

**MUNICIPALITY OF CUMBERLAND**  
**Accessibility Advisory Committee Meeting Notes**  
**Zoom Meeting, Thursday, February 24, 2022, 10:30-11:30am**

**Present:** Maggie Pitts, Helen Sims, Lisa Betts,  
Melanie Prendergast, Justin Waugh-Cress

**Regrets:** David Buell, Brandi Tuzo, Catherine Aquino Russell,  
David MacEwan

**1. Approval of Agenda:**

Approved as circulated with the addition of 4.1 "Include more language about the Village of Pugwash."

**2. Approval of Meeting Notes from November 23rd, 2021:**

Approved as circulated.

**3. Information Item: Accessibility Directorate's Virtual Gathering for Prescribed Public Sector Bodies.**

Maggie attended a virtual gathering at which the following was discussed:

- **Obligations & Deadlines**  
The two obligations are to establish an Advisory Committee and to develop an Accessibility Plan. The deadline for the Plan submission is April 1, 2022.
- **Process as we approach deadlines**  
The process is to share the Plan with the Directorate and to also share it publicly. The Directorate will follow up with us in April with the status of our obligations.
- **Accessibility Standards applying to public sector bodies**  
Recommendations are out for Phase 1 of Built Environment, which will evolve and become enforced built environment Regulations in 2023, Education in 2024 and Employment in 2025.
- **Grants and other funding**  
Links to potential grant opportunities were emailed to attendees after the gathering.
- **Capacity building tool to monitor, evaluate, reflect, and learn (MERL)**  
MERL tool is being used to gauge if plans are working and can be modified for each municipality.

#### 4. Discussion: Accessibility Plan Draft

- Catherine has asked that more assisted devices for the service counters be provided, and this will be included in the plan.
- Justin will provide adjusted wording for Policy and Council and recommended that top priorities be emphasized.
- Maggie would like to include quotes from the public and to include more information regarding additional public consultation that will be done in the future since it is a living document and can be altered accordingly.
- Justin suggested that public consultation be done after Council.
- Maggie will add links to reference documents in the back and will add a few sentences about building the Plan.
- Maggie discussed that the plan now includes the appointment of Accessibility Coordinator. This position would assist the Committee in future Accessibility Plans, respond to public accessibility inquiries and complaints, assure accessibility objectives are budgeted for, and carry out a variety of duties across all departments regarding accessibility. She mentioned that some other municipalities are hiring people for this specifically and believes it will strengthen the plan and give continuity to the work of the Accessibility advisory committee.

##### 4.1 Include more language about the Village of Pugwash

- Lisa requested that the Village of Pugwash be more prominent in the document. She will provide her suggested edits, such as adding what the Village owns as a last paragraph on page 7 and others.

#### 5. Next Steps

Maggie has requested that the Committee provide any additional edits quickly so that the draft Plan can go in the next Council package.

##### **Date of Next Meeting:**

Maggie will send a Doodle with suggested dates and times.

**Adjournment:** The meeting adjourned at 11:15am.

<u>Action</u>	<u>Committee Member</u>	<u>Completed/Ongoing</u>
1. Discuss SOAR letter with CAO and Engineering.	Maggie	Discussed
2. Call Sunset and Bridge Workshop to try to recruit members.	Maggie	Ongoing
3. Ask survey respondents if anyone is interested in becoming members of Committee.	Maggie	Ongoing

<p>4. Add CCTS info and link to accessibility page via Amanda. Update: Waiting for the Committee’s previous agendas and notes for the last few meetings to be posted on the website at the same time.</p>	<p>Amanda-L. M Maggie</p>	<p>In Progress</p>
<p>5. Further discuss with Amanda M/communications on accessible information and signage.</p>	<p>Maggie</p>	<p>In Progress</p>