

**MUNICIPALITY OF CUMBERLAND**  
**Accessibility Advisory Committee Meeting Notes**  
**Thursday, November 19, 2020**

**Present:** Maggie Pitts, Vicki Weaver, Melanie Prendergast, Lisa Betts  
Brenda Moore, Helen Sims

**Regrets:** Leisa Babineau, David Buell, Catherine Aquino Russell, Alicia McInnes

**1. Approval of Agenda:**

Approved as circulated.

**2. Approval of Meeting Notes from September 9, 2020:**

Approved as circulated.

**3. Identification & Audit of Municipal Services and Facilities**

**a) First Audit Trial:** Audits were done by Cumberland County Transportation Services (CCTS) at two locations, one was the Upper Nappan parking lot which scored well. Brenda Moore also did one for the Upper Nappan building side staff entrance.

**b) Feedback:** Both Helen of CCTS and Brenda had positive feedback regarding the forms. Brenda used the forms in the back of the “Accessibility Asset Audit Guidelines for Indoor and Outdoor Spaces” and Helen used Excel spreadsheets that were provided. These different formats might eventually be meshed for something consistent that works best for all. Maggie will email the audit tools to everyone.

**c) Members can claim mileage for related work:** Committee members can claim mileage for related work such as travelling to do audits or to attend meetings.

**4. Clear Masks (for front line municipal staff)**

Clear facemasks are on order for front line municipal staff as a step that can be taken now to be more accessible to assist with speech hearing for those with hearing impairments.

**5. Training Opportunities**

Maggie will send out information about a lunch and learn “Auditing Building and Outdoor Spaces for Accessibility” webinar being held by the province on November 24.

## **6. Public Meetings**

Maggie has been communicating with Amanda Macleod about live streaming our meetings on Facebook. Those on the Committee will be asked for their permission to be recorded prior to doing so.

## **7. Consultation**

### **a) Open House/Other**

Maggie was thinking early spring might be a good time to host a virtual open house. The Committee agreed that it would be good to have some things completed first to present to the public.

### **b) Member Recognition**

It was agreed to have our Committee members as well as the organization they represent listed on the website.

### **c) SOAR Letter**

A letter was received from the SOAR Community Health Board regarding having a sidewalk built from the Town of Amherst to the hospital.

*A letter from the Committee (drafted by Maggie) will be sent in response to the SOAR letter stating that this will be brought to the attention of Council. The Town of Amherst will be copied on the letter. Two separate memos will go to Council, one describing the Committee and its mandate and the other informing them of the letter from SOAR.*

## **8. Terms of Reference**

The Committee revisited what the Quorum for the Committee should be. It was agreed that 50% of the total members in attendance would meet the requirement. Maggie will send this new update in a Doodle to the whole Committee for approval.

## **9. Roundtable**

There was no roundtable discussion at this meeting.

## **10. Next Meeting:** Maggie will send out a Doodle with different dates in December to choose from.

**Adjournment:** The meeting adjourned at 3:22pm.