



City of
Peterborough

To: Members of the Accessibility Advisory Committee

From: Phyllis Hodder, Accessibility Coordinator

Meeting Date: October 1, 2014

Subject: Report AAC14-021
“How to Hold an Accessible Meeting”
Presented by the Canadian Hearing Society

Purpose

A report to provide information to the Accessibility Advisory Committee (AAC) regarding “How to Hold an Accessible Meeting” presented by the Canadian Hearing Society.

Recommendation

That the Accessibility Advisory Committee approve the recommendation outlined in Report AAC14-021, dated October 1, 2014, of the Accessibility Coordinator as follows:

That the presentation by the Canadian Hearing Society with respect to “How to Hold an Accessible Meeting” be received for information.

Budget and Financial Implications

There is no budget or financial implications associated with the recommendation.

Background

The importance of holding an accessible meeting falls under the Customer Service Standard **O. Reg. 429/07, s. 3 (4)**. It states the following: **When communicating with a person with a disability, a provider shall do so in a manner that takes into account the person's disability.**

Many people think an accessible meeting may suggest that there is physical access to the meeting space. This could mean that the entrance to a room is wider; there is an elevator to a second floor and a ramp into a building. However, this may not be the only issue concerning accessibility. Access to the content and proceedings of the meeting is equally as important as having physical access.

There are a number of different ways in which the content and proceedings of a meeting can be presented to ensure clear communication and inclusion. Some of these alternatives could be; providing materials ahead of time in large print, sending out the material ahead of time electronically, having CART services at the meeting, or a sound system available. The important factor is to ensure you ask ahead of time if anyone attending the meeting requires an accommodation to ensure you are facilitating an accessible meeting.

Maria Shuwar from the Canadian Hearing Society will present to the Accessibility Advisory Committee the best practices for how to hold an accessible meeting.

Submitted by,

Phyllis Hodder, Accessibility Coordinator

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