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**ATTENDING**

- Chair, Councillor Jennifer Ingham
- Vice Chair, Dwayne MacLeod
- Rebecca Smith
- Birgit Elssner
- Emily Duffett (*left at 5::15pm*)

**ALSO ATTENDING:**

- Meghan Swanburg, Acadia University
- Director of Finance, Mike MacLean
- Director of Parks and Recreation, Kelton Thomason
- Coordinator of Special Projects & Communication, Barb Shaw
- Recorder, Laura Morrison

**GUESTS:**

- Deputy Madeira-Voss

**REGRETS:**

- Mayor Wendy Donovan
- Pamela Capern

**CALL TO ORDER**

Chair, Councillor Ingham, called the meeting to order at 4:33pm.

**1. Approval of Agenda**

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.**

**CARRIED**

**2. Approval of the Minutes**

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES FOR THE April 11, 2022, ACCESSIBILITY ADVISORY COMMITTEE BE APPROVED WITH CHANGES AS NOTED.**

**CARRIED**

*Director MacLean to clarify ability to review plan every 4 years instead of every 3 years.*

**3. Public Input/Question Period**

- No public input

- 4. Acadia University Update**
- Acadia’s Accessibility plan is online and up for public review every 3 years. Strong connection with this committee.
  - Some renovation projects undertaken including washrooms, signage. QR codes used in directory as way to increase accessibility.

**5. Staff Reports for Discussion:**

a. RFD 027-2022  
Accessibility Plan 2022-2026

- Director MacLean presented on the pre-circulated Draft Accessibility Plan.
- Graphics still to be reviewed from accessibility expert, still to compile photos of improvements, some before and after comparisons are available.
- Added ‘barrier free’ explanation of Universal Design.
- Removed wording around seniors which is causing confusion.
- Virtual meeting policy for staff and council still in the works.
- The pandemic put a pause on ability to do a lot of community engagement, but it did take place prior to the pandemic. Chair and Mayor’s message will reference the effect COVID had on community engagement.

Draft Report Card

- Director MacLean presented on the report card and requested feedback from members.
- After some discussion it was decided to leave as is.
- Plain language/readability/ease of how it reads is main consideration and more structured detail.
- Report card will be incorporated as an appendix as well as past report cards for comparison purposes.

**6. Round Table Discussion**

a. Community Engagement – Committee discussion on next steps

- Lots of discussion around Community outreach going forward. Guest speakers versus members of this committee to engage community in Accessibility Act Review?
- Deputy Mayor Madeira-Voss who sits on the WBDC suggested a committee member could meet with the board and discuss best way to move forward to reach business community.
- Perhaps work with WBDC to organize a business focused event. bringing in guest speaker would be of value.
- Check what Valley REN doing before next meeting, they may already have something in the works along those lines.
- Perhaps a collaboration with Acadia – more info to come to July meeting.
- DM Madeira-Voss will raise with WBDC.

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**7. Next Meeting**

- July 11, 2022

**8. Adjournment**

- Meeting adjourned at 5:28pm

**Approved at the July 11, 2022 Accessibility Advisory Committee Meeting.  
As recorded by Laura Morrison, Executive Assistant & Town Clerk, Office of the CAO.**