

**Transportation Standing Committee  
February 23, 2012**

**TO:** Chair and Members of the Transportation Standing Committee

**SUBMITTED BY:**   
Mr. Tom Boyd, Vice-Chair, Accessibility Advisory Committee

**DATE:** February 1, 2012

**SUBJECT:** **Accessibility Advisory Committee – Housekeeping Amendments to  
Terms of Reference**

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**ORIGIN**

Housekeeping amendments to the Accessibility Advisory Committee (AAC) Terms of Reference were brought before the AAC on January 16, 2012.

**RECOMMENDATION**

The Accessibility Advisory Committee recommends that the Transportation Standing Committee approve amendments to the Accessibility Advisory Committee Terms of Reference, as attached to this report.

## **BACKGROUND / DISCUSSION**

The Accessibility Advisory Committee had previously discussed the need for updates to their Terms of Reference. With the initiation of Regional Council's Standing Committee structure in 2010, the Accessibility Advisory Committee now reports to the Transportation Standing Committee, instead of directly to Regional Council. References to the reporting structure in the Terms of Reference have been amended accordingly.

The details surrounding the representation of Committee members on other Committees of Council was clarified, outlining that the member shall be elected as representative from among Accessibility Advisory Committee members at the first meeting of the year.

The terms of reference were also clarified with regard to the filling of vacant terms, noting that when a new appointee has been appointed to serve the remainder of a vacant term, they may then be re-appointed for up to three consecutive full terms.

## **BUDGET IMPLICATIONS**

There are no budget implications associated with these amendments to the Accessibility Advisory Committee Terms of Reference.

## **FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Project and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

## **COMMUNITY ENGAGEMENT**

The Accessibility Advisory Committee (AAC) is a Committee of Council, reporting directly to the Transportation Standing Committee. The AAC is comprised of eight (8) residents of HRM, who bring varied experience with disabilities to the Committee, along with two duly elected members of Regional Council. AAC meetings are held monthly, and are open to the public. Agendas, reports, and minutes are posted online.

## **ALTERNATIVES**

The Transportation Standing Committee may choose to not approve these housekeeping amendments, or make additional changes to the Terms of Reference.

**ATTACHMENTS**

1. Amended Terms of Reference of the Accessibility Advisory Committee

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A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/cc.html> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

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**HALIFAX REGIONAL MUNICIPALITY**  
**ADVISORY COMMITTEE ON ACCESSIBILITY IN HRM**

**TERMS OF REFERENCE**

Revised January 6, 2012  
Revised Nov. 30, 2010  
Revised April 28, 2009  
Revised December 13, 2005  
Revised October 23, 2004  
Revised February 24, 2004

The Advisory Committee on Accessibility in HRM (formerly called the Advisory Committee for Persons with Disabilities) was established pursuant to s.11(4) of the Halifax Regional Municipality Act S.N.S.1995, c.3 to advise and assist Halifax Regional Council, through the Transportation Standing Committee, to facilitate and to promote the access and accessibility of all citizens to their community including municipal government, programs and services. Accessibility for this purpose meaning the removal of all barriers confronting citizens with disabilities, including attitudinal barriers.

**1. OBJECTIVE**

The main responsibility of the Committee is to advise Halifax Regional Council, through the Transportation Standing Committee, on the impact of Municipal policies, programs and services on persons with disabilities.

- 1.1 To facilitate the full participation of all citizens with disabilities in civic and community affairs by ensuring that policies, programs and services do not impose barriers to such participation.
- 1.2 To increase civic and community awareness regarding the disability communities within HRM by promoting effective communication.
- 1.3 To work towards the elimination of physical and attitudinal barriers facing persons with disability by advising Halifax Regional Council, through the Transportation Standing Committee, on issues and concerns raised by citizens.
- 1.4 To ensure HRM's disability communities have an equitable opportunity to voice their views on disability and other issues affected by monitoring the effectiveness of HRM policies, programs and services.

## 2. RESPONSIBILITIES

- 2.1 To advise Halifax Regional Council, through the Transportation Standing Committee, on matters related to the status of persons with disabilities.
- 2.2 To review and or monitor existing and proposed by-laws of Council to promote full participation of persons with disabilities in their community.
- 2.3 Act as a resource for all municipal departments in responding to issues and concerns of persons with disabilities.
- 2.4 Review and or monitor the accessibility of existing and proposed municipal services and facilities.
- 2.5 To advise Regional Council (through the Transportation Standing Committee), municipal departments and the public about strategies designed to achieve the objectives of this Committee.
- 2.6 To receive and review information from Regional Council or its Boards, Committees and Commissions, and make recommendations.

