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**Town of Kentville**

**Accessibility Advisory Committee Terms of Reference**

1. **Purpose**

The Accessibility Advisory Committee (AAC) advises Council on the elimination of Barriers faced by people with Disabilities and acts as a liaison with external bodies on Barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with Disabilities.

The Committee helps the Town of Kentville become a Barrier-free community and ensures obligations under An Act Respecting Accessibility in Nova Scotia (2017) are met.

1. **Definitions**

**Accessibility** is the design of programs, services, or spaces for people with Disabilities.

**Accessibility Plan** is a document that reflects the goals of the Town to be responsive to the needs to people with various abilities.

**Barrier** means anything that hinders or challenges the full and effective participation in society of persons with Disabilities including but not limited to a physical Barrier, an architectural Barrier, an information or communication Barrier, an attitudinal Barrier, a technological Barrier, a policy or a practice.

**Council** means the Town Council for the Town of Kentville.

**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.

**Intersectionality** is the interconnected nature of social categorizations such as race, class, and gender as they apply to a given individual or group, regarded as creating overlapping and interdependent systems of discrimination or disadvantage.

1. **Scope**

This Policy is an advisory committee to Council under Policy Statement G57 and is applicable to all members appointed to the Town of Kentville’s Accessibility Advisory Committee (AAC).

1. **Procedures**

The Committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan. In accordance with the Act, the plan should include:

a. A report on measures the Town of Kentville has taken and intends to take to identify, remove and prevent Barriers;

b. Information on procedures the Town of Kentville has in place to assess the following for their effect on Accessibility, viewed through an intersectional lens, for persons with Disabilities:

i. Any of its proposed policies, programs, practices and services;

ii. Any proposed enactments or bylaws it will be administering;

The advisory committee meets six times per year or more as needed. Meetings take place during business hours and the duration of meetings could be up to 2.5 hours. Supports for committee members to attend meetings will be in place to reduce Barriers. Notification in advance is required.

The Committee will consist of seven (7) voting members who reside within the boundaries of the Town who are entitled to honoraria. At least three (3) of the members of the AAC must be persons with Disabilities or representatives from organizations representing persons with Disabilities. The Chair and Vice‐Chair will be appointed annually by the Committee. In addition to these committee members, a staff Recording Officer may be appointed as a non-voting member of the committee.

The Advisory Committee may establish Working Groups to explore specific issues related to the Accessibility Plan. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair a Working Group.

Members of the committee are expected to:

* Review the agenda and any accompanying materials;
* Attend and participate in all committee meetings;
* Attend and participate in any working groups, as required;
* Advise on strategies and actions required to achieve the Town's access, equity and human rights objectives; and
* Advise on the implication and implementation of Council's policies regarding access, equity and human rights.

In addition to the general eligibility requirements set out in the Committees of Council Policy Statement 57, members should collectively bring the following skills and expertise to the committee:

* A strong interest in equity and inclusion of people with Disabilities;
* A strong understanding of the needs and concerns of a broad spectrum of people with Disabilities, gained through personal or professional experience;
* Knowledge of accessibility as it relates to one or more areas of: policy and procedure, service planning and delivery, employment, built environment and public spaces, accommodation;
* Experience in decision-making, communication, citizen advocacy;
* Availability to participate in meetings during business hours.

1. **Associated Policies**

Policy Statement G57 Committees of Council

1. **Terms of Reference Review**

The Terms will be reviewed every four years from effective/amended date.