

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.3.6.17
Section Procedures and Organization of Council	Subject Accessibility Advisory Committee Policy

1. Title

This Policy may be known as the “**Accessibility Advisory Committee Policy.**”

2. Purpose

The Accessibility Advisory Committee provides advice to Municipal Council on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The committee plays a pivotal role in helping the Municipality of the County of Annapolis become an accessible community and meet its obligations under *Nova Scotia’s Accessibility Act*.

3. Authority

Bill No. 59 - Accessibility Act, Chapter 2 of the Acts of 2017

4. Definitions

4.1 In this Policy:

- (1) “**Accessibility**” is the design of programs, services, or spaces for people with disabilities.
- (2) “**Accessibility Plan**” is a document that reflects the goals of the County to be responsive to the needs of people with various abilities.
- (3) “**Act**” means *Accessibility Act, Chapter 2 of the Acts of 2017*;
- (4) “**Barrier**” means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technology barrier, a policy or a practice;
- (5) “**Committee**” means the Accessibility Advisory Committee (AAC);
- (6) “**Council**” means the Municipal Council of the Municipality of the County of Annapolis;
- (7) “**County**” means the Municipality of the County of Annapolis;
- (8) “**Disability**” includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual’s full and effective participation in society.

5. Scope

This Policy is applicable to all members appointed to the County’s Accessibility Advisory Committee (AAC).

6. Provisions

- 6.1 Except as otherwise determined by statute, bylaw or policy, every person shall be qualified to be appointed as a citizen member who meets the qualifications of Sub-section 4.3 in *AM-1.3.4 Citizen Appointments to Committees Policy*.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.3.6.17
Section Procedures and Organization of Council	Subject Accessibility Advisory Committee Policy

- 6.2 Municipal Council may replace at any time committee members who resign or who, in Council’s opinion, are unable or unwilling to discharge their duties.
- 6.3 Except to the extent that the chair is otherwise determined by statute, bylaw or policy, municipal council may appoint a person to serve as chair of the committee, after seeking the advice of the Nominating Committee.
- 6.4 If Municipal Council does not appoint a chair, the committee shall elect a chair from one of its members.
- 6.5 The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the same powers and responsibilities at committee meetings that are conferred upon the chair at municipal council meetings pursuant to AM-1.2.0 *Council Meetings and Proceedings Policy*, with any necessary modifications for context.
- 6.6 Except to the extent that the secretary is otherwise determined by bylaw or policy, the Chief Administrative Officer or his / her designate may appoint an employee of the County to serve as Secretary, with a voice but no vote.
- 6.7 If the Chief Administrative Officer or his/her designate does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the Secretary shall be a full voting member of the committee.
- 6.8 The secretary shall keep minutes of the committee meetings and ensure that the Municipal Clerk is provided with a signed copy of all approved minutes which are signed by the chairperson and recording secretary.
- 6.9 The committee shall meet at such time and place which it sets at a preceding meeting or at such other time and place as the Municipal Council, the Committee’s Secretary, the Committee’s Chair or a quorum of committee members may set by providing notice of meeting to all committee members at least 5 business days in advance.
- 6.10 The Secretary shall provide notice of meetings to the public by posting a “Notice of Committee Meeting” containing the time, date and place at the Administration Office in Annapolis Royal and the Planning Office in Lawrencetown.
- 6.11 Subject to any resolution of municipal council, the resources which may be utilized by the committee include:
- (1) advice and support of the Chief Administrative Officer OR the Municipal Clerk or his or her designate;
 - (2) use of the county’s facilities and supplies for meetings, arranged through the Secretary or the Municipal Clerk;
 - (3) such other resources as may reasonably be required, by arrangement through the CAO.
- 6.12 All meetings minutes, and records of the committee shall be open to the public except as expressly authorized by law.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.3.6.17
Section Procedures and Organization of Council	Subject Accessibility Advisory Committee Policy

6.13 The committee may meet in closed session to discuss matters relating to:

- (1) acquisition, sale, lease and security of municipal property;
- (2) setting a minimum price to be accepted by the municipality at a tax sale;
- (3) personnel matters;
- (4) labour relations;
- (5) contract negotiations;
- (6) litigation or potential litigation;
- (7) legal advice eligible for solicitor-client privilege; and
- (8) public security.

