been brought out for public consultation. That is usually the last step before it becomes legislation.

2. Review Updated Working Group Assignments

- Working group assignments were reviewed (see attached – Page 6).
- Grants Research & Application is a new committee that we currently do not have anyone on.
- Cory Parrot has volunteered to head up the Emergency Response Committee; Rob Stewart will work on this initiative with Cory.

3. Working Group Reports

Training – Sandra Wallace

- Training group had a meeting, Reg Simms will be the project lead.
- As all new staff get training through the orientation, we will be changing our objective. The new objective is “Continue to promote accessibility awareness to all employees and show our commitment to Serving & Building an accessible community.”
- First initiative is to put up some posters to remind all of our accessibility training and promote awareness. Information is also in the community builder.
- We discussed creating a logo showing the COB is committed to Serving & Building an accessible community. Looking for thoughts or feedback on branding ourselves as an accessible community.
 - Jeff Green – if you go to the web designers they may be able to help design it.
 - If you put something on vehicles, it could give people the impression that we are done. They may expect everything to be fully accessible.

- Concerns expressed that an accessibility logo might create the expectation that anything (i.e. bus, building) ‘tagged’ is 100% accessible – need to be mindful of managing expectations.

Issues, Feedback & Devices – Sandra Wallace

- Deb, Tracey and Sandra met. There is a tracking process now on City Works for the first half of 2019. Have had three issues reported through this system covering a variety of issues (feedback, devices, and communication). We think this is a system that will work for us.

Information & Documentation – Jeff Green

- Nothing new to report.

Grants

- Dean Hammond volunteered to be on this committee. Not so much for the research. If you see something in your area, you need to let him know and keep him in the loop.

Employment Standard Emergency Response – Sandra Wallace

- The first piece that has to be in by May 1 of 2020 is an Employee memo. It ensures the employee is informed of our commitment to safety, and they are asked to fill out the form asking if they would require assistance during an emergency.
- Hoping to use Employee Self Service to track this. The question “Do you believe you may require assistance during an emergency?” __Yes __No is a requirement of the legislation.
- If someone selects yes, they have provided a questionnaire asking specific questions about what the limitations/requirements would be. There would then be documentation provided in the Emergency Response plan.
- Looking for feedback.
- Discussion about:
 - where to store emergency contact information (Avanti, Trim etc).
 - where to store individualized emergency response information.
 - would be good to remind employees to keep their information updated.

Sportsplex – Jeff Elliott

- Need to do some work with automatic door openers.
- Working with Swimability (a user group).
- The ramp is an issue, but we can’t worry about that right now.
- Outside and inside stairs at parking lot and at back entrance. Nowhere to add ramp space. Could do outside, but not inside unless put in a lift.
- South parking lot, issue with the number of accessible parking spaces at the front (three). If the paddling pool is removed next year we would like to push that parking area to the end of the building so we could put 6-8 more accessible spaces along the side of the building.

- Stairs from south parking lot are coming apart. Thinking about taking out the stairs and putting in a ramp. That would have to be planned out over the next couple of years.
- Washrooms are not accessible. Have small handicapped stalls. Turnaround radius is very tight.
- Some feel our doorways are too narrow. Not sure what the minimum is in order to be accessible, I think we may be at the bare minimum.
- Have included hand shower wand in the ladies, haven't done men's yet.
- Provided shower benches in men's and ladies.
- All benches where people sit in are now wide benches. They used to be quite tippy.
- No wheelchair seating in arena or pool area as we need to add railings.
- Elevator is an option to remedying the ramp issue. It is such a compact space we are not sure where we would put it.
- Nothing in the budget. Would need to be put into capital for next year.
- Long way to go to get to everything done.
- We have to start somewhere. This is the most publicly used building.

Public Events – Jeff Elliott

- Had a meeting with Amber, and we made a checklist for public events. It includes event coordination, facility assessments, advertising, emergency procedures, preparing on-site and meeting rooms, chairperson guidelines and presenter guidelines. Can assign staff, and completion dates.
- If things are missing or we need to change things up it can be easily adjusted.

