
ATTENDING

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

ALSO ATTENDING:

- Mike MacLean, Director of Finance & Acting CAO
- 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 4:31pm.

- 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 MARCH 13, 2023, ACCESSIBILITY ADVISORY COMMITTEE BE APPROVED AS CIRCULATED.**
CARRIED

- 3. Presentation**
- Beverly Cassidy presented on Dementia & Age Friendly Strategies and shared information on the Memory Café in Wolfville.
 - Website is <https://memorycafens.ca/>
 - Winner of the 2023 Grassroots Award from the Alzheimer Society of Canada.

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- Thank you to Nick Zamora, Rec Dept and the Town for support of launch of Memory Café and continued support of ongoing communication reminding people of the café.
 - The memory café is intended to offer persons with all types of cognitive challenges and their care partners a place to come together. Not specific to dementia related memory challenges.
 - Memory café is held in Charts Cafe. The purpose of this location is to encourage integration with all members of the community.
 - Typically runs for around one hour.
 - Activities include non-memory-based conversation using art as well as live music.
 - Participants are asked to register, and advise of any special provisions required for example, assistance accessing the building.
 - Currently over 100 participants across the province.
 - Dr. Cassidy offered suggestions for consideration when looking at the Parks Master Plan including providing pathway access to Quiet Park from the nursing home and assisted living facilities nearby. The park could consist of a community garden with accessible planters of different heights. Intergenerational space. Paths should be wide and smooth, suitable for walking and mobility devices. Seek input from the Recreation Therapists at the nursing home as well as residents.
 - Suggestions from committee members included for those not living in care, a looped bus system in Town for two afternoons a week, hop on hop off, could include medical building, gym, library.

- Wayfinding ideas could include signage, architectural features. Look out for uneven areas, use slopes rather than stairs, quiet area.
- Alzheimer's Society currently looking for nominations for their Dementia Friendly Community Award <https://alzheimer.ca>

4. Public Input/Question Period

- No public input

5. Chairperson's Comments

- National Volunteer Month. Would like to take the opportunity to thank everyone on the committee for all the work and efforts.
- National Accessibility Awareness week- May 28 to June 3rd.

6. Acadia Update

- Meghan Swanburg advised her role has changed from part-time Accessibility Coordinator to full-time Manager Accessibility Standards Compliance and Projects Built Environment.
- Focus for next three years, is wayfinding, signage, accessible elevator, gender inclusive accessible washrooms and exploring tactile warning indicators at the top of steps.

7. Accessibility Plan – Plain Language Edits

- Communications Specialist Barb Shaw provided update on the second version of Access by Design, preliminary edit by Plain Language Editor (Nicole) Watkins Campbell Communications.

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- The Access by Design Report is created for anyone in the community to access which presents a challenge to find a way to make it readable to the entire community as much as possible.
 - Some of the simple rules are:
 - write for reader not for ourselves.
 - Use pronouns as much as possible.
 - State major points first before going into details.
 - Stick to topic.
 - Limit each paragraph and keep it short using an active voice. A passive voice should be used only in short sentences.
 - Technical terms can be used but explain in the moment and remove unneeded words.
 - Use headings, lists and tables and proofread.
 - The Editor noted we may want to include an introduction for those not familiar with the first version as to what this is and to be able to use it as a standalone document.
 - Challenges with readability, it is at academic or corporate level.
 - Terms and acronyms not welcome with plain language editing, however, ASL was recognized and felt no need to spell that out. Common understanding that people know what that means.
 - Glossary of terms – recommended not to have that. If a word is not common, then try and find a more accessible term or describe it in the moment rather than finding another page to look it up.
 - Length of document should be short and concise approx.. 20 pages.

8. Roundtable

- Reachability.org are a resource for plain language.
- Buildings with wheelchair buttons conformed to building code at the time they were put in place. There are various sizes, types and locations of buttons as well as different pressures required to activate them.
- Concern around icy water run off at Pleasant Street.
- The Accessibility Directorate is offering 4 pilot workshops for Prescribed Public Sector Bodies which include municipalities, universities, libraries. They include a train-the-trainer session in May to accessibility leads and there is a self reflection questionnaire – Checking Our Privilege.
- The committee to direct staff on what they would like to achieve to help inform the strategy that will be used to share the report with the public.

9. Next Meeting

- Facilitated workshop with Parks Consultant in May – Date TBD

10. Adjournment

Meeting adjourned at 5:34pm.

**Approved at the October 16, 2023, Accessibility Advisory Committee Meeting.
As recorded by Laura Morrison, Executive Assistant & Town Clerk, Office of the
CAO.**