



**ACCESSIBILITY ADVISORY COMMITTEE MEETING**  
**February 7, 2023 – 4:00 pm**  
**Councillor’s Lounge, Municipal Building in Hebron**

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

The meeting was called to order at 4:05 pm by Chairperson Sheri Hurlburt. The following were in attendance: Victoria Brooks, Dwayne Roberts, Monette Comeau, Loren Cushing, Linda Vickery, and Barb DeViller Recording Secretary.

**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 Loren Cushing and seconded by Monette Comeau to approve the agenda.*

***Motion carried unanimously.***

**4. APPROVAL OF THE MINUTES OF APRIL 12, 2022**

*It was moved by Monette Comeau and seconded by Linda Vickery to approve the minutes of April 12, 2022.*

***Motion carried unanimously.***

**5. BUSINESS ARISING FROM THE MINUTES**

**5.1 Action Plan Review**

This item has been tabled until the next meeting.

**5.2 Built Environment Accessibility Audit**

Built environment accessibility audits were completed by Jenson Hughes Consulting Canada on the Administration Building, 932 Highway 1 in Hebron and on the Rotary Centre, 107 Cemetery Road in Hebron. These audits were provided to the committee for review.

Victoria reviewed the process MODY took to address issues relating to accessibility in these buildings. A Request for Proposal for audits of the two buildings was sent out. The preamble of both audits indicates the two standards by which the audits were completed, namely the National Building Code Standard as well as the Provincial Standard. The audits contain a list of items assessed such as travel pathways, washrooms, and doors.

The consultants were also tasked with clearly identifying the gaps, recommending remediation, and providing cost estimates around achieving remediation.



The consultants provided Class D Estimates for the administration building in the amount of \$135,280.00 and the Hebron Rotary Centre in the amount of \$248,320.00. The Accessibility Advisory Committee felt these were conservative estimates.

## **6. NEW BUSINESS**

### **6.1 Council Review Request**

Council will refer the audit reports to their capital budgeting process. They will require a master list from the Accessibility Advisory Committee of items not included in the audit reports as well as the committee's recommendations. Committee members were asked to provide their input by email to Darlene LeBlanc and Sheri Hurlburt by the end of February.

### **6.2 CNIB Presentation**

Sheri indicated that an individual from the CNIB does education sessions for NSCC students for eye safety. The committee discussed having the CNIB come in and give a presentation. Sheri will contact the CNIB and provide Darlene's contact information.

### **6.3 Accessibility Grant Funding**

Victoria indicated MODY made an application for federal funding for some of the work outlined in the audits. The major items are the parking area adjacent to the Rotary Centre and the complete overhaul required for the council chambers. The maximum grant available was \$100,000.00. Grants are being awarded in a priority sequence, i.e. washrooms and doors followed by parking lots and ramps.

Victoria also indicated the Federal Government has acknowledged our application which is in the adjudication stage. MODY staff will advise the Accessibility Advisory Committee if the application was successful. There is also a provincial funding program.

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

The next meeting date is tentatively scheduled for Tuesday, March 14<sup>th</sup>, 2023 at 4:00 pm in the Councillor's Lounge of the municipal building in Hebron.

## **8. ADJOURNMENT**

*It was moved by Monette Comeau to adjourn at 5:00 pm.*

---

Sheri Hurlburt, Chairperson

---

Barb DeViller, Recording Secretary

<b>Initiative</b>	<b>Action</b>	<b>Timeline</b>	<b>Champion</b>
<b>Goods and Services</b>			
No staff members are trained in alternative communication methods, such as American Sign Language (ASL).	Contract out this service	As needed	MODY
No resources or funds are designated to offer alternative communications to people who need them (for example, a sign language interpreter).	Recommendation to Council for 2023/24 budget process	FY 23/24 Quarter 1	MODY
Recreation services – need more training for staff, “time out” spaces and health related supports for participants/care givers	Talk to Haley Mood, NS Sport and Recreation Community Sport EDI Navigator for Yarmouth County	FY 22/23 Quarter 4	MODY
Administration Building accessibility audit		completed	MODY
Rotary Centre accessibility audit		completed	MODY
Engage RCMP to find an accessible location for Senior Safety Coordinator to meet clients	CAO to meet with Staff Sergeant to discuss options	FY 22/23 Quarter 4	MODY
Incorporate accessibility training in the annual staff and Council training plan		FY 23/24 Quarter 1	MODY
Where applicable, include an “Accessibility Lens”/Impact Analysis in reports to council and in consultant reports delivered to staff and council	A section has been added to the Request for Decision and Briefing Note templates	completed	MODY
<b>Information and Communications</b>			
Public communication should state MODY will work to provide accommodations if made aware	Develop wording	FY 23/24	MODY
Streaming video and related technologies do not always work as intended	better products will be evaluated for inclusion in the chambers as part of its renovation	FY 23/24	MODY
Council chambers is not accessible to people with disabilities	Recommend to Council to investigate necessary changes/adaptations (based on audit recommendations)	FY 23/24	MODY

No materials are available in Braille or any language other than English	Newsletters available in French, audit recommends some signage in Braille	FY 23/24	MODY
Key staff members to include plain writing and inclusive communications in annual training plan.	Develop training plan for key staff members	End of FY 23/24	MODY
Work with the Nova Scotia Federation of Municipalities (NSFM) to advocate for accessibility to be included in the public notice requirements of the Municipal Government Act.	MODY is bound by the Accessibility Act which currently speaks to prioritizing the built environment. However, as seen above, standard language is being developed for public notices and advertisements		MODY
Ensure the Municipality's web presence meets the latest Web Content Accessibility Guidelines (WCAG) and is more user-friendly.	Staff to work with AMA Municipal Website Venture	FY 23/24	MODY
Identify ways/mediums to communicate with people who we are not currently reaching due to an accessibility barrier.	Committee to discuss		AAC
<b>Employment</b>			
Include an accommodation fund in annual operating budgets	Included in corporate safety budget	completed	MODY
All municipal councillors and senior management staff will be required to take the Working with Abilities online training provided free by the Nova Scotia Human Rights Commission (workwithabilitiesns.ca)	Training was held with ReachAbility	completed	MODY
<b>Built Environment</b>			
Upstairs front counter is not at a good height for wheelchairs	Recommend changes to Council in the accessibility audit	FY 23/24	MODY

Not all sidewalks meet current accessibility standards	Discussion to follow after remediation on built environment		MODY
Meeting spaces do not meet accessibility standards	Recommendations from accessibility audit	FY 23/24	MODY
Council to add the recommendations from the building audits to its 5-year capital investment plan	Recommendation to Council to adopt recommendations from accessibility audit	FY 23/24	MODY
Add microphones to glass at all three customer counters	Staff to install microphones	FY 23/24 Quarter 1	MODY
Emergency management and building evacuation plans are reviewed with accessibility in mind	Staff to look into finding accessible muster stations	completed	MODY