



Minutes of: ACCESSIBILITY ADVISORY COMMITTEE

Date: Sept 24th, 2026

Time: 4:32 pm – 6:05 pm

Location: Hybrid

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Chair: Paula

Recorder Ayesha Sajid

File Name: Accessibility Advisory Committee

Guest: Trevor Baer

	ITEM	DISCUSSION	ACTION
Call to Order		4:32 pm	

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

Adoption of Minutes	Minutes adopted as presented.	Motion to adopt by Paula Seconded by Pauline
Library Audit	Ayesha informed the Committee that she spoke with Director Lisa about the library audit. AAC decided to do the audit on Oct 22 nd . AAC will gather at the Oxford County Administration Building(OCAB) at 12 pm and carpool. They will audit the Norwich Library, and the audit is expected to take two hours. AAC will look into library-specific spaces, desk heights, shelves, doorways, washrooms and seating/furniture. After that, AAC will have an hour-long AAC meeting at OCAB.	
Medical Waste Exemption	Previously, Tina shared that she presented a motion to Blandford-Blenheim Council for Oxford County to consider a medical exemption for waste management and requires a letter of support from AAC. Ayesha informed AAC that the County of Oxford has received correspondence from the Township of Blandford-Blenheim regarding the Medical Waste Exemption: Council received the correspondence, and the disposition was as follows: August 12. 2026 RESOLUTION NO. 14 Moved By: Mark Peterson Seconded By: Bernia Martin Resolved that Correspondence Item 7.7 on the Open Meeting Agenda of August 12, 2026, be received and further that staff be directed to include a New Initiative as part of the 2027 budget deliberations for the costing and implementation of a medical waste exemption program. AAC members showed willingness to support in any way it is needed in the future.	
Invisible Disabilities Week(Oct 18-24)	Ayesha brought to the Committee's attention that in Oct it will be Invisible Disabilities Week and would like to discuss how the Committee will endorse and promote it this time. Committee pointed out that information on a few invisible disabilities can be taken from the Sunflower Hidden Disabilities Website; County,	

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Accessible Playground	being a recent member, will have access to their shared resources. That way, this year AAC can spread awareness around five common invisible disabilities. Action: Ayesha will work on it in collaboration with the Communications Team.		
Sunflower Hidden Disabilities Program	Trevor Baer from Blandford Blenheim consulted on accessible features in Bright Playground. Oxford County is now a member of the Sunflower Disability Program. Before the official rollout, relevant departments need to know and be trained. Action: Ayesha will contact the different departments, ask them to join the onboarding session provided by the Hidden Disabilities Team, and decide next steps accordingly.		
Accessibility issues/best practices	Some AAC members attended the Accessibility Trade Show in person and attended the Ministry for Seniors and Accessibility Advisory Committee Forum virtually. Action: Ayesha will forward the Forum resources to AAC.		

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Other outstanding items	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 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 Oct 22nd at Norwich Library from 12:00 pm- 2:00 pm, then at OCAB, Room 129 from 2:30-3:30 pm.		