

WEST HANTS MUNICIPALITY
Accessibility Advisory Committee Meeting Agenda
October 20, 2022, 6:00 p.m.
Sanford Council Chambers
76 Morison Drive, Windsor, NS

Agenda is subject to changes up to and including during the meeting



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1. Call to Order
 2. Attendance
 3. Approval of the Agenda, including additions or deletions
 4. Announcements
 5. Approval of Previous Meeting Minutes – March 15, 2022
 6. New Business
 - a) Accessibility Plan and Accomplishments to Date
 - b) Committee Members Check-In
 - c) Next Steps 2022-23 and Beyond
 - d) Member Reappointments (Terms of Reference attached)
 - e) Meeting Planning Going Forward (frequency, best days and times)
 7. Next Meeting Date / Adjournment

Time to Celebrate!

WEST HANTS MUNICIPALITY
Accessibility Advisory Committee Meeting Agenda
March 15, 2022, 5:30 p.m.
Sanford Council Chambers
76 Morison Drive, Windsor, NS

Agenda is subject to changes up to and including during the meeting



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1. Call to Order
 2. Attendance
 3. Approval of the Agenda, including additions or deletions
 4. Announcements
 5. Approval of Previous Meeting Minutes – December 2, 2021
 6. Presentations
 - a) CBCL Ltd. – West Hants Accessibility Plan Draft
 7. New Business
 8. Next Meeting Date / Adjournment

Icebreaker Exercise

1. **Call to Order** – Chair Francis called the meeting to order at 6:00 pm

2. **Attendance**
Voting: Debbie Francis, Denise Long, Jordan Stephens, Roseanna Boyd, Jennifer Davison, Michel Bourgeois, Kelly Ann Jobson
Staff Support (non-voting): Mark Phillips, Tina McKay, Bekah Craik, Shelleena Thornton, Carmen Dewar-Miller
Troy Burgess sent his regrets, he is away
Guests: Emanuel Nicolescu, CBCL Limited

3. **Approval of the Agenda, including additions or deletions**
No additions or deletions.
MOVED BY STAFF MEMBER CRAIK AND RESIDENT MEMBER BOURGEOIS THAT THE AGENDA BE APPROVED. MOTION CARRIED.

4. **Announcements**
Chair Francis acknowledged that West Hants Regional Municipality recognizes that we are in Mi'kma'ki, the ancestral territory of the Mi'kmaq people and that this land is governed by the treaties of Peace and Friendship signed in 1726. West Hants Regional Municipality also recognizes that we are all treaty people and have responsibilities to each other and this land.

5. **Approval of Previous Meeting Minutes – December 2, 2021**
MOVED BY RESIDENT MEMBERS DAVISON AND JOBSON THAT THE DECEMBER 2021 MEETING MINUTES BE APPROVED. MOTION CARRIED.

6. **Presentations**
 - a) CBCL Ltd. – West Hants Accessibility Plan Draft
Emanuel Nicolescu presented the draft plan on behalf of CBCL.
Committee members and staff offered a range of perspectives during discussion of the Achievements, Barriers, Policies and Priorities sections of each of the six focus areas of the plan as well as the Implementation section.

Discussion Points:

- CBCL received suggestions related to the following:
 - West Hants logo full tag line inclusion on the front page of the plan
 - The use of plain language
 - Spelling corrections
 - Inclusion of introductory verbiage on how to read the manual
 - Glossary additions, including a definition of “accessibility” (requires follow-up with the Directorate) and “whole of government”
 - Rewording throughout to provide clarification
 - Rewording throughout to reflect realistic and manageable expectations
 - Ensure focus on invisible as well as visible barriers
 - Change “Goods and Services” references within the plan to “Programs and Services” (requires follow-up with the Directorate)
 - Prioritize relationships with partner organizations and community groups
 - Remove Dial-A-Ride from Transportation barriers
 - Address sidewalks are a top priority
 - Have staff review top priorities and update status as part of the plan’s implementation
 - Ensure CBCL assists in creating a customized Accessibility Report Card

7. New Business

No new business.

8. Next Meeting Date / Adjournment

The next meeting date is to be determined, Carmen will reach out via email or poll. Committee members are encouraged to attend the next Committee of the Whole meeting April 12th, where the plan will be presented to Council.

MOVED BY CHAIR FRANCIS THAT THE MEETING BE ADJOURNED.

The meeting was adjourned at 7:16pm

X

Committee Chair

ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE

1. Official Name

The official name of this committee is the Accessibility Advisory Committee.

