

# Accessibility Working Group

## Meeting Notes

October 30, 2024

### In attendance:

Emmanuel Owusu Ansah  
Jennifer Anderson  
Cory Parrott  
Marc Chapin  
Robert Stewart  
Muhammad Siddiqui  
Shelby Cook  
Katey Rogowsky  
Lola Oyeladun

### Regrets:

Matt Stie  
Peter Roberts  
Pam Richardson  
Deb Day  
Merrilea Metcalf  
Tiffany Stokes  
Colin Craig  
Jojo Fermin

### 1. Action items from the last meeting:

- Cory and Shelby have accessed a contact list from previous Advisory Group members and have drafted an email. Emails should come from and reply to [acs@brandon.ca](mailto:acs@brandon.ca). Shelby is going to get Cory set up with access
- GL code for accessibility – Matt wasn't able to attend, will follow-up next week
- Jennifer has uploaded the Transportation Standard in the Teams channel

### 2. Updates on Objectives were provided:

- a) Recruitment, Hiring, Accommodations (part of Accessible Employment)
  - Changes have been added to the document (Azeem)
- b) Providing Accessible Information (part of Accessible Information and Communication)
  - Recommendation to include a form to fill out for requesting documents in an accessible format – what is a timely manner?
  - Recommendation to include a separate form to provide feedback
  - Recommendation to provide the existing training – review content and determine potential barriers
  - Need to communicate with Records
- c) Accessibility Devices (part of Accessible Customer Service)
  - Recommendation to utilize social media
  - Need to update procedure
  - List non-functioning items on City website

- Building Maintenance has not established any sort of preventative maintenance other than work orders in CityWorks, but is willing to collaborate
  - Long-term question – could this be built into GIS software used to communicate road closures? Would need to have conversations with Colin and Nick
- d) Public Events (part of Accessible Customer Service)
- Reviewed procedures, could nail down some more specific standards/expectations
  - Closed-captioning for City Council meetings – Shelby confirmed this currently happens when live streaming, but YouTube doesn't provide the transcripts or captioning for playback – ITC is actively troubleshooting this
  - Recommendation to install signage with QR code to Council meetings for closed captioning – there is approximately a 30 second delay
  - Question about hearing aids being synched to the live feed – could look into this
- e) Accessible Training (part of Accessible Employment)
- Changes have been added to the document (Azeem)
- f) Record Keeping/Documentation (part of Accessible Customer Service)
- Changes have been added to the document (Azeem)
- g) Return to Work (part of Accessible Employment)
- Changes have been added to the document (Azeem)

### 3. Round table and questions

- Signage objective, parking objective and washrooms are being worked on, looking at a phased-in approach
- Mayor's message in the 2025-2026 plan has been reviewed and approved
- Overview should have consultation from the Advisory Group before the plan is submitted
- Statement of commitment has been reviewed and approved
- Everyone should continue to review and update the document from page 5 forward – use track changes
- Steps to completion:
  - Complete objectives
  - Review/edit
  - Present/consult with Advisory Group
  - Submit
  - Timeline is key\*\*

### 4. Meeting adjourned

Date of next meeting: Wednesday, November 6 at 3:00 p.m. in the Councillors Meeting Room (City Hall)