

**Accessibility Committee**

**Monday, Jan. 13<sup>th</sup>, 2025**

**Berwick Town Hall Council Chambers**

**6:00 p.m.**

**AGENDA**

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Approval of the Minutes**
  - a. \_\_\_\_\_
- 4. On-going Business**
- 5. New Business**
  - A) Introductions
  - B) Front Counter Redesign: Accessibility
  - C) Early survey results
  - D) Plan review
  - E) Diversity Kings
- 6. Next Meeting**
- 7. Adjournment**

## **ATTENDING**

Elaine Furniss, Co-Chair

Councillor Chris Goddard

Councillor Justin Serino

Councillor Kwakernaak Co-Chair

Mayor Mike Trinacty

Jennifer Boyd, CAO

Reta Shay

Kenisha Gordon (via Teams)

Katie Verrette (via Teams)

Citizen Member (vacant)

ALC Jordan Hebb

Taylor Boylan, Communications and Special Projects Coordinator

Recording Secretary Roger Flynn, Office Administrative Coordinator

## **ABSENT WITH REGRETS**

Mike Harris

### **1. CALL TO ORDER**

The meeting was called to order at 5:58 pm

### **2. APPROVAL OF THE AGENDA**

a. IT WAS REGULARLY MOVED BY Justin Serino AND SECONDED BY Chris Goddard THAT THE AGENDA OF THE ACCESSIBILITY ADVISORY COMMITTEE MEETING OF June 25<sup>th</sup>, 2024, BE APPROVED AS CIRCULATED.

**Motion Carried**

### **3. APPROVAL OF THE MINUTES**

a. IT WAS REGULARLY MOVED BY Chris Goddard AND SECONDED BY Justin Serino THAT THE MINUTES OF THE ACCESSIBILITY ADVISORY COMMITTEE MEETING OF June 25<sup>TH</sup>, 2024 BE APPROVED AS CIRCULATED.

**Motion Carried**

### **4. On-Going Business**

#### **5. NEW BUSINESS**

A) Introductions.

Introductions and roles of the committee members were made by those in attendance, and in attendance via teams.

B) Front Counter Redesign: Accessibility

Plans were distributed to the members present. Jen Boyd, CAO advised that virtual attendees would receive a digital copy of the plans with the assistance of Roger Flynn, Office Administrative Coordinator as soon as possible.

The new front counter space will offer.

- Additional automatic door coming into Town Hall.
- Higher and lower counter space.
- Barrier free workspaces.
- Schedule in mid-February for construction to begin.

The question was raised by Elaine Furniss, Co-Chair about how private conversations will be dealt with. It was noted that if private conversations were needing to take place, the use of office space or meeting room space will be offered.

Jen Boyd, CAO asks for feedback on the design and requests any major concerns to be addressed by next Monday, Jan. 20<sup>th</sup>, 2025.

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C) Early survey results.

Taylor Boylan presents the survey results, highlighting demographic information and responses to various questions.

- The survey asked about the biggest challenges to creating a more welcoming and inclusive community, with lack of education and awareness and limited opportunities for engagement being the most common responses.
- Respondents were asked about their experiences with discrimination and barriers in the community, with 54% reporting experiencing or witnessing discrimination.
- 40 –50 responses with 61% living in town, and 45-65 age group had the made up many of the respondents.
- 83% of respondents recommended continued online format.
- Survey closes on Feb 1<sup>st</sup>.
- Kenisha Gordon recommended that any persons identified in the report be removed before the report is made public.

D) Plan review

- The plan will be presented to the committee for feedback on January 24, with a draft document expected by January 31.

Now committee should have received a copy of the plan. Feedback recommendations were.

Would like to condense the report to make it easier for council members to read it.

It was asked by the mayor if there were any budgetary consideration made as of yet?

It was recommended by Counciller Goddard that the Community Gardens be made more accessible by finding community grants to help finance the project. Specifically, the garden located at the Train Station. Assistance by Public Works in helping with the project was also mentioned.

Reta Shay mentioned the need for more bus shelters, specifically near the convenience store at the corner of Main and Commercial St.

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It was recommended that a review of the Kings transit budget to see how many bus shelters were slated to appear on the Berwick routes.

#### E) Diversity Kings

Co-Chair Councillor Kwakernaak provides an update on the King's County Municipal Diversity Committee. Councillors Christina Sappington was acclaimed and Councillor Everette MacPherson as Vice Chair.

The committee's work plan includes enhancing inclusion and recognition of special event days. On Feb. 6<sup>th</sup> at 6:00 pm there will be a celebration of African Heritage at the Municipality Council Chambers. All are welcome.

The committee has recommended that all municipal staff and councillors attend an "Overcoming History" training session and encouraged to repeat the training if already completed. Kenisha Gordon, recommended that due to the nature of the content, should participants complete the training before the end of their workday, that the person taking the training be able to conclude their day.

#### Action Items

- Obtain committee feedback on the Accessibility Plan draft by January 31.
- Follow up with Kings Transit on the status of bus shelter funding and plans for Berwick.
- Review the committee membership and fill any vacant positions.
- Provide the survey results to the committee members.
- Incorporate feedback from the committee on the Accessibility Plan draft and present the updated draft by January 24.
- Revise the Accessibility Plan based on committee feedback by February 5 and present the final draft on February 10.

#### 6. NEXT MEETING

The next regular meeting will be held Feb. 10<sup>th</sup>, 2025, at 6:00pm.

#### 7. ADJOURNMENT

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IT WAS REGULARLY MOVED BY Justin Serino AND SECONDED BY Reta Shay THAT THE REGULAR MEETING OF ACCESSIBILITY ADVISORY COMMITTEE BE ADJOURNED AT 7:07 pm.

**Motion Carried**

Approved by Committee on Feb. 10th, 2025

As recorded by Roger Flynn, Office Administrative Coordinator