6.14 No decision shall be made in closed session except a decision concerning procedural matters.

6.15 A quorum of the committee shall be a majority (more than half) of the members appointed by Municipal Council at the time the meeting occurred.

6.16 A committee member who, without leave of the committee, is absent from three consecutive regular meetings, ceases to be a member.

6.17 The secretary shall ensure that the Municipal Clerk is apprised immediately of any such circumstances which create a vacancy on any committee.

6.18 A committee may make recommendations to Municipal Council regarding the allocation or expenditure of funds but no committee shall have the power to expend funds (Sub-section 23 (c) MGA).

6.19 Subject to the other provisions of this policy, the rules of procedure, conduct and debate pursuant to *AM-1.2.0 Council Meetings and Proceedings Policy* apply at committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at committee meetings.

6.20 Unless appointed as one of the council representatives on the Committee (*per above*), the Warden shall be an additional *ex officio* member of the Committee with a voice but no vote. When attending as *ex officio* the warden shall not be counted to establish quorum.

6.21 In the event the committee fails to provide a report or recommendation to municipal council within any set deadline established by the council, municipal council may proceed with a decision regarding a matter within the committee's mandate without awaiting the committee report or recommendation.

7. Terms of Reference

7.1 The Committee shall be comprised of up to eight (8) voting members.

7.2 At least half of the members of an accessibility advisory committee must be persons with disabilities or representatives from organizations representing persons with disabilities.

7.3 The Committee shall advise Municipal Council, through the Committee of the Whole, on the preparation, implementation and effectiveness of its Accessibility Plan.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.3.6.17
Section Procedures and Organization of Council	Subject Accessibility Advisory Committee Policy

7.4 The plan must include:

- (a) a report on measures the Municipality has taken and intends to take to identify, remove, and prevent barriers;
- (b) information on procedures the Municipality has in place to assess the following for their impact on accessibility for people with disabilities:
 - any proposed policies, programs, practices, and services;
 - any proposed enactments or bylaws.
- (c) any other prescribed information.

7.5 The Committee shall:

- (a) review and recommend updates to the Accessibility Plan at least every three (3) years in accordance with the *Accessibility Act*;
- (b) consult with the community on accessibility in the County and report to the Committee of the Whole on the issues identified through such community consultations;
- (c) provide advice on the impact of municipal policies, programs and services on people with disabilities;
- ▶ (d) review and monitor existing and proposed municipal bylaws to promote full participation of people with disabilities, in accordance with the *Accessibility Act*;
- (e) identify and advise on the accessibility of existing and proposed municipal services and facilities;
- (f) advise and make recommendations about strategies designed to achieve the objectives of the Municipality’s Accessibility Plan;
- (g) receive and review information from Municipal Council and its committees, and make recommendations as requested to do so by Municipal Council;
- (h) assist in monitoring compliance with federal and provincial government directives and regulations;
- (i) meet no fewer than six times per year, or otherwise as required to fulfill the duties as outlined.

Municipal Clerk’s Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
Seven (7) Day Notice.....	April 13, 2021
Council Approval	April 20, 2021
<u><i>Carolyn Young</i></u>	<u>April 21, 2021</u>
Municipal Clerk	Date
<i>At Annapolis Royal Nova Scotia</i>	

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.3.6.17
Section Procedures and Organization of Council	Subject Accessibility Advisory Committee Policy

Approved Nov. 19, 2020

Amendments:

April 2021:

Deleted section 6.15:

6.15 A quorum of the committee shall be the same as that which applies to municipal council pursuant to provincial legislation, with any necessary changes for context.

and replaced with the following:

6.15 A quorum of the committee shall be a majority (more than half) of the members appointed by Municipal Council at the time the meeting occurred.