ACCESSIBILITY WORKING GROUP MEETING MINUTES
February 27, 2019 - 10:30 a.m.

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

Employees Present:

Tracey Averill	Jeff Elliot	Mike Messel	Reg Simms
Amanda Dupuis	Dean Hammond	Jeff Green	Tyson Fisher
Shengxu Li	Brian Ursel	Aaron Kaluzniak	Debbie Nelson
Amber Chapil	Sandra Wallace	Wayne Balcean	

Regrets:

Cory Parrott	Rob Stewart	Danielle Rae	Deb Day

1. **Introductions of Committee**

2. **Review Working Group Mandate**
   - Mandate was reviewed by Sandra Wallace. Click here for link to Working Group Mandate.

3. **Review Accessibility Policy – Amber Chapil**
   - Accessibility Policy was reviewed. Click here for link to Accessibility Policy.
   - The act is vague for a reason so things can grow and change. It talks about the working group and the things we have to work towards.
   - Next standard that comes out with the act is the Employment Standard. HR has already implemented all the changes that we can. Any further accessibility implementation will be on an as needed basis. No need to adjust the workplace before there is a need as each situation will be different. We do not know when this standard will be released.
   - There is a draft Employment standard on the Q drive if you are interested in reviewing it.

4. **Review 2019 Accessibility Plan Update Report & Determine Member Working Group Assignments**
   a) **Employee Training Objective –** We need someone to volunteer to help with this training objective. We will look at how effective it is, see if it is appropriate and discuss possible adjustments. Deb Nelson and Reg Simms will help Sandra Wallace with this.
   b) **Review Accessibility Issues Objective**
      - Tanya Marshall was working on this, but she is no longer with the City of Brandon.
      - This Objective could be combined with #6 - Accessibility Devices Objective, and #5 – Accessibility Feedback Objective to make one being "Accessibility Issues and Feedback"

- Tracey Averill, Deb Nelson and Sandra Wallace volunteered to work on this new objective.

c) Accessibility Information Objective
- Jeff Green is working on this one. There is a lot to be done here. It is ongoing. Jeff doesn't need any help with this, he will use his IT team when necessary. He will ask if he needs more assistance.

d) Documentation Objective
- Kelly Main was working on this one, however she is off right now. We are not sure if she will continue with this.

e) Accessibility Feedback Objective
- Combine with Objectives #2 and #6.

f) Accessibility Devices Objective
- Combine with Objectives #2 and #5.

g) Public Events Objective
- Jeff Elliot and Amber Chapin volunteered to work on this objective.

h) Built Environment Objective - Signage, Parking and Accessible Washroom Objectives
- 8, 9 and 10 will be combined to be one project named "Built Environment"
- Budget needs to be considered.
- Jamie Hart will be asked to provide resources for this team. We will need a list of city assets, and which need to be accessible.
- Tyson Fisher, Shengxu Li and Aaron Kaluzniak volunteered to be added to work on this Objective.

- Create Sportsplex as new project.
- It would be good to look into if there are grant options. We were able to get some grant funding already.
- Sandra will follow up with the people not in attendance today (Brian Kayes, Robert Stewart, Danielle Rae, Deb Day & Cory Parrott) to ask what objectives they would like to work on.
- Below is a list showing all the Objectives and who is currently assigned to them.

Training Objective
Project Leader: Sandra Wallace
Team Members: Deb Nelson and Reg Simms

Accessible Information Objective
Project Leader: Jeff Green
Team Members: N/A
Resources: IT Staff

Documentation Objective
Project Leader: Not currently assigned.
Team Members: Not currently assigned.

Accessibility Issues & Feedback Objective
Project Leader: Tracey Averill
Team Members: Deb Nelson, Sandra Wallace

Public Events Objective
Project Leader: Jeff Elliott
Team Members: Amber Chapil

Built Environment Objective (includes Parking, Signage and Washrooms)
Project Leaders: Mike Messel and Brian Ursel
Team Members: Tyson Fisher, Shengxu Li, Dean Hammond, Aaron Kaluzniak
Resources: Jamie Hart

Sportsplex Objective
Project Leader: Jeff Elliott
Team Members: Not currently assigned.

