



ACCESSIBILITY ADVISORY COMMITTEE AGENDA

Tuesday, October 15, 2013, 10 a.m.
55 Zina Street, Orangeville – Sutton Room

Declarations of Pecuniary Interest by Members

1. ACCESSIBILITY ADVISORY – October 15, 2013 – ITEM #1
Review of Minutes – June 24, 2013

Review of the minutes of the June 24, 2013 meeting, for information only.

2. ACCESSIBILITY ADVISORY – October 15, 2013 – ITEM #2
Making Your Business Barrier-free Breakfast Event.

Discussion on Making Your Business Barrier Free - Breakfast Workshop.
(Attached is the Working Group Minutes from July 17 and August 26, 2013)

3. ACCESSIBILITY ADVISORY – October 15, 2013 – ITEM #3
Local Municipal Offices Tour

Discussion on a request from the Dufferin Municipal Officers Association for the Committee to tour local municipal offices.

Next Meeting: At the Call of the Chair
55 Zina Street, Orangeville – Sutton Room



**ACCESSIBILITY ADVISORY COMMITTEE
MINUTES
Monday, June 24, 2013**

The Committee met at 1:00 p.m. in the Sutton Room, 55 Zina Street, Orangeville

Members Present: Councillor John Oosterhof (Chair)
Richard Carrera (Vice Chair)
Walter Benotto
Anne Jordan
Mike Gravelle
Taryn Henry (arrived at 1:17 p.m.)
Donna Reid (arrived at 1:09 p.m.)

Staff: Steve Murphy, CEMC/Accessibility Coordinator
Michelle Dunne, Deputy Clerk

Councillor Oosterhof called the meeting to order at 1:00 p.m.

Declarations of Pecuniary Interest by Members – None

**1. ACCESSIBILITY ADVISORY – June 24, 2013 – ITEM #1
Affordable Housing Units (Former Shelburne Hospital)**

Mr. Mark Hicks, Dickinson & Hicks provided an overview of the plans for the Affordable Housing Units in the former Shelburne Hospital renovation project. Copies of the plans were on display at the meeting. He highlighted the accessibility features of the renovations that include the barrier free public spaces, entrances, public washrooms, main floor community room and second floor party room. All units will be accessible with three units on the main floor that will be barrier free. The Committee suggested an intercom system be installed at the back entrance as well as the main entrance to allow for guests to be dropped off under the canopy.

**2. ACCESSIBILITY ADVISORY – June 24, 2013 – ITEM #2
Review of Minutes – May 13, 2013**

Review of the minutes of the May 13, 2013 meeting, for information only.

Moved by Richard Carrera, seconded by Anne Jordan

THAT the minutes of the Accessibility Advisory Committee meeting held on May 13, 2013 be received.

-Carried-

3. ACCESSIBILITY ADVISORY – May 13, 2013 – ITEM #3
Accessibility for Ontarians with Disability (AODA) Training

A report from the Accessibility Coordinator dated June 24, 2013 with respect to AODA training for municipal staff.

Moved by Walter Benotto, seconded by Donna Reid

THAT the report of the Accessibility Coordinator dated June 24th, 2013 – Accessibility for Ontarians with Disabilities Act (AODA) Training for Municipal Staff be received;

AND THAT approval be given for staff to work with Respect in the Workplace to make AODA training available to all municipal staff before the end of 2013.

-Carried-

4. ACCESSIBILITY ADVISORY – May 13, 2013 – ITEM #3
Access Dufferin: Barrier-free Businesses.

Discussion on Access Dufferin: Barrier-free Businesses Breakfast Workshop. A working group of Committee members who are available and would like to assist in the organizing of the Barrier-free Business Breakfast workshop was scheduled for July 17, 2013. The event will be held in October, with the potential dates of the 17, 18, 24 or 25. The working group will report back to the Committee.

AJOURNMENT

Moved by Walter Benotto, seconded by Richard Carrera,

THAT the meeting adjourn.

-Carried-

There being no further business, the meeting adjourned at 1:58 p.m.

Next Meeting: To be Determined

Respectfully submitted

Councillor John Oosterhof, Chair
Accessibility Advisory Committee

**Barrier-free Businesses breakfast
Planning meeting July 17, 13
Sutton Room**

Present Walter, John, Anne

1. Possible Venues

Anne to check with Steve -

Mono Centre

Tony Rose

Mono Mills

Ask about kitchen facility, - who sets up? Are there tables, cutlery, cups? etc

Check capacity

Check access to kitchen at 6 am

2. Date:

October 24th 2013 7:00am to 9:00am

Community Contact

Contact for registering numbers – phone or on line to reserve tickets – keep data on businesses, numbers and contact info -Steve/Michelle/Linda and IT – *Walter* will speak to staff about assigning someone as contact person

This contact listed through Hills of Headwaters – address on our website

3. Advertising

BIA – *John* will contact Grand Valley BIA and the website section “For your information”

Walter will contact Shelburne BIA and to promote via website for Shelburne

Anne via Mike – will contact Gail Campbell for Oville Accessibility; Let them lead on Orangeville advertising

Anne to ask Gail to post promotion via Oville Town Hall website

Dufferin.bus – *Walter* to contact Ron Munroe via Shelburne

Hills of Headwater – Michele Harris – *Walter* to contact

Michelle – Chamber of Commerce – *Walter* to contact for calendar entry

Walter also to contact the municipal town halls to get a posting on their website

Newspapers – article on the event in Banner -*Anne* to contact Richard Vivian

Walter to talk to Wes Kellen at Free Press and Economist

Word of mouth and personal invitation

An email to all the town clerks to invite councilors to come – *Walter*

Warden and County Council by special invitation – an e-mailed invite – *John?*

4. Audience

We debated who the audience could be – Are the home builders and manufacturers part of the audience?

