**Principal’s Accessibility Advisory Committee Meeting**

**October 21, 2019**

**KC 218**

**Attendees**: Julie Horne (Chair), MK Arundel, Joanna Bedggood, Angela Core, Tom Jory, Jeffrey Preston, , Doreen Vautour, Linda Whidden, Erin Wilson

**Regrets**:, Lisa Bayer, Chris MacNeil, Susan Mahipaul, Doug Mantle Maureen Moore, Hailley White and Jim Zucchero

**1. Approval of the Minutes from May 8, 2019**

**M/S** Tom Jory, Jeffrey Preston

**2.** **Business Arising from the Minutes**

1. **Communication Plan for Accessibility Policy**

Julie Horne asked for the committee’s opinions on when to execute the communication plan for the Accessibility Policy. The committee decided that they would communicate the policy to our employees approximately the second week in November 2019.

Notable Conversation:

Julie Horne expressed how valuable this committee was and that we do not want to lose sight of the important work that we have achieved in this committee. The committee has had many successes that they should be proud of and we want to keep up the good work. In order to continue with process, we need everyone to keep responding to the Doodle polls for meeting times.

Discussed potential of new training system. This would allow policies to be rolled out, and tracked for compliance purposes. This system would be usefully for legally mandated training as well as organization mandated training. At this point it is not to include volunteers or students initially but will hopefully in the future. Discussion was raised around also including the experiential learning students as they need training for their placements.

1. **Sub-committee**

This subcommittee will provide feedback for new builds and renovations. Julie Horne passed along thanks from Chris MacNeil to the subcommittee members for their help on this sub-committee and encouraged anyone else that would like to offer some assistance to committee would be welcome.

1. **Syllabus-General message**

Julie Horne let the committee know that wording had now been added to all class syllabus’ advising students that not all offices are accessible and to contact their professors to inform them of any accommodations that are required.

1. **Disability Classroom Update**

Julie Horne updated the committee that all Disabilities Studies classes had been scheduled in accessible classrooms and that the glitch in scheduling has been fixed. In addition, the Event and Room booking site had been updated with all accessible classrooms denoted with a wheelchair symbol. Members of the committee pointed out two rooms marked accessible but have limitations.

**Action Items: Julie will contact IT to have the symbol removed from SA060 and will speak to Chris MacNeil about access hallway to the Wemple Vitali Extension room. Committee members to review rooms with symbols and advise of any errors found.**

1. **Duty to Accommodate Policy:**

Reviewed policy. Committee members discussed wording. One sentence in the last paragraph under the heading Purpose was deleted in reference to “the Act”. Motion made to vote on the Amendment to the wording of the draft policy and to move forward in the process for approval.

M/S MK Arundel/Tom Jory

Vote conducted. All in favour.

**Action Items: Julie Horne to make required amendment to the policy and move forward in the process for approval.**

1. **Personalized Emergency Plans**

Under the Integrated Standards, personal emergency plans are required for anyone who has identified himself or herself with a permanent or temporary disability. The committee to take one last look at the document for final feedback. Once approved this will be a new process for HR and Chris MacNeil. Communication to employees around emergency plans was suggested.

**Action Items: The committee will review and send final changes/revisions to Lisa Bayer.**

1. **New Business**

No new business

**Action Items: Send new business agenda items to Lisa Bayer prior to next meeting on December 10, 2019.**

**6.** **Adjournment**

 Meeting adjourned.