

**Accessibility Working Group Quarterly Meeting  
Minutes  
March 31, 2025**

**Working Group Members in attendance:**

Peter Roberts, Transit  
Pam Richardson, Public Works  
Shelby Cook, ITC  
Jennifer Anderson, Human Resources  
Lola Oyeladun, Human Resources  
Breanne Stevenson, Human Resources  
Katey Rogowsky, Recreation  
Colin Craig, ITC  
Jojo Fermin, Finance  
Robert Stewart, Public Communications  
Emmanuel Owusu Ansah, Planning (virtual)

**Regrets:**

Tiffany Stokes, Legislative Services  
Matt Stie, Finance  
Cory Parrott, BFES  
Merrilea Metcalf, ITC  
Deb Day, Economic Development  
Marc Chapin, Engineering  
Azeem Siddiqui, Human Resources

**Guests in attendance:**

Christie Hamilton, advisory group (alternate)  
Christina Morden, ECCOE (ASL Interpreter, virtual)  
Beverley Leckie, advisory group (virtual)  
Terri Antoniw, advisory group (virtual)  
Vivi Dabee, advisory group (virtual)  
Sierra Hudson, practicum student

1. Meeting called to order at 2:02 p.m., chaired by Jennifer
2. Introduction of new members and guests
  - Breanne Stevenson, is a new working group member
  - Several members of our advisory group were able to join
  - Sierra Hudson, is a safety practicum student
3. Update from Province on 2025-2026 Accessibility Plan
  - Plan was submitted in December, 2024 and accepted January 16, 2025
  - Senior Compliance Officer had lots of great things to say about our plan – well done!
  - Asked the City's permission to share our accessibility plan on their website for other municipalities. We gave permission, it was included in the March edition of Accessibility News: [Accessibility News - March 2025](#)

*Question from advisory group – could the City share the Accessibility News link? Yes, completed.*

4. Update on grant applications – provided by Jojo
  - Applied for a provincial grant in February (deadline was February 14)
  - Acceptance timeline is right around now, we should know soon
  - Up to \$50,000, to be used for awareness and/or training development

- This grant could not be used for capital projects or renovations, but could be applied to a number of our other objectives for 2025-2026
- This grant has an annual intake
- Jojo is also keeping an eye on a federal intake for accessibility grants

5. Objectives update – several objectives have remained the same since the last meeting. They will be discussed at the next quarterly meeting

1. Employee training – it's not so much just the training, but who is doing it and how? Is it outdated?
2. Accessibility devices – Building Maintenance provided a report of all accessibility devices throughout City facilities. They are willing to work with us to ensure regular inspections are conducted (monthly, quarterly, annually)

*Question from working group – could these be incorporated into monthly safety inspections? Yes, but not all facilities have monthly safety inspections – some are quarterly or worksite-based. Can discuss this more.*

*Question from advisory group – does this apply to City of Brandon facilities only, or does this include government, school division and/or front-facing public businesses? The City's accessibility plan only speaks to City-owned and run facilities, but will provide contact info to the Accessibility Office (completed).*

3. Public events – will be reiterating the requirements and expectations to staff with the busy season coming.

There has been some research done around transcriptions services for council meetings, closed-captioning capabilities are limited (it works during live stream but not work during play back).

Pre-existing documents for public events provide a lot of good information, they could be adapted for specific events

*Comment from advisory group – some people don't know who to speak to or how to request an ASL interpreter for public events. Others may request an interpreter but are told closed-captioning is available. There are no local ASL interpreters available in Brandon, establishing an internal service could be helpful.*

*Question from advisory group – for public City events, what if an ASL interpreter was automatically made available instead of being requested? This would be a valuable asset for community members who require it. The question is always "who pays?" but this is not the responsibility of the deaf community. Some jurisdictions have interpreters reserved to work within those communities.*

*Question from working group – maybe something for the committee to think about, look at having budgeted funds for interpreter services as part of the accessibility budget. Could be tracked.*

4. Signage, parking, washrooms – this is a long-term strategy, the first step is to create a timeline and determine what is reasonable.  
City Hall now has two updated washrooms on the main floor that are both gender-neutral and accessible

5. Social media – some departments do this on their own, it is primarily a training component. Need to build awareness for new employees handling social media to that it can always be delivered in an accessible format
6. Accommodations – everyone during the interview process is asked if they require any accommodations
7. Emergency response and assistance – emergency response plans across the City are being reviewed. A disclaimer has been added to all updated plans for employees with accessibility requirements to discuss those needs with their supervisor. Separate plans are created for each instance
8. Web applications, content, information, forms, feedback, training – there is now an accessibility-specific feedback form on our website, have also added a phone number. If there are requests coming to Records, they should be seen by committee members. There is now a disclaimer on our website to request alternate formats. Should the accessibility working group be posting on social media, perhaps to communicate that there is a committee and that the City is accessible? Hope to be on the new City website in June.
9. Built environment – Pam will likely move Travis Woloshen into this role as it falls under his section. Projects requiring capital planning and with specific deadlines will need to be submitted by fall to be included within the budget
10. Transportation – please see attached slides for update. Many of the requirements under this new standard will be taken on by a role rather than the corner of someone's desk, perhaps the Coordinator?

*Comment from working group – experienced difficulty utilizing Access Transit with the application process. Changes need to be made around the process and policies so it is accessible to community members. There are gaps in the service.*

*Comment from advisory group – if the City provides a service, more people, will use it (being automatically in place rather than requesting it). This is a service that can have low barrier to entry – the service will increase, even with a potential rise in cost.*

*Comment from advisory group – very interested in Access Transit discussions, the online document for application is quite outdated*

11. Round table and questions – no additional questions

12. Meeting adjourned

Date of next meeting: Monday, June 23 at 2:00 p.m. in the Councillors Meeting Room (2<sup>nd</sup> floor, City Hall)