

MUNICIPALITY OF CUMBERLAND
Accessibility Advisory Committee Meeting Notes
Zoom Meeting, Tuesday, August 24, 2021, 10:30-11:30am

Present: Catherine Aquino Russell, Maggie Pitts, Melanie Prendergast, Lisa Betts
David Buell

Regrets: Alicia McInnes, Brian Mooring, Helen Sims

1. Approval of Agenda:

Approved as circulated.

2. Approval of Meeting Notes from May 4, 2021:

Approved as circulated.

3. Plan Progress Update and Review

Maggie gave an update of the plan so far. She has reviewed and is integrating components of the plans of other municipalities for the committee to review.

These are some of the groups she may also consult for each focus:

- 1) Built Environment: Public Works
- 2) Information and Communication: Communications staff
- 3) Goods and Services: Front line staff and their managers
- 4) Employment: Human Resources
- 5) Transportation: Helen Sims of Cumberland County Transportation Services

4. Audits Progress and Review

Public Works are doing audits of sidewalks and some buildings.

The Upper Nappan summer student can help with audits as well.

Pugwash summer staff will do audit on Pugwash sidewalks. Questions remain as to what is considered the Village's sidewalks to know what authority there will have to make changes. These questions will be posed to Nelson and Will of the Planning Department.

Maggie shared a map application where anyone can add a photo of an accessibility win or fail, which we may use as a tool when auditing:

<https://storymaps.arcgis.com/stories/fb1a51b4af7f4abcb3137bdf9e12d35c>

If anyone has suggestions for softer digital accessibility audit items and how to get started on those, please contact Maggie.

Catherine agreed to do an audit on the next public Council meeting that is held live on Facebook and accessing other services as a differently hearing person.

5. Proposed Accessibility Plan Timeline:

The deadline for the plan is April 1, 2022.

Maggie shared the timeline with the Committee, asking for feedback. Lisa Betts made the addition of sharing a first draft with the Village of Pugwash in December.

6. Training

- There were two rounds of accessible services training provided to front line staff.
- Digital accessibility guidelines were sent to staff, which will also be sent to the Committee.

7. Membership changes and redistribution of actions/duties.

Two staff members, Vicki (who was Vice-Chair) and Brenda, are no longer working with the Municipality. The Committee will try to recruit more individuals to represent those with disabilities and will recruit more Municipal staff accordingly to meet quorum. Once more individuals are recruited, a Vice-Chair will be determined. Possibly explore sub-committees.

Date of Next Meeting:

Maggie will send out a Doodle with different dates in September to choose from.

Adjournment: The meeting adjourned at 11:38am.

<u>Action</u>	<u>Committee Member</u>	<u>Completed/Ongoing</u>
1. Discuss with frontline staff the use of their clear masks if a hearing-impaired person requests it. Staff can otherwise wear regular masks. Signage would be used to inform customers of this option with possible use of blue accessibility sticker on signage as well.	Maggie	Complete
2. Discuss with the frontline staff and Amanda Macleod what the signage should say to best convey this.	Maggie	Complete
3. Share signs with committee once drafts are complete.	Maggie	
4. Have signs made.	Maggie/Amanda	In progress
5. Write letter to SOAR with consultation from Steve Ferguson, Director of Community Development and Mayor Murray Scott.	Maggie, Steve	In progress
6. Continue Audits of Municipal Services and Facilities.	Committee	Ongoing
7. Forward audits that are done to Maggie.	Committee	In progress
8. Email Provincial general accessible guidelines to River Hebert and Joggins Area Development Association.	Melanie	Ongoing
9. Committee to review audit forms before next meeting and provide feedback, suggestions for improvement, additions, etc.	Committee	Ongoing
10. Email Maggie if there are any suggestions on digital audits and how to start them.	Committee	
11. Add "Peach Research group" CANdid Access to Accessibility webpage and send out link to Committee.	Maggie	
12. Ask Nelson Bezanson and Will Balser about Pugwash sidewalks.	Lisa, David	
13. Let Catherine know when next Council meeting is.	Maggie	
14. Email Sunset contacts to Maggie.	Lisa	
15. Call Sunset and Bridge Workshop to try to recruit members.	Maggie	
16. Ask survey respondents if anyone is interested in becoming members of Committee.	Maggie	