

The Corporation of the Municipality of Mississippi Mills

# **ACCESSIBILITY ADVISORY COMMITTEE AGENDA**

**Wednesday, April 17, 2019**  
3:00 p.m.  
Ramsay Room, Municipal Office

- A. APPROVAL OF AGENDA**
- B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
- C. DELEGATIONS / PRESENTATIONS / TOURS**
- D. APPROVAL OF MINUTES – dated March 21, 2019** Pages 2-4
- E. BUSINESS ARISING OUT OF MINUTES**
- F. ROUND TABLE**
- G. REPORTS**
- H. INFORMATION / CORRESPONDENCE**
  - 1. Enable Ottawa Forum – May 22, 2019 Pages 5-6
- I. OTHER / NEW BUSINESS**
  - 1. National Access Awareness Week – Poster & Tips Pages 7-10
  - 2. County Accessibility Committee Verbal
- J. MEETING ANNOUNCEMENTS**
  - 1. To Be Determined
- K. ADJOURNMENT**

A meeting of the **Mississippi Mills Accessibility Advisory Committee** was held on **Thursday, March 21, 2019 at 3:00 p.m.** at the Municipal Office.

**PRESENT:**

Committee: Councillor Cynthia Guerard  
Araina Clark  
Betty Preston  
Claire Marson  
Jim Lowry  
Kristin Cavanagh-Ray  
Myrna Blair

Staff/Others: Jeanne Harfield, Acting Clerk

Regrets: Paul Crozier

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The Acting Clerk called the meeting to order at 3:00 p.m.

**A. APPROVAL OF AGENDA**

**Moved by Betty Preston**  
**Seconded by Kristen Cavanagh-Ray**  
**THAT** the agenda be accepted as presented.

**CARRIED**

**B. DISCLOSURE OF PECUNIARY INTEREST**

None

**C. DELEGATIONS / PRESENTATIONS / TOURS**

None

**D. APPROVAL OF MINUTES**

**Moved by Araina Clark**  
**Seconded by Myrna Blair**  
**THAT** the minutes dated October 30, 2018 be approved as presented.

**CARRIED**

**E. BUSINESS ARISING OUT OF MINUTES**

None

**F. ROUND TABLE**

- Councillor Cynthia Guerard – Accessible park features and personal experience with disabilities
- Araina Clark – excited to be on the Advisory Committee again

- Betty Preston – Desire to review the priorities of the annual accessibility report and the assigned priority levels
- Claire Marson – excited to be on the Advisory Committee, personal experience as a caregiver to someone with invisible barriers
- Kristin Cavanagh-Ray – interested in invisible disabilities how to work with other committees on priority areas and promote accessibility

Other items discussed included:

- Available grants, curling rink accessibility and adaptable curling.
- The Acting Clerk to reach out to Robert Kennedy to review the 2019 barriers in the Municipality
- Accessibility of Mill St. and the use of Stop Gap ramps

## **G. REPORTS**

None

## **H. INFORMATION / CORRESPONDENCE**

1. Government of Ontario  
Re: How to Serve on a Municipal Accessibility Advisory Committee
2. Parkinson Canada  
Re: At Ease: a guide to improving accessibility in the workplace and on route for people with invisible disabilities

## **I. OTHER/NEW BUSINESS**

1. Introduction of new Members

All members present introduced themselves.

2. Election of Chair – term January 2019 to December 31, 2022

**Moved by Clair Marson**

**Seconded by Araina Clark**

**THAT** Betty Preston be appointed as chair for the term of Council

**CARRIED**

3. 2019 Meeting Schedule

All AAC meetings will be scheduled for 3<sup>rd</sup> Wednesday's of the Month at 3:00 p.m. The Acting Clerk will circulate agendas and advise if a meeting has been cancelled.

4. Accessibility Plan

Members reviewed the 2015-2019 Accessibility Plan and will work with the Acting Clerk on revisions and ideas in what to incorporate into the 2020-2025 plan. Incorporating aspects of the annual accessibility plan (barriers)

5. National Access Awareness Week

- Focus on how businesses can be accessible –easy and cost effective ways to be more accessible
- Acting Clerk to bring forward a plan to the April 17<sup>th</sup> meeting

**J. MEETING ANNOUNCEMENTS**

- Webinar – March 27, 2019 at 1:00 p.m.
- AAC meeting – April 17, 2019 at 3:00 p.m.

