

ACCESSIBILITY WORKING GROUP MEETING MINUTES
Wednesday, June 17, 9:00am

Location: T.E. Snure Multi-Purpose Room, AR McDiarmid Civic Complex
Chair: Brian Kayes, Accessibility Coordinator

Employees present:

Danielle Rae	Mike Messel	Kelly Main
Tanya Marshall	Sandra Wallace	Angie Veilleux
Tracey Averill	Vicki Fifi	Pam Penner
Lloyd Mennie	Brian Ursel	Tyson Fisher
Shelby Cook	Andrew Mok	Wayne Balcaen
Amanda Dupuis	Brian Kayes	Debbie Nelson

Regrets:

Dean Hammond
Jeff Elliott
Reg Simms

Meeting called to order by Brian Kayes
9:00am

Business:

1: SUB COMMITTEE MEETING UPDATE

- June 7th Sub Committee had meeting led by Brian
- 22 members from user committee were present including Kathy Vandale and Phyllis Miller
- Mayor Chrest and Scott Hildebrand are the Champions of sub committee
- Meeting again June 21st
- Survey questions that were asked:
 - Think of a time you were trying to access a service:
 - What were you doing?
 - What was your experience?
 - What barrier did you encounter?
 - Did you let and City employee know?
 - Was the issue addressed?
 - What could the City of Brandon have done better?
 - Any other comments?

2: EMPLOYEE SURVEY- PRESENTATION TO DEPARTMENTS

- Amanda did presentation for group
- Looking for 4-6 volunteers to present to departments throughout the City before July 22

- Presentation is to help encourage employees to complete survey
- Pam Penner is concerned that a lot of her employees do not have access to email so they will not complete survey
 - Amanda said we will print out copies and Debbie Nelson has offered to enter information online
- The Survey will be sent out with a message from the Mayor

3: REVIEW EMPLOYEE SURVEY

- In the opening paragraph we use the word 'disabilities' and in the next paragraph we use the word 'abilities'
 - It is decided to omit the word 'disabilities'
- A few members are concerned about confidentiality when we are requesting that the employee provide their name during the survey
 - It is decided to make department mandatory, not name of employee
 - We will put statement clarifying their name will not be used when reporting information
- Request to expand the text boxes
 - We are unable to do that but the box expands as you type in it
 - More space will need to be provided when we are issuing the survey on paper instead of online
- Page 1 calls it a survey, page 2 calls it an audit, make it the same on both

4. REVIEW DEPARTMENT SURVEY

- In the opening paragraph we use the word 'disabilities' and in the next paragraph we use the word 'abilities'
 - It is decided to omit the word 'disabilities'
- Department survey is less concerned about opinions, more about the facts
- Ideally department would fill out as a group
- Question 5
 - Edit age groups to 18-64 and 17 and under
- Question 6
 - Add in electronic option
- Question 11
 - Add in multiple boxes in case of multiple signs
 - There will be a separate audit on just signs at some point
- It is important to remember that our focus is on customer service, staff training, and awareness at this point
- It is asked if language is a disability?- yes if the individual faces a barrier because of it
 - There is a cost associated with translating the survey
- It is agreed that for now it is our job to collect the information and we will solve issues later in the process
- Another option is for the user group to phone in the survey

- Add N/A as an option on questions
- Question 24
 - Provide to who? Should state in question
- Question 29
 - What is an enactment? Brian stated that this is the term used in the Accessibility Act in reference to meetings that are required to be held. An example is the public budget meetings that are required to be held. We can put the meaning in brackets
- Could we group some of the questions together? For example #10, #14, #27
- It is asked if there are any departments that are not represented in this group?
 - Brian and Amanda ensure group that everyone will be included

5. FACILITY AUDIT (REQUEST FOR VOLUNTEERS)

- Form passed around asking for volunteers for both facility audits and presenters

6. WEBSITE UPDATE

- Presentation to subcommittee is on website in both PowerPoint and Word

7. TRAINING

- Training for accessibility has been added to the training committee
- Meeting coming up with Heather Hiscock who is a Training Coordinator at the Society for Manitobans with Disabilities in Winnipeg, Manitoba
- We will have a separate meeting to discuss the expectations for volunteers
- Visit accessforward.ca to view training material

8. NEXT MEETING DATE

- Email will be sent out for late July or early August

**MEETING AJOURNED
10:40AM**