



**ADVISORY COMMITTEE ON ACCESSIBILITY IN HRM  
SPECIAL MEETING  
DRAFT MINUTES  
April 19, 2021**

**PRESENT:** Andrew Taylor  
Councillor Cathy Deagle Gammon  
Leslie Gates  
Nicole McDonald  
Jacki Purcell  
Elizabeth Doull  
Rachele Manett

**REGRETS:** Councillor Paul Russell  
Samantha Horne  
Aja Joshi

**STAFF:** Lynn Llewellyn, Manager of Operations, Halifax Transit  
Melissa Myers, Accessibility Advisor, Office of Diversity & Inclusion  
Tracey Jones-Grant, Managing Director, Office of Diversity & Inclusion  
Taso Koutroulakis, Director of Traffic Management  
Darren Young, Manager of Building Infrastructure, Facility Design & Construction, Corporate & Customer Services  
Annie Sherry, Legislative Assistant  
Haruka Aoyama, Legislative Assistant  
Alicia Wall, Legislative Support

*These minutes are considered draft and will require approval by the Advisory Committee on Accessibility in HRM at a future meeting.*

*The following does not represent a verbatim record of the proceedings of this meeting.*

*The agenda, reports, supporting documents, and information items circulated are online at [halifax.ca](http://halifax.ca).*

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**Advisory Committee on  
Accessibility in HRM  
Special Meeting  
April 19, 2021**

*The meeting was called to order at 4:05 p.m., and the Committee adjourned at 5:35 p.m.*

## **1. CALL TO ORDER**

Annie Sherry, Legislative Assistant called the meeting to order at 4:05 p.m.

### **1.1 New Member Orientation – Annie Sherry, Legislative Assistant/ Melissa Myers, Accessibility Advisor, Office of Diversity and Inclusion**

The following was before the Committee:

- A presentation titled, “Advisory Boards and Committees: Advisory Committee on Accessibility in HRM” dated April 19, 2021.
- A presentation titled, “Office of Diversity & Inclusion: Accessibility Advisory Committee Meeting” dated April 19, 2021.

Annie Sherry, Legislative Assistant presented to the Committee and indicated the Committee acts in an advisory capacity only and does not have decision making authority. The Chair is the only person authorized to speak on behalf of the Committee to media, etc. Sherry further spoke to the *Municipal Conflict of Interest Act* and the importance of declaring conflicts, as well as attendance requirements. Missing three unexcused, consecutive meetings results in deemed resignation. A copy of the staff presentation is on file.

Melissa Myers, Accessibility Advisor presented to the Committee and noted they are the staff liaison for the Advisory Committee on Accessibility in HRM. Myers further spoke to role of the Office of Diversity & Inclusion and how it supports business units within HRM on diversity and inclusion matters. The Office of Diversity & Inclusion also provides training and advises on corporate policies with a diversity and inclusion lens. A copy of the staff presentation is on file.

### **1.2 Annual Election of Chair and Vice Chair**

Annie Sherry, Legislative Assistant called for nominations for the position of Chair of the Advisory Committee on Accessibility in HRM.

MOVED by Councillor Deagle Gammon, seconded by Jacki Purcell

**THAT Andrew Taylor be nominated Chair of the Advisory Committee on Accessibility in HRM.**

Andrew Taylor accepted the nomination for Chair.

**MOTION PUT AND PASSED.**

MOVED by Elizabeth Doull, seconded by Leslie Gates

**THAT Jacki Purcell be nominated Chair of the Advisory Committee on Accessibility in HRM.**

Jacki Purcell did not accept the nomination for the position of Chair.

Annie Sherry called three times for any further nominations. There being none, Andrew Taylor was declared Chair of the Advisory Committee on Accessibility in HRM.

MOVED by Elizabeth Doull, seconded by Councillor Deagle Gammon

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**THAT nominations for the position of Chair of the Advisory Committee on Accessibility in HRM be closed.**

**MOTION PUT AND PASSED.**

Andrew Taylor assumed the position of Chair and called for nominations for the position of Vice Chair of the Advisory Committee on Accessibility in HRM.

MOVED by Councillor Deagle Gammon, seconded by Elizabeth Doull

**THAT Jacki Purcell be nominated Vice Chair of the Advisory Committee on Accessibility in HRM.**

Jacki Purcell accepted the nomination.

**MOTION PUT AND PASSED.**

The Chair called three more times for any further nominations for the position of Vice Chair of the Advisory Committee on Accessibility in HRM. There being none, Jacki Purcell was declared Vice Chair of the Advisory Committee on Accessibility in HRM.

MOVED by Elizabeth Doull, seconded by Councillor Deagle Gammon

**THAT nominations for the position of Vice Chair of the Advisory Committee on Accessibility in HRM be closed.**

**MOTION PUT AND PASSED.**

**2. APPROVAL OF MINUTES – March 22, 2021**

MOVED by Leslie Gates, seconded by Jacki Purcell

**THAT the minutes of March 22, 2021 be approved as circulated.**

**MOTION PUT AND PASSED.**

**3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS**

MOVED by Councillor Deagle Gammon, seconded by Rachele Manett

**THAT the agenda be approved as presented.**

**MOTION PUT AND PASSED.**

**4. BUSINESS ARISING OUT OF THE MINUTES - NONE**

**5. CALL FOR DECLARATION OF CONFLICT OF INTERESTS - NONE**

**6. CONSIDERATION OF DEFERRED BUSINESS – NONE**

**7. CORRESPONDENCE, PETITIONS & DELEGATIONS - NONE**

**7.1 Correspondence - None**

**7.2 Petitions - None**

**7.3 Presentation - None**

**8. INFORMATION ITEMS BROUGHT FORWARD – NONE**

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## **9. REPORTS**

### **9.1 STAFF**

#### **9.1.1 Presentation on Accessible Pedestrian Push Buttons – Taso Koutroulakis, Director of Traffic Management**

The following was before the Committee:

- A staff recommendation report dated January 12, 2021
- A presentation titled, “Accessible Pedestrian Push-Buttons” dated April 19, 2021

Taso Koutroulakis, Director of Traffic Management presented to the Committee and indicated a staff report went to Transportation Standing Committee on February 25, 2021 containing three recommendations. One being to remove the requirement for the button to be pushed for three seconds to activate the audible tone and allow for single press activation.

Accessible pedestrian signals (APS) assist seeing or hearing-impaired persons cross intersections safely. HRM currently has 338 APS push buttons located at intersections around the Municipality. As of April 9, 2021, all 338 APS buttons have been switched to single press activation.

Other APS related work includes working towards monthly APS button inspections, training sessions with APS vendors/manufacturers and developing an APS maintenance checklist. A copy of the staff presentation is on file.

### **9.2 COMMITTEE MEMBERS UPDATE - NONE**

### **10. ADDED ITEMS – NONE**

### **11. DATE OF NEXT MEETING – May 17, 2021**

### **12. ADJOURNMENT**

The meeting adjourned at 5:35 p.m.

Alicia Wall  
Legislative Support