2. Members/Composition

The Accessibility Advisory Committee will consist of seven (7) members. At least half of the members must be people with disabilities or represent organizations that represent people with disabilities, in accordance with the *Accessibility Act*.

The members of the Committee will be appointed by Council, in accordance with Meeting and Committee Procedural Policy as follows:

- One (1) Council member for a two-year term
- Four (4) resident members for a two-year term
- Two (2) resident members for a three-year term

Resident members will not be members of Council or employees of the Municipality.

If a member vacates the Committee for any reason at any time before that member's term would normally end, Council will promptly appoint a new member to the Committee until the end of the term which was vacated.

3. Goals

The goal of the Accessibility Advisory Committee is to provide advice to Council on identifying, preventing and elimination of barriers to people with disabilities in municipal programs, services, initiatives and facilities.

The Committee aims to play a pivotal role in helping the Municipality become a barrier-free community and ensuring obligations under the *Accessibility Act*.

4. Deliverables

The Committee will deliver the following:

- a) Advise Council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must include:
 - A report on measures the Municipality has taken and intends to take to identify, remove and prevent barriers;
 - Information on procedures the Municipality has in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its proposed policies, programs, practices and services, and
 - ii. Any proposed enactments or bylaws it will be administering; and
 - Any other prescribed information.

ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE

- b) Advise Council on the impact of the Municipality's policies, programs and services on persons with disabilities;
- c) Review and monitor existing and proposed Municipal by-laws to promote full participation of persons with disabilities, in accordance with the Act;
- d) Identify and advise on the accessibility of existing and proposed municipal services and facilities;
- e) Advise and make recommendations about strategies designed to achieve the objectives of the Municipality's Accessibility Plan;
- f) Receive and review information directed to it by Council and its committees, and to make recommendations as requested;
- g) Assist in monitoring Federal and Provincial government directives and regulations; and,
- h) Host community consultations related to accessibility in the Municipality.

5. Jurisdiction

The Accessibility Advisory Committee is created as required by Section 44 the Accessibility Act, 2017 and is an advisory committee of Council in accordance with Section 24 of the Municipal Government Act, 1998, c.18. The Committee has been established as a permanent committee of Council by the *Meeting and Committee Procedural Policy*.

6. Resources/Budget

The Municipality will appoint a staff member as the Accessibility Coordinator to support the work of the Committee in developing an accessibility plan; monitor implementation progress; and coordinate concern, complaint and suggestions about the plan.

Additional staff of the Municipality are available to assist the Committee with the creation and implementation of accessibility plans. The Accessibility Coordinator and other staff appointed are not voting members of the Committee.

Resident members of the Committee will be paid in accordance with the *Council Remuneration Policy*.

All budgetary considerations for the Committee will be included in the approved annual budget or approved by Council if outside the budget.

The *Procurement and Tendering Policy* and the *Hospitality Policy* will be followed as required.

7. Governance

The Accessibility Advisory Committee will meet no less than six times per year and may meet more often if required to fulfill the duties as outlined.

ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE

A quorum for Accessibility Advisory Committee will four (4) members.

Each year members of the Committee will appoint a Chair and Vice Chair.

The Committee may receive presentations from the public upon approval of the Chair.

The Accessibility Advisory Committee may establish Working Groups to explore specific issues related to the accessibility plan and/or to other responsibilities.

Members of the Working Group may consist of additional members of the community.

A member of the Committee will be Chair of the Working Group(s).

8. Communications

Accessibility Advisory Committee members and staff will communicate with each other at meetings (in person or electronic), by telephone or by email.

Draft minutes of Committee meetings will be available to the public and be approved at the next meeting.

All Committee meetings are open to the public, except as specified in Section 22(2) of the Municipal Government Act.

A contact list will be circulated to the Committee members and updated as required.

Meeting invites and agenda packages will be circulated by email a minimum of three days prior to each meeting.

9. Related Policies, Procedures and Legislation

Accessibility Act, 2019

Municipal Government Act, 1998 as amended

Meeting and Committee Procedural Policy, RCOGE-003.00

Hospitality Policy, RCOFN-001.00

Procurement and Tendering Policy, RCOFN-003.00

Council Remuneration Policy, RCOHR-001.00

Approved by: _____
 Committee Chair

Adoption	
Notice to Council:	Not Applicable
Approval:	<i>Date</i>
Description: Initial approval of the Accessibility Advisory Committee Terms of Reference.	