



## POLICY

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### Accessibility Advisory Committee

**Policy Number:**  
110-009

**Supersedes Policy Number:**  
Not Applicable

**Effective Date:**  
2018-04-18

Ammended: 2018-05-01

**Approval By Council (Motion Number):**  
23-04-18  
15-05-18

#### 1.0 PURPOSE

The Accessibility Advisory Committee (AAC) provides advice to 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 Town of Wolfville become a barrier-free community and ensuring obligations under *An Act Respecting Accessibility in Nova Scotia* (2017) are met.

#### 2.0 Scope

This Policy is applicable to all members appointed to the Town of Wolfville's Accessibility Advisory Committee (AAC).

#### 3.0 References

3.1 [Bill No. 59 - Accessibility Act, Chapter 2 of the Acts of 2017](#)

#### 4.0 Definitions

- 4.1 **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 communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice;
- 4.2 **Council** means the Town Council for the Town of Wolfville;
- 4.3 **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.

#### 5.0 Policy

##### 5.1 Membership:

- 5.1.1 The Committee will consist of seven (7) voting members who serve without pay.
- 5.1.2 The Mayor is an ex-officio voting member of the AAC.



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- 5.1.3 Council shall appoint each of the seven (7) voting members as follows:
- a. To two-year term – One (1) members of Council, in December
  - b. To two-year terms – four (4) members at large
  - c. To three-year terms – two (2) members at large.
- 5.1.4 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.
- 5.1.5 If a member vacates the Committee for any reason at any time before that member's term would normally expire, Council shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- 5.1.6 Applications for the appointment to the Committee shall be invited by public advertisement.
- 5.1.7 The Chair and Vice-Chair will be appointed annually by the Committee

### 5.2 **Qualifications**

- 5.2.1 Any member of the Committee is eligible for reappointment.
- 5.2.2 Any member of the Committee, who is absent from three consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the Committee and noted in the Committee minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.

### 5.3 **Mandate and Responsibilities**

The Committee has the following responsibilities:

- 5.3.1 Advise Council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must include:
- a. A report on measures the Town of Wolfville has taken and intends to take to identify, remove and prevent barriers;
  - b. Information on procedures the Town of Wolfville 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



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c. Any other prescribed information.

- 5.3.2 Advise Council on the impact of Town of Wolfville Policies, Programs and Services on persons with disabilities;
- 5.3.3 Review and monitor existing and proposed Town of Wolfville Bylaws to promote full participation of persons with disabilities, in accordance with the Act;
- 5.3.4 Identify and advise on the accessibility of existing and proposed municipal services and facilities;
- 5.3.5 Advise and make recommendations about strategies designed to achieve the objectives of the Town's Accessibility Plan;
- 5.3.6 Receive and review information directed to it by Council and its committees, and to make recommendations as requested;
- 5.3.7 Monitor federal and provincial government directives and regulations; and
- 5.3.8 Host community consultations related to accessibility in the Town of Wolfville

### **5.4 Rules of Engagement:**

- 5.4.1 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.
- 5.4.2 A majority of the voting members of the Committee constitutes a quorum.
- 5.4.3 Subject to the principles set out in the *Municipal Conflict of Interest Act*, all committee members present including the person presiding shall vote on a question.
- 5.4.4 Subject to Section 22 of the *Municipal Government Act*, meetings of the committee are open to the public.
- 5.4.5 The Committee may receive presentations from the public upon approval of the Chair.
- 5.4.6 The 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 AAC shall chair the Working Group.



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### 6.0 Policy Review

6.1 This Policy will be reviewed every four years from effective/amended date.



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CAO

April 18, 2018

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Date