## 3. COMPOSITION

- 3.1 Members of the Committee shall be appointed by Regional Council, through the Transportation Standing Committee, and will consist of eight (8) residents of HRM who shall come from the disability communities, including parents and advocates; and up to three members of Council.

## 4. SUB-COMMITTEES

- 4.1 The Committee may establish subcommittees to deal with specific issues, subject to the submission of a work plan (identifying issues, goals, time frame, scope of work and resources required), and Regional Council approval, through the Transportation Standing Committee. The ability of a committee to establish subcommittees, other than through the Council approval process is to identify specific subcommittees in the body of the objects of the committee whereby they can outline the role and scope of subcommittees and the number of subcommittees to be set.
- 4.2 The Committee shall develop terms of reference and time lines for any such sub-committees as referred to in 4.1.

## 5. OFFICERS

- 5.1 The Committee shall yearly elect a Chairperson from among its members at the first meeting of the year.

- 5.2 The Committee shall yearly elect a Vice-chairperson from among its members at the first meeting of the year.
- 5.3 The officers of the Committee shall be elected from among the 8 residents who serve as members.

6. **QUORUM**

- 6.1 Quorum shall consist of not less than 50% + 1 of the appointed voting members.
- 6.2 Meetings can be held without a quorum present, however a quorum will be required for voting purposes.

7. **MEETINGS**

- 7.1 The Committee shall meet no less than six times per year. The Council will provide Municipal Clerk resources for all regular and special meetings and additional support will be subject to the approved and/or revised work plans of the committee where the number of meetings and resources required are to be identified.
- 7.2 In case of emergency, the Chairperson or designate can call a meeting with reasonable notice.
- 7.3 Upon receipt of a written petition of the majority of the members of the Committee, the Chairperson shall summon a special meeting for the purpose and at the time mentioned in the petition, on at least three days' notice.

8. **RELATIONSHIP TO COUNCIL AND CAO**

- 8.1 The Committee shall make recommendations to Regional Council and/or the Chief Administrative Officer, through the Transportation Standing Committee, solely in an advisory capacity.
- 8.2 Significant issues, plans and programs impacting on persons with disabilities and the disability community shall be referred to the Committee for its consideration and recommendations to Regional Council and/or the Chief Administrative Officer, through the Transportation Standing Committee.
- 8.3 Members of the committee and Council shall come together on a periodical basis to participate in a joint working session.

- 8.4 The CAO will appoint an advisor(s), with skills and knowledge appropriate to the subject matter, as recommended by Directors and General Managers, in consultation with the Committee.

9. **APPOINTMENTS**

- 9.1 A public appointment process encouraging representation from HRM's diverse communities be used with regard to appointments to this Committee.
- 9.2 All appointments shall be for a two-year term following Council's normal selection and appointment process. Members may be re-appointed for no more than three consecutive terms.
- 9.3 When requested to provide representation on other Committees of Regional Council, the appointment will be for a one-year term and the member shall be elected as representative from among Advisory Committee on Accessibility members at the first meeting of the year.

10. **RESIGNATIONS**

- 10.1 Any resignation from the Committee shall be tendered in writing to the Chairperson, who will advise the Transportation Standing Committee and Regional Council through the Municipal Clerk.
- 10.2 The name of a replacement member shall be obtained through the most recent public appointment process from the list maintained by the Municipal Clerk
- 10.3 When approved by Council, the new appointee shall serve the remainder of the vacant term and may be appointed for no more than three consecutive terms following the remainder of the vacant term.

11. **ABSENTEEISM**

- 11.1 In the case of any member missing three meetings without the consent of the Committee, the member shall be deemed to have resigned.

12. **PROCEDURE**

The meeting shall follow the rules of order (Administrative Order #1) approved by Council as amended from time to time.

13. **REPORTING**

13.1 The Committee shall submit a report of activities to the Transportation Standing Committee during the first quarter of each year.

13.2 The Chairperson of the Committee, or a designate, may make reports to the Transportation Standing Committee and/or Regional Council on the activities of the Committee as necessary, or as requested, together with such other presentations that the Committee may deem advisable.

14. **AMENDMENTS**

14.1 The Committee may from time to time recommend to the Transportation Standing Committee the amendment of these Terms of Reference following an appropriately voted resolution.

15. **REIMBURSEMENT FOR EXPENSES**

15.1 Each member of the Committee shall serve without remuneration, but may be reimbursed by Council for any necessary expenses incurred while engaged in official duties, provided that such expenses are approved by Council in advance.