



Town of Kentville

Inclusion and Access Advisory Committee Terms of Reference

1.0 Purpose

The Kentville Inclusion and Access Advisory Committee (KIAAC) provides advice to Town Council on the implementation of the Kentville Accessibility Action Plan. The KIAAC 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 all people who find themselves in Kentville. The committee also provides advice and recommendations to Town Council on the requirements and implementation of accessibility standards and the preparation, implementation and effectiveness of accessibility reports as required by the Province of Nova Scotia Accessibility Act.

2.0 Responsibilities

Members of the committee are expected to:

- Review the agenda and any accompanying materials before the meetings
- 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 inclusions objectives
- Advise on the creation and implementation of Council's policies regarding access, equity and inclusion
- Form Task Teams to focus on moving forward key areas of the strategic plan

3.0 Term of office

Public members are appointed for 4 years or when commencing within the municipal election cycle, to the next municipal election.

4.0 Committee size and composition

The committee is composed of five members of the public and up to two members of Town Council. A majority of the members of the committee will be persons with

disabilities as defined by the Accessibility Act of Nova Scotia. Members should reflect the diversity of Kentville's population.

5.0 Task Teams

The KIAAC may create Task Teams to focus on specific projects that require additional expertise, beyond what the members of the KIAAC are able to provide. All projects must fit within the priorities of the Town of Kentville Accessibility Action Plan.

6.0 Chair and Vice Chair

The Chair and Vice Chair will be elected at the first meeting and will serve in this role for the entire term in conjunction with the Town Council election cycle.

7.0 Qualifications

In addition to the general eligibility requirements set out in the Town's committee selection criteria, 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 and seniors, gained through personal or professional experience
- A strong interest in race relations and addressing issues of racism and intersectionality
- A strong interest in truth and reconciliation
- Knowledge of accessibility as it relates to one or more areas of: policy and procedure, service planning and delivery, employment, built environment, public spaces and accommodation
- Experience in decision-making, communication, citizen advocacy
- Availability to participate in meetings scheduled by the committee.

8.0 Meetings

The advisory committee meets six times per year. Meetings times will be decided by the committee and will be based on member availability. The duration of meetings is approximately 2.5 hours.

Disability-related accommodation and supports are provided upon request. Notification in advance is required.

9.0 Quorum:

The Committee must have quorum (50% + 1) to vote on matters of substance, which must be decided ahead of time as outlined in meeting agendas. Quorum is a simple majority of current membership.

10.0 Decision-Making and Dispute Resolution:

Consensus will be sought where key decisions are to be made. In the event there is no consensus, the issue will be tabled pending more research and discussion. If consensus still cannot be reached, a majority vote will be taken.

11.0 Definitions:

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.

July 2021