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| **Haldimand County Logo**  | **Accessibility Advisory Committee Agenda** |

Date: Wednesday, February 15, 2023

Time: 3 p.m.

Location: Haldimand County Administration Building – Haldimand Room

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Members: Councillor Stewart Patterson, Janet deVos, Frank Rao, Andrew Poirier, John Pack

Regrets: Ashley Everets

Others: Brian Grice, Accessibility Coordinator, Customer Experience & Communications

Kyra Hayes, Supervisor, Customer Experience & Communications
Erin Haase, Coordinator, Customer Experience & Communications

Trish Cardwell, Manager, Customer Experience & Communications

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1. Call to order
	1. Meeting called to order by Brian Grice at 3:02 p.m.
2. Disclosures of Pecuniary Interest
3. Introductions/Explanation of Brian’s role
4. Election of Committee Chair
	1. John Pack elected as Chair of the Committee
	2. Andrew Poirier elected Vice Chair of the Committee
5. Review the responsibilities and mandate of this Committee
6. Business arising from the minutes of the last meeting
	* Janet inquired about the status of the proposed profile of Brian for the newspaper. Kyra indicated it was on the horizon to tie in with Accessibility week.
7. Approval of previous Accessibility Advisory Committee Meeting dated Oct 10, 2022.
	* Minutes passed by the Chair
8. Set dates for the next three meetings
	* Discussion of whether or not additional meetings were needed. Look at booking additional meeting as the need arises. Janet proposed six meetings per year. Committee agreed to bi-monthly meetings
	* **ACTION:** Brian to send out three timeframes for each meeting and members can respond
9. Review of the Multi-Year Accessibility Plan 2023-2027
	* Adopted officially in January – Committee did a brief review of the next steps on page 13 of the plan.
	* Looking at what the County is planning to accomplish in the next 5 years
	* Focus on making sure the County stay in compliance
	* Brian outlined the drafting and review process of the Accessibility Policy. Brian explained the collaborative approach with counterparts in other municipalities
10. Discussion of issues arising from the plan
	* None at the moment – recognition the committee will be revisiting it several times over the term
11. Review of the Tree Planting Plan
	* Noted that the biggest focus of this review will be ensuring the path of travel isn’t impeded. Current plan doesn’t show exact spacing.
	* In terms of Hagersville BIA wanting planters on sidewalks, they’ve been informed of space requirements and Brian is waiting to see what they come back with
	* **ACTION:** Brian going back to the planners to get spacing details
	* **ACTION:** Brian to reach out to Adam Chamberlin (Project Manager, Forestry) to see if he can come to the next meeting to answer questions from the committee
12. Next steps for the Committee
	* Member from this committee to be on the DEIC. John Pack volunteered and was chosen. Moved by Councillor Patterson, seconded by Frank Rao
13. General business
	* Councillor Patterson brought forward a letter he received re. the Grand Vista Trail. Trail completed around 2016/17 – Accessibilty Advisory Committee of the day were involved.
		+ Complaints made to the Human Rights Tribunal on the lack of accessibility of the trail.
		+ County response at the time was that 80% is accessible
		+ Councillor Patterson reminded the committee that the development of the trail was the purview of an older council and not the current.
		+ Committee discussed the possibility of a site visit to the trail and site visits in general. There was agreement that this would be helpful.
		+ **ACTION:** Briant to send redacted letter to the committee
	* Website non-compliance
		+ County received an email from the Ministry of Seniors and Accessibility that the website has been flagged for non-compliance.
		+ Trish advised that there was already a plan in motion to start the remediation process so this was not something that caught staff off guard.
		+ The Ministry asked for an outline of the plan and the timelines. The County has until Dec 2024 to come into compliance.
		+ Brian announced that the County has secured a grant of $96k to put towards a website redesign
		+ Trish discussed our intent to rebuild the website that’s administered by a third party platform that’s required to be WCAG compliant. Noted the importance of a solid web governance policy to ensure the new site remains accessible. Making sure to pick the right company for the right product.
		+ Overall, the website is not compliant now but will be in two years. Staff have aken steps in the interim to address some accessibility issues but the site still needs to be redone. Committee was advised that they will be consulted as part of the stakeholder process during the re-design.
		+ Brian went through Userway again for the benefit of the new members
	* Janet asked for a contact sheet of members
		+ **ACTION:** Brian to develop and distribute list
14. Adjournment
	* Adjournened at 3:58 p.m., moved by Janet deVos, seconded by Andrew Poirier
15. Next Meeting: To be determined.