



Minutes of: ACCESSIBILITY ADVISORY COMMITTEE

Date: April 9 th , 2026	Time: 4:32 pm – 6:05pm
Location: Hybrid	Page: 7
Chair: Paula	Recorder Ayesha Sajid

File Name: Accessibility Advisory Committee **Guest:** Denny Giles & Trevor Baer

	ITEM	DISCUSSION	ACTION
Welcome			

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

NAAW, Red Shirt Day & Letter of Support	A photo of AAC members for NAAW was taken. AAC approved the letter of support that 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. In the previous meeting, AAC also discussed raising an accessibility flag for NAAW. Ayesha shared that after discussing this with Sarah and looking at different options- the best option is to raise the flag from Rick Hansen Foundation.	
Playground Equipment Consultations (South-West Oxford) & (Blandford Blenheim)	Denny Giles from South West Oxford consulted the AAC on two Playgrounds, i.e. Sweaburg Lions Park & Salford Hall Board Playground. Trevor Baer from Blandford Blenheim consulted on Drumbo Playground Plan. AAC provided feedback on the shared reports and proposed playground plans. Action: Ayesha will be sharing the Accessible Playground Checklist with Denny and Trevor.	
Accessibility Flag(City of Woodstock)	For NAAW flag-raising, Brian contacted the City of Woodstock regarding the accessibility flag that they have been raising. It was shared by their clerk with Ayesha. Ayesha shared the picture with AAC.	
Accessible Canada Roadmap Summary	Tina shared the resource with the group. In the next meeting, AAC will discuss it in detail.	

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County's Accessibility Standards for Customer Service Policy (Review)	Ayesha shared the policy with the AAC for review and to provide feedback and recommendations to make it inclusive. AAC will send the feedback by the end of April 17 th for Ayesha to incorporate into the Policy.		
AAC TOR (Review)	Ayesha shared the terms of reference document with the AAC. AAC will share any recommendations they may have with Ayesha.		

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Accessibility issues/best practices	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. Brian 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		
Next Sub-Committee Meeting			
Next In-Person Meeting Date & Time	The next meeting is on June 18 th , 2026, at OCAB, Room 129, from 4:30 pm to 6:30 pm.		

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