

MUNICIPALITY OF CUMBERLAND
Accessibility Advisory Committee Meeting Notes
Zoom Meeting, Tuesday, May 4, 2021, 2:00-3:00pm

- Present:** Maggie Pitts, Vicki Weaver, Melanie Prendergast, Lisa Betts
Brenda Moore, David Buell, Helen Sims, Catherine Aquino Russell,
Alicia McInnes, Leisa Babineau, Brian Mooring
- Guests:** Village of Pugwash summer employees: Christie Blackie, Mallory Rushton
- Regrets:** Catherine Aquino Russell, Brian Mooring, Leisa Babineau

1. Approval of Agenda:

Approved as circulated.

2. Approval of Meeting Notes from February 10, 2021:

Approved as circulated.

3. Cumberland Accessibility Plan: Welcome and Introductions

Using the “Wolfville: Access by Design” for reference, the Committee reviewed its Welcome and Introductions sections to determine what to keep/add.

The Welcome:

- In the welcome, something should be included re. the state of Cumberland, e.g. oldest population, most disability, etc.
- It was suggested to mention the various types of communities and different services (dispersed rural population as well as villages and former towns) as well as to mention that we are partnered with the Village of Pugwash.
- It was agreed that the welcome should mention that it is a living document.

*Please contact Maggie if there is anything else that you would like added.

The Introduction:

- Include what we believe and areas of focus. The plan has the following five areas of focus:
 - 1) Built Environment
 - 2) Information and Communication
 - 3) Goods and Services
 - 4) Employment

- 5) Transportation
 - Equitable access
 - Concentrate on Accessibility, do as Wolfville did and just touch on inclusion briefly in the welcome.
 - We will build a glossary as we create the plan.

4. Continued Audits of Municipal Services and Facilities

- The Director of Engineering and Operations has approved for us to have staff assist us with the Built Environment audits.
- The Village of Pugwash summer staff will assist with Pugwash audits.
- Possibly have the recreational staff from Springhill and Parrsboro help as well in those locations. Vicki will inquire about this.
- It is not necessary for us to wait for all audits to be done before executing the creation of the plan, they can be incorporated as we go.

5. Public Information Sharing and Social Media

Facebook Page:

- We discussed what would be appropriate to share.

Public Information Exchange:

- Maggie asked if it would be a good idea for her to make an accessibility map where people could add locations with comments and suggestions on accessibility features. Prior accessibility survey results could be incorporated.
- Share map on social media, work with some local accessibility non-profits/committees and get input from everyone.
- There is an application that has accessibility ratings from the public, perhaps use it on Facebook or use it as a resource. Maggie will find it and send it to us.
- Once our Accessibility Plan is drafted, we will have another opportunity to seek community input.

6. Frontline Staff Hearing Impairment Training and Signage

- Maggie spoke to Kellie who gave a list of all the frontline staff and the names of their supervisors. Maggie will contact the supervisors to ask if they are available to have Catherine give them training re. how to better provide accessible services, especially assist those with hearing impairments.
- Amanda Macleod is working on signs, 5 locations for signs have been determined. Maggie will share what the signs look like once the drafts are complete.

7. Date of Next Meeting:

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

Adjournment: The meeting adjourned at 3:00 pm.

<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	In progress
2. Discuss with the frontline staff and Amanda Macleod what the signage should say to best convey this.	Maggie	In progress
3. Have signs made accordingly.	Maggie/Amanda	In progress
4. Discuss possibility/interest in Zoom presentation with frontline staff on how to provide accessible service including reading cues from people with hearing impairments. This presentation would be done by Catherine Aquino Russell.	Maggie, Catherine	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. Vicki, Brenda and David to forward audits they have done to Maggie.	Vicki, Brenda, David	In progress
8. Ask Management about how to incorporate Village of Pugwash in Terms of Reference.	Brenda	Ongoing
9. Email Provincial general accessible guidelines to River Hebert and Joggins Area Development Association.	Vicki	Ongoing
10. Lisa to add Committee info to Pugwash newsletter.	Lisa	Ongoing
11. Committee to review audit forms before next meeting and provide feedback, suggestions for improvement, additions, etc.	Committee	Ongoing
12. Email Maggie if there is anything to add to welcome or introduction of plan.	Committee	
13. Provide draft of beginning of plan to Committee by email before next meeting.	Maggie	
14. Inquire about summer students in Springhill and Parrsboro helping with audits.	Vicki	
15. Draft the report requesting input from committees.	Vicki	
16. Share signs with committee once drafts are complete (See Action #2).	Maggie	
17. Send Accessibility App. to Committee	Maggie	