

## **Municipality Of the District Yarmouth Accessibility Advisory Committee Terms of Reference**

### **Background**

Under the Nova Scotia Accessibility Act (NSAA), the Municipality of Yarmouth 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.

### **Purpose**

The Accessibility Advisory Committee shall advise and assist Municipal Council in promoting and facilitating a barrier-free Municipality of Yarmouth for citizens of all abilities, including persons with disabilities. This aim shall be achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by persons with disabilities.

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

- a) Participate in the development and future reviews (every three years, in accordance with the NSAA) of the Municipality's Accessibility Plan which is intended to improve the quality of life for all residents of the Municipality of Yarmouth, 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 the Municipality's by-laws, policies, programs, practices and service 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 inform the Municipality about the impact of these policies on the Municipality of Yarmouth;
- e) Review and make recommendations on barriers faced by persons with disabilities to existing facilities owned, lease, or operated (in full or in part) by the Municipality;
- f) Receive and review information directed to it by Council, and make recommendations as requested;
- g) Consult with the community on accessibility in the Municipality; and

- h) Assist in monitoring compliance with federal and provincial government directives and regulations.

### **Membership**

- a) The Advisory Committee consists of 2 Municipal Councillors and 2 additional community members. Members shall be appointed for a term of 4 years. Committee members may be appointed for consecutive terms.
- 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.
- c) Council will issue a call for applications to serve on the committee. Membership applications will be reviewed by Council, who will then appoint members to the committee.

### **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 the special expertise, experience, dedication and commitment to the mandate of the committee in promoting and facilitating a barrier-free Municipality of Yarmouth to persons of all abilities.

### **Roles and responsibilities – members**

Membership on this committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- a) Attend all regularly scheduled meetings
- b) Promote the role(s) of the Committee and its undertakings
- c) Offer input to the committee on all aspects of accessibility, inclusion, accessibility barriers, and universal design, including solutions and outcomes for a positive result to each.

### **Roles and responsibilities – Chair person**

A Councillor shall serve as Chair person and Vice Chair Person. The Chair Person shall facilitate the meetings and allow for input from all Committee members. The Chair Person shall also act as the spokesperson for the Committee. In the Chair Person's absence, the Vice Chair shall be responsible for fulfilling this role.

### **Roles and responsibilities – staff (non-voting)**

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

**Meetings**

- a) The Advisory Committee shall meet at least on a biannual basis, or more frequently as determined by the Committee to fulfill its duties.
- b) Agenda items will be compiled by the Municipal Accessibility Coordinator, and agenda items should be forwarded to staff at least 2 weeks in advance of meetings. Agendas and staff reports shall be made available to the Advisory Committee three business days prior to the scheduled meeting.
- c) Decisions of the Advisory Committee shall be made by a majority vote of those voting members present at a meeting; and shall be in the form of recommendations to Council
- d) Quorum shall consist of a majority of the total number of voting Advisory Committee members.
- e) The committee shall adhere to the same procedural rules as those found in parts 12, 13, 14, & 15 of the Council Procedural Policy C-028-19

**Conflict of interest**

Members shall declare all possible conflicts of interest before agenda items are presented and leave the meeting or that part of the meeting during which the matter is under consideration. Members shall adhere to the Council Code of Conduct as well as all Council by-laws and policies.

**Review**

These terms of reference are to be reviewed every 4 years.