



ACCESSIBILITY STEERING COMMITTEE
May 30, 2023 – 1:15 p.m.
Teams Meeting

Members: Scott Keys (Chair), Bill Chopp (Trustee), Leslie Brown, Dave Buist, Kerri Chartrand, Mark Finochio, Carlo Fortino, Lauren Freeborn, Christine Kilpatrick, Andrew Kirkbride, Philip Kuckyt, Tom Laracy, Rachel Moreau, Rita Raposo, Terre Slaght, April Taylor, Dianne Wdowczyk, Guo Wu

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| 1. Prayer | Terre Slaght |
| 2. Minutes / Items Arising from the May 30, 2022 Meeting (attached) | Scott Keys |
| 3. Additions to the Agenda | Scott Keys |
| 4. Committee and Staff Updates | |
| 4.1 Integrated Accessibility Plan | Scott Keys |
| 4.2 Accessibility Policies & Procedures | Scott Keys |
| • Accessibility Standards, STU 200.33.P | |
| • Integrated Accessibility Standards Regulation - Customer Service, STU 200.34AP | |
| • Integrated Accessibility Standards Regulation - Employment, STU 200.35.AP | |
| • Integrated Accessibility Standards Regulation – Information & Communications, STU 200.36.AP | |
| • Integrated Accessibility Standards Regulation - Transportation, STU 200.37.AP | |
| • Integrated Accessibility Standards Regulation - Design of Public Spaces, STU 200.38.AP | |
| 4.3 Enabling Change Program – Section 6: Enabling Change Program, Section 5 | Scott Keys |
| 5. Other Business | |
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Upcoming Meetings: TBD

**Accessibility Steering Committee Meeting
Monday, May 30, 2022 – 1:00 pm
MINUTES**

Present: Scott Keys (Chair), Bill Chopp (Trustee), Dave Buist, Kerri Chartrand, Angela Kelly, Deb King-Bonifacio, Andrew Kirkbride, Carmen McDermid, Rachel Moreau, Rita Raposo, Terre Slaght, Dianne Wdowczyk, Guo Wu, Linda Luciani (Recording Secretary)

Guests: Anne Benninger, Project Manager, Pretium Engineering
Jinson Jose, Facility Services Co-Operative Education Student

Item #	Agenda Item	Action Required	Person Responsible
1. PRAYER			
2. MINUTES / ITEMS ARISING FROM THE FEBRUARY 28, 2022 Meeting			
2.	February 28, 2022 Minutes	<ul style="list-style-type: none"> If there are any changes or revisions to the Minutes, please forward them to Linda. 	All
	5.2 Process / Standard for Accessibility Requests re: Language Barriers	<ul style="list-style-type: none"> Duo Lingo is not a translation / interpretation app. It is an app that assists people in learning hundreds of languages. The app referred to in the Minutes is called Key Lingo. The Minutes will be corrected. 	Linda
3. ADDITIONS TO THE AGENDA			
4.4	<ul style="list-style-type: none"> n/a 		
4. COMMITTEE AND STAFF UPDATES			
4.1	Presentation by Pretium Engineering re: AODA Accessibility Audit	<ul style="list-style-type: none"> Pretium Engineering conducted school and administrative facility visits to analyze our buildings under AODA and Ontario Building Code requirements. A detailed report was provided for each school and Administrative Facility. The reports will provide Facility Services with a baseline in which to move forward and implement AODA projects as well as provide a gap analysis regarding our buildings and Building Code Standards. The Ontario Building Code was updated in 2015 to address more inclusive requirements. The AODA and Ontario Building Codes are both <i>go forward</i> documents, which means that if the Board intends to undertake a new build or renovate an existing building, they must meet the standards. However, the Board is not required to bring existing buildings up to the new standards. School boards should model municipal building code standards should because we, like them, own public buildings. Pretium Engineering suggested that the Board choose the Municipal Building Code Standard that is the most current and use it for all municipalities under the Board's jurisdiction. The #1 Priority Rating system in the recommendations denotes that the project is of high 	

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		<p>priority and is a major barrier or includes items that are safety related, i.e., universal washrooms, lighting, guards, etc.</p> <ul style="list-style-type: none"> • Priority #2 or #3 denotes that there are some spaces in our buildings that could be improved. • Andrew Kirkbride noted that the reports are moving targets, which are dependent on safety, need, funding, etc. • Trustee Chopp noted that if the costs for upgrades to St. Joseph’s School were \$380,000, what would be the total cost to the Board for all the upgrades? Andrew estimated that approximately \$10 million would be required at today’s costs. • As government funding is not available to finance these upgrades, school boards must use school renewal or school condition funding to complete these projects. • The purpose of the AODA regulation is to implement and enforce accessibility standards in public buildings before January 1, 2025. However, provincially, this deadline will not be met as the costs to retrofit a building are prohibitive, i.e., a universal washroom would cost approximately \$60,000 - \$150,000. • The results of the Audit will be used in developing the Board’s Capital Plan. • Pretium Engineering has prepared a report for each of our sites as well as an Excel summary / spreadsheet so that Facility Services has the ability to sort projects by costs, washrooms, parking lots, etc. The Summary will become a living document in which projects will be removed / added to the spreadsheet. • Scott Keys noted that when the Site Reports have been summarized, a formal report will be taken to the Board to provide an update regarding accessibility projects to be completed, projects by location, by priority, etc. 	
4.2	Outcomes from the AODA Compliance Desk Audit	<ul style="list-style-type: none"> • The Compliance Desk Audit examined other elements of AODA other than accessibility standards, i.e., websites, policies and procedures, etc. • The Compliance Audit has been completed. The Board provided the necessary documentation and met the Desk Audit requirements, so the Ministry is satisfied with their audit findings and has closed the audit. 	

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4.3	Reputable Translation Services	<ul style="list-style-type: none"> • There is an increasing need for translation services, including how to secure services, who pays (school versus the Board), etc. • Scott Keys is currently investigating / developing a process regarding one-time services, ongoing services, interpreters, etc. • The goal is to have the process completed for September 2022. When the Student Demographic Survey is completed in the Fall, Scott will be better able to determine what languages, other than English and French, the Board should translate their documents, websites, etc. into. • Rita Raposo noted that costs are increasing for Key Lingo's interpretation services and their pricing model makes it less economical for school boards. • Scott noted that OECM has completed a due diligence review of some translation vendors. He will evaluate the review so that the Board can take advantage of pricing models. • When the draft protocol is complete, Scott will ask the Board's ESL Teachers and the System SERT, Continuing & Alternative Education / Special Education to review the document. • In the past, the Board has not used a documentation translation service. They have only used over-the-phone interpretation services. 	
5. OTHER BUSINESS			
5.1	n/a		

UPCOMING MEETINGS: TBD