



Minutes of Arnprior Accessibility Advisory Committee Meeting

September 6, 2017

Town Hall, Council Chambers, Arnprior, ON

Present:

Chair, Mayor David Reid
Citizen Member, Jane Dowd
Citizen Member, Justin Halpenny
Citizen Member, France Guillemette
(7:19 pm)

Also Present:

Maureen Spratt, Town Clerk
Kaila Zamojski, Deputy Clerk
Ken Terry, IT Support Coordinator

Absent:

Citizen Member, David Furgoch

1. Call to Order

Chair Mayor David Reid called the Arnprior Accessibility Advisory Committee Meeting to order at 7:06 PM and welcomed those present.

2. Adoption of Agenda

Resolution No. AAAC009-17

Moved by Jane Dowd

Seconded by Justin Halpenny

BE IT RESOLVED THAT the agenda for the Arnprior Accessibility Advisory Committee Meeting dated Wednesday, September 6, 2017, be adopted.

Resolution CARRIED

3. Disclosures of Pecuniary Interest

None

4. Adoption of Minutes of Previous Meetings

a) Arnprior Accessibility Advisory Committee Minutes – June 7, 2017

Resolution No. AAAC010-17

Moved by Justin Halpenny

Seconded by Jane Dowd

THAT the minutes of the Arnprior Accessibility Advisory Committee for June 7, 2017 be adopted.

Resolution CARRIED

5. Staff Reports

a) Client Services Department/ Community Services Branch Report

i. Signage Accessibility – IT Support Coordinator

The IT Support Coordinator provided a sample of directional/ way finding and location signage to be utilized in Town Facilities, requesting feedback from Committee Members in regards to accessibility of design and appearance.

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The following feedback was provided, in regards to accessibility:

- Blue and white colours should be utilized to remain consistent.
- Tactile/ Braille should be utilized for signage at touchable height.
- Signage presented is marginally small in size, and should be made a large as possible.
- No arrows should be needed if above or on a door. Only when going down a hallway or for directional purposes.
- Look at using pictures wherever possible, and making the pictures universal throughout the Town signage, and easily recognizable for where/what they are describing.
 - Make sure there is a different picture for “Community Hall”, then what was presented in the package. Look at the City of Ottawa Guidelines.
- Use “Bert Hall Arena” versus “Arena A”.
- Confirm the Dressing Room Numbers and Names.
- Take into consideration the height and placement of the signs, as to where they are necessary and would be most beneficial and noticed.

ii. Creation of an Accessible Signage Guideline (Discussion)

Discussion ensued surrounding the creation of a Town of Arnprior Accessible Signage Guideline, with Committee Members noting the following:

- The City of Ottawa Policy on accessible signage is a great guideline to use.
- Make sure to consider when the Town Logo is necessary. It is recommended to use the logo on entrance and exit signage as well as signage exterior to the building.
- Create a guide that is town-wide, consistent, and standardizes all signage, taking into consideration accessibility.
- The current wayfinding signage throughout town is very light, and should be made with darker colours to be more visible.
- Make sure the signage is simple and not too busy.

Staff noted that a Guideline, with the information received tonight, would be created in the near future, and would come back to the Accessibility Advisory Committee in draft format for their further feedback.

6. Matters Tabled/Deferred/Unfinished Business

None

7. New Business

None

8. Closed Session

None

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9. Adjournment

Resolution No. AAAC011-17

Moved by France Guillemette

Seconded by Justin Halpenny

THAT this meeting of the Arnprior Accessibility Advisory Committee be adjourned at 7:42 pm.

Resolution CARRIED