Public Meetings on Accessibility Plans

Draft Meeting Notes from August 1 and August 8 2012 Working Group Meetings

Present - Silvan Bruno (August 1), Sarah Roger, Andrea Gusen, Nick Kazakoff, Jeff Short, Lisa Jones

Advertising:

At the August 1 meeting, working group staff recommended one round of advertising in the major GTHA daily papers (instead of two) to help reduce advertising costs. Community and Stakeholder Relations will use their contacts and resources to get the word into the municipal calendars contained in the local weekly papers. Sarah has spoken to Marilyn Hood (new Director of Strategic Communications) about the proposed ad buy. Sarah feels that Marilyn will support the advertising strategy that is possible at the lowest cost.

Procurement:

Andrea has confirmed that a sole source option for procurement of the audio visual equipment is permitted, as long as the services are procured separately for each meeting.

Venues:

Nick has now booked our minimum requirements for attendants, court reporters and ASL/LSQ (French) interpreters. As registration/accommodation forms start to come in, it was acknowledged that we may need more of some or all of these services.

Floor plans for each of the public meetings are being created. **We need to ensure that provisions for service animals are addressed at each location.**

Nick is checking on or confirming the following:

- confirming meeting dates with meeting sites and obtaining contracts

- obtaining contacts for room set-up and on-site IT support

- obtaining on-site catering costs if available, as compared to picking up refreshments from Tim Hortons, and looking into nut-free options

- determining the total number of people that can be accommodated in each meeting venue

Communication:

Andrea stated that there is no requirement to provide French language translation or French sign language at the meetings unless it is requested through pre-registration. It was suggested that a few hard copies of the main presentation deck be available in French at each meeting in case they are requested.

The Public Meetings Backgrounder (providing the rationale for and content of the public meetings) has been updated, and will be attached to a forthcoming meeting invite to all VPs. It was suggested that a brief addition be made to the Backgrounder with respect to budget implications. The new addition should state that the required public meetings were unbudgeted events and as such they have to be sourced from existing resources.

The registration/accommodation form is scheduled to be posted on the Metrolinx website by August 17. Advertising will roll-out shortly thereafter.

Structure/ Format of Meetings:

At the August 1 meeting, it was suggested that sign language interpreters may need to be available at each of the round table discussions. This may or may not be possible depending on availability of interpreters, overall cost and the numbers of meeting participants requiring this service.

Jeff and Lisa will keep Nick or his replacement informed of the level of anticipated need based on the registration process.

Responses to the draft FAQ document are slowly coming in. Jeff will send-out a reminder notice over the next few days.

Forms/Documents:

Lisa will have prepared a draft of the meeting evaluation form in time for the August 15 meeting.

Jeff will add the detailed task list items to the work plan in time for the August 15 meeting.

Angela, Eve and Dina will be attending the August 15 meeting.

Issues Requiring Resolution:

Agenda Items and Next Steps for Next Meeting: