

**Village of Bible Hill**  
**Accessibility Advisory Committee**  
**June 17, 2020**



The Village of Bible Hill Accessibility Advisory Committee meeting was held on June 17, 2020 via videoconferencing, per the direction of the Minister of Municipal Affairs and Housing issued March 22, 2020 (enclosed). Clerk and Treasurer Bell called to order at 2:05 pm; the meeting adjourned at 2:59pm

Call to Order:           Committee member Joe Andrew  
                              Committee member Sarah Flemming  
                              Committee member Wanda MacDonald  
                              Clerk and Treasurer Bell  
                              Recording Secretary Chaplin

Regrets:                 Village Commissioner TBD  
                              Parks and Recreation Director Kennedy

Attendees:             Laura Gauthier, Built-environment Accessibility Advisor

It was decided by consensus the Committee that Clerk and Treasurer Bell will act as Chair of this meeting.

**Call for new or other business and review and approval of agenda**

Chair Bell called for new or other business.

*Moved by Flemming and seconded by MacDonald, that the agenda be approved. Motion carried.*

**Call for declaration of conflict of interests**

Chair Bell called for any declarations of conflict of interest and no conflict was declared.

**Miscellaneous business including delegations**

Chair Bell called for miscellaneous business including delegations.

Chair Bell asked that, for the first Committee meeting, each person introduce themselves, note where they call home, and one item about themselves that they would like to share with the Committee. Chair Bell started and then asked the committee members to do the same.

Chair Bell then introduced the Village's Built-environment Accessibility Advisor, Laura Gauthier, who then spoke to the committee about the work of her position in assessing accessibility within Village of Bible Hill.

**New Business**

**Review of Committee Policy**

Chair Bell reviewed the Accessibility Advisory Committee policy in detail. He noted the purpose of the committee, the principals supporting policy, and the terms of the policy.

He inquired of the Committee regarding time preference of meetings and the committee agreed that the policy defined meeting time was satisfactory.

### **Review of Meeting and Procedures Policy**

Chair Bell reviewed the Meeting and Procedures Policy. He explained how to call for additional or special meetings and gave a detailed overview of the general conduct of meetings, the conduct of meetings regarding motions and voting, and the conduct of meetings regarding points of order.

### **Review of Accessibility Act**

Chair Bell reviewed the Nova Scotia Accessibility Act, including the purpose, the role of the Accessibility Directorate, and the composition and duties of the Accessibility Advisory Board. He spoke about the importance of record keeping and reviewed the topics that accessibility plans must include. He discussed the need for input from those that represent or identify as having a disability, and the importance of having documents, including the accessibility plan, in accessible format.

### **Overview of Provincial priorities / areas of focus**

Chair Bell spoke about the outcomes that the Province aims to achieve regarding accessibility. Their priorities were noted as follows: standards development, awareness and capacity building, collaboration and support, compliance and enforcement, monitoring and evaluation, and Government of Nova Scotia leading by example.

### **Overview of Village operations / facilities**

Chair Bell highlighted information about the Village of Bible Hill, noting the structure and responsibilities, highlighted the number of staff the Village employs, and the municipal services the Village offers.

### **Next step(s)**

- Review of required task and deadline re development of accessibility plan
- Self study: Existing plan examples and NS Access by Design docs.

Chair Bell suggested that the committee review current model accessibility plans before the next meeting and, in doing so, consider what areas the Village should focus on for its accessibility plan, and then develop a draft Accessibility Plan.

The Chair opened the floor to Committee members to bring forward any thoughts, suggestions or questions they may have.

Committee member Andrews questioned Committee member MacDonald on the accessibility of the Village Hall, as it was thought that she had utilized the facility before. Committee member MacDonald noted that the space was very accessible. The Committee discussed.

**Next meeting date**

*Moved by MacDonald and seconded by Flemming, that the Accessibility Advisory Committee meet next on September 16, 2020 at 2:00pm.*

The Committee discussed.

Motion carried.

**Adjournment**

*Moved by MacDonald that the June 17, 2020 Accessibility Advisory Committee meeting be adjourned. Motion carried.*

The meeting was adjourned at 2:59pm.

Chair Bell

A handwritten signature in cursive script, appearing to read "W. Bell", is written above a horizontal line.

Recording Secretary Chaplin

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