

| ACCESSIBILITY ADVISORY COMMITTEE POLICY | |
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| Effective Date 2023.11.21 | Approved by Council 2023.11.20 |

1.0 Purpose/Mandate

The Accessibility Advisory Committee 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 Middleton become an accessible community and meet its obligations under Nova Scotia’s Accessibility Act.

2.0 Composition

2.1 Total number of committee members

2.1.1 The Accessibility Advisory Committee shall have nine (9) voting members, including one (1) Council member.

2.2 Requirements/expertise

2.2.1 Fifty-five percent (55%) of the members must be persons with disabilities or represent organizations that represent persons with disabilities, in accordance with the Act.

2.3 Quorum

2.3.1 The standard measure for quorum shall be 50% plus 1 of the total number of committee members unless otherwise defined in this policy.

3.0 Frequency of Meetings

3.1 The committee will meet a minimum of four (4) times per calendar year.

3.2 Additional meetings can be called by the Chair as needed.

4.0 Duties, Responsibilities, Applicable Legislative Requirements

4.1 Advise council on the preparation, implementation, and effectiveness of the Town’s accessibility plan. In accordance with the Accessibility Act, the plan must include:

4.1.1 A report on measures the municipality has taken and intends to take to identify, remove, and prevent barriers

- 4.1.2** Information on procedures the municipality has in place to assess the following for their impact on accessibility for persons with disabilities:
- any proposed policies, programs, practices, and services
 - any proposed enactments or bylaws

4.1.3 Any other prescribed information

- 4.2** Review and update its accessibility plan at least every three years, in accordance with the act.
- 4.3** Consult with the community on accessibility in the municipality.
- 4.4** Advise council on the impact of municipal policies, programs, and services on people with disabilities.
- 4.5** Review and monitor existing and proposed municipal bylaws to promote full participation of people with disabilities, in accordance with the Act.
- 4.6** Identify and advise on the accessibility of existing and proposed municipal services and facilities.
- 4.7** Advise and make recommendations about strategies designed to achieve the objectives of the municipality's accessibility plan.
- 4.8** Receive and review information from council and its committees, and make recommendations, as requested.
- 4.9** Assist in monitoring compliance with federal and provincial government directives and regulations.

5.0 Working Groups

- 5.1** The 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 Advisory Committee members.
- 5.2** The Chair of a working group must be a member of the Accessibility Advisory Committee.

6.0 Repeal or Amend

- 6.1** A Policy known as Accessibility Advisory Committee Terms of Reference dated October 21, 2019, is hereby amended.



I, **Ashley Crocker**, **Chief Administrative Officer of the Town of Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 20th day of November 2023.

Ashley Crocker

Chief Administrative Officer

| Policy Adoption | |
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| Date of 7-day notification to Council | November 6, 2023 |
| Date of Approval | November 20, 2023 |

3.11 - Accessibility Committee 2023

Final Audit Report

2023-11-21

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