**Principal’s Accessibility Advisory Committee Meeting**

**October 17, 2018**

**LH 217**

**Attendees**: Joanna Bedggood, Julie Horne (Chair), Tom Jory, Chris MacNeil, Linda Whidden, Angela Core, Maureen Moore, Shaila Matthews, Jim Zucchero, Susan Mahipaul and Claire Linley

**Regrets**: Doreen Vautour, Jeffrey Preston, Doug Mantle and MK Arundel (had to leave early)

**1. Approval of Minutes from last meeting July 18, 2018**

 **M/S** MK Arundel, Angela Core

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

1. **Finalize Draft Terms of Reference**: There was discussion about whether we should share reports to College Council. Sharing with College Council would give the Committee more visibility and help getting endorsements for recommendations. The resolution was that we would share our reports with College Council under the Principal’s report for information only. By sharing with one of the largest groups that meet regularly we can get buy in for initiatives and have accessibility included in discussions when designing new builds and renovations. Edits were made to the document and were recorded online. Julie Horne will take the Terms of Reference to the Principal’s Group for feedback and approval.

**M/S** Susan Mahipaul, Tom Jory

**Action: Shaila Matthews will make a clean copy of the Terms of Reference and Julie Horne will bring forward to the Principal’s Group. Shaila Matthews will continue to work on the website and the website will be reviewed at the next meeting.**

1. **Review Draft Policy on Accessibility**: The Committee reviewed the draft policy and made suggestions for change.

**Action: Shaila Matthews will make the changes and Julie Horne will forward to the Principal’s Group to begin the process of getting the Policy approved.**

1. **Review Draft Policy on Duty to Accommodate**: This item was deferred to the next meeting.
2. **Discussion of Multi Year Plans**: The Committee agreed that Shaila Matthews will send out the plan to everyone colour coded for easy sorting and will insert a column for rankings. The Committee will then score individually what they feel are the 10 most important priorities that Chris MacNeil can then add to his budget plan/request. Shaila Matthews will then collate the responses for the meeting to be scheduled in November. Julie Horne asked for volunteers for a subcommittee to review buildings and areas around campus with accessibility in mind. Volunteers included: Maureen Moore, Angela Core, Chris MacNeil, Susan Mahipaul and perhaps inviting community organizations such as CNIB for input, and other community members.

**Action: Shaila Matthews will make the change to the Multi Year Plan and send out. Shaila will schedule a meeting in November to discuss the results.**

1. **Updates on Student Council Activities:** The advocacy paper has proven to be a very large report and the focus has shifted from focusing on accessibility to other issues. Student Council will be doing the accessibility review but in other ways. Another Student Council member Chloe is holding focus groups with students to find out what they think of King’s Accessibility. Student Council continues to work accessibility into event planning, and supporting support persons at events. The main focus is to ensure that the website is compliant. It is not currently.
2. **Service Disruption and Wemple Elevators:** This item was to follow up on the concern that the main Wemple elevator was not working often. Chris MacNeil has shared that the elevator has been repaired. In order to ensure that information on service disruptions are being shared as quickly and efficiently as possible it was suggested to notify Debbi O’Brien in Physical Plant so that she can notify Lauren Timmers and Maureen Moore in Student Affairs, as well as placing on website. Other suggestions for notifications when the elevator does not work is to post signs letting people know who to contact. This will be an ongoing discussion as we seek to continually improve our processes.

**3.** **New Business**:

**4.** **Adjournment**

 **M/S** Tom Jory, Jim Zucchero