

JOINT ACCESSIBILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Establishment of Committee

Per s.60 of the Nova Scotia *Municipal Government Act*, S.N.S., 1998, c. 18 (“the MGA”), the Municipality of the County of Kings (“the Municipality”) and the Village Commissions of Aylesford, Canning, Cornwallis Square, Greenwood, Kingston, New Minas and Port Williams (“the Villages”) have entered into an intermunicipal service agreement (“the Agreement”) effective March 19, 2021 to establish a Joint Accessibility Advisory Committee (“the Committee”).

2. Mandate

The Committee provides advice to Municipal Council and the Village Commissions on identifying, preventing, and eliminating barriers to people living with disabilities in Municipal and Village programs, services, initiatives, and facilities. The Committee plays a pivotal role in helping the Municipality and the Villages become accessible communities and meet their obligations under the Nova Scotia *Accessibility Act*, S.N.S., 2017, c. 2 (“the Act”).

3. Compliance with Policies, By-laws, Provincial Statutes, and the Agreement

The Committee shall comply with all Provincial statutes, by-laws and policies of the Municipality and the Villages, and the Agreement.

4. Goals and Objectives

The Committee shall:

4.1. Advise Council and the Village Commissions on the preparation, implementation, and effectiveness of its Accessibility Plan. In accordance with the Act, the Plan must include:

4.1.1. A report on measures the Municipality and the Villages have taken and intend to take to identify, remove, and prevent barriers;

4.1.2. Information on procedures the Municipality and the Villages have in place to assess the following for their impact on accessibility for people living with disabilities:

4.1.2.1. Any proposed policies, programs, practices, and services; and

4.1.2.2. Any proposed enactments or by-laws.

- 4.1.3.** Any regulation prescribed by the Act.
- 4.2.** Complete and submit for approval the first Accessibility Plan in accordance with s. 39(2) of the Act which requires a municipality to prepare and make publicly available an Accessibility Plan within one year of being prescribed as a Public Sector Body;
- 4.3.** Review and update the Accessibility Plan at least every three years, in accordance with the Act, or whenever the Province approves the standards for the five focus areas (built environment, information and communications, goods and services, transportation and employment);
- 4.4.** Consult with the community on accessibility in the Municipality and the Villages;
- 4.5.** Advise Council and the Village Commissions on the impact of their policies, programs, and services on people living with disabilities;
- 4.6.** Review and monitor existing and proposed Municipal and Village by-laws and policies to promote full participation of people living with disabilities, in accordance with the Act.
- 4.7.** Identify and advise on the accessibility of existing and proposed Municipal and Village services and facilities;
- 4.8.** Advise and make recommendations about strategies designed to achieve the objectives of the Accessibility Plan;
- 4.9.** Receive and review information from Council, the Village Commissions, their committees, and staff, and make recommendations, as requested; and
- 4.10.** Assist in monitoring compliance with Federal and Provincial government directives and regulations.

5. Guiding Principles

At all times, the Committee's work shall be guided by the following principles:

- 5.1.** Ensuring equal access and participation for all people, regardless of their abilities;
- 5.2.** Treating all people in a way that allows them to maintain their dignity and independence;
- 5.3.** Meeting the needs of people who face accessibility barriers; and

5.4. Identifying, removing, and preventing these barriers by meeting the requirements of the Act.

6. Membership Composition

The membership composition of the Committee will be in accordance with the terms of the Agreement.

7. Appointments and Reappointments to the Committee

Appointments and reappointments to the Committee will be in accordance with the terms of the Agreement.

8. Terms of Membership

The length of time of terms of membership on the Committee will be in accordance with the Agreement.

9. Reporting

The Municipal Councillor and Village Commissioners appointed to the Committee are responsible for reporting the activities and recommendations of the Committee to their respective Municipal Council and Village Commission. The Municipal Councillor's responsibilities in this regard are set out in Municipal By-law 102, the Committees Governance By-law. Municipal and Village appointees are also responsible for advising the Committee of any business of Municipal Council and the Village Commissions relevant to the work of the Committee.

10. Committee Recommendations to Municipal Council & Village Commissions

Committee recommendations to the Municipal Council or to a Village Commission shall be made by way of motion or resolution and provided to the Municipal and Village Clerks. Reports to Municipal Council and the Village Commissions shall be made regularly by their representatives on the Committee.

11. Advisory Role of the Committee

The Committee will act only in an advisory capacity to the Municipality and the Villages. Neither the Committee nor any of its Members shall have the power to pledge the credit, authorize expenditures not approved in the Committee Operating Budget, or enter into a legal agreement on behalf of the Municipality or the Villages.

12. Procedural Matters

12.1. Staff Support

The Committee shall be provided with on-going support from the following staff:

12.1.1. The Accessibility Coordinator;

12.1.2. In accordance with Municipal Policy ADMIN-01-016 Administration of Standing and Advisory Committees of Council, a Senior Staff Member of the Municipality will oversee the administration of the Committee; and

12.1.3. Through the Chief Administrative Officer or the Village Commission, as the case may be, Municipal or Village staff may be assigned as required.

