

Northumberland Accessibility Advisory Committee

Minutes

March 9, 2023

555 Courthouse Road, Cobourg

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

Members present:

Bob Robertson, Hope Bergeron, Jason Ducharme, Selena Forsyth, Bobby-Jo Preston, Andrea Nicholson (staff)

Regrets: Christine Bayer Christina Gray, Stephanie Ash, Karl vom Dorff (Chair),

Guests: Maddison Mather (Manager of Legislative Services/County Clerk)

The Chair was not present. The Committee requested that Andrea chair the meeting. The meeting was called to order at 10:05am.

1. Approval of meeting notes from February 9, 2023

Moved by Selena seconded by Jason that the minutes from February 9, 2023 be approved. **Carried.**

2. Action items and follow-up from February 9, 2023

Action item 1: Andrea will check availability for the CAO to attend the April or May NAAC meeting for the Helping Hands Award presentations.

Andrea reported that the CAO, Jennifer Moore, is available to attend the May 4 NAAC meeting for the Helping Hands Award presentation. Andrea will add 2023 Helping Hands Award at the top of the Agenda for May 4, 2023.

Action item 2: Andrea will arrange for the Program Manager of Discover Ability Network to present at a future NAAC meeting.

Andrea received message from the program manager that the Discover Ability Network is going through some changes and will confirm a date to present to the NAAC as soon as possible. Andrea will follow up again before the April meeting.

3. New Business

i Introduction to Council and Advisory Committees (Maddison Mather, Manager of Legislative Services / County Clerk)

Maddison Mather presented an introduction to County governance and advisory committees which include the following topics: 2022-2026 Council members, Standing Committees, Delegations, Correspondence, County Council meetings, Hybrid meetings, Advisory Committees, Terms of Reference. (See Attachment 1 for presentation slides)

Action item 1: Andrea will prepare a draft Terms of Reference for review at the April meeting.

Action item 2: Maddison will provide a list of advisory committees, indicating which have a council member on the committee. (See Attachment 2)

ii Directory of Accessibility Services in Northumberland (Karl)

Andrea reported that Karl requested to discuss this item. Karl requested that a directory of services for people with disabilities be posted on the County website.

Andrea reported that a directory was created in 2016. Hope explained that it was a lot of work.

After consulting with Communications, Andrea reported that the County does not have the resources to update and maintain an accessibility services directory. Communications has suggested that the 211 directory be used as organizations are responsible for keeping their own service and contact information up to date. 211 is a free, confidential, national helpline that simplifies finding support and community resources for individuals and families. Northumberland residents can call 211 or use www.211ontario.ca to access a directory of services by location. Services are not limited to services for people with disabilities and include health, legal, family services, food older adults, newcomers and more.

Andrea demonstrated how to use the 211 website. Bobby-Jo explained that Community Care Northumberland is on 211 and they receive reminders every 6 months from 211 to update their service and contact information.

The committee agreed that creating a County directory would duplicate a service that is already in place and recommends adding a link to 211 on the County website.

iii **Helping Hands Award 2023 (Karl)**

Andrea reported there were 2 nominations put forward for the 2023 Helping Hands Award and reviewed each nomination.

Moved by Selena seconded by Bobby Jo, that both nominees be presented with the 2023 Helping Hands Award. **Carried**

Recognition for the award recipients will take place at the start of the May 4th meeting.

Action item 3: Andrea to prepare certificates to be signed by NAAC Chair and CAO

Action item 4: Andrea to invite Helping Hands Award nominees, their supervisors and the person who put forth each nomination to the May 4 meeting.

iv **Sunflower Lanyards (Hope/Andrea)**

Hope rereported that Toronto Pearson airport has a sunflower lanyard program for people with invisible disabilities. It provides a discreet way to signal to airport staff that a passenger may need additional help or some extra time to complete a task while travelling through the airport. <https://www.torontopearson.com/en/accessibility/sunflower-lanyards>

Andrea reported that Communications has included a link to the program on the County's Facebook page to inform those travelling during March break.

v **National Access Ability Week May 28 – June 3, 2022 update (Andrea)**

Andrea reported on the meeting with Communications regarding awareness activities. Communications supports the theme of invisible disabilities and will work on messaging for external awareness. (newspaper, social media) Andrea will prepare internal awareness postings for staff.

The Committee supports the following "taglines".

- Not every disability is visible.
- Be kind, Be patient. Sometimes disabilities are invisible.

Action item 4: Andrea to discuss possible taglines for invisible disabilities theme with Communications.

vi Accessibility Coordinator update (Andrea)

2023 Accessibility Compliance Report - Andrea reported that the 2023 Accessibility Compliance Report was submitted. The County answered “no” to the question regarding web accessibility and included a letter from CAO Jennifer Moore outlining the steps the County will take in 2023 and on an ongoing basis to continually pursue fulfillment of the objectives in the Accessibility for Ontarians with Disabilities Act, while acknowledging that it is infeasible to guarantee constant, full compliance to Section 14 of the Integrated Accessibility Standards for an extended period.

Annual Accessibility Status Update - Andrea presented the Annual Accessibility Status Update report and updated Multi Year Accessibility Plan to the Corporate Support Standing Committee on February 28. The Standing Committee recommend that Council approve the report and the updated Multi Year Accessibility Plan. The report will go to Council on March 15.