We debated whether hiring and employment practices are part of the presentation and decided they were not: We can't cover hiring and accommodating people with disabilities? Is the topic how to accommodate customers and clients rather than employment standards.

5. Event Planning

7:am (will be 7:20)

Handouts including eval sheets

Each table – a recorder and resource, member of the Accessibility Committee

John suggested the focus: John – What does the AODAct mean to the business owner
What does the business owner need to do to meet the requirements – a plan not a committed expensive structural change -

Agenda:

1. A welcome – Introduce committee, welcome speakers the Warden or rep of Dufferin County

John as Master of Ceremonies

Name tags for committee members

2. A short presentation (while waiting for A D M?) on What is a disability - misconceptions - Stats on the incidence of disability and how that benefits business
Anne?

3. Assist Deputy Minister to speak – The AODAct and how it applies to small business in providing services and accommodating customers and clients - with an emphasis that expensive retrofits and effort are not critical, but that businesses need a plan for access – as a result, the benefits of increased access for customers and clients that are not yet served – - **Steve** to invite ADM for this date asap

4. Questions from the floor

5. “Evaluation” – **Anne** Have each member fill out their name and business – and can hand in questions. Are you interested in a follow up at a later date? A personal follow up? What concerns? Then on a separate sheet that could be anonymous - Evaluation of usefulness etc. of event? What they'd like next?

Young inspirational speaker – John and Walter not keen in first meeting but useful for follow up meeting

6. Catering – Top off at 100

Then committee recommends it should be a free breakfast – easier to administer and ore likely to encourage participation. Top at 100.

Anne to check with Steve.

Anne to get quotes for 100 Participants to pay \$5 **Anne** to ask Sonia who the County uses

Egg dish and bread, juice, tea and coffee

- Rural Roots - bring plates etc.

- Kelly in Grandvalley *John* has contact info – will contact Kelly

- Kim at Forage

Need to find out what caterers need to bring

7. Evaluation:

Anne to draft and present to committee

Members of committee to set at different tables, collect comments, greet etc.

Let members of committee know date and time early so they can arrange transportation

Next meeting – by e-mail



ACCESSIBILITY ADVISORY COMMITTEE – WORKING COMMITTEE NOTES

**Monday, August 26, 2013, 1 p.m.
55 Zina Street, Orangeville – Administration Boardroom**

Members Present: Councillor John Oosterhof (Chair)
Walter Benotto
Anne Jordan
Staff: Steve Murphy, CEMC/Accessibility Coordinator
Michelle Dunne, Deputy Clerk

1. DISCUSSION ITEMS

- **Event Date**

The Assistant Deputy Minister is not available for the original date of Thursday, October 24, 2013 and asked if we would consider changing the date or they could send another staff member in her place. The decision was to suggest the following alternative dates:

Thursday – October 17

Friday – October 18

Friday – November 8

The meeting will be held from 7 a.m. to 8:30 am.

- **Venue - Tony Rose Banquet Hall**

Once a date has been confirmed Michelle will contact the Town of Orangeville to see if they can accommodate the new date. If not, we will see if Horizons is available.

If the event is at Tony Rose, we are not able to get into the venue until 6:30 am, so arrangements will have to be made to see if we can set up the night before. We will see if Town staff will set up the tables and if they have an audio system we can use. If not, the County will bring all the presentation equipment and have staff available for set up.

- **Catering**

Staff will contact Absolute Catering for a quote once a date has been confirmed. We will base numbers on 100 participants and confirm with caterer closer to the date. The menu will be a traditional hot breakfast.

- **Advertising**

The Communication Team will draft an invitation to be circulated. Staff will circulate it to:

Local Municipal Councils
Local MP and MPP
Local BIA's (Orangeville, Shelburne, Grand Valley)
Greater Dufferin Area Chamber of Commerce
Dufferin.bz
Headwaters Tourism Association
Local Economic Development Committees
Orangeville and Shelburne Accessibility Committees
Local Newspapers

- **Program**

Draft Program:

6:30 am – Registration opens and breakfast is available

7:15 am – Greetings and Opening remarks (MC and Warden)

7:20 am – ADM presentation

Will ask her to focus on:

- Beneficial to businesses
- Achievable for small business
- Not costly
- Plan not a retrofit

7:50 am – Question and answer

8:00 am – Template and Case Study (led by Steve Murphy – an interactive session to assist participants to complete the Customer Service policy templates given with the registration package)

(the group talked about contacting David Narin re: student to address the group with respect to customer service prior to the Template and Case Study section)

8:30 am – Wrap up

- **Registration**

There will be no cost to attend this event, but it will be advertised as limited space and to register early.

A registration package will be handed out to each participant that will include:

- Name tag
- Resource Handouts (Steve to provide)
- Template for policy (Steve to provide)
- Evaluation form (Anne to provide)

- **Other Tasks**

- Door prizes – Michelle to put together
- Take aways – Steve will look into promotional item to provide each participant.

2. **Next meeting**

Monday, September 30, 2013 – 1 p.m.
55 Zina Street, Orangeville – Administration Board