



**Region of Queens Municipality  
Accessibility Advisory Committee Meeting  
Monday, December 15, 2025  
6:00 p.m.  
Council Chambers**

**MINUTES**

*Present:*

Councillor Vicki Amirault  
Holly McConnell, Director of People and Culture  
Angela Green, Municipal Clerk  
Charlene Park, Public Member  
Sally Tanner, Public Member  
Elise Johnston, Public Member  
Natalie Amirault, Public Member

*Regrets:*

Kate Wong, Recording Secretary  
Councillor Roberta Roy

**1.0 Call to Order**

The meeting was called to order at 6:00 p.m, by Acting Chair, Charlene Park.

**2.0 Approval of Agenda**

**Moved by Councillor Amirault, seconded by Charlene Park;**

**THAT** The Accessibility Advisory Committee accept the agenda as amended to include Pine Grove Park as Item 6.0.

**MOTION CARRIED.**

**3.0 History of the Accessibility Advisory Committee**



A presentation was provided outlining the background of accessibility legislation and the establishment of accessibility advisory committees as required under provincial legislation. The presentation explained that municipalities, libraries, and other publicly prescribed public sector bodies are mandated to establish accessibility advisory committees, with at least 50% of committee membership comprised of individuals with lived experience (“First Voice” representation). It was noted that the Region of Queens Municipality was an early adopter of these requirements, having established a dedicated Accessibility Coordinator position rather than assigning accessibility responsibilities as an additional duty to existing staff.

The presentation also highlighted how, in previous years, the committee successfully leveraged municipal funding to secure provincial accessibility grants, which supported initiatives such as accessible facilities, transportation services, and universal design improvements.

The Accessibility Plan was described as structured around five key areas

- Built Environment
- Goods and Services
- Information and Communications
- Transportation
- Employment

It was further emphasized that accessibility is now understood to extend beyond mobility considerations to include cognitive, sensory, communication, and invisible disabilities.

Members were encouraged to review the Accessibility Plan in advance of upcoming meetings in order to help identify priorities, assess progress to date, and determine outstanding actions requiring attention.

#### **4.0 International Day of Persons with Disabilities (December 3)**

Discussion took place regarding recognition of the International Day of Persons with Disabilities, observed annually on December 3. Members expressed interest in increasing visibility and awareness through municipal recognition. The committee discussed the municipal flag policy, including the option for the committee to submit an application for a flag raising for either the day itself or the surrounding week. It was clarified that flag raisings are symbolic in nature and do not include formal ceremonies, in accordance with municipal policy.



Members also noted that additional awareness initiatives - such as communications, education, and community partnerships - could complement a flag raising and further demonstrate the municipality's commitment to disability awareness.

The committee agreed to explore submitting an application for a flag raising in recognition of the International Day of Persons with Disabilities and to consider additional awareness initiatives for future years.

## **5.0 Remedy 101 Session**

The committee discussed the value of hosting a *Remedy 101* information session to provide education on current and upcoming changes to disability support services in Nova Scotia. Members noted that *Remedy 101* sessions offer important background on the transition to individualized funding, increased community-based living, and broader service system reform. Potential presenters could include representatives from Nova Scotia Community Living Organizations. Discussion also included the possibility of offering the session to the committee, Council, and potentially the public in order to increase understanding of system changes and their local impacts. Members emphasized the importance of Council awareness to support informed decision-making.

Staff will follow up to confirm interest and availability for a *Remedy 101* presentation and to determine the most appropriate format and audience.

## **6.0 Pine Grove Park – Accessibility Concept**

An overview was provided regarding an early-stage concept aimed at improving accessibility at Pine Grove Park. Preliminary ideas discussed included the potential for accessible parking and the installation of an accessible fishing dock. Interest in the concept has been expressed by community partners, including Nova Scotia Guides and Ducks Unlimited. It was clarified that any proposal of this nature would require Council direction, a review of land ownership and any deed restrictions, consideration of Department of Natural Resources requirements, infrastructure and procurement oversight, and potentially public consultation. Members cautioned against obtaining quotes or advancing designs prematurely, noting the importance of following proper



municipal processes. The advisory role of the committee was clarified as providing an accessibility lens and recommendations to Council, rather than holding decision-making authority.

The committee reached consensus that further due diligence should take place before any presentation is brought forward, including confirmation of feasibility, land use constraints, and applicable regulatory requirements.

## **7.0 Roundtable Discussion**

### **7.1 Accessibility of Municipal Bursary Application Process**

The Municipal Clerk presented proposed changes aimed at improving accessibility within the municipal bursary application process. It was noted that the current requirement for handwritten applications may present an accessibility barrier for some applicants. Proposed inclusive alternatives include typed submissions through a fillable PDF or attached document, verbal responses recorded in person, voice memo submissions, and other reasonable accommodations as required. The intent of the changes is to ensure equitable access to the application process while maintaining fairness in evaluation.

The committee unanimously supported the proposed changes and agreed that limiting applications to handwritten submissions is inconsistent with accessibility principles. The Clerk will proceed with updating the application process and related policy to reflect inclusive practices.

## **8.0 Next Meeting**

The next meeting is scheduled for Monday, January 19, 2026.

## **9.0 Adjournment**

The meeting was adjourned at 7:27 p.m



\_\_\_\_\_ Date: \_\_\_\_\_

Charlene Park, Acting Chair

\_\_\_\_\_ Date: \_\_\_\_\_

Kate Wong, Recording Secretary