

Northumberland Accessibility Advisory Committee

Minutes (approved)

November 9, 2023

555 Courthouse Road, Cobourg

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

Members present: Bob Robertson, Christine Bayer, Hope Bergeron, Jason Ducharme, Selena Forsyth, , Bobby-Jo Preston (Chair), John Logel (County Councillor), Andrea Nicholson (staff liaison)

Regrets: Stephanie Ash

Guests: Denise Marshal (Director Public Works), Rebecca Carman (Associate Director for Housing and Homelessness), Chris Reuse (Manager Major Capital Projects) Willie Reyns (Project Manager), Cara Timmermans (Digital and Document Accessibility Specialist).

Quorum was confirmed and meeting called to order at 10:06am.

1. Approval of meeting notes from October 12, 2023

Moved by John, seconded by Selena that that the minutes from the NAAC October 12 ,2023 meeting be approved. **Carried.**

2. Action items and follow-up from October 12, 2023

Action item: Andrea will forward the NAAC's questions regarding the Elgin Street and GPL/NCAM major capital projects to the County staff who will attend the November 9, 2023 meeting and include the Committee's previous recommendations. **Completed.**

Action item: Andrea will send 2024 calendar invitations to NAAC members. Delayed due to possible meeting date changes for January and February which will be discussed at the November 9 meeting. Invitations with 2 date changes were sent following the November 9 meeting. **Completed.**

3. New Business

i Golden Plough Lodge/Northumberland County Archives & Museum (GPL/NCAM) and Elgin Park housing project updates

GPL/NCAM

Denise Marshall reported on the GPL/NCAM project and addressed the questions the NAAC had. The project is progressing. The expected completion of Phase 1 (resident move in) is still to be determined. There have been no changes related to accessibility and costs have not impacted the plans for accessible features. Denise confirmed that washrooms in residents' rooms will have the required turning circle. A bus stop with shelter will be on site, and this has not been impacted by changes to Cobourg Transit service delivery model. There will be 10 accessible parking spaces (4 near the main entrance, 4 in the lot closest to the main entrance and 2 in the staff parking area.)

Elgin Park Redevelopment

Rebecca Carman reported updates on Elgin Park housing project. The project is progressing well with Phase 1 (2 buildings) on target to open in late November 2023. Tenants will move in over several months. The remaining 2 buildings will be part of the next phase.

The planned accessible features have been incorporated and have not changed. There will be 7 accessible units (4 in Phase 1). Willie reported that the design of other units have features incorporated to allow for accessibility improvements in the future, if needed.

Future housing projects include an Indigenous-led, joint development at 473 Ontario Street (Cobourg) creating 62 new units of rental housing and affordable housing (ranging from rent geared-to-income, affordable rental housing, market rental housing). The project partners are Habitat for humanity, Ontario Aboriginal Housing Services and Northumberland County Housing Corporation (25 units).

Another future project is 123 King Street (Colborne). The project will have 22 bachelor units and aims to preserve affordability.

Andrea encouraged NAAC members to spread the word that anyone who needs accessible housing can reach out to the County's Housing Services for more information.

ii **Accessibility Compliance Section 14 (websites)**

Cara reported on what has been done to bring the County website into compliance and what the County will continue to do to maintain website accessibility compliance including ongoing staff training, audit of web pages and web documents, posting monthly accessibility tips for staff, review of Council documents, daily review of website compliance.

iii **International Day of Persons with Disabilities December 3**

Andrea reported that the United Nations theme for 2023 International Day for People with Disabilities (IDPD) is “United in action to rescue and achieve the Sustainable Development Goals (SDGs) for, with and by persons with disabilities”.

We’ve simplified the theme and will use “**United in action for an accessible and equitable world for people with disabilities.**”

The County’s awareness activities will focus on the value of including people with disabilities and help raise awareness of the Northumberland Accessibility Advisory Committee and its contributions towards an accessible and inclusive Northumberland County.

- Chaser sign outside Courthouse - “Dec 3, 2023 is International Day of Persons with Disabilities | United for an accessible world”
- A website banner will recognize IDPD and provide a link to Council’s proclamation of IDPD.
- Social media postings will focus on the value of including people with disabilities and awareness of the Northumberland Accessibility Advisory Committee.
- Jostle postings/information screens (internal) - will focus on the value of including people with disabilities and help raise awareness of the Northumberland Accessibility Advisory Committee.

iv **Accessibility Coordinator update**

Andrea reported the following:

Plain Language workshops – the second of 3 workshops is taking place today. There has been positive feedback from staff. Approximately 50 staff will be trained over 3 workshops.

2023 Accessibility Compliance Report – The County submitted the 2023 Accessibility Compliance Report in February reporting non-compliance with one question related to Integrated Accessibility

Standards Regulation section 14 (websites). The County has worked on a compliance plan and will be resubmitting the 2023 Accessibility Compliance Report in December, reporting that our websites are compliant.

2023 Multi Year Accessibility Plan goals – The County continues to work towards 2023 goals. The Q4 update will be presented at the January NAAC meeting.

v Meeting Dates

- **November 30, 2023 meeting** – Bobby-Jo reported that a special meeting has been called for November 30 at 10:00am to review emergency exits project plans (Enabling Accessibility Fund grant). Most members have said they are available to attend, and quorum is expected.

Action: Andrea will request that site plans for the emergency exits project be provided to the NAAC prior to the November 30 meeting.

- **January and February meeting dates** – Andrea is scheduled for training on both January 11 and February 8. Bobby-Jo presented options and NAAC members present agreed to change the date and time for the January and February meetings to the 3rd Thursday at 11:00am:
 - January 18 at 11:00am
 - February 15 at 11:00am

vi Chair for 2024

Bobby Jo reminded NAAC members that they will nominate and vote on a new Chair for a 1-year term at the January 15, 2024 meeting. Members were encouraged to consider the Chair role.

4. Adjournment

The meeting was terminated at 11:24am.

Next Meeting: November 30, 2023

Upcoming 2024 regular meetings:

Meetings are on the second Thursday at 10:00am unless otherwise noted with a *.

- January 15, 2024 at 1:00pm* (post meeting changed from 11:00am)
- February 8, 2024 at 1:00pm* (post meeting changed from 11:00am)
- March 14, 2024
- April 11, 2024
- May 9, 2024
- June 13, 2024

- September 12, 2024
- October 10, 2024
- November 14, 2024

No meetings in July, August or December