

**ACCESSIBILITY WORKING GROUP MEETING MINUTES**  
**Wednesday, May 18, 2016, 9:00am**

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

**Employees present:**

Debbie Nelson	Sandra Wallace	Danielle Rae
Kelly Main	Jeff Elliott	Pam Penner
Tracey Averill	Angie Veilleux	Tanya Marshall
Mike Messel	Lloyd Mennie	Reg Simms
Tyson Fisher	Andrew Mok	Dean Hammond
Shelby Cook	Amanda Dupuis	Brian Kayes
Brian Ursel		

**Regrets:**

Vicki Fifi

**Business:**

**1: ACCESSIBILITY SERVICE STANDARD- review of key points for working group)**

- Identify barriers to service by August 30, 2016
- Baseline audit is first step and a baseline report will be completed after survey
- Accessibility plan- December 2016
  - Identify what areas are good
  - Recognize what areas need improvement
- Remove barriers- November 2017
  - Find alternate ways to provide service
- Publicly share plan- use website to do that
- Train employees- currently 612 employees

**2: CO-CHAIR**

- Co-chairs: Both Sandra Wallace and Amanda Dupuis have volunteered, all accepted

**3: DEPARTMENT/ FACILITY AUDIT  
EMPLOYEE SURVEY  
PROMOTING SURVEY**

*Review of draft Accessibility Questionnaire Employee:*

*Changes that were suggested-*

- Page 1- For a physical example use one that deals with customer service such as counter height

- Page 1- Systemic example needs to be changed
- Page 2- Will each department AND each building complete a questionnaire?
  - Do we have to do one for community centres, Westbran, spray parks, Daly Museum?
  - It was mentioned that we do not provide most of these centres with customer service (other than those that we provide programs to)
  - Citizens of Brandon view community centres as City controlled buildings
  - Brian will speak to someone from the province to determine where the line is drawn
- Page 3- There were questions asked as to why the age groups needed to be known and Amanda stated that the province would like to see demographic in baseline
  - It was suggested that we use the terms child, student, adult senior instead
  - Brian will check with the province on this as well
  - It might also be helpful in training our staff to identify the age groups that need to be targeted
- Page 5- In question #7, change *facility* to *department*
  - It was suggested to remove question #9
  - We are to make sure that there is a designated drop-off spot at each building
  - The question was asked if we are responsible for parking lots that we lease out
  - Question #8 & #10 should have a definition for accessibility with it
  - Question #10- is there a formula for “enough”? Suggested that question be changed to “How many accessible parking spots are at your facility?”
  - #12 should be made into 2 parts- one for inside, one outside
- Page 6- Question #14 and #18 should have an “I don’t know” option
  - #13, #16, #19 should be in sequence as they pertain to the same issue
- Page 8- Question #24 should read policies/procedures
  - This page prompted questions about the Riverbank Canada Day celebration and if they should be considered and if not, we should at least have a reason as to why not
- Page 9- Question #26 raised some questions about the definitions of “barriers”
- Page 10- Remove #28

***Review of draft Accessibility Questionnaire Staff:  
Changes that were suggested-***

- Pages 5 & 6 should be removed. Most committee members felt that question #6 would sufficiently identify any gaps that employees believed their department had
- Ideas on how to get all staff to participate in questionnaire
  - Avanti self-service
  - Departmental monthly meetings
  - Monthly safety meetings

- Us as committee members can encourage and help others complete the survey
- A presentation to departments would be beneficial and could encourage more participation. Amanda will create a powerpoint and present it next meeting
- We are hoping to have the survey out in 4-6 weeks

#### **4. THE NATIONAL ACCESSIBILITY STANDARD- BUILT ENVIRONMENT**

- The Province of Manitoba has said the timeline to adopt a new building code would be anywhere from 12-18 months
- We already give architects a heads up when we attend inspections on any new regulations that we are aware of

#### **5. WEBSITE**

- Shelby walked group through the accessibility function on the City of Brandon website
- Files uploaded to website need to be pdfs that are readable. Scanning a document and adding to website is no longer permitted. Must be saved as a pdf
- If you are having any trouble, or have questions about whether a document will be accessible on the website, call I.T. department or send the document to the helpdesk
- Audits are performed on websites to see if they meet website and accessibility standards- due to the colors in our City logo, it does not pass the standards test and that is why it is white on the website

#### **6. TRAINING**

- Both Dean and Sandra are on the training committee and Sandra had suggested to either get a small group together from that committee to organize training for all staff on accessibility, or we can come up with a training plan and the training committee would act as facilitators
- The idea was also given to hire service providers in the City that would be able to provide training- example: Toastmasters

#### **7. NEXT MEETING DATE**

- Was not decided upon. Email will go out in the next week or so.