

Northumberland Accessibility Advisory Committee

Minutes

September 8, 2022

555 Courthouse Road, Cobourg

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

Members present: Bob Robertson (joined 10:30), Christine Bayer, Hope Bergeron, Jason Ducharme, Karl vom Dorff (Chair), Selena Forsyth, Bobby-Jo Preston, Stephanie Ash (until 10:30), Andrea Nicholson (staff)

Regrets: Doug Bates, Christina(Tina) Gray

The meeting was called to order at 10:05am

1. **Approval of meeting notes from June 9, 2022**

Moved by Selena, seconded by Christine, that the minutes from June 9, 2022 be approved. Carried.

2. **Action items and follow-up from June 9, 2022**

No action items from June 9, 2022.

3. **New Business**

i **Plain language training**

Andrea inquired if members were aware of any local resources for providing training on writing in plain language.

Jason reported that online-utility.org has an online checker for readability.

ii **Accessible Presentations training**

Andrea reported that a draft outline for Accessible presentations has been developed and reviewed it with the Committee.

Committee members provided feedback, including that PowerPoint is not used by everyone, reading order in PowerPoint is essential for screen readers, live captions for public meetings and providing water for service animals are important for people with disabilities.

The Committee requested that live captions be enabled in Zoom for the Committee meetings.

Andrea reported that Powerpoint presentations are converted to PDF before being posted for the public.

Post meeting, Andrea confirmed that live captions are enabled for the Committee's meetings.

iii Transit Pilot Project update

Andrea read an update report from TJ Flynn regarding the transit pilot. The Community Connect Transportation service begins Sept 12, 2022. There are 2 services. The Intercounty Transporting service will be provided via Community Care Northumberland using accessible buses (hydraulic lift, 4-point wheelchair restraints).

The Commuter Connect shuttle will operate from Cobourg/Port Hope to Oshawa Go. Service will be provided by Eastern Charters; They do not have accessible vehicles so Community Care Northumberland vehicles will be used for those who need accessible service. Those requiring accessible service to Oshawa Go must book their ride in advance.

iv Accessibility Coordinator update

- **Courthouse main entrance additional accessible parking space**
 - The project continues to be delayed until the completion of the ramp project.
- **Courthouse Ramp**
 - The project has been delayed due to the manufacturing and delivery of the rails. The County hopes the project will be completed by the end of this month.
- **Multi Year Accessibility Plan 2022 Goals** – A complete third quarter update will be presented at October's meeting. Some highlights since the June meeting include:
 - Accessibility feedback received praising the accessibility of the Carstairs trail
 - Accessible business card template was developed and presented to NAAC for feedback/input.
 - Draft outline of Accessible Presentations was developed
 - A hybrid meeting solution was tested and used for the August Council meeting allowing virtual and in-person attendance.
 - As part of planning a new universal forest trail, the Stage 2 archeological study has been completed and shared with First Nations.
 - Completed audit on accessible web documents with 9 of 10 documents accessible and 1 document with 1 error. (Andrea is following up with staff)
 - Developed an Accessible Document Resource Guide to help support third party supplier with legislative requirements for public sector documents.
- **[International Day of Persons with Disabilities](#)** –

- URL:
<https://www.un.org/development/desa/disabilities/international-day-of-persons-with-disabilities-3-december.html>
- **Action item 1:** Andrea will prepare the request to Council to proclaim December 3 2022 as International Day of Persons with Disabilities in Northumberland County.

4. Adjournment

The meeting was terminated at 10:10am.

Next Meeting: October 13, 2022

Upcoming 2022 regular meetings:

- October 13, 2022
 - November 10, 2022
- No meetings in July, August or December