Brock Barrier Free Working Group Meeting
Minutes
January 19, 2009

Attendance: Margaret Sanderson, Marie Cutler, Scott Walker, Marie Belliveau (Chair), Sarah Marshall, Fran Owen, Judith Brooder, Beverley Boudreau, Roman Pizzacalla (ASL Interpreter), Mary Jane Wasynski, LeeAnn Cayer, Marla Portfilio, Caitlyn McCuaig, Shelley Stewart, Mike Waechter, Jack Miller, Krystine Donato, Jesse Barraza, Kelly Veld (Recording Secretary), (Guests: see below).

Regrets: Jeff Boggs

1. Call to order at circa 5:00 pm.

2. Welcome and Introduction of Guests:

- Introduction of Guests: Leo Mieles, Architect, Diamond and Schmitt, Scott Roper, Project Manager, Facilities Management, Larry Molnar, Project Manager, Facilities Management, Guy Desjardins, Manager, Telecommunications and Network Services, Ed Blasinski, Director, Telecommunications and Network Services, Donna Moody, Director, Campus Security Services.
- Introductions around the table from committee members.

3. Minutes from November 17, 2008 meeting approved.

4. Guest Presentation: Emergency Notification System:

A presentation by Donna Moody, Larry Molnar, Ed Blasinski and Guy Desjardins on the messaging system to be implemented on campus over the coming months. The introduced a product called “Connexall” which will be the hub directing information out to various messaging tools (e.g. fire alarm speaker system, paging, LCD panels, Web/portal, email, cell phone/blackberry SMS messaging, etc). A demonstration was given on the custom made digital sign using the speaker, strobe light and preprogrammed messages tied into three categories: testing (green), amber (caution) and red (imminent threat – lockdown).

The ENS Committee is looking for suggestions from the BBFWG on height guidelines for installing the digital signage at various locations on campus. Margaret will check FADS with Larry Molnar. The BBFWG supported the efforts of the ENS Committee to ensure accessibility of the system to persons with disabilities.

5. Guest Presentation/Discussion/Feedback: Thistle Courtyard/Marche:

Leo Mieles reviewed the updated sketches of the Thistle Courtyard/ Marche with the committee. Discussion and feedback was provided for the following items:

Rescue Assistance and Areas of Refuge – The committee agreed that the southeast corner of the Schmon Tower (near room ST102 and Career Services) made the most sense as an area of refuge/rescue assistance. The committee also recommended that an evacuation chair be installed at this location.

Modifications to Existing Tower (lower level) Washrooms - Leo reviewed the proposed accessible changes made on the diagram provided, which included the removal of doors to increase the turning radius at each doorway, the addition of accessible urinal, toilets and sinks. This proposal is not part of the original scope of work for this project, therefore funding must be sought to move forward with the modifications suggested. Marie Belliveau will liaise with Scott Walker and Margaret Sanderson regarding potential funding for this work.

Universal Single-Use Washroom – (based on FADS template with turning radius and change table) Leo discussed the layout of this washroom, however, the space must become available first (currently assigned to an academic department). It would be an ideal location for special needs requirements and gender neutral needs. (Item to be considered.)

Directional / Way Finding Signage – The committee recommended using tactile maps and signage in the Marche for identifying where/what services are available. Recommendations were also provided on flooring within the general way finding and some type of patterned or textured floor around the perimeter. Shelley Stewart mentioned that the CNIB has issued a book for laying out flooring indicating a change in guiding around. Margaret will look into this and if available, forward to Scott Roper. The committee endorsed the use of a gate versus a turnstile at the single secondary entrance into the Marche. The main entrance will not have gates as the cashier stations will be set up in this area so security is not a concern.

6. **Election/Vote for Co-Chair:**
Fran Owen has been elected as the new Co-Chair for a six-month term, until June '09. Marie Belliveau will also be stepping down then so two Co-Chair openings will exist for August '09 for a one year term.

7. **Discussion - Meeting Date Changes:**
Previous 2009 meeting dates have been changed due to holidays. Accepted meeting dates are: March 2nd, April 6th, May 11th, June 15th, August 17th, October 5th, November 16th and December 14th. All meetings will be held in WC 204A.

8. **"2 Minute Updates":**
   - Terms of Reference: This document has been passed onto Senior Administration for approval and it will begin the process for approval by SAC next Tuesday. If approved, the BBFWG name will be changed to Brock University Accessibility Advisory Committee (BUAAC). Additionally, The Terms of Reference will go forward for the Brock University Accessibility (AODA) Steering Committee (Senior Administration representatives) responsible to oversee the legal obligations of the AODA, 2005.
   - Inclement Weather Policy: In the event of inclement weather, please follow the universities policy as it relates to cancellation of classes/meetings.
   - Reel Life Film Festival: The film festival will take place during the week of Jan. 26th. Marla Portfilio will forward information to Kelly for distribution to BBFWG. Caitlyn and Mike will present on behalf of the Office of the Accessibility Coordinator, a mental health documentary film on Mon. Jan. 26th from 4 – 7 pm in AS217 titled "Extra Ordinary People".
   - Brock Niagara Penguins: Players needed, age 12 or older; anyone interested may contact Niagara Penguins.
   - Curb Cuts: Priority level for removing snow at curb cuts needs to be discussed with Facilities Management, Grounds Manager. Margaret will approach FM to discuss this further with stakeholders.

9. **Meeting adjourned at 6:58 pm.**

10. **Next Meeting: Monday, March 2nd at 4:30 – 7:00 pm.**