Built Environment

- Aaron Kaluzniak:
 - We will be doing all the ramps on the sidewalks on Willowdale from 18th Street and 26th Street and on Park Avenue between 17th Street and 5th Street.
 - We are trying to do about 30 corners per year. Have about 7-8 more years and we should have all intersection corners in the City with ramps on them.
 - Working with Transit as they have some funding to make accessibility upgrades to the over 40 transit stops.
 - It would be good to document on those so we can report on it.

4. Identify any resources needed to meet reporting requirements (see attached)

- See page 5 – Reporting Requirements from 2016 Plan:

5. Working group assignments: unassigned members and Grants

- See page 6 - Accessibility Working Group Team Assignments.

6. Department Audits

- Audit update spreadsheet: <Q:\Accessibility\2019\Audit Update Spreadsheet.xlsx>
- Representatives on this working group are to go in and update on the status on these issues.

7. New Business

- No new business to report.

8. Roundtable

- Brian Kayes: Thanks to Mike and his guys in terms of organizing all the accessibility pieces that have been going into the various buildings. Good that we are working away at things instead of waiting. Get things started and we will get there bit by bit.
- Tyson Fisher: Looking forward to being the co-chair with Sandra.
- Jeff Green: Website is getting a redesign. Overall main part will be done in a couple months, then down to the departments. Accessibility will be incorporated into that.
- Jeff Elliot: Working with IT with new website, our component will be more accessible. Have rolled out Mailchimp (mass email system) for all of our members at the Sportsplex to build documents that are accessible.
- Dean Hammond: Kudos to Sandra for leading us, and to Tyson for being co-chair. Lots of good changes and improvements to City facilities. Thanks to all involved in that.
- Deb Nelson: Thanks to Sandra and Tyson for stepping up, and to Brian for all the work that he did to get it up and running.
- Mike Messel: Some audibles that will be going in on some of the traffic lights.
- Aaron Kaluzniak: If you are re-doing/installing ramps or stairways you may have to get outside engineering help. If the plan is to do it next summer you should be thinking about it pretty hard this summer so we can get it in the budget, get the planning done through the winter, so we can get started in the spring.
- Amanda Dupuis: We are in the process of putting out an RFP for some new accessibility features within Transit (Automatic Stop Announcements – both visual and auditory).

9. Next Meeting: To be Determined.

Reporting Requirements from 2016 Plan:

Training program - will provide a report to the Accessibility Coordinator on a quarterly basis (March, June, Sept, and December):

Accessibility Issues - Provide a report to the Accessibility Coordinator on a quarterly basis (March, June, Sept, and December):

- What has been done to remove barriers
- Instances where preventing new barriers has occurred
- Instances where there has been an increased use of adaptive technologies

Information - Provide a report to the Accessibility Coordinator on a quarterly basis (March, June, Sept, and December):

- Improvements to the accessibility of the web-site

Documentation – no reporting requirement

Feedback - Institute a procedure to provide a report to the Accessibility Coordinator on a quarterly basis (March, June, Sept, and December):

- Number of Accessibility related queries

Devices - Provide a report to the Accessibility Coordinator on a quarterly basis (March, June, Sept, and December):

- Accessibility devices that were not functioning
- City's response

Public Events - Provision of a report to the Accessibility Coordinator on a quarterly basis (March, June, Sept, and December):

- Brief summary of each City sponsored public event describing what accessibility measures were in place and where improvements could be made.

Signage, Parking & Washrooms – no reporting requirement, however, requirement to develop lists and strategic plans.

Accessibility Working Group Team Assignments

Project #	Former #	Objective	Team Member	Team Member
1	1	Training	Reg Simms	Deb Nelson
			Deb Day	Sandra Wallace
2	2	Review Accessibility Issues	Tracey Averill	Deb Nelson
	5	Accessibility Feedback	Sandra Wallace	
	6	Accessibility Devices		
3	3	Accessible Information	Jeff Green	
	4	Documentation	Amanda Dupuis	
4	New	Grants Research & Application		
5	New	Emergency Response	Cory Parrot	
6	New	Sportsplex	Jeff Elliot	Team 8
7	7	Public Events	Jeff Elliott	Amber Chapil
8	8	Signage	Mike Messel	Brian Ursel
	9	Parking	Tyson Fisher	Aaron Kaluzniak
	10	Washrooms	Shengxu Li	Dean Hammond