

Northumberland Accessibility Advisory Committee Minutes

February 15, 2024

555 Courthouse Road, Cobourg

By Zoom video conference – 1:00 – 2:30 pm

Members Present: Bob Robertson (1:20pm), Hope Bergeron, Jason Ducharme, Selena Forsyth, Stephanie Ash, Bobby-Jo Preston (Chair), John Logel (County Councillor) Andrea Nicholson (staff liaison)

Regrets: Christine Bayer

Guest: Cara Timmermans, Digital and Document Accessibility Specialist (until 2:00pm)

Quorum was confirmed and the meeting called to order at 1:05pm

1. Approval of meeting notes from January 18, 2024

Moved by Selena, seconded by Jason, that the minutes from the January 18, 2024 meeting be approved. **Carried.**

2. Action items and follow-up from January 18, 2024

Action item1: Andrea will prepare Helping Hands Award nomination forms and distribute to County staff. Complete.

Action Item 2: Committee members will consider the NAAC Chair and Vice Chair roles and self-nominate if interested and nominate other members by February 1 be sending Andrea an email or phone message.

3. New Business

i National Access Ability Week

Andrea reported that the Helping Hands Award information and nomination forms were distributed by email and posted on the County's internal website. Details were also distributed via posters (new in 2024). The nomination period is February 1 - 23, 2024.

Andrea presented an alternate Helping Hands certificate design. Committee members preferred the design presented over the design used in previous years. Andrea will forward the committee's recommendations for the hand/heart logo to communications.

Andrea discussed possible call to action for recruitment of new NAAC members.

Moved by Selena, seconded by Jason, that the NAAC recommends the recruitment of up to 3 new NAAC members during the period that aligns with the start of National Access Ability Week. **Carried.**

Committee members agreed to participate by submitting quotes about the importance of the NAAC, value of participating, value of own contribution, recognizing the work of the NAAC.

Committee members provided suggestion for advertising recruitment of new members.

Action item: Andrea will provide prompts to help Committee members with quotes for National Access Ability Week promotion of the NAAC at the March meeting.

The Committee put forward suggestions for theme/catch phrases.

ii Selection of Committee Chair and Vice Chair for 2024

Nominations for Chair

- Selena nominated Bobby-Jo.
- There were no further nominations.

Nominations for Vice Chair:

- Selena self-nominated.
- There were no further nominations.

Moved by Jason and seconded by Hope that Bobby-Jo Preston fulfill the role of NAAC Chair for 2024 and that Selena Forsyth fulfill the role of Vice Chair for 2024. **Carried.**

iii Learning and Sharing Forum Exploration (Andrea)

Andrea reported that AACs across the County have provided input to help explore the possibility of a Learning and Sharing Forum for AACs within County. The Committee answered the same questions asked of each of the AACs. The data will be consolidated.

iv Accessibility Coordinator update (Andrea)

- **Accessibility Annual Status report** – the report was submitted and will go to Standing Committee and Council in March.
- **Accessible housing unit available** – A new 2-bedroom accessible unit is available at 229 Elgin St. There are some occupancy requirements such as at least one of the occupants person must be non-spousal. Applicants do not have to currently live in Northumberland County. Anyone who has questions or has interest can contact the County and ask to speak to someone in Housing Services.

4. Adjournment

The meeting was terminated at 2:29pm

Next Meeting: March 14, 2024 (2nd Thursday) 10:00am