



A regular meeting of the Inclusion, Diversity, Equity and Accessibility Advisory Committee (IDEA) was held at the Middleton Town Hall on Tuesday, February 4, 2025, starting at 3:00p.m.

PRESENT

Chairing the meeting, CAO Crocker, CAO Chris McNeill, CAO Sandi Millett-Campbell, Pierce Ivan, Debra Ryan; Dianne McDonald, Spencer Reynolds, Lester Bartson, John Smith (via Phone), Melissa Roscoe (Virtual), Jeremy Banks, Cameron Stiff, Katrina Kellough, Elizabeth Mason-Squires (Virtual), Active Living Coordinator, Lisa Fenton, and Recording Secretary, Sara Marceau

Regrets: Larry Peters

1. Welcome

CAO Crocker welcomed everyone to the new Inclusion, Diversity, Equity and Accessibility Advisory Committee.

2. Review of Legislation and Committee Terms of Reference

John Smith inquired about the strategy in place for the review of legislation and committee terms of reference. CAO Crocker stated that it is due on April 1, 2025; however, it's unlikely that this committee can have a strategy in place by then. The committee should aim to complete a strategy for submission to the Province by late spring.

3. Election of Chair

CAO Crocker called for nominations and John Smith was nominated and accepted the nomination.

- CAO Crocker called for nominations a 2nd time and there were no nominations
- CAO Crocker called for nominations a 3rd time and there were no nominations
- John Smith was acclaimed as Chair of the Accessibility Advisory Committee.

4. Election of Vice Chair

Chair Smith called for nominations and Cameron Stiff was nominated and accepted the nomination.

- Chair called for nominations a 2nd time and there were no nominations
- Chair called for nominations a 3rd time and there were no nominations

- Cameron Stiff was acclaimed as Vice Chair of the Accessibility Advisory Committee.

5. Accessibility Advisory Committee (AAC) Initiatives

- a. Town of Annapolis Royal**
- b. Town of Middleton**
- c. Municipality of the County of Annapolis**
- d. Village of Lawrencetown**

Chair Smith stated the initiatives were circulated.

CAO Millett-Campbell spoke on behalf of the Town of Annapolis Royal, highlighting their top initiatives, which were:

- Built Environment (contrast colors on steps/treads for all buildings, new sidewalks, installing tactile markers, accessible pathways, accessible recreational areas)
- Information & Communications (ensure the Town’s web presence meets the latest Web Content Accessibility Guidelines)
- Employment (investigate strategies to reach a wider and more diverse audience with job postings)
- Goods & Services (where applicable, include an “Accessibility Lens”/Impact Analysis in reports to council and in consultant reports)
- Transportation (continue to seek funding for auditory, visual and tactile markers at busy intersections and crosswalks)

CAO Crocker spoke on behalf of the Town of Middleton, highlighting their top initiatives, which were:

- Built Environment (smooth out minor sidewalk and pathways, complete accessibility audits, make the front counter more accessible with a split desk)
- Goods & Services (train staff who are responsible for delivering accessible services with diverse abilities)
- Information & Communications (adopt and implement the Universal Access Symbols at Town Hall)

Debra Ryan spoke on behalf of the Municipality of the County of Annapolis, highlighting their top initiatives, which were:

- Education and Promotion (created educational sessions around the built environment, provided workshops on plain language training, advice given to businesses and the community on accessibility funding)
- Built Environment (Bridgetown Queen Street redevelopment accessible features, Queen Elizabeth Jubilee Park accessible pathways and lift for the gazebo)

- Program Development (funding support went to a family needing American Sign Language)
- Funding Supports (revision of municipal grant policy to have accessible criteria for assessment)

Village Clerk Melissa Roscoe spoke on behalf of the Village of Lawrencetown, highlighting their top initiatives, which were:

- Transportation (seek grant opportunities available to install crosswalk lighting and truncated domes)
- Goods & Services (looking into ASL training)
- Built Environment (investigate a railing option for the boat launch, improving signage, painting clearer sidewalk markings)
- Information & Technology (creating a village map, investigating a way to improve sound projection during the AGM)
- Employment (update existing HR policies to include language which supports a culture of inclusion, training for commission and staff on equity and inclusion)

ACTION: Chair Smith will send the grant information to CAO Crocker.

6. Discuss Plan for Creating and IDEA Strategy

There was an extensive discussion regarding the development of the IDEA strategy. The committee decided to aim for a mid-to-late spring timeline for its creation. The strategy will be finalized internally first, then presented to the IDEA Governance Committee for final approval. Once approved, it will be shared with the province, and the committee will determine how best to engage with the public.

7. Discuss Plan for Public Consultation

There was an in-depth discussion about the plan for public consultation. The committee proposed meeting in two weeks to discuss the details of the consultation plan. CAO McNeill suggested that, since February is African Heritage Month, the committee should come up with an initiative to recognize it.

8. Next Meeting

The next meeting will take place on Wednesday, February 19, 2025, at 2:00pm, in the Municipality of the County of Annapolis Council Chambers.

9. **ADJOURNMENT**

The meeting was adjourned at 4:44pm.

Chair

Recording Secretary