



Minutes of the Accessibility Advisory Committee

Place: Council Chambers
Date: Wednesday, September 27, 2023
Presiding Officer: Josephine MacDonald
Members present: Tracy Briggs, Deputy Mayor Arnold MacDonald,
Mandy Blake, and Danielle Laurie.
Regrets: Kirsten Hiltz and Megan Marchant.

A quorum was present throughout the meeting.

Staff in attendance: Linda Cloney – CAO and Stan McDougall (recording secretary)

1. Call to Order


Chair Josephine MacDonald called the meeting to order at 5:58 PM.

2. Approval of the Agenda

Moved by Deputy Mayor MacDonald and seconded by Danielle Laurie that the agenda of the Accessibility Advisory Committee for September 29, 2023, be approved, as presented.

Motion Carried

3. Approval of Minutes – June 28, 2023

Approved by 

Josephine MacDonald, Chair, on September 27, 2023

Chair Josephine reviewed with the committee that the Oxford Town Council has approved the Town of Oxford Accessibility Plan which was appreciated as a significant milestone for the committee.

4. Business

4.1 Where do we go from here?

4.1.1 Report Card - reference Wolfville: Access By Design – An Accessibility Plan for 2022-2025

Chair Josephine discussed with the committee the need to have a report card ready to present to council with the progress of the plan by March 31, 2024.

The example report card produced by Wolfville outlines the action items which are the top priorities in each category with status for each and comments to discuss the progress.

The committee agreed that a similar report card template is to be created for Oxford to begin working on at the next meeting.

4.1.2 Low bearing fruit for the committee to start with

Committee agreed that a good start is the blank report card template for the Accessibility Plan to aid in delegating parts of the plan.

The CAO discussed completing work that is part of grant money received including, crosswalk enhancements including painting and repairs to sidewalks.

5. Items of discussion

5.1. Terms of Reference

The Terms of Reference was reviewed by the committee regarding membership, size of committee and maximizing the meeting attendance to maximize the participation.

Discussion regarding time of day, day of week, meeting location, etc.

An election for Chair and Vice chair is coming up. To be discussed further at the next meeting.

The option was tabled to allow for the existing Chair and Vice Chair remain the same for another year for consistency and continuity of the process.

The CAO will send out an email to the committee to include those that were not in attendance at the meeting.

Chair Josephine tabled the option of recruiting more committee members to the committee. It was noted that

committee members do not need to live within the Town of Oxford.

If nominations for Chair or Vice Chair have no nominations, the existing Chair and Vice Chair will remain in their positions until one is nominated.

5.2. Nominations for Chair and Vice Chair for October's meeting.

Deferred until the next meeting.

5.3. Wayfinding Sign

Discussion of signage directing visitors and public to town locations was discussed at the committee with the example of the Pine Grove Cemetery displayed.

The committee discussed that these signs legally are not allowed to be posted on telephone poles, but the idea is good provided other means of displaying them could be achieved.

5.4. Accessible Office Tour

The CAO reviewed as part of the Accessibility Directorate, the sharing of a virtual tour of the Accessibility Standards Canada offices as an example of how to achieve accessibility within office spaces. On the website provided, users can take a self-guided tour in 3D and/or watch a video of the offices.

5.5. Accessible Park Survey and Results

The CAO discussed with the committee a survey that was put out by the Town of Amherst for people with disabilities, their loved ones, and caretakers regarding barriers to parks and outdoor spaces. A similar survey could be conducted on parks and green spaces within Oxford.

This tool was provided as an example and reference for future surveys should the committee wish to conduct one.

5.6. Built Environment Public Review – 2 documents

Provided for committee information, an email and document to explain what the Built Environment Accessibility Standard is, grants that could be applied for buildings and outdoor spaces.

The province is seeking input on this proposed Accessibility Standard until October 30, 2023.

More discussion on this at next meeting and possible input from the committee by the deadline of October 30, 2023.

5.7. Disability Employment Awareness Month

The CAO discussed that as part of Team Cumberland, CANSA and Nova Scotia Works have put together the Disability Employment Awareness Month for October 2023.

Moved by Mandy Blake and seconded by Tracy Briggs to have Mayor Henley proclaim for the Town of Oxford that the month of October 2023 is National Disability Employment Awareness Month. ***Motion Carried***

5.8 Oxford Walk and Wheel Proposal

Oxford Walk and Wheel Proposal was presented to the committee by the CAO as an item that was approved by town Council at the last council meeting as brought forward to Council by the MPAL (Municipal Physical Activity Leader), Jimmy Ward.

The members of PEACH (Planning Equality Accessibility and Community Help) developed this following provincial and federal standards the plan aims to conduct assessments through GIS and sampling to produce a final report on walk and wheel-ability for the Town. The goal is to start in October and finalize a report and video by March of 2024.

The budget is estimated at around \$8900 and will be funded primarily by a grant and the Town of Oxford MPAL budget.

As this proposal ties into accessibility, it was agreed by the committee to have Jimmy discuss this plan further with the committee on the progress of this proposal in November.

A future meeting may also involve the Welcoming Committee to help inspire collaboration.

5.9 Discussion on flashing lights and pedestrian signage

The admin assistant discussed solar flashing lights and cross walk signage with flashing lights with the committee and details regarding a Halifax vendor who works with the Department of Transportation and province closely which has been discussed with council to enhance the visibility initially of our 3-way intersection at Water and Main Streets.

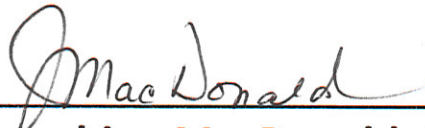
The admin assistant discussed that exploration for accessible grants has been inquired about to help pay for enhancements to the intersection and potentially future crosswalk enhancements.

6. Date, time, and place of next meeting

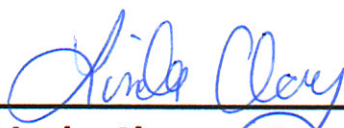
The next meeting was scheduled for Thursday October 26, 2023, at 6 PM.

7. Adjournment

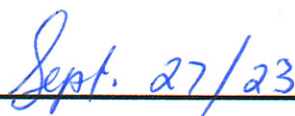
The meeting adjourned at 6:50 PM



Josephine MacDonald, Chair



Linda Cloney, Recording Secretary



Date Approved