**K. ADJOURNMENT**

**Moved by Claire Marson**

**Seconded by Araina Clark**

**THAT** the meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:58 p.m.

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Jeanne Harfield, Acting Clerk



**MAY 22**

**ENABLE Ottawa 2019 | Accessibility and Employment Partnerships In Action**  
by READ | Research, Education, Accessibility and Design | CARLETON  
University

**Free Event**

### **Description**

**ENABLE OTTAWA 2019** is a one-day forum that brings together organizations active in the development of innovative solutions to accessibility. This year's themes of Technology and Employment will feature organizations that promote and encourage accessibility and employment in a diverse workplace.

**DISCOVER** how advances in engineering, industrial design and technology are addressing and helping overcome the challenges persons with varying abilities face.

**LEARN** how these technologies are helping to create accessible, inclusive workplaces.

**MEET** the employers who understand and have experienced the benefits from hiring creative and resourceful individuals.

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### **ACCESSIBILITY**

Carleton University and the READ Initiative is committed to accessible events. Please identify your accommodation requirements when you register for the event. Please note that while we endeavour to address all requirements it may not be possible to fulfill all requests.

#### **Support Persons**

Please ensure that you inform us if you have a support person in the "Accessibility Needs/Special Dietary Considerations" section of your registration and provide us with that person's name for on-site registration.

#### **Dietary Restrictions**

Participants will be asked to provide any dietary concerns in the registration process. Although we work closely with the venue to ensure that dietary concerns are addressed it is not always possible to fulfill all requests.

**NOTE: Please note we will follow up directly about all accommodation requests by email prior to the event.**

**Scent Free**

In response to health concerns, we wish to limit the use of scented products at its events. Scented products such as hair sprays, perfume and scented deodorants may trigger reactions such as respiratory distress, headaches and more serious reactions. In consideration of others, people attending the event are asked to limit or refrain from using scented products. Your co-operation is appreciated.

### **Consent**

We consider registration at our events as consent to a) receive information from us regarding the David C. Onley Initiative (DCOI) and other related events and activities and b) that any photos and / or video materials taken at any DCOI events which may include your image can be published by the David C. Onley Initiative as part of its communications materials. If you do not wish to have your image appear on materials and / or do not wish to have your photo taken at events please be sure to advise us at [DCO@carleton.ca](mailto:DCO@carleton.ca).

### **Date And Time**

Wed, 22 May 2019

8:30 AM – 5:00 PM EDT

[Add to Calendar](#)

### **Location**

Level II | Richcraft Hall

9376 University Drive

Carleton University

Ottawa, ON K1S

[View Map](#)



**Organizer READ | Research, Education, Accessibility And Design | CARLETON University**  
Organizer of ENABLE Ottawa 2019 | Accessibility and Employment Partnerships In Action

Building on Carleton University's reputation in supporting persons with disabilities, the READ Initiative endeavors to establish Carleton as a Centre of Excellence in Accessibility, through research and development toward a world that is accessible and inclusive.

We bring the expertise across all academic disciplines and service departments at Carleton into collaboration with individuals and organizations that are committed to accessibility for persons with disabilities.

Please explore our web pages and contact us if you are interested in research, education, design and development in accessibility. Whether you are an individual with a disability, a researcher, or an organization, we would like to hear from you. Please visit us at <https://carleton.ca/read/> to join the conversation.



# **National Access Awareness Week**

**May 26 – June 1**

**Join us in an effort to  
raise awareness for equal  
access and full  
participation for  
individuals with  
disabilities.**

**Let's celebrate the  
achievements of those  
who encounter barriers  
every day!**



**Mississippi  
Mills**

Watch for  
**daily accessibility tips**  
on our Facebook and  
website pages  
[www.mississippimills.ca](http://www.mississippimills.ca)

## National Access Awareness Week Tips 2019

1. Did you know...**May 26<sup>th</sup> to June 1<sup>st</sup> is National Access Awareness Week!**

National Access Awareness Week was first established in 1988 to promote better community access for people with disabilities.

