



MANDATE

The Accessibility Advisory Committee reports to Municipal Council. The Accessibility Advisory Committee is responsible for the following:

- a) participate in the development and future review/s of the Municipality's Accessibility Plan which are intended to improve the quality of life for all residents of East Hants, including persons with disabilities;
- b) advise Municipal Council on the implementation and effectiveness of the Municipality's Accessibility Plan to ensure that it addresses the identification, removal and prevention of barriers to persons with disabilities in Municipality's by-laws, and all its policies, programs, practices services and standards;
- c) advise the Municipality on issues and concerns (barriers) faced by persons with disabilities and the means by which the Municipality may work towards the elimination of these barriers;
- d) advise on matters of government policy (municipal, provincial or federal) affecting persons with disabilities and shall inform the Municipality about the impact of these policies on East Hants;
- e) review and make recommendations on barriers faced by persons with disabilities to existing facilities owned, leased, or operated (in full or part) by the Municipality; and,
- f) prepare a Monitoring Report for Council each year. This report will measure the performance of the policies and actions in the Accessibility Plan. The committee may also make recommendations to improve the plan.
- g) receive and review information directed to it by Council, and to make recommendations as requested.

AUTHORITY

Under the Nova Scotia Accessibility Act (NSAA), the Municipality of East Hants is required to appoint an Accessibility Advisory Committee to provide input on accessibility matters within the Municipality.

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to Council on programs and ideas and to assist in enhancing the quality of life of the community.

MEMBERSHIP

The Accessibility Advisory Committee shall consist of:

- a) The Advisory Committee consists of two Municipal Councillors and 5 additional members. The additional members will be appointed with a term of four years, beginning in the January immediately following a municipal election, or until successors are appointed. Municipal Councillors term shall be co-terminus with the term of Council.
- b) In accordance with the NSAA requirements, at least one half of the members must be persons with disabilities or representatives from organizations representing persons with disabilities. These have been identified below as the 'stakeholder community'.
- c) Members are appointed as follows:
 - Municipal Councillors (2)
 - Four people from the stakeholder community (4)
 - One citizen-at-large (1)
 - Municipal Accessibility Coordinator - Non-Voting

PUBLIC MEMBER SELECTION PROCESS

To ensure openness, accountability, and transparency, a public advertisement will be issued at the end of every term to consider public member positions.

Public members representing an organization should include a letter of support from that organization.

QUALIFICATIONS

Each member of the Committee is an independent representative to the Committee and does not represent the concerns of only one disability or group. The members of this Committee shall work together for the purpose of developing a common approach which is reasonable and practical. Members

shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee in promoting and facilitating a barrier-free East Hants to persons of all abilities.

MEETINGS

- a) The Advisory Committee shall meet on an annual basis or more frequently as required.
- b) Agenda items will be compiled by the Municipal Accessibility Coordinator, any agenda items should be forwarded to Staff at least two weeks in advance of meetings. Agendas and staff reports shall be made available to the Advisory Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to Council Chambers Online prior to the scheduled Advisory Committee meeting.
- c) Decisions of the Advisory Committee shall be decided by a majority vote of those members present at a meeting.
- d) Meetings shall be open to the public.
- e) The Advisory Committee meeting notes are public and shall be made available to residents of East Hants upon request.

ATTENDANCE

A Committee member, without leave of the Committee, is absent from three consecutive meetings of the Committee, ceases to be qualified to serve.

CHAIR AND VICE CHAIR

A Councillor shall serve as Chair and a Councillor shall serve as Vice-Chair, responsible for backup duties of Chair as required. A Chair and Vice-Chair shall be elected at the first meeting of the Committee term. Should the Chair and Vice Chair be absent from the meeting, the remaining members of the Committee may appoint an acting Chair.

QUORUM

Quorum constitutes of a majority of the total number of Advisory Committee members.

CONFLICTS OF INTEREST

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

ROLE AND RESPONSIBILITY OF EAST HANTS STAFF

Staff representatives from the Municipality of East Hants shall provide administrative and research support to the Advisory Committee. This includes, but is not limited to the preparation and distribution of agendas and staff reports.

RELATED DOCUMENTATION

Document Name	Document ID	Document Type
Nova Scotia Accessibility Act		Legislation

VERSION LOG

Version Number	Amendment Description	Editor	Owner	Approver	Approval Date
1	Formalization of the Terms of Reference	Manager of Planning	CAO	Council	July 28, 2021

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that these Terms of Reference were duly approved.



Kim Ramsay, CPA, CMA
CAO/Municipal Clerk