



Minutes of: ACCESSIBILITY ADVISORY COMMITTEE

Date: Feb 12 th , 2026	Time: 4:32 pm – 6:05 pm.
Location: Virtual only	Page: 6
Chair: Paula	Recorder: Ayesha Sajid

File Name: Accessibility Advisory Committee

Guest:

	ITEM	DISCUSSION	ACTION
Welcome			

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Adoption of Agenda	Agenda – Accepted as presented.	Motion to adopt by Paula Seconded by Tina	

AAC TOR	AAC discussed quorum and the challenges of meeting it. Brain has pointed out that this has been an issue with other AACs as well. Brain proposed establishing a Joint AAC, as the term is set to end, and many lower-tier municipalities may be looking to establish their own AAC due to population growth. Waterloo Region and many other municipalities have a Joint AAC that also addresses the quorum requirement. This will also enable all municipalities to collaborate, learn from one another, and stay informed about work and initiatives, rather than meeting only once a year or on an ad hoc basis. AAC also discussed having a more flexible understanding. Action: Members who haven't been consistently attending the meetings will receive an email from either the Chair or Ayesha. A callout for a new member will follow.	
Accessible Playground Checklist (draft)	AAC will provide the feedback by Friday, Feb 20th, and after Action: Ayesha will proceed with its rollout.	
NAAW & Red Shirt Day	At our next meeting, members will wear red, and a photo will be taken in support of Red Shirt Day. Action: This time, a letter will be forwarded to area municipalities to join the County in supporting Red Shirt Day and National Accessibility Week, and to encourage their staff and Council to wear red. AAC also discussed raising an accessibility flag for NAAW. There were concerns regarding which flag to choose, as municipalities have previously raised different accessibility flags. In 2004, the City of Woodstock held a flag-raising, and Brian will contact Councillor Jerry to inquire about the flag they selected. AAC also suggested passing a motion to require all Area Municipalities to raise accessibility flags	

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Toilet Tuesday Series by Julie Sawchuk	during NAAW. Action: Once Ayesha hears back from Brian with the details, she will discuss the idea with Sarah and update AAC in the next meeting. Ayesha reminded the AAC that the last webinar is in March and that the AAC will develop a washroom checklist afterwards. Attendees need to take notes on points from the webinars that are unique and can only be obtained from someone with lived experience. Ayesha encourages AAC to attend the upcoming one, so we are all on the same page regarding accessible washrooms. Ayesha also mentioned that attending these series would earn them a certification, which could be used to promote our AAC's work. This will also provide AAC with direction and expertise.		

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Accessibility issues/best practices	Ayesha updated the Committee that on March 24th, from 2-4 pm, Access Now will be in Woodstock to offer a learning tour. Touring downtown Woodstock and area businesses, with a meeting component afterward. Attendees will learn about accessibility and how to write reviews for Access Now. Municipality staff, BIA's, business owners, AACs, and residents are welcome to attend. Once the location is decided, Ayesha will update AAC. Oxford County will soon join the Sunflower Disability Program. The membership includes a Welcome Package, and as the main office is in the UK, there will be duties charges. Ayesha has inquired about the cost and will proceed with the membership soon. Ayesha also provided an update on the County's Accessibility Assessment Checklist, a guiding resource for "If you are planning renovations/retrofits in your building." Action: She will email the Facilities Manager to inform them of the Checklist and ask whether they have any suggestions to make the document more user-friendly. She will also share it with area municipalities. Ayesha also provided an update on the MYA Plan draft, which has been shared with the Clerks Department, and a final version will be shared with AAC soon.		

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Other outstanding items	Library Audit Project: Ayesha will contact Tammy to learn what the Norwich Public Library Audit covered. Was it more experience-based, or did AAC also provide technical advice? Karyn also mentioned that her role has transitioned in the County. She has taken it upon herself to ensure accessibility is considered from the start of every project, not just an afterthought. The current project is a point-of-sale system, similar to those in libraries. From an accessibility perspective, she asked if AAC members have any suggestions. Action: This will be added to the agenda for the next meeting.		
Next Sub-Committee Meeting			
Next In-Person Meeting Date & Time	The next meeting is on April 9 th , 2026, at OCAB, Room 129, from 4:30 pm to 6:30 pm.		