Mississippi Mills is committed to making our community more accessible for everyone.

Lend a hand and join us in an effort to raise awareness for equal access and full participation for individuals with disabilities.

Let's celebrate the achievements of those who encounter barriers every day!

2. Did you know...**Physical disabilities** include a range of functional limitations from minor difficulties in moving or coordinating one part of the body, to muscle weakness, tremors, and paralysis.

Here are some **tips to assist people** with physical disabilities:

- People with physical disabilities often have their own way of doing things. Ask before you help.
- Wheelchairs and other mobility devices are part of a person's personal space, don't touch, move or lean on them.

Here are some **tips for businesses** to assist people with physical disabilities:

- Keep ramps and corridors free from clutter. Remove obstacles and rearrange furniture/shelving to ensure a clear passage.
- Provide accessible seating for those who may not be able to stand or wait in lines for long periods of time.
- If you need to have a lengthy conversation with someone who uses a wheelchair or scooter, consider sitting so you can make eye contact at the same level.

Join us in an effort to raise awareness for equal access and full participation for individuals with disabilities. Let's celebrate the achievements of those who encounter barriers every day!

3. Did you know...**Hearing loss** can cause problems in distinguishing certain frequencies, sounds or words and like most disabilities has a wide variety of degrees.

Here are some **tips to help people** who are deaf or hard of hearing:

- Attract the person's attention before speaking. A gentle touch on the shoulder or a gentle wave of the hand works well.
- Make sure you are in a well-lit area and keep your hands and other objects away from your face and mouth while speaking.
- If the person uses a hearing aid, try to speak in an area with little background noise.

Here are some **tips for businesses** to assist people who are deaf or hard of hearing:

- Provide a pen and paper at all customer service desks for an alternative method of communicating.
- speak directly to your customer – not to their sign language interpreter – if they are accompanied by one.

Join us in an effort to raise awareness for equal access and full participation for individuals with disabilities. Let's celebrate the achievements of those who encounter barriers every day!

4. Did you know...**Vision disabilities** reduce a person's ability to see clearly. Very few people are totally blind. Many have limited vision such as loss of peripheral or central vision, where others can only see outlines of objects or the direction of light.

Here are some **tips to help** people who are vision impaired:

- Identify yourself when you approach the person. Speak normally and clearly and don't walk away without saying good-bye.
- If you offer assistance, wait until you receive permission from that person then offer your arm to guide them while walking slowly.
- Don't touch or address service animals as they are working and have to pay attention at all times to their surroundings.

Here are some **tips for businesses** to assist people that are vision impaired:

- Ask if the customer would like you to read any printed material out loud to them (e.g., a menu or cost of services)
- Make it clear that service animals are welcomed in your establishment.
- Don't leave the customer in the middle of the room if you need to leave them, guide them to a comfortable location.
- Use planters beside uneven steps to visually mark changes in levels which could be hazardous.

Join us in an effort to raise awareness for equal access and full participation for individuals with disabilities. Let's celebrate the achievements of those who encounter barriers every day!

5. Did you know...**Mental health disabilities** include a range of disorders such as anxiety, mood, and behavioural. People with mental health disabilities may seem edgy or irritated, act aggressively, be pushy or abrupt, unable to make a decision, start laughing or get angry for no apparent reason.

Here are some **tips to help** people who have mental health disabilities:

- Treat a person with mental health disabilities with the same respect and consideration you have for everyone else.
- If someone appears to be in a crisis, ask them to tell you the best way to help.

Here are some **tips for businesses** to assist people with mental health disabilities:

- Respect your customer's personal space
- Limit distractions that could affect your customer's ability to focus or concentrate – loud noises, crowded areas and interruptions could cause stress.
- Stay calm and courteous, even if the person exhibits unusual behaviour, focus on what they need and how you can help.

Join us in an effort to raise awareness for equal access and full participation for individuals with disabilities. Let's celebrate the achievements of those who encounter barriers every day!