



Minutes of: ACCESSIBILITY ADVISORY COMMITTEE

Date: Oct 9th, 2025

Time: 4:32 pm – 6:00 pm.

Location: Hybrid

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Chair: Ayesha

Recorder: Ayesha Sajid

File Name: Accessibility Advisory Committee

Guest: Trevor Baer

	ITEM	DISCUSSION	ACTION
Welcome			

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Adoption of Agenda	Agenda – Accepted as presented.		Motion to adopt by Philip Seconded by Pauline

<p>Invisible Disabilities Week (Oct 19th - 25th)</p>	<p>AAC members supporting Invisible Disabilities Week took a group photo at Museum Square. This photo will be posted on the County's Newsroom and social media, allowing viewers to identify if anyone in the photo has a hidden disability that may be visible from the appearance. The intent is to shed light on the fact that not all disabilities are visible, and people should be mindful of this and be open to listening and providing support if needed.</p>	
<p>Joint AAC Meeting (Blandford-Blenheim)</p>	<p>Trevor Baer from Blandford-Blenheim attended the meeting and discussed plans to invite an equipment company that provides services to make playgrounds accessible and barrier-free. This could be an opportunity to learn and engage in a conversation among all area municipal representatives. After an hour-long session with the company, area municipal representatives can break out into groups, audit the playground at the arena, and share what they have learned, what they are currently doing, the different challenges they have encountered because they didn't think through the lens of various disabilities, and what best practices they have considered so far in their work. The intent is not to tell people that what they have been doing regarding accessible playgrounds is wrong, but to consider best practices beyond legislation that enhance people's experiences at the playgrounds. Action: Following the Joint AAC Meeting, the County's AAC will develop a guidance document for area municipalities for reference when working on accessible playgrounds. Karyn has also shared a resource from the Rick Hansen Foundation on accessible playgrounds, which the County's AAC can use as a checklist as they begin to work on the guiding document. AAC also highlighted that the Joint AAC Meeting can serve as a good platform to discuss grants, as not everyone is aware that municipalities can apply for grants if they meet the criteria. Additionally, positive initiatives that depend primarily on funding and budgets can continue. The Joint AAC Meeting will take place on November 18th at 1:00 pm.</p>	

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Toilet Tuesday Series by Julie Sawchuk	<p>Ayesha asked the AAC if they are finding the webinars helpful. For upcoming webinars, if anyone plans to join in person, they can join Ayesha and staff at the OCAB, provided they inform Ayesha beforehand. It is also important to note that people should attend all webinars in the series and not just one. However, if anyone has missed one, Ayesha encourages them to attend the upcoming ones so we are all on the same page regarding accessible washrooms.</p> <p>Ayesha also mentioned that attending these series would give them a certification, and that could also be used to promote our AAC's work. This will also provide AAC with direction and expertise.</p>		

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Oxford County Library Audits	Ayesha informed the members that she emailed Heather at the Library and asked for an update on library audits for the four branches in Ingersoll, Norwich, Thamesford & Tillsonburg. Heather has informed Ayesha that she has submitted a proposal for a new initiative that requires a consultant and is unsure if it has been approved yet; however, she will keep Ayesha updated. Ayesha reaffirmed to Heather that AAC will be very interested in participating in this project, even if they ultimately decide to hire a consultant. Ayesha also shared with the AAC that the mileage cost is \$145.		
Accessibility related issues/best practices	Ayesha informed the AAC that the Sunflower Program membership has been included in the 2026 budget, and the webinars they provide can be used for AAC education and awareness. Their membership comprises stickers and lanyards that can be handed to customer service and staff to initiate conversations and raise awareness of hidden disabilities. 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.		

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Oxford County's Accessibility Assessment Checklist	AAC members have expressed concern that people are unable to use Oxford County's Accessibility Assessment Checklist because the FADS report didn't go to County Council. Action: They have asked Ayesha to inquire whether the Checklist can be considered a guiding document so we can start using and promoting it. Tina has previously suggested that in 2026, members can visit Area Municipalities that don't have an AAC, let them know they can use the County's AAC for all accessibility-related projects, and promote this guiding document i.e. "If you are planning renovations/retrofits in your building, that will be a great time to come to the County's AAC, as we have a resource on the best practices."		
Other accessibility issues/best practices	Tina also proposed that AAC develop a Checklist/guiding document that explains what constitutes an accessible playground. This idea stems from the recent issue faced in three townships, where accessible playgrounds are closed because they are not accessible. Though two different consultant companies have worked on these projects, the playgrounds remain inaccessible. To prevent such situations, this AAC can develop or may contact ONAP to determine if an existing checklist already exists.		
Other outstanding items	AAC also discussed forming a joint venture with Area Municipalities to raise accessibility flags during National Accessibility Week, which requires Ben's approval. Ayesha will get in touch with Tammy and ask what the Norwich Public Library Audit included. Was it more experience-based, or did AAC also provide technical advice?		
Next Sub-Committee Meeting			
Next In-Person	The date and place for the next meeting are Dec 4 th , 2025, at OCAB, Room 221, from 4:30 pm to 6:30 pm.		

	ITEM	DISCUSSION	ACTION
Meeting Date & Time			