

**ATTENDING**

- Chair, Councillor Jennifer Ingham
- Deputy Mayor Wendy Elliott
- Birgit Elssner
- Ramona Jennex
- Ian Brunton
- Meghan Swanburg
- Barb Shaw, Manager of Communications & Strategic Initiatives
- Laura Morrison, Recording Secretary

**CALL TO ORDER**

Chair, Councillor Jen Ingham called the meeting to order at 4:31pm.

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| <b>1. Approval of Agenda</b>      | <b>MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.</b><br><br><b>CARRIED</b>  |
| <b>2. Approval of the Minutes</b> | <b>MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE APPROVAL OF MINUTES OF THE APRIL 8, 2024, ACCESSIBILITY ADVISORY COMMITTEE BE APPROVED AS AMENDED.</b><br><br><b>CARRIED</b> |
| <b>3. Public Input</b>            | No public input  |
| <b>4. Comments from the Chair</b> | <ul style="list-style-type: none"><li>• Reached out to KPPT for Accessible Van and Smile Group if they wish to be involved in AccessAbility event.</li><li>• WBDC</li></ul>          |

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| <b>5. AccessAbility Event Proposal</b> | <ul style="list-style-type: none"><li>• Monday May 27<sup>th</sup>, 5pm to 6:30pm L'Arche Community Room, second floor.</li><li>• Discussion on each of the panels for the event including definition of a barrier, transportation, goods and services and prevention of barriers.</li><li>• Resources required for each station and greeter</li><li>• Passport idea could be a barrier.</li><li>• Colouring kits – accessible logo /accessible crayons – Barb to source</li><li>• Accessible fidget box - Birgit and Barb to review what this might contain.</li><li>• Snacks – varieties (sugar free/gluten free) and water, paper cups.</li><li>• Room rental/kitchen use.</li><li>• Quiet room – greeter can direct visitors.</li><li>• Therapy dog at employment station.</li><li>• Discussion on assignment of roles.<ul style="list-style-type: none"><li>– Ian- greeter</li><li>– Councillor Ingham – Transportation</li><li>– Deputy Mayor Elliott – employment station with therapy dog</li><li>– Meghan - built environment</li><li>– Birgit – food, floating, sight assistant as required Ramona - goods and services</li><li>– Laura - communications</li></ul></li><li>• ASL sign language at communications table.</li></ul> |
| <b>6. Roundtable</b>                   | <ul style="list-style-type: none"><li>• Public washroom discussion</li><li>• Patios opening downtown/effect on parking.</li><li>• Accessible doors discussion – let staff know if buttons are not working.</li></ul>  |

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| <p><b>7. Next Meeting</b></p> <p><b>8. Adjournment</b></p> | <ul style="list-style-type: none"><li>• Acadia Accessible events – library books written by people with disabilities, afternoon list of movies, Accessible communities - five ways to disable ableism at work.</li><li>• Communication to be shared with this committee on events taking place once finalized.</li><li>• Image description/alt text – include both as best practice.</li></ul> <p>• June 10, 2024</p> <p>• Meeting adjourned at 5:35pm.</p> |
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**Approved at the June 10, 2024 Accessibility Advisory Committee Meeting.  
As recorded by Laura Morrison, Town Clerk.**