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**ATTENDING**

- Chair, Councillor Jennifer Ingham
- Mayor Wendy Donovan
- Birgit Elssner
- Meghan Swanburg
- Alex le Blanc
- Elizabeth Ann Mills

**ALSO ATTENDING:**

- Kelton Thomason, Director Parks & Recreation
- Barb Shaw, Communications & Special Projects Specialist
- Laura Morrison, Recording Secretary

**REGRETS:**

- Emily Duffett

**CALL TO ORDER**

Chair, Councillor Ingham, called the meeting to order at 4:34pm.

**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 OF THE NOVEMBER 14, 2022, ACCESSIBILITY ADVISORY COMMITTEE BE APPROVED.**

**CARRIED**

**3. Public Input/Question Period**

- No public input

**4. Chairperson's Comments & Expectations**

- Chair Cllr. Ingham explained the purpose of the Committee and importance of everyone's input.
- Hybrid meeting
- Length of meeting – try to keep on schedule but can run over if required.
- A call for Vice Chair was made and Meghan Swanburg appointed by motion.

**IT WAS REGULARLY MOVED AND SECONDED THAT MEGHAN SWANBURG BE APPOINTED AS VICE CHAIR OF THE ACCESSIBILITY ADVISORY COMMITTEE.**

**CARRIED**

**5. Introductions of New & Existing Committee Members**

- All members introduced themselves and explained their purpose for joining this committee.

**6. Update from Acadia (Meghan Swanburg)**

- Accessible procurements – looking at accessibility as part of the scoring matrix when reviewing proposals or quotes from companies.
- Creating an Accessibility Hub which is an online centralized webpage currently going through website governance.
- Tasking third year engineering students to consider accessibility and assessment of built environment. Looking at assignments if any members of this committee have ideas please share.

**7. Overview of current approved Accessibility Plan 2022-2025. Draft form.**

- Director Thomason provided an overview of the draft plan.
- Date to be changed to 2025.
- Plan has been approved by Council in this draft form allowing for limited changes. Any substantial changes would have to go back to Council.
- Will be printed and available by end of March 2023 – public document so will be available on Town website.
- Gallery of Achievements – further discussion on whether photos should be spread throughout document or added at end. Consider both, although could present challenges to those with screen readers, perhaps produce two separate versions for people who cannot view characters.
- Inclusion of past and current membership of this committee to acknowledge the contributions that have been made as well as aligned with the report card for the years they were involved.
- Past two report cards will be included in this plan and another one to end of April this year.
- Page 4 image still to be updated.
- Different colour on front page to differentiate from past plan.
- Texture of paper will help people to flip pages.
- Community engagement will take place.

**8. Next steps – Input into  
2023-2024 Operations  
Planning (possible  
February meeting - TBD)**

- What does this committee feel is important in the town that we should be focusing on.
- Accessibility issues – NS Accessibility Directorate have guidelines for all corporations to try to meet including detailed plans for built environment.
- Look at NS Accessibility document definitions.
- Processes – Accessibility Audits conducted.
- Photos – suggestion to invite individuals using barrier free areas that have been created.
- Highlight harvest moon trail in achievement section – well maintained.
- Digital tools and vendors in the area and seek them as sources of local information.
- Identified hazard: transition between patios and sidewalk in summer.
- Parks Plan Workshop coming up and some things could be identified. There will be public engagement piece and unique stakeholders we want to meet with of which this committee is one. Separate meeting to talk about all things Park and Open Space related.
- Concerns raised about snow and ice in winter especially for up and down the hilly streets.
- Sidewalk snowplough goes by and clears, road snowplough covers it again.
- Entrance to Reservoir Park becomes a sheet of ice in winter – difficult to navigate.
- Winter becomes very inaccessible for older people.
- Concern around shared use trail – Harvest Moon – people have difficulty navigating in wheelchair because cyclists are not good at warning if they are coming behind you. If deaf or hard of hearing they may not hear a bell.
- Discussion around speed limits on sidewalks/trails – slow zones.
- WBDC – conversations to raise awareness to businesses of what they could be doing to assist with accessibility.
- Unique opportunities for businesses exist to work with Town and could obtain grants if work with Town.
- Town could play a role in education of these processes and support.
- Community Accessibility Program – open to February 14<sup>th</sup> - Business Access Grant.
- Up to \$100k for funding to make business more accessible.
- Business cards with braille.

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**9. Next Meeting**                      • February 13, 2023

**10. Adjournment**                      Meeting adjourned at 5:40pm.

**Approved at the February 13, 2023 Accessibility Advisory Committee Meeting.  
As recorded by Laura Morrison, Executive Assistant & Town Clerk, Office of the CAO.**

