

**ADMINISTRATIVE ORDER NUMBER 2017-005-GOV  
RESPECTING THE ADVISORY COMMITTEE ON ACCESSIBILITY IN  
THE HALIFAX REGIONAL MUNICIPALITY**

**WHEREAS** the Advisory Committee on Accessibility in HRM (formerly called the Advisory Committee for Persons with Disabilities) was established by the Council of the Halifax Regional Municipality in July 1996 in accordance with section 11(4) of the *Halifax Regional Municipality Act*, S.N.S. 1995, c. 3 (now repealed), which directed the Council to take into account the principle of accessibility for its disabled citizens in the general exercise of its authority;

**AND WHEREAS** the Committee was formed to provide advice to Regional Council on facilitating and promoting the access of all residents to their community, including municipal government, programs and services;

**AND WHEREAS** section 11(2) of the *Halifax Regional Municipality Charter*, S.N.S. 2008, c. 39 directs the Council to take into account the principle of accessibility for its citizens with disabilities in the general exercise of its powers;

**AND WHEREAS** the Committee has been reporting to the Transportation Standing Committee of Regional Council since October 12, 2010;

**AND WHEREAS** in recognition of the broader implications of accessibility to the Municipality, Regional Council has determined that the Committee would be better positioned in reporting to the Executive Standing Committee;

**BE IT RESOLVED AS AN ADMINISTRATIVE ORDER** of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:

**Short Title**

1. This Administrative Order may be known as the *Advisory Committee on Accessibility Administrative Order*.

**Interpretation**

2. In this Administrative Order,

(a) “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 communications barrier, an attitudinal barrier, a technology barrier, a policy or a practice;

(b) “business unit” means an administrative unit of the Municipality responsible for the delivery of those services assigned to the unit from time to time by the Chief Administrative Officer;

(c) “Committee” means the Advisory Committee on Accessibility;

(d) “Council” means the Council of the Halifax Regional Municipality;

(e) “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;

(f) “diversity” means understanding and utilizing different views, ideas, life experiences, skills and knowledge;

(g) “inclusion” means community actions intended to eliminate barriers so that all members of the community can fully participate and contribute, and can be supported and valued within the community and the organization; and

(h) “Municipality” means the Halifax Regional Municipality.

### **Purpose**

3. The purpose of this Administrative Order is to establish the terms of reference under which the Advisory Committee on Accessibility will advise the Municipality on the impact of municipal policies, programs and services on persons with disabilities.

### **The Advisory Committee on Accessibility**

4. There is hereby established an Advisory Committee on Accessibility.

### **Objectives**

5. The advice provided by the Committee will be guided by the following objectives:

(a) 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;

(b) increased civic and community awareness regarding the disability communities within the Municipality by promoting effective communication;

(c) the elimination of barriers facing persons with disabilities; and

(d) the provision of an equitable opportunity for the Municipality’s disability communities to voice their views on disability and other issues affected by monitoring the effectiveness of the Municipality’s policies, programs and services.

### **Duties of the Committee**

6. The Committee shall advise Council, through the Executive Standing Committee, on matters related to persons with disabilities as follows:

(a) review and monitor existing and proposed Municipal by-laws to promote full participation of persons with disabilities;

(b) identify and advise on the accessibility of existing and proposed municipal services and facilities;

(c) advise and make recommendations about strategies designed to achieve the objectives of the Committee;

(d) receive and review information directed to it by Council and its committees, and to make recommendations as requested; and

(e) advise Council on disability issues that may have an impact on the budget planning process through the Budget Committee of the Whole process.

7. To advise business units in responding to issues and concerns of persons with disabilities, when requested to do so by the Chief Administrative Officer.

8. To host community consultations related to accessibility in the Municipality, including an annual Town Hall Meeting, and report to the Executive Standing Committee on the issues identified through such community consultations.

9. Significant municipal matters, plans and programs having an impact on persons with disabilities and the disability community shall be referred to the Committee for its consideration and recommendations to Regional Council through the Executive Standing Committee

#### **Administrative Order One**

10. Except as herein provided, the provisions of Administrative Order One, Respecting the Procedures of Council, shall apply to the Committee.

#### **Public Appointment Policy**

11. Except as herein provided, the provisions of the Public Appointment Policy shall apply to the Committee.

#### **Membership**

12. The nominating body for membership on the Committee shall be the Executive Standing Committee, which shall make recommendations to Regional Council.

13. The Committee shall be comprised of up to eleven (11) members as follows:

- (a) six (6) persons with disabilities;
- (b) two (2) community members, including parents and advocates; and
- (c) up to three (3) members of Council.

14. The Committee shall elect annually a Chair and Vice-Chair from among the eight members of the Committee who are not Councillors.

#### **Reporting**

15. The Committee shall submit a written report of activities to the Executive Standing Committee during the first quarter of each year.

16. The Chair, or designate, may present the annual report to a meeting of the Executive Standing Committee.

17. The Committee may make reports to the Executive Standing Committee on the activities of the Committee as necessary, or as requested, together with such other presentations that the Committee may deem advisable.

### **Sub-Committees**

18. (1) Subject to (2), the Committee may appoint sub-committees, consisting of members of the Committee, to report to the Committee on matters that the Committee determines require further investigation.

(2) A work plan, identifying issues, goals, time frame, scope of work and resources required, shall be submitted by the Committee to the Executive Standing Committee for approval by Council prior to the Committee establishing a sub-committee.

19. The Committee shall appoint one of its members to chair the sub-committee at the time it constitutes the sub-committee.

20. Sub-committees shall report directly to the Committee.

### **Meetings**

21. The Committee shall meet no less than six times per year, or otherwise as required to fulfill the duties as outlined.

22. The Chair, in consultation with staff of the Office of the Municipal Clerk, shall be responsible for calling all meetings of the Committee and for setting the agenda.

23. In the absence of the Chair or Vice-Chair, the members of the Committee may select a member to chair the meeting.

### **General**

24. 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.

25. The Chief Administrative Officer shall assign Municipal staff with the required expertise to advise the Committee as required.

### **Repeal**

26. The Halifax Regional Municipality Advisory Committee on Accessibility in HRM Terms of Reference, adopted by Council on March 21, 2000, and all amendments thereto are repealed.

Done and passed in Council this 15<sup>th</sup> day of August, 2017.

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Mayor

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Municipal Clerk

I, Kevin Arjoon, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above-noted Administrative Order was passed at a meeting of Halifax Regional Council held on August 15, 2017.

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Kevin Arjoon, Municipal Clerk

Notice of Motion:  
Approval:

August 1, 2017  
August 15, 2017