



Minutes of: ACCESSIBILITY ADVISORY COMMITTEE

Date: June 18th, 2026

Time: 4:32 pm – 6:30 pm

Location: Hybrid

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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	

Introductions	AAC welcomed the new committee member, Cathy, and did introductions.	
Driveway/ Sidewalk	Denny Giles from South-West Oxford consulted the AAC on the driveway/sidewalk in Mount Elgin and the slope of the ramp at the Brownsville Community Centre Sidewalk.	
Site Plan/Floor Plan	Denny also consulted on the site and floor plans for the new Municipal Office, Library, and Child Care Centre in Mount Elgin.	
Parks Pathways	Trevor Baer from Blandford Blenheim consulted on park pathways that connect to washrooms, pavilions, and the playground in Drumbo.	
Accessible Canada Roadmap Summary	Tina shared the resource with the group. In the next meeting, AAC will discuss it in detail.	
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. Tina informed the Committee 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, which AAC agreed to provide. Action: Tina will share the letter of support with Ayesha, who can share it with the AAC. Library Audit Project: Ayesha informed the Committee that Library wants the AAC to do a library audit for four of its branches and has budgeted for the mileage. Ayesha will speak with Lisa, Director, for more details on this project. Ayesha pointed out that the Committee needs to understand that it can identify barriers through its lived experiences and take an inventory of those issues only. The library will not be hiring an external consultant and wants AAC to look into library-specific spaces, desk heights, shelves, doorways, washrooms and seating/furniture.	

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		The County held its first Accessibility Flag Raising, and it will be an annual event from this year onward. 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. Pauline highlighted that the County's new Homelessness Support Centre should prioritize accessibility and that AAC should be involved in this project. Action: Ayesha will contact the Director of Human Services and will get back to the committee. 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	
Other outstanding items		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	

	ITEM	DISCUSSION	ACTION
Next Sub-Committee Meeting			
Next In-Person Meeting Date & Time	The next meeting is on August 24 th , 2026, at OCAB, Room 129, from 4:30 pm to 6:30 pm.		