Discover Ability Network – Andrea is working on a date for Discoverability Network to present to NAAC

4. Adjournment

The Committee plans to continue to meet via Zoom for the next few months. The meeting was terminated at 11:25am

Next Meeting: April 13, 2023

Upcoming 2023 regular meetings:

- May 4, 2023 – 1st Thursday
- June 8, 2023
- September 14, 2023
- October 12, 2023
- November 9, 2023

No meetings in July, August or December



Introduction to County Governance and Advisory Committees

Maddison Mather, Manager Legislative Services / Clerk
March 9, 2023

2022-2026 Term of Council



Standing Committees (1 of 3)

- ▶ Standing Committee structure implemented in 2021
- ▶ Consists of 6 Standing Committees that provide recommendations to County Council

Standing Committees (2 of 3)

- ▶ The County's 6 Standing Committees include:
 1. Community Health Committee
 2. Public Works Committee
 3. Corporate Support Committee
 4. Finance and Audit Committee
 5. Economic Development, Tourism, and Land Use Planning Committee
 6. Social Services Committee

Standing Committees (3 of 3)

- ▶ Each Standing Committee has two Members of Council plus the Warden
- ▶ Standing Committee meetings take place monthly during the day
- ▶ Meeting agendas and minutes are posted on the 'Council and Committee' webpage

Delegations (1 of 2)

- ▶ Delegations will be heard at the relevant Standing Committee
- ▶ Delegations must relate to an item of the agenda and to the primary mandate of the Committee
- ▶ If a delegation does not relate to an item on the agenda, the CAO in consultation with the Committee Chair may approve

Delegations (2 of 2)

- ▶ The general nature of delegations may be for informational purposes, to outline an issue / concern, to share opinions/points of view, etc. with Committee Members before a decision is made
- ▶ Delegation requests are submitted to the County Clerk

Correspondence

- ▶ Correspondence received from the public that is addressed to one or more members of County Council will be considered by the most relevant Committee
- ▶ Correspondence is included on Committee agendas under the heading 'Communications'
- ▶ The purpose of correspondence may be to share information, outline an issue or concern, to share opinions/points of view, etc.

County Council Meetings

- ▶ Council meetings generally take place the third Wednesday of the month at 9:30 a.m.
- ▶ The 2023 Committee and Council meeting schedule is posted on the County website
- ▶ All recommendations from Standing Committee meetings flow to Council for approval
 - **Example** – Annual Accessibility Status Update Report

Hybrid Meetings

- ▶ In 2022, the County implemented hybrid meetings for Standing Committees and Council meetings
- ▶ The public may attend in-person, watch a livestream, or join online or by phone using Zoom
- ▶ Delegations may present in-person or virtually

Advisory Committees (1 of 5)

- ▶ **Advisory Committee:** Act in an advisory capacity on a specific matter of municipal interest
- ▶ Provide recommendations, information and advice to Council and staff
- ▶ Support and facilitate input to County Council on ideas, programs, policies, initiatives, etc.

Advisory Committees (2 of 5)

- ▶ Advisory Committees do not exercise decision-making powers
- ▶ County Council is mandated to make final decisions regarding Advisory Committee recommendations

Advisory Committees (3 of 5)

- ▶ Agendas and minutes are posted on County website
- ▶ Advisory Committees report to a Standing Committee
 - Minutes from Advisory Committee meetings are included on the relevant Standing Committee agenda for informational purposes

Advisory Committees (4 of 5)

- ▶ The County has many different Advisory Committees
- ▶ Several Advisory Committees have County Council representatives
 - Membership requirements outlined in Terms of Reference

Advisory Committees (5 of 5)

- ▶ Development of a County **‘Boards and Committee Policy’**
 - Important to identify a framework for establishing Boards and Committees, and the requirements and guidelines for maintaining and supporting their role
 - Define mandate and rules of procedures
 - Include a Terms of Reference template

Terms of Reference (1 of 2)

- ▶ **Terms of Reference:** a document, outlining a Board or Committee's mandate and administrative details, including composition, meeting structure, and any specific characteristics that are necessary for the Board or Committee's operation

Terms of Reference (2 of 2)

- ▶ Amendments to a Committee's Terms of Reference is typically initiated by the Committee's staff liaison who will consult with the Committee on the proposed changes
- ▶ Proposed amendments presented to Standing Committee / County Council by staff liaison

Thank you!

Contact Information

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Corporation of the County of Northumberland – Council members appointed to advisory groups / boards for the 2022 – 2026 Term of Council on December 14, 2022

Advisory group/ board	Council membership
Brighton Landfill Liaison	Deputy Warden Ostrander
Canadian Association of Nuclear Host Communities	Councillor Cleveland
Community Safety and Well-Being Collaborative Committee	Councillor Cleveland
Northumberland County Agricultural Advisory Group	Councillor Jibb
Northumberland Forest Advisory Committee	Warden Martin
Ontario Health Team of Northumberland (OHT-N) Governance Advisory Council	Warden Martin
Northumberland Housing Corporation Board of Directors	Councillor Ostrander and Councillor Logel
Haliburton Kawartha Pine Ridge District Health Unit Board	Councillor Crate, Councillor Logel and Councillor Hankivsky