

Northumberland Accessibility Advisory Committee

Minutes

April 14, 2022

555 Courthouse Road, Cobourg

By Zoom video conference - 10:00am – 11:30am

Members present: Bob Robertson, Hope Bergeron, Jason Ducharme, Karl vom Dorff (Chair), Christina Gray (from 10:10am), Selena Forsyth, Bobby-Jo Preston, Stephanie Ash, Andrea Nicholson (staff)

Regrets: Christine Bayer, Doug Bates

Guests: Brandon Upton (Manager of Facilities until 10:40am)

Guests present for Helping Hands Award presentation only (until 10:20am): Drew Allen (Maintenance Technician), Jennifer Glover (Ontario Works Manager), Jennifer Moore (Chief Administrative Officer), Joel Johnston (Maintenance Technician), Rebecca Carman (Housing Services Manager)

The meeting was called to order at 10:03am.

1. Helping Hands Award presentation

The Committee presented Helping Hands Awards to:

- Joel Johnston (Maintenance Technician),
- Drew Allen (Maintenance Technician) and
- Rebecca Carman (Manager Housing Services)

Action item: Andrea will deliver the Helping Hands Award certificates, take photographs of the recipients and post the photos and achievements on the County's internal website during National AccessAbility Week.

2. Approval of meeting notes from March 10, 2022

Moved by Selena, seconded by Jason, that the minutes of the March 10, 2022 meeting be approved with the noted corrections.

Carried.

3. Action items and follow-up from March 10, 2022

Action item from Feb 10 meeting: Andrea will inquire regarding Helping Hands Award gifts. Complete. Andrea consulted with several directors and past recipients. Employees receiving the award are generally very committed to accessibility and we simply want to acknowledge them for this commitment. Recognizing them at the Helping Hands meeting, providing a certificate, posting their photo and accomplishments on our internal website for all the staff to see are all great ways for the NAAC and the County to let them know we see the work they are doing and want to thank them for their efforts.

Action item 1 from March 10 meeting: Andrea will coordinate a meeting date for the 2022 Helping Hands Award Recognition meeting. Complete. All nominees and guests were available for the regular NAAC meeting on April 12, 2022.

4. New Business

i NAAC recommendation to add an accessible parking space near Courthouse main entrance – update

Brandon Upton, Facilities Manager, provided an update on steps taken towards adding an additional parking space including:

- Received a memo from Andrea on March 24th, 2022 recommending the additional accessible parking space near the courthouse main entrance.
- Discussed and proposed moving the existing “Police Parking” space to a new location to accommodate a third accessible parking space in this area (presently there are two accessible spaces)
- Discussed with Senior management at County
- Discussed with Court Services manager (Province employee, tenants of building)
- Discussed with Cobourg Fire Department with respect to “fire route”;
- Discussed with Cobourg building department
 - Any new parking space within the fire route is not supported by Cobourg Fire and Cobourg building department
- Discussed with Cobourg Police Department
 - Have agreed to have space re-located to allow for an additional accessible parking space
- Held internal discussions with staff to create a third accessible space, and relocate the Police parking to agreed-upon location
- Consulted with Andrea regarding parking spaces and access aisles.

Brandon also reported on future steps expected to be completed in the spring of 2022.

- Excavation of an area for a new sidewalk to act as access aisle to the southernmost of the 3 parking spaces
- Construction of new concrete access aisle by County staff (the other 2 spaces will share an access aisle)
- Removal of paint from existing parking spaces, and re-lining of (3) new accessible parking spaces complete with (2) isles
- Installation of accessible parking space signage
- Repainting new “Police parking” space and installing police only parking signage.

The Committee thanked Brandon for accommodating and responding to the Committee’s recommendation expeditiously.

ii National AccessAbility Week (May 29 – June 4, 2022)

Andrea reported on the progress of planning for National AccessAbility Week.

- Proclamation is complete and will go to Standing Committee and Council in May.
- Theme: “Let’s Make Northumberland More Accessible”
- Courthouse sign will announce the week and the theme for 2 weeks starting on May 27
- Website banner will lead to proclamation
- Newspaper ad will announce the week and invite residents to visit the County’s accessibility webpage.
- Social media posts will focus on the County’s accessible services and improvements.
- Jostle postings (internal website) will focus on Helping Hands Awards, assistive listening technology, and tips for communicating with people with hearing loss.

iii Accessibility Coordinator update

Courthouse ramp project – Brandon reported earlier in the meeting that the ramp construction bids came in higher than the grant funding, as expected. As part of the grant agreement, the County is required to make a contribution to the project. A report will go to Council to request that funds be pulled from the reserve and the contractor with the lowest bid be approved.

iv Meeting format (in-person, virtual, hybrid)

The Committee discussed the 6th COVID wave, the risk/prematurity of meeting in-person, and the convenience of virtual meetings (less travel).

Committee members agreed to continue virtual meetings for now and discuss meeting format again at the September meeting.

Andrea reported that the County is working to implement hybrid meeting technology in some meeting rooms and will provide updates as they become available.

5. Adjournment

The meeting was adjourned at 10:50am

Next Meeting: May 12, 2022

Upcoming 2022 regular meetings:

- May 12, 2022
- June 9, 2022
- September 8, 2022
- October 13, 2022
- November 10, 2022

No meetings in July, August or December