

Accessibility Working Group Quarterly Meeting Minutes

June 23, 2025

Working Group Members in attendance:

Azeem Siddiqui, Human Resources
Shelby Cook, ITC
Breanne Stevenson, Human Resources
Katey Rogowsky, Recreation
Jojo Fermin, Finance
Colin Craig, ITC
Marc Chapin, Engineering
Merrilea Metcalf, ITC
Peter Roberts, Transit

Regrets:

Tiffany Stokes, Legislative Services
Matt Stie, Finance
Cory Parrott, BFES
Lola Oyeladun, Human Resources
Deb Day, Economic Development
Emmanuel Owusu Ansah, Planning
Robert Stewart, Public Communications
Jennifer Anderson, Human Resources

Guests in attendance:

N/A

1. Meeting called to order at 2:00 p.m. chaired by Azeem.

2. Introduction of guests

- Shannon Saltarelli (Community Housing & Wellness Coordinator)
- Nine members of our advisory group were able to join

3. Brief talk by Shannan

- She discussed community engagement and how they are helping them with most of the matters, including accessibility. She also talked about public expectations on the part of accessibility, including physical safety, psychological safety, etc.
- Azeem has briefed Shannon regarding the accessibility standards, plan, and working group members.

4. Update on Funding

- We are still waiting to get a response from the province.
- Azeem has also shown the application that we have submitted to the province for the funding along with the estimated cost.
- Jojo will update regarding the federal funding options soon.

5. Building Assessment Checklist by Katey and Marc.

- A checklist has been created for assessments and to monitor the accessibility requirements in all the city buildings.
- Colin suggested putting this checklist on Weblink.
- Shannon suggested every building should have a specific team for building assessment.
- Timelines and frequency need to be established.

6. Transportation standards

- Peter Roberts talked about accessibility that they are working on separately towards the broader transportation objective.
- Design for the buses, Signage objective, Training program for the transit etc.
- Roberts pointed out that the Accessibility Transportation Standards are more broadly written to apply to all transportation industries such as taxis, school buses, and intercity coach buses, and not aimed primarily at public transit agencies.
- Breanne was not aware that the conventional transit system is completely wheelchair accessible.
- Breanne suggested that more advertising may help communicate the services capabilities with accessibility.
- Working group members also discussed the accessibility limitation on taxi services, as they hardly have any provision to accommodate people who require accessibility.

7. ITC

- The new website is to be launched on June 25th with more accessibility features.
- Azeem has shown the AI video, but as per ITC, we should not focus on AI due to certain restrictions.
- We are going to look for alternative options to develop more videos.

8. Round table and questions – no additional questions

9. Meeting adjourned

Date of next meeting: Monday, September 29 at 2:00 p.m. in the Councillors Meeting Room (2nd floor, City Hall)