

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

Date: Wednesday March 1st, 2017 2:00 pm

Committee Members:

Present: Sam McCarthy
Anne Hutton
Christine Armstrong
Marg Killey

Regrets: Ron Desrochers

1. Call to Order:

The meeting was called to order by Sam McCarthy at 2:03 pm.

2. Adoption of Agenda:

That the meeting agenda be approved:

Moved: - Marg Killey

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 February 15th, 2017:

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

Moved: Christine Armstrong

Second: Sam McCarthy– **Carried**

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

ACTION 17-02-01 Sam developed a report on the activities and achievements of this committee during 2016, to be presented at Town Council and presented it at this meeting. The committee revised and added to the report.

Topics to be presented include: -work on the accessibility plan,
-town business triangle report,
-training,
-participation in Housing Committee Town Hall,
-participation in parking task force
-town web site

The report will be reviewed again and soon will be ready to be presented at council as requested. **Ongoing**

ACTION 17-01-01 Sam was unable to meet with the town's building inspector, Robert Lebre, during the past two weeks as he has been in training. During this meeting, Mr. Lebre was able to briefly attend and discuss the possibility of a ramp being built at the Woodworking Shop and the need for repairs to the lip on the rear entrance of the Town Hall.

Mr. Lebre stated that the lip at the back door of the town hall is being looked at and is under advisement to be repaired or restructured. There is no date for this work to be done as yet. There was also a recommendation by the committee to change the way the automatic doors at the rear of the town hall are timed and make them work in unison as the front doors already are set up. Mr. Lebre said he would look into this.

Sam McCarthy is to talk to member Gary Festerini about the possibility that the Woodworking Shop can build a ramp on the outside of that building.

Anne Hutton will send emails to Mr. Lebre as a follow up to these discussions. An email will also be sent to Mr. Sean Patterson as a follow up to a previous discussion on the number of handicapped parking signs that Deep River currently has in inventory. **Ongoing**

ACTION 17-02-02 Christine Armstrong has researched and found out that the Town of Deep River website must conform to Web Content Accessibility Guidelines (WCAG) 2.0 Level AA. More investigation is needed to find out who is the current web designer for the Town of Deep River website, and if he/she is familiar with these mandatory provincial standards. Christine will make calls to the City of Petawawa to find out more about how they proceeded and who designed their website. **Ongoing**

ACTION 17-3-01 Anne Hutton will develop the preamble for the Town of Deep River Accessibility Plan using the template developed by the Government of Ontario. This will be reviewed, discussed, changed and added to at the next meeting. **New**

ACTION 16-11-02 Work continues on the development of the Deep River Accessibility Plan by all committee members. **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**

6. Adjournment/Next meeting:

The meeting was adjourned at 3:50 pm.
Moved: Anne Hutton
Second: Sam McCarthy - **Carried**

Next Meeting Date: Wednesday, March 22nd at 2pm.