5. **Member Departments Assignments**
    a) **Audit Reports from the 2016 Accessibility Plan**
        - Focus on buildings the public is expected to attend in order to access services.
        - Complete through Survey Monkey, an excel document, or share point.
        - Need to collect data on Location, Completed By, and the answer to these five questions.
            1. Has there been a significant change in the nature of services offered at this location?
            2. Has there been a significant change in the client profile for this location?
            3. List any post-audit accessibility achievements:
            4. List accessibility barriers (new and outstanding from 2016):
            5. Are there plans within the department to address any existing barriers?
        - Sandra Distributed Building Audits to the committee. These are found in the Q drive for your reference if needed. We need to update these.
        - Sandra is going to take this away and will provide more information on what we need to report on.
        - She may try to enlist the help of a project manager.
        - Dean Hammond: It would help for budgeting if when reviewing your audits to include if it is a high priority or low priority item, and whether it is high impact or low impact. That will help with budgeting and setting priorities.
    b) **Discuss expectations, barriers, and solutions.**
        - It is important to recognize accessibility achievements.
        - Brian Ursel: Do we know where the government funding is hidden. Dean Hammond will work with Brian Kayes to try and find them. Aaron Kaluzniak: They are sometimes very difficult to find, and there is a short window to apply.

6. **Roundtable**
   - Mike Messel: We had some meetings over signage, but there are no clear guidelines on what is needed. It is tough to agree on what is acceptable. Sandra will work with Mike to determine guidelines.
   - Amanda Dupuis: Question about why the training used to be three hours in person, and now it is only a half hour video. Sandra Wallace: The initial training was to help build the culture.
   - Aaron Kaluzniak: Would highly encourage you as you are doing your updates to have a cost estimate to help with the prioritization. I can help some with the project management.
   - Dean Hammond: There are some funds in the Capital Budget for Accessibility related projects. That should be included in the report.
     - $12,000 – Civic Services Washroom Renovations
     - $12,000 – A.R. McDiarmid Ramp Extension
     - $63,000 – City Hall and Police Station Doors
     - $60,000 – Police Station Reception Renovations
     - $25,000 – Audible Pedestrian Signals
     - $600,000 – Transit Upgrades (a percentage of this will be covered by grants)

7. **Next Meeting: May 29, 2019**
   - Barriers and issues uncovered by objective and departments audits review
   - Identify any resources needed to meet reporting requirements

Mandate City of Brandon's Accessibility Working Group

Statement of Commitment

The City of Brandon is committed to ensuring equal access and participation for all people, regardless of their abilities. We are committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in inclusion. We are committed to meeting the needs of people who face accessibility barriers by identifying, removing and preventing these barriers and by meeting the requirements of *The Accessibility for Manitobans Act.*

Authority:

The City Manager will authorize, encourage and expect the working group will take a leadership role in accessibility issues for the City.

Purpose:

To provide leadership, awareness and understanding of accessibility issues throughout the organization with a view to having everyone integrate accessibility principles into every activity that the City undertakes.

The Accessibility Working Group will:

- Develop and update the City's Accessibility Plan
- Participate in reviewing accessibility issues in existing and proposed City facilities, properties, policies, programs, practices and services
- Participate in developing and conducting accessibility audits
- Participate in developing, coordinating and providing training and information sessions
- Positively represent the committee, its work and accessibility issues

Membership:

Each City department will appoint at least one employee who

- Has a good working knowledge of the department
- Has an interest in being a part of the group
- May have some life experience with disability
- Is available to do Working Group work

NOTE: Smaller departments may chose to be jointly represented by on one Working Group member; this member will assume the communication responsibilities for all represented departments.

