

**Region of Queens Municipality Accessibility Advisory  
Committee Meeting  
Wednesday, October 29<sup>th</sup>, 2025  
6:00 p.m.**

*Present:*

Councillor Vicki Amirault  
Councillor Roberta Roy  
Holly McConnell, Director of People and Culture  
Angela Green, Municipal Clerk  
Kate Wong, Recording Secretary  
Charlene Park  
Sally Tanner

## **Agenda**

### **1.0 Call to Order**

The meeting was called to order at 5:58 p.m. by Angela Green, Municipal Clerk, who presided as Acting Chair until a Chair was elected.

### **2.0 Attendance**

### **3.0 Approval of Agenda**

By unanimous agreement, the agenda was approved as presented.

### **4.0 Election of Chair and Vice Chair**

The Acting Chair advised that the Committee was required to elect a Chair and Vice Chair in accordance with the Committee's Terms of Reference.

Councillor Roberta Roy was nominated and, with unanimous consent, was appointed Chair of the Accessibility Advisory Committee.

Charlene Park was nominated and, with unanimous consent, was appointed Vice Chair of the Accessibility Advisory Committee.

## **5.0 Review of Committee Mandate and Terms of Reference**

The Acting Chair reviewed the draft Terms of Reference that had been updated to reflect the current purpose and responsibilities of the Committee. Members were asked to review the draft and bring any suggested revisions to the next meeting, after which the finalized Terms of Reference will be forwarded to Council for approval.

## **6.0 Review of Municipal Policies and Legislative Framework**

The Committee discussed the relevant municipal policies, such as the Code of Conduct and Travel Reimbursement Policy, the Region of Queens Municipality Accessibility Plan (2020–2030) and the Nova Scotia Accessibility Act. Members were encouraged to familiarize themselves with both documents to better understand the Committee's advisory role.

## **7.0 Meeting Schedule**

It was decided that the committee will meet on the 3<sup>rd</sup> Monday of every month at 6:00pm, excluding holidays.

## **8.0 Overview of Upcoming Work**

The Accessibility Advisory Committee confirmed its advisory role: reviewing documents, applying an accessibility lens at Council's request, and making recommendations rather than executing operations. It was noted that Region of Queens Municipality must meet the Provincial Accessibility Act standards by 2030 and is currently on track. Priorities include commissioning a baseline accessibility audit of municipal facilities to guide work, with the Committee overseeing or commissioning the audit - This may be done internally (with support from former Accessibility Coordinator Elise Johnson or externally using the Committee's budget, with all expenditures subject to CAO approval and, if large, Council approval. The Committee emphasized first-voice participation by inviting individuals with disabilities to join consultations or the Committee and identified rural areas as focus regions. Director McConnell will contact Elise

Johnson regarding assistance with the audit, and members will identify potential community participants with lived experience.

### **9.0 Communications and Administrative Processes**

The Committee noted that Holly McConnell is the Staff Liaison and Kate Wong will provide administrative support including agendas, minutes, and calendar invites. Members were reminded that the Committee does not direct staff; requests are routed through the Staff Liaison to the CAO.

### **10.0 Roundtable Discussion and Member Introduction**

Each member introduced themselves and shared their background, experience, and motivation for serving on the Committee

### **11.0 Next Meeting Date**

The next Accessibility Advisory Committee meeting will take place on Monday, November 17<sup>th</sup>, 2025.

### **12.0 Adjournment**

Meeting was adjourned by Angela Green at 7:06 p.m.

\_\_\_\_\_ Date: \_\_\_\_\_  
Councillor Roberta Roy, Chair

\_\_\_\_\_ Date: \_\_\_\_\_  
Kate Wong, Recording Secretary