

# Northumberland Accessibility Advisory Committee

## Minutes

Thursday April 8, 2021

555 Courthouse Road, Cobourg

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

**Members present:** Caileigh Flannigan, Christine Bayer, Hope Bergeron, Jason Ducharme, Karl vom Dorff (Chair), Kathy Richards, Christina Gray, Selena Forsyth, Andrea Nicholson (staff)

**Regrets:** Bob Robertson, Doug Bates, Shelley Althouse, Bobby-Jo Preston

The meeting was called to order at 10:07am.

### 1. Approval of meeting notes from March 11, 2021

**Moved by** Selena, seconded by Jason, that the minutes from March 11, 2021 be approved. **Carried.**

### 2. Action items and follow-up from March 11, 2021

**Action item 1:** Andrea will send out request for Helping Hands Award nominations to County staff. This award is given to County a County employee who has championed accessibility in the previous year. Nominees will be reviewed at the April NAAC meeting. **Complete.**

**Action item 2:** Andrea will meet with Communications to review NAAW awareness activity ideas and communications. **Complete.**

### 3. New Business

#### i National AccessAbility Week (May 30 – June 5, 2021) activities update

- **Proclamation request to Council** - Andrea will bring proclamation to Corporate Support Standing Committee May 4, who will then bring it to the May Council meeting. (proclamation attached)

- **Helping Hands Award** – 3 individual and 1 Team nomination were received.
  - **Moved by** Selena and seconded by Jason that the Northumberland Accessibility Advisory Committee award Helping Hands certificates to all nominees. **Carried.**

Nominees are:

- Chris Lunn (Finance)
- Amy deBlois (Community and Social Services)
- Shayna Tinson (Communications)
- Ashley Michaelsen, Treacy Wilcox, Jack Dowle, Carol Vanslyke, Tim Allen, Hannah DeWal (Golden Plough Lodge Life Enrichment Team)

The presentation of the Helping Hands certificates will be held by video conference (date to be determined). During National AccessAbility Week, an article on the County’s internal website will feature the 2020 Helping Hands Award recipient(s) and their accomplishments.

- **Newspaper ad** – The ads will affirm County’s commitment to accessibility and invite the public to the “Join In Northumberland” website to participate in a survey that will help inform a new Multi-Year Accessibility Plan. Options will also be available for those without computer/internet access to participate.
- **Chaser sign at County Courthouse** – The message will inform that “National AccessAbility Week, May 30 – Jun 5” and will be posted for 2 weeks (May 21-Jun 4). Additional messaging may be added as space permits. Suggestion: Get Involved (theme)
- **Online trivia game** – The game was not approved by Communications. There is potential for it to be seen as gamification of someone’s disability or insensitive.
- **Social media** – internal/external
  - Internal – Encourage staff to write their commitment statement on a sheet of paper, take a selfie and post it to the Jostle (internal) activity feed throughout the week, focusing on services with a statement prompt like, “I am committed to delivering accessible services by...” Members of NAAC are also welcome to provide selfie with their commitment to accessibility.
  - External – posts re not inform of Awareness Week, invitation to participate in survey to inform new Multi Year Accessibility Plan, collage of staff commitment statements.

**Action item 1:** Andrea to send sample accessibility statement sheet and sample selfie to members.

**Action item 2:** NAAC members interested in submitting a selfie photo with an accessibility commitment are asked to send it no later than May 25, 2021

**ii Multi Year Accessibility Plan (MYAP) process**

Andrea provided an overview of Join In Northumberland public engagement website and how it is used to engage the public throughout the stages of the development of a new project. Andrea presented how the website could be used for the development of MYAP, starting with the launch of a survey during National AccessAbility Week. The Committee determined that the MYAP should focus on key achievable initiatives, consider the financial implications of initiatives and avoid overwhelming the public with too much background information. One suggestion was to have a comprehensive working copy of the plan and a condensed version for the public.

**Action item 3:** NAAC members will submit ideas for survey questions or survey question topics for the multi-year accessibility plan survey to Andrea within 2 weeks (by April 23). The survey questions/topics should be clearly related to County programs, services or facilities/buildings.

**4. Adjournment**

The meeting was adjourned at 11:27am.

**Next Meeting: May 13, 2021**

**Upcoming 2021 meetings:**

- **May 13, 2021**
- **June 10, 2021**
- **September 9, 2021**
- **October 14, 2021**
- **November 4, 2021**

No meetings in July, August or December