

Municipality of the District of St. Mary's

Accessibility Advisory Committee Policy



Purpose

The purpose of this policy is to establish and govern an Accessibility Advisory Committee (AAC) that will provide advice to Council on identifying, preventing, and eliminating barriers for people with disabilities in municipal services, initiatives, and facilities. The committee plays an essential role in helping the Municipality of the District of St. Mary's become a barrier free community and ensuring accountability is met under *An Act Respecting Accessibility in Nova Scotia (2017)*.

Scope

This policy provides direction for the governance of the Municipality of the District of St. Mary's Accessibility Advisory Committee members, staff and council.

Authority

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

Definitions

In this Policy, unless the context otherwise requires,

- 1) *Barrier* – 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 technological barrier, a policy or a practice.
- 2) *Disability*- Includes a physical, mental, intellectual, learning or sensory impairment, that, in interaction with a barrier, hinders an individual's full and effective participation in society.

1. Membership

- 1.1 The chair and vice-chair will be appointed annually by the committee and only voting members are eligible for these positions.
- 1.2 At least one half of the members of the Accessibility Advisory Committee must be persons with disabilities or representatives from organizations representing persons with disabilities as per the *Accessibility Act*.
- 1.3 If at any point in time the requirements under section 1.2 are not met, the committee can continue to operate providing the vacancy is actively being advertised.

- 1.4 Applications for appointment to the committee shall be invited by public advertisement and a submission of the completed AAC application form. (Appendix A)
- 1.5 At least one member of council shall be apart of the AAC. The committee, including outside appointments, shall be appointed annually at the Annual Meeting of St. Mary's Municipal Council. Outside appointments to the committee may serve three consecutive years.
- 1.7 Any member of the committee is eligible for reappointment.
- 1.8 Municipal staff will act as nonvoting members and provide administrative support to the committee including recording minutes and ensuring proper records management.
- 1.9 The committee will consist of voting members who serve without pay.
- 1.10 All committee members are eligible for reimbursement of travel expenses for meetings from their place of residence at the set municipal rate and recording requirements as per the Municipality of the District of St. Mary's *Mileage Expense Policy*.

2.0 Qualifications

- 2.1 Preference will be given to applicants with training or experience in accessibility matters.
- 2.2 Committee members must be a resident of the municipality or represent an organization that serves the municipality.

3.0 Committee Responsibilities:

- 3.1 The committee shall advise council on what impact the Municipality of the District of St. Mary's policies, programs and services may have on persons with disabilities.
- 3.2 The committee shall advise council in the preparation, implementation, and effectiveness of its accessibility plan. In accordance with the *Accessibility Act*, the plan must include:
 - 3.1.1 A report on measures the Municipality of the District of St. Mary's has taken and intends to take to identify, remove and prevent barriers for services and facilities.
 - 3.1.2 Information on procedures the Municipality of the District of St. Mary's has in place to assess the following for their effect on accessibility for persons with disabilities:
 - 3.1.2.1 Any of its proposed policies, programs, practices and services, and
 - 3.1.2.2 Any proposed enactments or bylaws it will be administering; and
 - 3.1.2.3 Any other prescribed information.



- 3.3 The committee shall review, identify, advise and monitor existing and proposed Municipal documents, facilities and services to promote full participation of persons with disabilities, in accordance with the *Accessibility Act*.
- 3.4 The committee shall advise and make recommendations about strategies designed to achieve the objectives of the *Municipality's Accessibility Plan*.
- 3.5 The committee shall receive and review information directed to it by council and its committees, and to make recommendations as requested.
- 3.6 The committee shall Monitor federal and provincial government directives and regulations.
- 3.7 The committee shall host, as needed, community consultations related to accessibility in the Municipality of the District of St. Mary's.

4.0 Rules of Engagement

- 4.1 The committee shall meet no less than six times per year, or otherwise as required to fulfill the duties as outlined. Meetings of the AAC shall be open to the public as per subject to Section 22 of the *Municipal Government Act*.
- 4.2 A majority of the voting members of the committee constitutes a quorum.
- 4.3 The committee may receive presentations from the public upon approval of the chair as per the Municipality of the District of St. Mary's *Presentation to Council Policy*.



Municipal Clerk





Date



APPENDIX A

ACCESSIBILITY ADVISORY COMMITTEE APPLICATION FORM

Applicant Name: _____

Street Address: _____

Postal Code: _____ Home Telephone: _____ Work/Cell Telephone: _____

E-mail Address: _____ Occupation: _____

Application for appointment to Accessibility Advisory Committee

Describe how your experience, community involvement, education, or work might be helpful to this committee.

Describe your work experience and, if applicable, your education:

Why are you interested in serving on this committee?

What contribution do you believe you can make to this committee?

What past contributions have you made on a similar committee or organization?



What experience do you have in exchanging your views with others and in appreciating and respecting the skills, abilities and knowledge of others?

Are you a person with a disability, or do you represent an organization representing people with disabilities? Circle: Yes or No

Note: *At least one half of the members of the advisory committee must have a disability or represent an organization that represents people with disabilities.*

If you are a person with a disability or represent an organization representing people with disabilities, what disability/disabilities do you or your organization represent?

Applicant Signature

Date

For more information please contact the Development Project Coordinator's at the Municipal Office at 902-522-2607.