



## Avon Maitland District School Board Annual Accessibility Plan Working Group

Wednesday, April 26, 2017

4:00 p.m.

Avon Maitland District School Board  
Education Centre, Seaforth, ON  
Festival Room

### MINUTES

Attendance: Janet Baird-Jackson (co-chair), David Frier (co-chair), Mary Lou Bilcke, Tim Bilcke, Hugh Cox, Diana Doctor, Jamie Gibbings, MaryJane Karkheck, Ralf Mesenbrink, Laurel Mitchell, Martin Ritsma, Nancy Rothwell, Luise Hoffman, Adrienne Jacques, Michelle Murphy-Bukala, Randy Wagler

Regrets: Judy Hoffmeyer, Vince Trocchi, Doug Pratley, Rick Rompf, Kathy Sebastian, Jason Hillier, Robert Simmons, Shelley King

#### 1.0 Welcome and Introductions

Janet Baird-Jackson welcomed everyone to the meeting and introductions were made.

#### 2.0 Approval of Agenda

Moved by Mary Jane Karkheck, and seconded by MaryLou Bilcke that the agenda be approved. CARRIED.

#### 3.0 Review of Minutes from February 8, 2017

Moved by Martin Ritsma, and seconded by Mary Jane Karkheck that the minutes from the February 8th meeting be approved. CARRIED.

#### 4.0 Business Arising

##### 4.1 Inclusive Language – use of

Discussions covered how to notify everyone about the appropriate accessibility language. The document Guideline's for the Use of Inclusive Language is posted in the Core, but this is only available to staff. Posting a document on the Board website will allow the public to view the information. Recommendations were made by the committee to create a one page document to post on the Board website, as well as sending a newsletter home. It was also suggested that a video or a series of posters be created. It was suggested that a monthly reminder about the appropriate accessibility language goes out for all employees, students and public. Michelle believes that a video would be a great information source for the bus drivers to view. MaryJane suggested providing links to current articles such as the one on the Government of Canada website to the Board website for everyone to view. Hugh suggested that the group should have an annual communication event or campaign to bring this information to the staff. Randy feels that it would be a good idea to bring up the inclusive language monthly at the Trustee Meetings. This will keep the language fresh in everyone's mind. He also suggested that to add it in the board package so that all employees are

aware of the inclusive language. Nancy brought up the point of making sure that all volunteers are using the inclusive language in the schools.

#### **4.2 Creation of web-based Board resource**

Tim (Information Technology group) will be able to create the web-based resource, but will require fresh content and design direction. The accessibility information on the Board website is linked from the school websites and the Core. This information requires updates.

### **5.0 New Business**

#### **5.1 AODA Self-Certified Accessibility Report (hand out)**

This was the official document that was submitted in 2015. The questions are quite different between the submitted form and the 2017 form.

#### **5.2 2017 Accessibility Compliance Report (hand out)**

There are 20 questions to be answered. The questions have been assigned to the appropriate groups according to the content of the question. The groups will work on their assigned questions and have the information sent to David Frier by June 4<sup>th</sup> for him to compile the information to enter in the form for the next meeting on June 14<sup>th</sup>.

Question number/ working group responsible

1. Employment Services
2. Employment Services
3. Customer Services
4. Customer Service (changed from Employment Services)
5. Built Environment
6. Built Environment
7. Built Environment
8. Built Environment
9. Built Environment
10. Built Environment
11. Built Environment
12. Built Environment
13. Built Environment
14. Built Environment
15. Built Environment
16. Built Environment
17. Transportation
18. Transportation
19. Transportation
20. Response - should be able to answer yes once we go over the other 19 questions

Janet spoke with Julia Opie the Accessibility Coordinator for the County of Perth and the City of Stratford. The response form was intended to be simpler and more straight forward than ones we have completed in the past. It might be good professional development for all of us to go through it and hear from the various subcommittees about the implication and report to the entire group.

## **6.0 Subcommittee/Working Group Structure**

The working groups each provided their updates as follows:

### Information and Technology

### Transportation

Assigned questions 17, 18 & 19

### Customer Service

Assigned questions 3 & 4

### Built Environment

Assigned questions 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16

### Employment Services

Assigned questions 1 & 2

## **7.0 Future meetings**

Dates of next meetings:

- Wednesday June 14, 2017 4:00 pm
- Wednesday October 11, 2017 4:00 pm

## **8.0 Adjournment at 4:45 p.m.**

Moved by MaryLou Bilcke, and seconded by Randy Wagler that the meeting be adjourned.