

Public Meetings on Accessibility Plans

Meeting Notes from July 18 Working Group Meeting

Present - Andrea Gusen, Nick Kazakoff, Jeff Short, Lisa Jones

Regrets-Silvan Bruno, Sarah Roger

Advertising:

Communications Plan:

Andrea indicated that she will follow-up with Sarah to get updates regarding the Media Ad Buy costs and the revised media plan based on discussion at the last meeting.

Budget/Costs/Procurement

Andrea advised that the most costly items for the meetings will be staging and audio visual needs. She indicated that we will not likely have to go through a procurement process for the supports and services that we will require at the public meetings. **Lisa and Jeff will need to provide a paragraph detailing specifically what we will require from each of the following services: attendant services, court reporting, AV equipment, catering, sign language interpreters.**

Virtual Meeting/Teleconference

Jeff and Lisa spoke to Debbie Gillespie (CNIB) and Jo-Ann Bentley from (CHS) to discuss the pros and cons of a virtual meeting versus a teleconference for people who want to take part in our public meetings but who will not be able to attend a physical meeting. Neither option is optimal for people with these types of sensory disabilities. Staff recommend that one of the physical meetings be video- taped and that participants then have the opportunity to pose questions on-line after the meeting.

IT/Technical

It was suggested that Metrolinx IT staff person be booked to attend the public meetings and provide IT support as required at all sites. In addition, in-house IT support will be required at all meeting sites except Pickering. **Nick is following up on this.**

Other Items/ Next Steps

It was suggested that Eve be asked to follow-up with staff from each of the divisions who will be making presentations at the public meetings. The presentations will provide attendees with a high-level overview presentation of Metrolinx and its' operating divisions, accessibility advisory activities, and of the main accessibility initiatives currently being undertaken.

It was suggested that Bill Jenkins from Stations be invited to participate in this meeting.

Post Meeting Updates:

1. A meeting to inform staff about content requirements for the Accessibility Public Meeting Round Tables has been scheduled for Friday, July 27 1:00-2:00 p.m.
2. The Registration/ Accommodation form has been drafted and is being reviewed by Legal to ensure it complies with Freedom of Information requirements.