Officers:

Chair - The Accessibility Coordinator will chair the Working Group

Co-Chair - will volunteer from within the group and agree to a two-year term

Secretary - will be provided by Administration and/or may be a group member

Member Responsibilities:

- Attend quarterly meetings, or ensure their department is represented by another member or designated alternate if they are unable to attend
- Actively participate in Working Group discussions, problem solving, and project planning during the meetings
- Complete accessibility-related project work/assignments
- Provide quarterly reporting as required by the City's Accessibility Plan
- Communicate Working Group activities and priorities to their department
- Encourage and support accessibility activities within their department
- Communicate department accessibility activities, issues, and concerns to the Working Group

Accessibility Plan for 2019-2020

The Accessibility Plan must include: [Act 33(3)]

- a report on the measures the City has taken to identify, prevent and remove barriers that disable people (above);
- the measures the City intends to take in the period covered by the plan to identify, remove and prevent barriers that disable people;
- the measures in place to ensure that the City, to determine their effect on the accessibility for persons disabled by barriers, assesses the following:
- any proposed policies, programs, practices and services of the City;
- any proposed enactments or by-laws that will be administered by the City; and all other information prescribed for the purpose of the Accessibility Plan.

City-wide Areas with On-going Initiatives

- Accessible Customer Service Training is included with New Hire Orientation for all City of Brandon employees. An on-line, video presentation of the City's training program is available for employees and volunteers who are unable to attend a session in person.
- A procedure is in place to rapidly report and repair accessibility devices that are not functioning
- A procedure is in place to rapidly notify the community of any temporary barriers to facilities or programs
- A procedure is in place to ensure that all public events are announced in an accessible manner
- A procedure is in place to ensure that all public events are hosted in accessible meeting places
- A procedure is in place to ensure advance notice is provided if a support person is to pay an admission fee
- A procedure is in place of welcoming persons with disabilities by announcing the City's active offer and by specifically including those with disabilities at all events

City-wide Areas Requiring Action
- Confirm the employee membership on the Accessibility Working Group
- Complete a project plan for signage in and around City properties with a view to improving accessibility
- Complete a project plan for parking in and around City properties with a view to improving accessibility
- Complete a project plan for washrooms in and around City properties with a view to improving accessibility
- Increase the use of adaptive technologies throughout the City

Accessibility Working Group 2016 Members

Name	Department	Title	Member Role	Availability
Brian Kayes	REM	Director	Coordinator	Confirmed
Sandra Wallace	HR	HR Officer	Co-Chair	Confirmed
Shengxu Li	Planning/Bldg. Safety	Community Planner	Resource	Confirmed
Brian Ursel	Planning/Bldg. Safety	Building Inspector	Resource	Confirmed
Tyson Fisher	Planning/Bldg. Safety	Administrative	Resource	Confirmed
Danielle Rae	REM	RM - Admin Level 5/Acting Coordinator	Resource	Confirmed
Kelly Main	*REM*	*RM Coordinator*	*Resource*	*Pending*
Dean Hammond	Finance	GM Corporate Services	Resource	Confirmed
Robert Stewart	Emergency Communications	Director	Resource	Confirmed
Jeff Green	IT	Application Developer	Resource	Confirmed
Debbie Nelson	Legislative Services	Council Serv. Clerk	Resource	Confirmed
Deb Day	Economic Development	Admin	Resource	Confirmed
Mike Messel	Public Works	Chargehand (Bldg. Mtce.)	Resource	Confirmed
Pam Penner	*Public Works*	*Manager*	*Alternate*	*Confirmed*
Amanda Dupuis	Transportation	Educator & Systems Analyst	Resource	Confirmed
Reg Simms	Transportation	Transit Trainer	Resource	Confirmed
Tracey Averill	Operations	Finance Supervisor	Resource	Confirmed
Jeff Elliott	Community Services	Manager- Sportsplex	Resource	Confirmed
Amber Chapil	Legal Services	Manager Corporate Policy	Policy	Confirmed
Wayne Balcaen	BPS	Chief of Police	Resource	Confirmed
Cory Parrott	BFES	Training Officer	Resource	Confirmed