

# Accessibility Working Group

## Meeting Notes

November 6, 2024

### In attendance:

Peter Roberts  
Muhammad Siddiqui  
Shelby Cook  
Marc Chapin  
Jennifer Anderson  
Cory Parrott

### Regrets:

Robert Stewart  
Katey Rogowsky  
Lola Oyeladun  
Matt Stie  
Pam Richardson  
Deb Day  
Merrilea Metcalf  
Tiffany Stokes  
Colin Craig  
Jojo Fermin  
Emmanuel Owusu Ansah

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

- Making contact with the existing members/organizations from the 2023-2024 contact list
  - ACS email is not actually a separate mailbox, it is an alias that directs to Records. Anything that is sent from the ACS email is “sent on behalf of Records”
  - Cory sent an open-ended email to the previous Advisory Group
  - Have had three confirm
  - Cory and Shelby have added a spreadsheet to the Teams channel files
- GL code for accessibility

### 2. Updates on Objectives:

- All are working towards objectives, and everyone has been adding their notes
- Communication objective is complete
- Customer service objective is 95% complete

### 3. Please add your document notes so that everyone can review the information using Track Changes. As we move through the document and update objectives, each area will be marked as ‘complete’

- Will show updates in the document at the next meeting

### 4. Round table and questions

- Sight loss – Reach Deck is currently used on the City website; the new platform (potentially scheduled for 2025) will be fully compliant (if you can not see it, it will read out loud to you). Current accessibility training speaks to this
- Azeem had a discussion with CNIB about and MOU. Our job bank needs to be ready for potential candidates
- Question – could the accessibility training that ITC developed be provided for the AWG?

- Currently not enforced on our social media pages
  - Recreation has received the accessibility training, other departments have requested
- New objectives:
  - Increase awareness
  - Re-education
  - Social media
- Could the current training video be broken down into smaller pieces?
- What about virtual meetings?
- Transportation objective:
  - Should make a commitment of the plan in advance. At this point, it should be completely generic. Utilize terms like “working towards” rather than “going to”
  - It is very long compared to the other standards
  - 85-90% of the City’s responsibilities will be around vehicles for hire and will require input from Legislative Services and the AWG. Winnipeg has created a benchmark. This is very new to Brandon. Needs to be discussed much further at the AWG level
  - AWG could commit to looking into vehicles for hire?
- When is the best time to invite the Advisory Group to review the 2025-2026 plan?  
December 9 or 10, AWG members are welcome but not required. Could provide plan ahead of time and allow for feedback rather than an in-person meeting
- All of the AWG members will review the final plan at the December 2 meeting and sign a consent
- Question – who gives the final ok of the 2025-2026 plan?
- Shelby reached out to Ian from Records about new forms but has not has a response yet. Will try to set up a meeting so he is aware of changes and not caught off guard

## 5. Meeting adjourned

Date of next meeting: Wednesday, November 13 at 2:30 p.m. in the T.E. Snure Multi-Purpose Room (A.R. McDiarmid)