



Accessibility Advisory Committee Meeting

Monday, June 11, 2018

4:30 p.m.

Council Chambers, Town Hall

359 Main Street

Agenda

Introductions

1. Appointment of Chair and Vice-Chair

2. Approval of Agenda

3. Public Input / Question Period

Procedure: A thirty-minute time period will be provided for members of the public to address the Accessibility Advisory Committee regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address the Committee with a second two-minute time period provided if there is time remaining within the thirty-minute Public Input/Question Period timeframe

4. Meeting Schedule

5. Orientation

- a. Committees of Council
- b. [Accessibility Legislation](#)

6. Draft Workplan and Timelines



7. Community Meeting

8. Adjournment



POLICY

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.



CAO

April 18, 2018

Date



Wolfville Accessibility Plan Workplan

Task	Status
<p>1) Enroll staff in the Rick Hansen Foundation Accessibility Certification (RHFAC) training program.</p> <ul style="list-style-type: none"> • The Rick Hansen Foundation Accessibility Certification is a LEED-style rating system that helps owners, tenants and municipalities measure the accessibility of their buildings and sites and promotes increased access through the adoption of Universal Design principles. • The Province supports the RHFAC program through a new Business Access-Ability Grant Program. <p>Deliverable: At least one staff member RHFAC certified.</p>	<ul style="list-style-type: none"> • Jeremy Banks, Community Planner, has been enrolled and will be completing the training in May. • Jeremy has put his name forward as a train the trainer for RHFAC. • The Building Official will receive training in the future.
<p>2) Appoint an Accessibility Coordinator and establish an Accessibility Advisory Committee</p> <ul style="list-style-type: none"> • Since accessibility impacts all aspects of municipal government, the Accessibility Coordinator should be situated in a central agency. • Prepare Accessibility Advisory Committee (AAC) Terms of Reference. The AAC provides advice to Council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. • At least one half of committee members must be persons with disabilities or representatives from organizations representing persons with disabilities. • Working with the Accessibility Coordinator, the AAC will develop Wolfville's Accessibility Plan. <p>Deliverables: Accessibility Advisory Committee Terms of Reference, Work Program and Meeting Schedule.</p>	<ul style="list-style-type: none"> • Jen Boyd, Dir. Of Corporate Services has been appointed as the Accessibility Coordinator for the Town. • TOR for the AAC is the Town's Accessibility Advisory Committee Policy 110-009. • Committee was appointed on May 1, 2018.



Task	Status
<p>3) Host a Community Meeting</p> <ul style="list-style-type: none"> • The AAC prepares materials and format of Community Meeting. • Host a community meeting to explain the Accessibility Act and its implications on Wolfville, and to receive input into the development of the Accessibility Plan. <p>Deliverables: Community Meeting and report to Town Council summarizing results of meeting.</p>	
<p>4) Hold an education and awareness session with Town Council</p> <ul style="list-style-type: none"> • A barrier is anything that hinders or challenges the full and effective participation in society of persons with disabilities. • Town Councillors, the AAC and senior staff spend part of a day in a wheelchair and/or experiencing visual impairment. This will set a positive example and create awareness about obstacles people with disabilities face on a daily basis. <p>Deliverables: Lived experience wheelchair session and focus group discussion of barriers experienced.</p>	
<p>5) Audit municipally owned buildings, infrastructure and facilities</p> <ul style="list-style-type: none"> • Upon completion of the RHFAC training program, municipal staff will be able to conduct an audit using the RHFAC standard. • Following the audit, prepare and adopt a capital works program that will ensure municipal infrastructure meets the desired RHFC standard. <p>Deliverable: Municipal audit of the built environment with recommended improvements and schedule to achieve these improvements</p>	



Task	Status
<p>6) Release of Town of Wolfville Accessibility Plan</p> <ul style="list-style-type: none">• The AAC deliberates the Plan content and prepares draft outcomes and actions.• Working together, the AAC, Accessibility Coordinator, and Town staff prepare a draft Accessibility Plan, which is released to the public.• Host a community meeting to explain the plan to the public, and to receive feedback. The plan may be updated, as required.• Presentation to Town Council. <p>Deliverable: Town of Wolfville Accessibility Plan</p>	

DRAFT

Town of Wolfville Accessibility Work Plan

★ Deliverables



Activity Streams	May 2018	June	July	August	September	October	November	December
Appoint coordinator and establish committee	★ AAC Appointed and TOR adopted	★ schedule and work plan adopted	Monthly meetings of the AAC					
Host community meeting			★ Community meeting	★ Produce report summarizing meeting results			★ CoW session and second community meeting held to share draft outcomes and receive feedback	
Education + Awareness session with Council					★ Wheelchair/visual impairment and focus group session with Council & AAC			
Enroll staff in RHFAC training program	★ RHFAC training course							
Conduct audit		Audits conducted				★ Audits complete with recommended improvements and schedule		
Release Plan	Ongoing engagement with Persons with Disabilities, business, universities, other sector groups. etc.						★ Draft outcomes released	★ Draft outcomes released and accessibility plan adopted by Council