

MUNICIPALITY OF CUMBERLAND
Accessibility Advisory Committee Meeting Notes
Monday, June 25, 2020

Present: Maggie Pitts, Vicki Weaver, Brenda Moore, Melanie Prendergast, Lisa Betts, David Buell, Alicia McInnes, Catherine Aquino Russell, Joanne Hopper, Helen Sims, Jacqueline Young, Leisa Babineau

Regrets: Peter Cottingham, Joanne Hopper, Bonnie Langille

1. Approval of Agenda:

Approved as circulated.

2. Approval of Meeting Notes from June 1, 2020:

Approved as circulated.

3. Terms of Reference

The Terms of Reference were reviewed. The Committee would like new wording for # 9 on page 2 before the next meeting. Any suggestions can be emailed to Maggie or Melanie.

The Committee agreed to make the following changes on Page 2:

- The Accessibility Advisory Committee shall have ***a minimum of 6 members.***
- The members of the Accessibility Advisory Committee shall be appointed by Council for a term of ***3 years (Council to ratify every year)...***
- The Committee shall meet at least ***quarterly***, or as needed to fulfill its duties.
- ***A quorum for this committee is 50% of the committee +1, with a requirement of 50% of the members present being individuals with disabilities or representing those with disabilities.***

Regarding the meetings being open to the public, it is not ideal to do so in person now due to the pandemic, however, it was suggested that we can designate a part of our website for the public to access. This link would include our meeting notes, the Terms of Reference and possibly our recorded meetings. We can also give interested individuals the option to participate in the Zoom meetings. Maggie will ask Amanda Mcleod, who maintains and updates the website, if she can do this.

4. Consultation with the Community on accessibility in the municipality

a) We have put out survey, how else can we consult with the community?

The following suggestions were made:

- Create page on Municipal website which would include contact information (Melanie's) that public can submit questions/suggestions/concerns to anytime.
- Open House in each community or groups of communities (have at least 3-4)
- Drop off surveys at the YMCA, Doctors' offices and other locations
- Ask specific organizations (Smile and Shine, Public Health, daycares, VON, Cobequid Housing) that work with people with disabilities for their input and to circulate survey.
- Get schools involved (Be specific for kids, i.e. ask for input re. roads, parks)
- Send surveys through the mail

b) Guest Speaker at next meeting

A roundtable discussion with our existing members will be on our next agenda.

5. Identify Municipal Services and Facilities

Maggie will ask Jon Epell for a list of our facilities. Services such as programs, our website, walking in the front door for customer service and others that may not come to mind immediately should be listed as well.

Once we have all the info compiled into a spreadsheet, it can possibly be shared on Teams for the members to access and saved in Laserfiche to be accessible to all staff.

We can tie in public feedback to help us incorporate the plan.

6. Accessibility Survey:

Maggie sent the members an email with online access to the survey. Vicki offered to have it posted again on different Facebook pages.

7. Microsoft Teams

We are going to stick to Zoom meetings for now until we can figure out how to get closed captioning working on Teams. Some members voiced that they prefer Zoom in general because there are fewer technical problems with it.

8. Next meeting:

Date to be determined.

Adjournment: The meeting adjourned at 3:10pm.