12.2. Meetings

12.2.1. The Committee shall meet as required to complete its work plan.

12.2.2. The Committee will approve the meeting schedule for the upcoming calendar year at its inaugural meeting and annually at its regular December meeting and submit the approved schedule to the Municipal and Village Clerks. The Committee may amend the meeting schedule at any time if it is deemed necessary to schedule additional meetings, or reschedule a meeting to better accommodate the majority of Committee Members. Any amendments to the meeting schedule will be submitted to the Municipal and Village Clerks.

12.2.3. Except as provided for in the MGA s. 22, meetings of the Committee shall be open to the public and will be advertised accordingly.

12.3. Accommodation

Providing adequate advance notice is given, Committee Members and other meeting participants will be accommodated so they are able to fully participate in Committee meetings free of barriers to the extent possible.

12.4. Roles and Responsibilities of Committee Members

The roles and responsibilities of the Committee Members are governed by Municipal Policy ADMIN-01-016 Administration of Standing and Advisory Committees of Council. Committee Members are also expected to:

- 12.4.1.** Review the meeting agenda and any accompanying materials;
- 12.4.2.** Attend and participate in all Committee meetings;
- 12.4.3.** Attend and participate in any working groups, as required; and
- 12.4.4.** Assist the Committee in achieving its mandate, goals and objectives.

12.5. Election and Roles and Responsibilities of Officers

12.5.1. The Committee shall elect a Chair and Vice-Chair at its inaugural meeting and annually at its regular meeting in November (effective for the next meeting).

12.5.2. The roles and responsibilities of the Chair are governed by Municipal Policy ADMIN-01-016 Administration of Standing and Advisory Committees of Council.

12.5.3. The Chair shall conduct all Committee meetings in accordance with Municipal By-law 64, the Meetings and Procedure By-law.

12.5.4. In the absence of the Chair, the Vice-Chair shall assume the role of Chair. Should both the Chair and Vice-Chair be absent, the Committee shall approve by motion another Member to act as Chair for that meeting.

12.6. Quorum

Quorum is met by the attendance of a simple majority of Committee Members.

12.7. Review of Terms of Reference

The Committee will review these Terms of Reference every three years prior to the triennial review of the Accessibility Plan, and forward any proposed amendments to Municipal Council and the Village Commissions for approval.

12.8. Meeting Agendas

Meeting agendas will be structured as set out in Municipal By-law 102, the Committees Governance By-law, and developed according to Municipal Policy ADMIN-01-016 Administration of Standing and Advisory Committees of Council. The meeting agenda must be approved by the Chair prior to circulation.

12.9. Work Plan

The Committee will develop and approve a work plan as soon as possible after its inaugural meeting. The work plan will be developed in accordance with Municipal Policy ADMIN-01-016 Administration of Standing and Advisory Committees of Council. Review and discussion of the work plan is to be included as a standing item on each regular meeting agenda.

12.10. Deadline for Agenda Circulation

Circulation deadlines for agendas and meeting documents will be in accordance with Municipal Policy ADMIN-01-016 Administration of Standing and Advisory Committees of Council.

12.11. Record of Meetings

12.11.1. The Accessibility Coordinator shall be responsible to ensure that minutes are taken of each meeting of the Committee and that a record of the approved minutes is provided to the Municipal and Village Clerks for posting on the respective websites.

12.11.2. The attendance of Committee Members will be recorded in the minutes of each meeting and will be used as the basis for determining the honoraria payable to Members of the public.

12.12. Public Participation

12.12.1. The meeting agenda will include a standing item for public comments following conclusion of all other business and prior to adjournment.

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

12.13. Committee Operating Budget

12.13.1. For the 2020-21 and 2021-22 Fiscal Years, all expenses incurred by the Committee will require prior approval of the Municipality and the Villages with the exception of expenses necessary to conduct meetings and public consultations, to recruit Members of the public to serve on the Committee, to remunerate those Members in accordance with Municipal Policy FIN-05-002, the Council and Committee Remuneration Policy, and to provide the accounting services referred to in the Agreement.

12.13.2. Commencing with the 2021-22 Fiscal Year, the Committee will, by December 31 of each fiscal year, review and recommend an annual budget for the upcoming fiscal year for consideration by the Municipal Council and Village Commissions.

12.14. Working Groups

12.14.1. The Committee may establish working groups which report directly to the Committee to explore specific issues related to the Accessibility Plan and/or to other responsibilities. A working group may include members of the public from the Municipality who are not Committee Members. However, they must either:

12.14.1.1. Live with a disability;

12.14.1.2. Represent an organization that works with people living with disabilities;

- 12.14.1.3.** Be a caregiver for someone who lives with a disability; or
- 12.14.1.4.** By virtue of their vocation, training, or experience, be someone who possesses expertise of value to the Committee in accomplishing its goals and objectives.
- 12.14.2.** The chair of a working group must be a Member of the Committee.
- 12.14.3.** The first task of each working group will be to develop a work plan for approval by the Chief Administrative Officer and the Village Commissions.
- 12.14.4.** The Municipality and the Villages will provide all necessary staff support and resources required by the working groups.

13. Agreement to Enact a Joint Accessibility Advisory Committee

The Agreement will be considered part of these Terms of Reference. For greater certainty, these Terms of Reference are incomplete without reference to the Agreement.

14. Dates of Original Approval and of Amendments

Date	Original Approval & Amendments
July 28, 2021	First Approved by the Committee
	First Approved by the Municipality and all Villages