

**Accessibility Advisory Committee
Minutes
Deep River Town Hall**

Date: Wednesday February 15th, 2017 2:00 pm

Committee Members:

Present: Sam McCarthy
Anne Hutton
Christine Armstrong

Regrets: Marg Killey
Ron Desrochers

1. Call to Order:

The meeting was called to order by Sam McCarthy at 2:08 pm.

2. Adoption of Agenda:

That the meeting agenda be approved:

Moved: - Anne Hutton

Second: -- Christine Armstrong - **Carried**

3. Disclosure of Pecuniary Interest:

Everyone present was canvassed for this and none was reported.

4. Review and Approval of the Minutes of January 18th, 2016:

A motion was introduced that the minutes be approved as written:

Moved: Christine Armstrong

Second: Anne Hutton— **Carried**

5. Business Arising/Reports/Town Accessibility Plan/Ongoing Projects:

ACTION 16-11-02 Work continues on the development of the Deep River Accessibility Plan. All committee members will review the assigned Accessibility Plan handed out at the meeting, make notes and be prepared to discuss their findings at the next meeting.

Ongoing

ACTION 16-03-03: Work continues on the Municipal Assets Accessibility Study document. The information gathered will be incorporated in the Deep River Accessibility Plan.

Ongoing

ACTION 16-11-03 Training is to be completed on line at:
<http://www.ontario.ca/page/how-train-your-staff-accessibility> by all committee members. All town staff, council members, committee members, volunteers and board members must be trained using this tool. Anne Hutton and Christine Armstrong have completed this training.

Ongoing

ACTION 17-01-01 Sam will meet with the town's building inspector, Robert Lebre, to discuss a ramp being built at the Woodworking Shop. He will also enquire about the repairs to the lip on the rear entrance of the Town Hall and ask whether this job has a planned date. As Sam was unable to set up a meeting with Mr. Lebre, information on this action will follow as it becomes available. **Ongoing**

ACTION 17-02-01 Sam will develop a report for Town Council and will find out which council meeting he will attend and report. **New**

ACTION 17-02-02 It was discovered that in order to comply with provincial standards our town website must adhere to Web Content Accessibility Guidelines (WCAG) 2.0 Level AA standards. Our website must be updated before this compliance is achieved. Plans to move forward with this will be discussed in future committee meetings.

Christine will contact Collin Coyle in Petawawa Parks and Recreation to find out who designed their website. **New**

6. New Business:

7. Adjournment/Next meeting:

The meeting was adjourned at 3:55 pm.

Moved: Anne Hutton

Second: Sam McCarthy - **Carried**

Next Meeting Date: Wednesday, March 1st at 2pm.