

AODA Advisory Committee Meeting Minutes

Thursday, February 8, 2018

In Attendance:

Adams, Dawn

Flynn, James

Rutledge, Steve

Anirud, Anthony

Guchardi, Joe

Selvazzo, Robert

Baxter-Lyn, Nicole

Harrison, Gerald

Smith, Jacqueline

Banerjee, Lopa

Hicks, Janet

Swaine, Wendy

Brusselers, Dale

Khushal, Shelly

Vellathottam, George

Cammaert, Dorothy

Parker, Jackie (1734)

Viney, Carolyn

Chan, Carol

Parris, Karen

Wieringa, Tina

Christen, Jan

Petri, Derek

Zafran, Marisa

Fishman, Aneta

Robbins, Tom (1734)

Regrets:

Beetlestone, Pamela; Bett, Karen; Choo-Hum, Christina; Ciacci, Nadia (ETFO YR); Early, Jennifer; Hobor, Eric; Vansickle, Bill; Wackett, Colin; Willis, Dan; Yaqubian, Naheed

Work of the AODA Advisory Committee:

As per the Ministry direction, Accessibility will fall under the newly created Human Rights Office. Anthony Anirud, Aneta Fishman and Shelly Khushal, currently comprise the Human Rights Office.

Minutes:

Item	Discussion	Action Items
Welcome	Introduction of HRCO, followed by Roundtable Introductions - name, role and why wish to be a part of the AODA Advisory Committee	
Inclusion Activity	Ice breaker	
Approval of Previous Minutes		Approved
Professional Learning: Accessibility Standards	Review of Policies on Accessibility Standards for Customer Service: Policy #407.1 (Use of Assistive Devices by the General Public); Policy #407.2 (Use of a Support Person by the General Public); and Policy #407.3 (Use of Service Animals by the General Public)	
Educational Component / Training	Roundtable discussion on the types of training the committee would like to see. This committee will be seen as leader in the Board.	Training on making documents AODA compliant; standardization of school websites; inviting a speaker from province to discuss legislative changes Committee would like to see collaboration at the provincial level We will be housing all AODA documents on the AODA section of the Equity and Human Rights website; and there will be an official launch
Multi-Year Plan Sharing	YRDSB has developed this Annual Accessibility Report and Multi-Year Plan in accordance with the Integrated Accessibility Standard, Ontario Regulation 191/11 under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).	Accessible Formats – EAS team developed a ½ course on Accessible Formats, how to convert documents and how to work through that process; launched in the fall.

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	<p>It incorporates the intentions of the Board to meet its obligations under the Ontarians with Disabilities Act, 2001 (ODA).</p> <p>This Plan describes the measures that the Board has taken in the past school year and measures that will be taken over the period of 2018-2022 to identify, remove, and prevent barriers for people with disabilities who work, learn and participate in the school Board's community.</p> <p>This plan will be guided by the Board's Accessibility Policy.</p> <p>The York Region District School is committed to:</p> <ul style="list-style-type: none"> • Establishing an Accessibility Working Committee with representation from all stakeholder groups. • Consulting with people with disabilities in the development and review of its accessibility plans. • Ensuring that Board policies and procedures are consistent with the principles of accessibility. • Improving access to facilities, programs, policies, practices and services for students, staff, parents/guardians, volunteers and members of the community. • Reviewing and updating the Multi-Year plan at least once every five years. 	<p>Workshop offered each month + drop-in sessions for those who have taken the course and need refresher.</p> <p>EAS creating more support tools for content creators</p> <p>EAS team have also revamped Microsoft courses – checklist for best practices</p> <p>Human Rights will integrate this EAS training on our upcoming website – <i>still in progress of being developed</i></p> <p>AODA quick tips / references are on BWW under Accessibility</p>
Revised Terms of Reference (TofR)	<p>The committee had an opportunity to review the revised draft and provide comments. On this Committee, we require diversity (both visible and invisible).</p> <p>Committee will collectively finalize the Terms of Reference and provide endorsement at next meeting before going to Trustees.</p>	<p>Comments from committee:</p> <ul style="list-style-type: none"> • include student or parent representation – this could be problematic on how we can appoint the student; bringing along a delegate • add Student Services to TofR • add Adult School & International language to TofR

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	Feedback has been requested from all AODA Committee in advance of the next meeting.	<ul style="list-style-type: none"> add more unions to TofR – Janet Hicks to provide list of additional unions
Sub Committees	<ol style="list-style-type: none"> Plant Services Barrier Buster Student Services Human Resources Planning Services Curriculum (Library) Communications & IT Website Management Working Group + Digital Media Working Group <p><u>Possible</u> *7. AODA Education & Training Working group (Tasked with determining areas and types of education and training across the Board)</p>	<p>New subcommittees to be developed.</p> <p>Asked members to self-identify their area of expertise or interest and join that subcommittee.</p> <p>Suggestion from Committee to combine Planning & Plant Services into one subcommittee</p>
Self-Audit Form	Committee to review this new tool for reporting. What is working? What are our gaps?	Self-Audit Forms due by 1 member of each Subcommittee 1 week prior to the next AODA Advisory Committee Meeting (April 12, 2018)
Next Steps	<p>Utilizing self-audit reporting form</p> <p>Read/review Accessibility Policy #407.0</p> <p>Review Terms of Reference</p> <p>Inclusion Activity volunteers?</p>	<p>Feb 8 minutes to be approved at next meeting by the Committee</p> <p>Tasks for committee members prior to our next Advisory Committee meeting:</p> <p>Each subcommittee to meet once before April 19 AODA Committee meeting. At April 19 meeting, subcommittee member ready to share current updates related to the multi-year plan commitments in relation to subcommittee focus area(s).</p> <p>They will using the self-audit reporting tool and will send to Shelly 1 week prior to April 19 meeting (i.e., April 12)</p>

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		<p>Committee members should read policy #407.0 prior to April 19 meeting. We will collectively revise this policy at our April meeting.</p> <p>For those of you who were not present at the Feb 8 meeting, please sign up for one of the subcommittees based on your area of expertise or department.</p> <p>Please review Terms of Reference and come prepared to revise it at April 19 meeting.</p> <p>We will start each meeting with inclusion activity – please identify if you are interested in leading for April 19 meeting.</p> <p>Shelly to send Committee members attachments of all documents mentioned in this section.</p>
Next Meeting		April 19, 9-11am, EC Aurora Room 202