



AODA Council

February 22, 2016 @ 10:00 am
TG – RFE 1S 415

MINUTES

Present:

Jacqueline Silvera (Co-Chair)
Rick Pews (Co-Chair)
Maria Anna Calamia (teleconference)
Kelly Campbell
Laura Layland
Erin Culhane
Gabrielle Streeter
Ian McDermott

Regrets

Dianne Barham
Erica Dimaio

Invitees:

Shirley Turunen, Recorder
Hugh Amiel, Procurement

1. Minutes

The minutes of September 21, 2015 and November 16, 2015 were approved as circulated. The minutes of January 20, 2016 will be amended to include:

An emergency teleconference was scheduled on December 21, 2015 to discuss an incident that occurred in November and December at Princess Margaret Cancer Centre regarding the inappropriate treatment of a Service Animal. The committee's recommendations regarding the following have been approved:

- Installing Service Animal Welcome signage on premises at UHN.
- Dedicated training regarding service animals be made available to all staff.
- Any employee involved in inappropriate treatment or conduct of a service animal and/or owner that breaches the AODA policy 1.20.011 may be disciplined.
- Existing policies regarding Service Animals at UHN have been revised and/or retired.
- Service Animal signage has been created and will be posted across UHN as soon as possible.
- Signs will be translated into the top five languages and available in electronic format.

The Council recommends purchasing one Kennel per site.

The Council recommends that the Kennels be kept in the Security offices at each site.

The minutes of January 20, 2016 were approved with the above noted amendments.

2. Procurement Compliance for Legally Mandated Training

- Discussed small contractors/vendors who may not have the infrastructure to train their staff on AODA requirements.
- UHN must ensure that anyone providing a goods or service is AODA compliant.
- Procurement has a process to confirm vendor compliance (vendors that are processed through the Procurement Office).
- Appropriate AODA messaging is included in UHN's RFP document when it goes to market and includes an AODA Schedule where contractors must outline their AODA compliance. The UHN Service Agreement requires that contractor's sign and confirm their compliance with the AODA. Vendors are directed to UHN's website to access AODA information.
- Project Manager's are responsible to ensure that contractors have successfully completed AODA training and have access to hard copy or online training material.
- The end user is responsible to ensure appropriate AODA training documentation has been obtained as part of the agreement.
- There are a number of contracts that do not go through Procurement. The Council recommends that Procurement identify various types of contracts that have proceeded through UHN's Procurement Office. (A report will be tabled at the next meeting).
- Plexxus has their own process for AODA compliance and includes UHN's rules.
- US companies adhere to the ADA but are required to comply with the AODA.

3. AODA Policies

- Council reviewed the following policies. A number of suggested changes were made and the policies will be updated and tabled at the next meeting.
 - Accessibility for Ontarians with Disability Act – Integrated Accessibility Standards Regulation (Policy 1.20.007)
 - Accessibility for People with Disabilities – Customer Service (Policy 1.20.011)

4. ASL Patients

Postponed to next meeting.

5. Communication – Accessibility in the Work Place

Postponed to next meeting.

6. Next Meeting

- March 21, 2016