



Accessibility Advisory Committee Meeting

April 12, 2021

4:30 p.m.

Via Teams

Agenda

Call to Order

1. Approval of Agenda

2. Approval of Minutes

- a. Committee Meeting, March 8, 2021

3. Public Input / Question Period

PLEASE NOTE:

- Public Participation is limited to 30 minutes
- Each Person is limited to 3 minutes and may return to speak once, for 1 minute, if time permits within the total 30-minute period
- Questions or comments are to be directed to the Chair
- Comments and questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred, but no decision has been made by Council, will not be answered.

4. Staff Reports for Discussion

- a. Annual Report Card – 2020/21 Progress Assessment

5. Round Table Discussion (if time allows)

- a. Next Steps – Accessibility Plan Update by March 31/22
 - i. One Area of Focus at a Time



- b. Direction – Future Meeting Schedule
 - i. Frequency/Day of the Week/Start Time/Duration
 - ii. Working Groups & Staff research between meetings

6. Next Meeting: June 14, 2021

7. Adjournment

ATTENDING

- Dwayne MacLeod, Chair
- Councillor Jennifer Ingham,
- Birgit Elssner
- Pamela Capern – Left at 5:30 p.m.
- Emily Duffett
- Andrew Roach
- James Sanford
- Mayor Wendy Donovan, and
- Recording Secretary, Amanda Brown

ALSO ATTENDING

- Director of Parks and Recreation, Kelton Thomason
- Director of Finance, Mike MacLean

ABSENT WITH REGRETS

- Councillor Jodi MacKay, Alternate
- Rebecca Smith

CALL TO ORDER

Councillor Ingham, called the meeting to order at 4:32 pm.

- 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 FEBRUARY 8, 2021 ACCESSIBILITY ADVISORY COMMITTEE BE APPROVED.**

CARRIED

- 3. Public Input / Question Period** No public input.

**4. Acadia University
Update**

- James Sanford advised they are continuing to develop a process to set up an Accessibility on campus and are continuing to target for the end of March to get the invitation out to individuals.
- Conversation surrounding the integrated working program has been discussed with Emily and Kelton.
- The accessibility report and assessment on campus is continuing and the first draft has been released and there will be public consultation on the report. In the fall there will be a formal public consultation lead by the Minister.

**5. Staff Reports for
Discussion:**

**a. Information Report –
Feedback/Complaints
Update**

- Director MacLean provided a summary of the feedback and complaints report.
- It was noted the committee provides feedback and answers any questions from the public and it is directed to Director MacLean at the present time and will eventually be sent to Director Thomason.
- In 2019 there were several complaints surrounding street parking in the downtown core as well as three developments. There have not been any further complaints since last March. As a result of the “Healthy Downtown” additional accessible parking and curb cuts were completed.
- Surrounding the developments, they were dealt with and they were put in touch with the Director of Planning.
- There was an item surrounding parking around the Farmer’s Market. This area of the Town is being considered for changes in parking availability and accessible parking.

b.
**c. Information Report –
Plan Renewal Process**

- Director MacLean advised there is not a written report but reviewed page 27 of the report and advised the Town would review the plan and would update in terms of accessibility and build on what is currently existing.
- It was suggested this item be added to the next agenda for further discussion.
- The process around public engagement is very important and will be time consuming. The Committee would like to raise the bar a little more to obtain the ultimate goal in 2030.

6. Round Table Discussion

a. Annual Report Card Evaluation

- Director MacLean advised a spreadsheet of the Accessibility Work Plan was sent to the Committee for review. Advised the document is to be a working document and once it was completed it would be provided to Council and the public.
- Director MacLean advised some of the items may be part of the report card, however, some may apply to the upcoming plan.
- It was noted the review of the items may take a few minutes and Birgit advised she took several notes the last time to input in the comments section and suggested to the Chair it be completed as the document is reviewed.
- Review of the Accessibility Plan (changes to be made):
 - Built Environment – Add sidewalk curb cuts – move to in progress.
 - Place street furniture, sandwich boards, planters away from path of travel and curb cuts – Mayor Donovan advised she is not sure it has been provided to WBDC yet. Director MacLean advised it will be left as incomplete for the time being.
 - Discussion surrounding the widening of doorways in municipal buildings and Director Thomason advised it will be looked at during the renovations to the Planning building as well as the Welcoming Centre and the ramp being installed at the Town Hall is addressing some of the issue. It was determined it is still incomplete as the larger projects are part of the capital rebuilds.
 - Auditory, visual, and tactile markers at busy intersections - There have been curb cuts and some visual marking for parking. It was agreed this is still part of future capital rebuilds and it is still incomplete as it stands. Further suggested it should be moved to further fiscal years in the medium to long range.
- Suggestion was made that the Report Card format be kept the same to have it completed in a timely manner.

b. Meetings – Virtual or Hybrid

- The Chair suggested the meetings be moved from a quarterly meeting to a bi-monthly meeting and changing the time from 4:30–5:30 to 4:30-6:00.
- It was agreed a bi-monthly meeting will now be adopted and a doodle poll will be sent out with times for people to select what would work best for them.
- The meetings will remain virtual.

- Suggestion that Acadia updates be made quarterly. Director MacLean and Director Thomason will contact James Sanford and discuss.

7. Next Meeting

Next Regular Meeting – **April 12, 2021 – Report Card Evaluation 2nd Meeting**

June 14, 2021 – Regular Meeting

8. Adjournment

Members called an adjournment at 5:38 p.m.

Approved at the *****, 2021 Accessibility Advisory Committee Meeting. As recorded by Amanda Brown, Assistant, Office of the CAO.

DRAFT