

Northumberland Accessibility Advisory Committee Minutes

September 12, 2024

10:00 – 11:30 am

Via Zoom

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

Regrets: none

Quorum was confirmed and the meeting called to order at 10:02am

1. **Approval of meeting notes from June 13, 2024 and June 27, 2024**

Moved by Christine, seconded by Hope that the minutes from June 13, 2024 and June 27, 2024 be approved. Carried.

2. **Action items and follow-up from June 13, 2024 and June 27, 2024**

Action Item 1 (June 13) - Andrea will invite both NAAC applicants to the June 27 Ad hoc meeting. **Complete.**

Action item 2: (Jun 27) – Andrea will contact Rae Deschamps to invite her to participate on the committee and arrange for AODA training and County programs, services, and facilities overview. **AODA Training complete.**

NAAC members requested to be part of training regarding County programs, services and facilities as a refresher.

Action item (Sep 12 from item above): Andrea will coordinate training for NAAC regarding County programs, services and facilities as a refresher.

3. **New Business**

i **NAAC membership update (Bobby-Jo)**

Bobby-Jo reported that Jason Ducharme has officially resigned from the NAAC and read his resignation email.

Bobby-Jo welcomed Rea Deschamps who joined the Committee June 27, 2024

There are currently 8 committee members and the majority are people with a disability.

ii Multi Year Accessibility Plan update Q2 (Andrea)

Andrea reported on 2024 goals to Q2. (attached to minutes)

iii Ministry for Seniors & Accessibility AAC Forum Oct 2, 2024 (Andrea)

The Ministry had set the date of this event for October 2, 2024, but later sent a message to inform participants the meeting was postponed however have not provided any further details. Andrea will notify NAAC members as soon as any information becomes available.

iv International Day of Person with Disabilities (IDPD) Dec 3, 2024

Andrea reported that IDPD is a United Nations (UN) Day of observance. The theme is not announced by UN until sometime in November. Internal and external awareness will be planned.

Action: Andrea will send out information on International Day of Persons with Disabilities and the UN's Sustainable Development Goals.

Action: Andrea will request that Council proclaim Dec 3, 2024 as International Day of Person with Disabilities.

Action: Andrea will check with Communications to see whether an additional NAAC recruitment period could take place as part of IDPD.

v Accessibility Coordinator update (Andrea)

- **Emergency exits project update** - The project plans are complete. Additional funds will be requested from Council during the upcoming budgeting process. Construction is expected to begin Spring 2025 and wrap up in Fall 2025. The project completion date has been extended by the funder from March 2025 to Nov 2025.

4. Adjournment

Next Meeting: October 10, 2024 at 10:00am via ZOOM

Northumberland County Multi-Year Accessibility Plan: 2024 Accessibility Goals – Q2 update

Acronyms

AC	Accessibility Coordinator
COMM	Communications
CSS-HS	Community and Social Services – Housing
HR	Human Resources
IT	Information Technology
MYAP	Multi-Year Accessibility Plan
NAAC	Northumberland Accessibility Advisory Committee
NH	Natural Heritage
PW-F	Public Works Facilities
PW-MCP	Public Works Major Capital Projects
PW-E	Public Works Engineering

See 2024 Accessibility Goals starting on page 2

2024 Accessibility Goals – Q2 update

Accessibility Standard	Action item	Type: MYAP, Dept	Responsibility	Expected completion	Action Plan or Status	Comments
General	Conduct an annual review of the Multi Year Accessibility Plan, and update the Plan as required	MYAP	HR (AC)	Q4		
Customer Service	Continue to receive and respond to accessibility feedback and address identified barriers in a timely manner	MYAP	HR (AC), all departments	ongoing		Q1(Update – missed data) - 4 residents requested alternat format for Paramedics survey. Q2 – 1 resident requested document in large print.
Customer Service	Research training options to address attitudinal barriers and stigma associated with disabilities	MYAP	HR (AC)	Q3		Q1 – Provided AODA training on service animals for Community and Social Services Staff (31 staff)
Customer Service	Explore new technologies that support internal and external customer service	MYAP, ongoing	HR (AC)	ongoing		
Customer Service	Train employees in customer service facing roles to identify accessibility feedback (not always defined as such)	MYAP, ongoing	HR (AC)	ongoing		

