

# Northumberland Accessibility Advisory Committee

## Minutes

May 4, 2023

555 Courthouse Road, Cobourg

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

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

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

**Guests:** Jennifer Moore (Northumberland County CAO) Rebecca Carman (Housing Services Manager) Todd Farrell (Manager Natural Heritage), Joan Doucet (Human Resources /Payroll Manager), Kirsty Brown (Human Resources Associate Manager)

The meeting was called to order at 10:05am

### 1. **Helping Hands Award Presentations (committee)**

The committee recognized the work of 3 County employees who champion accessibility and awarded the 3 employees with a 2023 Helping Hands Award:

#### **Bill Smith, Housing Services Supervisor, Community and Social Services**

- For excellence in Customer Service for providing service to housing customers in a way that considers their disability and helps facilitating accommodations. He thinks outside the box to ensure that staff and clients who have various needs are accommodated.
- For excellence in Employment for creating a safe and accessible workplace that makes employees with disabilities feel valued and reach their full potential

#### **Janet Trull, HR/Payroll Coordinator, Corporate Services**

- For excellence in Customer Service for the care and individual support she provides for employees with disabilities that need help to understand and complete payroll and benefits forms. She considers the needs and abilities of each employee and adjusts her approach with professionalism and patience. Employees with disabilities have said that she makes them feel valuable and welcomed.

#### **Mike Muldoon, Trails Coordinator, Corporate Services**

- For excellence in Design of Public Spaces for his work on the design, development, and maintenance of the universal trails within the County Forest, including the Heritage Trail at the Beagle Club Trailhead, the Carstairs Trail at the Carstairs Trailhead, and the new trail under construction at the Woodland Trailhead. Mike also creates signage to ensure visitors are aware of accessible features including slope, distances, and grades.
- For excellence in customer service for treating all customers in a professional manner and interacting with people with disabilities in a way that respects dignity and independence.

## 2. **Approval of meeting notes from April 13, 2023**

Moved by Selena, seconded by Hope that the minutes of the April 13, 2023 meeting be approved. **Carried.**

## 3. **Action items and follow-up from April 13, 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 due to restructuring at Discover Ability Network.

**Action item 1:** Andrea will prepare Helping Hands Certificates to be signed by the Acting Chair. **Complete.**

**Action item 2:** Andrea to prepare committee speaking notes for Helping Hands Award Presentations. **Complete.**

## 4. **New Business**

### i **Enabling Accessibility Fund grant application – update**

Andrea reported that the County's 2022 application for Employment and Social Development Canada's Enabling Accessibility Fund to improve emergency exits at 555 Courthouse Road was approved for funding of \$100,000. This project was supported by the Committee and a letter of support on behalf of the committee was submitted by the Chair with the initial application.

The design work is currently in progress.

### ii **Accessibility Coordinator update (Andrea)**

**Customer Feedback** – Public Works received customer feedback from a mother related to waste driver being supportive of her child who has a disability.

**National Access Ability Week** – The County's awareness plans are on track. The County will be offering to promote National Access Ability

Week Events via social media/website that are being hosted by our member municipalities.

**Transit Pilot** –TJ Flynn (County’s Investment Attraction Specialist and Boyd Reid (President of Hop In Technologies) have been invited to the June meeting to provide an update on transit pilot as it relates to accessibility for people with disabilities.

## **5. Adjournment**

The meeting was terminated at 10:43am

**Next Meeting:** June 8, 2023

### **Upcoming 2023 regular meetings:**

- September 14, 2023
  - October 12, 2023
  - November 9, 2023
- No meetings in July, August or December