



Minutes of Arnprior Accessibility Advisory Committee Meeting

March 26, 2014

Arnprior and District Museum, Arnprior, ON

Present:

Chair, David Reid
Citizen Member, Carol Ruddy
Citizen Member, Tammy Bartel

Also Present:

Maureen Spratt, Town Clerk
Kaila Bowen, Secretariat Services Coordinator

Absent:

Citizen Member, David Armstrong
Citizen Member, David Furgoch

1. Call to Order

Chair David Reid called the Arnprior Accessibility Advisory Committee Meeting to order at 7:00 PM and welcomed those present.

2. Adoption of Agenda

Resolution No. AAAC001-14

Moved by Carol Ruddy

Seconded by Tammy Bartel

BE IT RESOLVED THAT the agenda for the Arnprior Accessibility Advisory Committee Meeting dated Wednesday, March 26, 2014, be adopted.

Resolution CARRIED

3. Disclosures of Pecuniary Interest

None

4. Adoption of Minutes of Previous Meetings

Resolution No. AAAC002-14

Moved by Tammy Bartel

Seconded by Carol Ruddy

THAT the Arnprior Accessibility Advisory Committee Minutes of June 19, 2013 be adopted.

Resolution CARRIED

Resolution No. AAAC003-14

Moved by Tammy Bartel

Seconded by Carol Ruddy

THAT the Arnprior Accessibility Advisory Committee Minutes of December 4, 2013 be adopted.

Resolution CARRIED

5. Presentations/ Delegations

None

6. Matters Tabled/Deferred/Unfinished Business**a) Multi-Year Accessibility Plan**

The Secretariat Services Coordinator advised the Committee Members that the Multi-Year Accessibility Plan was adopted by Council.

b) Integrated Accessibility Standards Regulation (IASR) Policy

The Town Clerk advised Committee Members that the IASR Policy, as per the Regulation, was created and approved by Council. Town staff and volunteers are continuing to be trained on this policy, and will be on an ongoing basis as required.

c) New Website

The Secretariat Services Coordinator gave the Committee some background information on the New Town Website, indicating it went live January of this year. Committee Members were emailed to have a chance to make comment on the website prior to it going live. Citizen Member David Furgoch also went through the website with his screen reader to make sure everything worked. All feedback was provided to the Marketing and Economic Development Officer and taken into consideration prior to launching the website.

7. NEW BUSINESS**a) Status Report – Multi-Year Plan**

The Committee Members went through the Multi-Year Plan with staff and found the following item needed attention:

- Service Disruption – notice needs to be given to the public. The Secretariat Services Coordinator stated that she and the Marketing and Economic Development Officer are preparing a form for all staff to fill out when they are aware of a service disruption occurring. This form will then be emailed to the Secretariat Services Coordinator or the Marketing and Economic Development Officer to be placed on the website.
- A possible new hire package should be created to include the necessary information to inform employees of supports and support services.

Staff outlined the following items as being completed or in progress:

- Training for volunteers is to be provided in the near future, for those who have not yet received the appropriate training.
- A feedback fillable form has been added to the Town website. These forms are also printed and available at the Town Hall.

- Staff will compile a status report by the end of 2014 on the Multi-year plan to date. The AAAC Members will be consulted on the report, as well as Council, prior to it being posted on the website.
- The Procurement By-law was amended to reflect the Integrated Accessibility Standard Regulation.
- Staff is currently working toward training all necessary third parties on the AODA and IASR.
- Staff is to be trained on how to make accessible documents by January 2015.
- Public Safety Information is being looked at, for its format when it comes to accessibility.
- The Recruitment Process has been updated to accommodate individuals with disabilities. The policy is in the process of being updated by staff.
- All notices to successful applicants include a statement of the Town's policies to accommodate employees with disabilities. This is also incorporated into any verbal notifications.
- No individual accommodation plans have been necessary for staff at this time. A template for individual accommodation plans will be created in the near future.
- A Public Education Pamphlet outlining the AODA Regulations for Taxi-Cabs will be created by the end of 2014.
- Staff will speak to the Civil Engineering Technologist about the line painting contract, to see about adding a few side roads at a time to have a center line painted on them to help with individuals with visual impairments.
- Staff will speak to the Civil Engineering Technologist about the accessible parking spaces at the Nick Smith Centre, and the missing pavement near the fence.
- Staff will request the ramp at the Museum be salted on a daily basis, to prevent ice buildup.

Chair David Reid indicated there are many significant improvements occurring in the Town over the next year, especially when it comes to roads and sidewalks.

Committee Members recommended the following:

Resolution No. AAAC004-14

Moved by Carol Ruddy

Seconded by Tammy Bartel

THAT "Accessibility Considerations" be added as a mandatory field to be filed out on all Staff Reports to Council.

Resolution CARRIED

b) Committee Member Resignation/ New Member

The Secretariat Services Coordinator announced that Citizen Member Dawn Church asked to resign from the Committee at this time.

The Secretariat Services Coordinator and Town Clerk announced that Jane Dowd has asked to sit on the AAAC. Jane Dowd was in attendance to see how the Committee worked. The Town Clerk introduced her to the Committee Members.

The Town Clerk announced that Mayor David Reid will be filling in as the Chair of this Committee for the remainder of this Council term.

c) Review of Ontario's Accessibility Laws

The Secretariat Services Coordinator asked the Committee Members, if they wished, to look at the various reviews of Ontario's accessibility laws currently underway. The Ministry of Economic Development, Trade and Employment are accepting public feedback between March 3, 2014 and April 16, 2014.

8. ADJOURNMENT

Resolution No. AAAC005-13

Moved by Tammy Bartel

Seconded by Carol Ruddy

THAT this meeting of the Arnprior Accessibility Advisory Committee be adjourned at 7:50PM.

Resolution CARRIED

Last Meeting of Committee prior to New Term of Council