



## **ACCESSIBILITY ADVISORY COMMITTEE MEETING**

**June 13, 2023 – 4:00 pm**  
**Via Telus Video Conference**

### **1. CALL TO ORDER / RECORD OF ATTENDANCE**

The meeting was called to order at 4:25 pm by Chairperson Sheri Hurlburt. The following were in attendance: Dwayne Roberts, Monette Comeau, Darlene LeBlanc, Linda Vickery, and Barb DeViller Recording Secretary.

Regrets: Victoria Brooks, Rick Card, and Loren Cushing

### **2. FIRST NATION LAND ACKNOWLEDGMENT**

Chairperson Sheri Hurlburt stated, “I would like to begin by acknowledging that we are on the traditional lands of the Acadia First Nation, part of Mi'kma'ki (meeg-ma-gee), the ancestral territory of the Mi'kmaq people.”

### **3. APPROVAL OF THE AGENDA**

*It was moved by Monette Comeau and seconded by Linda Vickery to approve the agenda as circulated.*

*Motion carried unanimously.*

### **4. APPROVAL OF THE MINUTES OF MARCH 14, 2023**

*It was moved by Linda Vickery and seconded by Monette Comeau to approve the minutes of March 14, 2023.*

*Motion carried unanimously.*

### **5. BUSINESS ARISING FROM THE MINUTES**

#### **5.1 Approved Motion by Municipal Council**

Municipal council carried the following motion unanimously during their Regular Meeting on April 26<sup>th</sup>, 2023.

*It was moved by Councillor Sheri Hurlburt and seconded by Deputy Warden Trevor Cunningham that staff develop a scope of work for the accessibility improvements in addition to the requirements listed by Jensen Hughes Consulting Canada in the Built Environment Accessibility Audits for the Administration Building and the Rotary Centre. Motion carried unanimously.*

An update was provided with respect to the audit process. The first step is to engage an architectural firm to look at the renovations to the Council Chambers which will be quite extensive. Staff is working on a Request for Proposals for an architectural firm. Concerning the funding received for the washrooms, we need to confirm at what point we will start renovations. We have until 2025 to use the funding. We also

need to confirm whether or not we will need architectural support for the Rotary Centre. Darlene will provide a further update. The following step would be to look for contractors to do the work.

Sheri indicated Municipal Council did pass in their budget of June 1<sup>st</sup>, 2023 a capital investment for the Administration Building in the amount of \$150,000.00 and for upgrades to the Rotary Centre in the amount of \$300,000.00. Committee members will provide recommendations to Council who will decide how to proceed.

*It was moved by Monette Comeau and seconded by Linda Vickery that the Accessibility Advisory Committee recommend to Council an order of priority (apart from renovations to the Council Chambers) for the work that will be required to the Administration Building and the Hebron Rotary Centre.*

*Top four priorities for the Administration Building would be as follows:*

- 1. Parking be made more accessible*
- 2. The administration reception counter be lowered to be more accessible*
- 3. Widening of doorways to community meeting rooms*
- 4. Upgrades to washrooms*

*Top three priorities for the Hebron Rotary Centre would be as follows:*

- 1. Parking and entryway to the building be made more accessible*
- 2. That there be an accessible exit from the building*
- 3. Upgrades to washrooms*

*Motion carried unanimously.*

## **6. NEW BUSINESS**

### **6.1 Diversity, Equity, Inclusion, and Accessibility Coordinator**

Council approved a part time position for a Diversity, Equity, Inclusion and Accessibility Coordinator. Staff is working on the job description.

### **6.2 Sherry Robertson Letter of Resignation**

Sherry Robertson provided a letter of resignation from the Accessibility Advisory Committee. There is now one vacancy on the committee. Legislation through the province states that we must have a majority of either individuals who identify as having a disability or representing an organization who assist individuals with disabilities. Staff is advertising this position.

## **7. DATE OF NEXT MEETING**

The next meeting date has not been determined. A meeting will be scheduled at a later date, possibly in September.



**8. ADJOURNMENT**

*It was moved by Monette Comeau to adjourn at 5:20 pm.*

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Sheri Hurlburt, Chairperson

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Barb DeViller, Recording Secretary

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