2024 Accessibility Goals – Q2 update

Accessibility Standard	Action item	Type: MYAP, Dept	Responsibility	Expected completion	Action Plan or Status	Comments
	and the procedure to address					
Information and Communications	Develop branding guidelines that improve accessibility, including standardized accessible font sizes and style for emails, business cards, presentations	MYAP	COMM, HR (AC)	Q2 2024	In progress	Q2 – signage update at 600 William St will align with brand guidelines
Information and Communications	Develop and facilitate Accessible Presentations training	MYAP	HR (AC)	Q3 2024		
Employment	Update employee orientation presentation and handouts to improve accessibility	MYAP	HR, HSEP, COMM	Q4		
Design of Public Spaces	Improve accessibility of trail signage within Northumberland County Forest	MYAP	Natural Heritage	Q3		Q2- Currently doing a broader review of kiosks at trailheads with Communications
Design of Public Spaces	Ensure that all new and redeveloped public spaces owned and/or operated by	MYAP, ongoing	PW-F, PW-MCP. PW-E	Ongoing		See “Other unplanned” section

2024 Accessibility Goals – Q2 update

Accessibility Standard	Action item	Type: MYAP, Dept	Responsibility	Expected completion	Action Plan or Status	Comments
	the County meet or exceed the requirements of DOPS.					
Additional Initiatives	Conduct research (census, Canadian Health Survey) to better understand the types of disabilities and the number of people with different types of disabilities within the County	MYAP	HR (AC)	Q4		Q1- acquired stats via Canadian Survey on Disability 2017-2022 (not reported on Q1 update)
Other	Explore a learning and networking forum that brings together members of the municipal accessibility advisory committees throughout Northumberland County	MYAP	HR (AC)	Q4	On hold	Q1 – surveyed AACs in 2023, goal put on hold due to Ministry for Seniors and Accessibility planning a forum for AACs in Spring 2024 Q2 – no update from Ministry
Other	Work with community housing providers to support accessible housing improvements	MYAP	CSS-HS PW-F	Ongoing		
Other	Proclaim week of May 28 – June 3 as National AccessAbility Week and	MYAP, ongoing	HR (AC)	Q2 annually	Complete	Q2 - completed

2024 Accessibility Goals – Q2 update

Accessibility Standard	Action item	Type: MYAP, Dept	Responsibility	Expected completion	Action Plan or Status	Comments
	promote accessibility through events to be determined.					
Other	Select County staff members to be awarded 2023 Helping Hands certificate (NAAC to select)	MYAP, ongoing	HR (AC)	Q2 annually	Complete	<p>Q1 – nomination period was in February and nominations were reviewed by NAAC in March.</p> <p>Q2 - Award Presentations took place on April 11 and recipients announced during National Access Ability Week May 28 – Jun 3.</p>
Other	Proclaim December 3 as International Day of Persons with Disability and promote accessibility based on UN Theme for 2023	MYAP, ongoing	HR (AC)	Q4 annually		
Other	Conduct spot checks/audits for AODA compliance	MYAP, ongoing	HR (AC)	Ongoing		Q1 – 3 webpages and 3 web documents audited (not reported initially in Q1)

Accessibility Standard	Action item	Type: MYAP, Dept	Responsibility	Expected completion	Action Plan or Status	Comments
						Q2 – 2 webpages and 3 web documents audited

Other Unplanned

New projects /activities not listed above.

Q2

- Accessibility Coordinator provide feedback and recommendations for 99 Toronto Road Clinic space (Port Hope). Two (2) NAAC members visited the site and provided additional information and recommendations for improving access for people with disabilities.
- New universal trail (Porcupine Trail) at Woodland Trailhead was officially opened. The trail is 1km in total and has 2 loops.
- Held a recruitment campaign for new NAAC members and recruited 1 new member for NAAC