

Northumberland Accessibility Advisory Committee

Minutes

April 13, 2023

555 Courthouse Road, Cobourg

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

Members Present: Bob Robertson, Christine Bayer, Hope Bergeron, Jason Ducharme (until 11:00am), Selena Forsyth, Bobby-Jo Preston (Acting Chair), Andrea Nicholson (staff liaison)

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

Guest: Adam McCue, Associate Director, Operations

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

1. Approval of meeting notes from March 9, 2023

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

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

Action item (from Feb 9): Andrea will arrange for the Program Manager of Discover Ability Network to present at a future NAAC meeting. Incomplete – see Accessibility Coordinator’s update.

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

Action item 2: Maddison will provide a list of advisory committees, indicating which have a council member on the committee. **Complete** and attached to March 9 minutes.

Action item 3: Andrea to prepare certificates to be signed by NAAC Chair and CAO. To be completed before May 4 meeting with Acting Chair’s signature.

Action item 4: Andrea to discuss possible taglines for invisible disabilities theme with Communications. **Complete.** “Not every disability is visible” will be used.

3. New Business

i Supports at Community Recycling Centres (Adam McCue)

Adam reported on the process for residents to drop off materials at the Community Recycling Centres (CRCs) and asked the committee for recommendations on improving service for people with disabilities who may need some assistance to lift material over/ through the safety rails. Adam described how CRCs are informally supporting people who need assistance due to a disability recognizing that each person may have different needs. Committee recommendations included:

- Educate the public about what to do if they need support due to a disability.
- Have residents call ahead when they will need assistance.
- Residents can hire a service to take materials to the CRC (Adam noted that the service must be approved/registered by the Ministry of the Environment to haul waste and not all services are registered).
- Post signage with information. Suggested messaging “If you have a disability, we pride ourselves on accessible services and will try to accommodate your needs.”
- Add details of any new program/assistance on the County’s accessibility webpage.
- Share details of any new program/assistance with organizations that support people with disabilities (e.g. Community Care, Community Living).
- Promote any new program/Assistance on social media and educate via Waste Department facebook page.

ii Temporary NAAC Chair

Andrea reported that Karl is currently unable to attend meetings.

Moved by Selena seconded by Christine, that Bobby-Jo will assume the role of Acting Chair for May and June 2023. **Carried.**

The Committee will reassess the Chair position after the summer period.

iii Review of draft Terms of Reference (Andrea)

Andrea presented and discussed the draft terms of reference for the NAAC. Andrea agreed to identify the areas for consultation beside the IASR section number under Duties (5th bullet). The members present accepted the Terms of Reference and requested a vote by email/phone pending any additional feedback from Jason. After the meeting, Andrea updated the Terms of Reference as noted above and sent the updated Terms of Reference with Jasons comments by email and discussed with two members via telephone.

All members present at the April 13, 2023 meeting accepted the Terms of Reference.

iv Helping Hands Awards May 4, 2023

Andrea provided an additional nomination missed at the March meeting.

Moved by Selena, second by Bobby-Jo that the additional Helping Hands Award nominee be presented with a 2023 Helping Hands Award with the 2 previous nominees. **Carried.**

Members who will help facilitate the at the May 4 presentations are Bobby-Jo, Selena and Hope.

Action item: Andrea will prepare Helping Hands certificates to be signed by Acting Chair

Action item: Andrea to prepare speaking notes to assist with May 4 presentation of Helping Hands Award.

v National Access Ability Week May 28 – June 3, 2023, update (Andrea)

Andrea reported that in consultation with Communications the theme will be “Not every disability is visible.” Internal and external postings will focus on raising awareness about some disabilities that are not always visible. The proclamation will go to the May 2nd Corporate Support Committee and the May 17th Council.

vi Multi Year Accessibility Plan - Q1 update

Andrea provided the Q1 update document to committee members for review and will attach to the meeting minutes.

vii Accessibility Coordinator update

Andrea provided the following updates:

211 - The County’s accessibility webpage has been updated to include a section on Other local supports which states For information about other local accessibility services and support, please visit the [211 Ontario website](#) or call 2-1-1.

Discoverability Network – There are changes in the program due to funding and the network is still adjusting. There may be a future opportunity to have someone come to NAAC and Andrea will follow up again in a few months.

2023 Accessibility Compliance Report – the Ministry for Seniors and Accessibility and the County agreed on a 2023 compliance plan (for

website compliance). The County will complete another 2023 Accessibility Compliance Report in December 2023.

4. Adjournment

The meeting was terminated at 11:38am

- **Next Meeting:** May 4, 2023 – 1st Thursday

Upcoming 2023 regular meetings:

- June 8, 2023
- September 14, 2023
- October 12, 2023
- November 9, 2023

No meetings in July, August or December