

ACCESSIBILITY ADVISORY COMMITTEE POLICY
MUNICIPALITY OF THE COUNTY OF INVERNESS

Policy Number:	2020-12-17
Effective Date:	2021-01-07

Title

- 1 (1) This Policy shall be known as the Accessibility Advisory Committee Policy.

Authority

- 2 (1) This Policy is made pursuant to Section 44 of the *Accessibility Act*, SNS 2017, c 2, as amended, and Section 23(1)(c) of the *Municipal Government Act*, SNS 1998, c 18, as amended.

Definitions

- 3 (1) In this Policy, the following words shall have the following meanings:
- (a) “**Accessibility Act**” means the *Accessibility Act*, SNS 2017, c 2, as amended;
 - (b) “**Accessibility Advisory Committee**” means the Accessibility Advisory Committee of the Municipality;
 - (c) “**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 technological barrier, a policy or a practice;
 - (d) “**Council**” means the Council of the Municipality of the County of Inverness;
 - (e) “**Councillor**” means a Councillor of the Municipality of the County of Inverness;
 - (f) “**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;

(g) “**Municipality**” means the Municipality of the County of Inverness; and

(h) “**Policy**” means this Accessibility Advisory Committee Policy, as amended from time to time.

Purpose of this Policy

- 4 (1) The purpose of this Policy is to establish the Accessibility Advisory Committee and to set out its object, duties, and rules of engagement.

Object of the Accessibility Advisory Committee

- 5 (1) The object of the Accessibility Advisory Committee is to provide advice to Council on identifying, preventing, and eliminating accessibility Barriers to people with Disabilities in municipal programs, services, initiatives, and facilities. The Accessibility Advisory Committee plays a pivotal role in helping the Municipality become an accessible community and meet its obligations under the Accessibility Act.

Duties of the Accessibility Advisory Committee

- 6 (1) The Accessibility Advisory Committee must do all of the following:
- (a) Advise Council on the preparation, implementation, and effectiveness of the Municipality’s accessibility plan. In accordance with the Accessibility Act, the accessibility plan must include:
 - i. a report on measures the Municipality has taken and intends to take to identify, remove, and prevent Barriers;
 - ii. information on procedures the Municipality has in place to assess the following for their effect on accessibility for persons with Disabilities:
 - (a) any of the Municipality’s proposed policies, programs, practices, and services; and
 - (b) any proposed enactments or by-laws the Municipality will be administering; and

- iii. any other information prescribed by the Accessibility Act and/or its regulations from time to time.
- (b) Review and update the Municipality's accessibility plan at least every three years, in accordance with the Accessibility Act;
- (c) Consult with the community on accessibility in the Municipality;
- (d) Advise Council on the impact of municipal policies, programs, and services on people with Disabilities in the Municipality;
- (e) Review and monitor existing and proposed bylaws of the Municipality to promote full participation of people with Disabilities, in accordance with the Accessibility Act;
- (f) Identify and advise on the accessibility of existing and proposed municipal services and facilities;
- (g) Advise and make recommendations to Council about strategies designed to achieve the objectives of the Municipality's accessibility plan;
- (h) Receive and review information from Council and its committees, and make recommendations, as requested;
- (i) Host community consultations related to accessibility in the Municipality; and
- (j) Assist in monitoring compliance with federal and provincial government directives and regulations related to accessibility.

Membership and Terms of Appointment

- 7 (1) The Accessibility Advisory Committee reports to Council.
- 7 (2) All members of the Accessibility Advisory Committee must be appointed by resolution of Council.
- 7 (3) The Accessibility Advisory Committee will consist of six (6) voting members who serve without pay.

- 7 (4) At least one-half of the members of the Accessibility Advisory Committee must be persons with Disabilities or representatives from organizations that represent persons with Disabilities, in accordance with the Accessibility Act. At least two (2) members of the Accessibility Advisory Committee must be Councillors.
- 7 (5) The terms of appointment shall be as follows:
- (a) Three (3) members of the Accessibility Advisory Committee shall be appointed for a term of two (2) years; and
 - (b) Three (3) members of the Accessibility Advisory Committee shall be appointed for a term of three (3) years.
- 7 (6) Each year, the Accessibility Advisory Committee shall elect a Chair and a Vice-Chair from among its members.
- 7 (7) Any member of the Accessibility Advisory Committee is eligible for re-appointment, to a maximum of two (2) consecutive terms.
- 7 (8) If any member of the Accessibility Advisory Committee vacates the Accessibility Advisory Committee for any reason at any time prior to the expiry of their term, Council must promptly appoint a new member to the Accessibility Advisory Committee to hold office for the unexpired term.
- 7 (9) Any member of the Accessibility Advisory Committee who is absent from three (3) consecutive meetings of the Accessibility Advisory Committee, forfeits office as a member of the Accessibility Advisory Committee, unless the absence is caused by illness or is authorized by resolution of the Accessibility Advisory Committee and noted in the meeting minutes.

Meetings

- 8 (1) The Accessibility Advisory Committee must meet at least six (6) times per year, or otherwise as needed to fulfill its duties.
- 8 (2) Meetings of the Accessibility Advisory Committee must be open to the public.
- 8 (3) A majority of the members of the Accessibility Advisory Committee constitutes a quorum.
- 8 (4) The Accessibility Advisory Committee may establish working groups to explore specific issues related to the accessibility plan and/or to other responsibilities. A working group

may include additional members from the community who are not members of the Accessibility Advisory Committee. The chair of a working group must be a member of the Accessibility Advisory Committee.

Reporting Requirement

9 (1) The Accessibility Advisory Committee must:

- (a) maintain minutes of its meetings and working groups which must be available for review by the public; and
- (b) submit written reports to Council as required by Council.

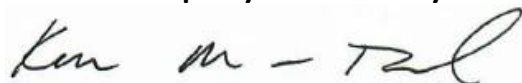
Policy Review

10 (1) This Policy must be reviewed every four (4) years from the effective/amended date.

Date of Notice of Motion to Council:	Thursday, December 17, 2020
Date of Council Resolution approving Policy ("Effective Date"):	Thursday, January 7, 2021
Policy Review: Policy was reviewed by the Accessibility Advisory Committee with no amendments suggested to Council.	May 5, 2026

Approval:

This is to certify that the above Policy was adopted by Council of the Municipality of the County of Inverness on January 7, 2021.



Keith MacDonald, Chief Administrative Officer