

Accessibility Advisory Committee

Meeting Minutes

Wednesday July 21st, 2021
Start time: 6:00 pm
Shelburne Community Centre

In Attendance: Adam Dedrick, Robin Smith, Kent Balish, Sylvia Snow, Terry Stacey, Wanda Buchanan, Ben Nickerson

Regrets: Frances Scott, Elizabeth Chute, Ron Coole, Holly Perry, Bil Atwood

Call to Order: Meeting was called to order by Adam Dedrick at 6:05pm

Agenda Approval: Meeting Agenda was reviewed aloud. Approval of this agenda was moved by Wanda and 2nd by Ben.

Minutes of Previous Meeting: Meeting minutes from May 19, 2021, were reviewed.

There was a motion to approve the minutes which was moved by Ben and 2nd by Sylvia.

Business:

- a) **RFP for Accessibility Plan Recommendation:** We received 2 proposals, one from CBCL and the other from Chauvin Resource Development. Adam explained that the Working Group had reviewed and scored each submission. CBCL scored 90/100 and Chauvin Resource Development was 83/100.

A motion to accept and reward the recommendation to award CBCL by the Accessibility Working Group was made by Kent. This motion was seconded by Sylvia.

- b) **Next Steps:** The next steps will be to notify both who submitted proposals and arrange the first meeting date with CBCL as well as post the successful submission on the NS Procurement site.
- c) **Review Workplan:** The committee reviewed the workplan and it appears we are on track.
- d) **Check-In:** Some of the committee members expressed their appreciation of having the staff members guidance throughout this project.

Other Business:

- a) There is no other business

Next Meeting Agenda Items:

- a) TBD once we talk to CBCL re: Kick Off Workshop

A motion to adjourn the meeting was made by Adam and 2nd by Wanda.

Meeting Adjourned at 6:40pm

Next meeting: TBD