

**Accessibility Committee Meeting  
November 27, 2025  
Town Council Chambers**

**Present**

Chair, Councillor P. McKenna  
G. Mattie, Community Member  
S. Cameron, Mayor

M. Fougere, Deputy Clerk  
S. Long, Acting Director of Community Development  
N. d'Entremont, Assistant Marketing & Communications  
K. Meisner, Director of Infrastructure and Engineering

**Absent with Regrets**

C. Marshall, Community Member

**1. Call to Order**

Chair, Councillor P. McKenna called the meeting to order at 3:32 p.m.

**2. Approval of the Agenda**

Changes to the agenda:

- Remove Item 4.5
- Add 5.2 Terms of Reference

**Motion:** That the agenda be approved as amended.

Moved by: Mayor Cameron

Seconded by: Community Member G. Mattie

**Motion carried.**

**3. Acceptance of the Minutes**

The minutes of the October 2, 2025 meeting were accepted as presented.

**4. Business Arising from the Minutes**

**4.1 Katie Aubrecht – STFX Representative**

The Chair reported that efforts are underway to engage a representative from STFX to join the Accessibility Committee and increase community membership.

**4.2 Snow Removal Policy Update**

A draft of the Snow and Ice Control Policy was circulated in the agenda package in advance of the meeting. Noting this policy has come to the committee from the

Infrastructure Committee and with the accessibility lens the chair wanted to make sure that it checks all the boxes.

The Chair invited the Committee to provide feedback. Committee members discussed aspects of the policy, including street identification, hydrant access, and merchant responsibilities for clearing snow in front of their businesses.

The Committee received the draft policy for review and discussion.

#### **4.3 Mayor Parking Spot Update**

M. Fougere provided an update on the Mayor's parking space in the back parking lot of the Town Hall. With the signage installed, the only remaining work is line painting and markings, which will be completed in the spring when temperatures reach approximately 10°C or higher. Staff indicated that Public Works students will perform this work.

The Committee discussed the size and layout requirements for the accessible parking space, including appropriate spacing and markings to meet standards. Community member G. Mattie provided input on these requirements, which was noted by the Committee for implementation.

#### **4.4 Accessibility Social Media Campaign & Website**

The Committee discussed staffing for the Accessibility social media campaign and website following the departure of the Communications co-op student on December 19.

Staff advised that a replacement co-op student is being recruited; however, the role cannot be incorporated into existing staff workloads at this time. The Marketing & Communications position is expected to resume full duties by March.

The Chair indicated he will follow up with M. Barkhouse regarding the availability of budget funds to support coverage for this work.

#### **4.5 Sidewalk Improvements**

The Chair provided an update on sidewalk improvements, noting that work on Greening Drive is progressing but slow. There is continual improvement in sidewalks. The new sidewalks are designed to enhance accessibility and safety.

#### **4.6 Committee Membership**

The Chair referenced the previous discussion under Item 4.1 and suggested increasing community representation on the Accessibility Committee.

**Motion:** That the Accessibility Committee recommend to Council that the Advisory Committee Policy be amended to update the Terms of Reference for the Accessibility Committee by increasing community representation from two members to four.

Moved by: Mayor Cameron

Seconded by: Community Member G. Mattie

**Motion carried.**

## 5. **New Business**

### 5.1 **Accessible Parking**

Committee member G. Mattie provided input regarding accessible parking spaces in front of Town facilities, noting a need to adjust one space and highlighting demand for spaces that do not open directly into the street.

Staff advised that a general parking study with an accessibility focus is planned in the next budget. A few existing spaces on Main Street were noted as not meeting current accessibility standards; any work to address these would fall under the Capital Budget.

The Committee discussed whether such work could be completed in-house versus through capital funding. Staff confirmed that the work should be captured under capital for record-keeping purposes.

G. Mattie also raised a question regarding accessibility standards in private parking lots. Staff noted that provincial standards, expected to be updated in the spring, may apply to these locations.

### 5.2 **Terms of Reference (Added)**

This item was previously discussed under Item 4.6.

### Next Meeting

The next meeting is scheduled for January 22 at 3:30 p.m.

The Chair requested that the following items be added to the next agenda:

- Accessibility Plan
- 2026/2027 Budget

## 6. **Adjournment**

With no further business it was moved by G. Mattie to adjourn the meeting at 4:25 p.m.