

Terms of Reference Accessibility Advisory Committee

Purpose

The Accessibility Advisory Committee advises Council on identifying, preventing, and eliminating barriers for people with disabilities in municipal programs, services, initiatives, and facilities. The committee plays a pivotal role in helping the Municipality of Cumberland become an accessible community and meet its obligations under Nova Scotia's Accessibility Act.

Role

The Committee shall:

1. Monitor the implementation of the Accessibility Plan and contribute to the annual report on progress.
2. Advise Council on the creation of a refreshed Accessibility Plan for April 2028.
3. Advise Council on the impact of municipal services, policies, and procedures on the public as it relates to accessibility.
4. When asked by the Municipality and in collaboration with the Community Engagement Coordinator:
 - Consult with the community on accessibility issues in Municipal services.
 - Provide input into awareness campaigns, events, and other initiatives.

Composition and Terms of Appointment

- The Committee aims to have the greatest possible representation from across the Municipality.
- At least half of the members must be people with disabilities or represent organizations that represent people with disabilities, in accordance with the Act.
- The Committee will have a minimum of 5 members.
- Citizen appointments will have their primary residence in the Municipality of Cumberland as outlined in the Policy on Citizen Appointments (Municipality of Cumberland Policy 13-03). An exception may be made if the citizen's background and experience contribute a unique perspective to the committee's work.
- The members of the Committee shall be appointed in April 2026, for a term of 2 years, and in accordance with the Policy on Citizen Appointments (Municipality of Cumberland Policy 13-03).

Roles and Responsibilities

- Committee members will:
 - Attend all regularly scheduled meetings.
 - Offer input to the committee meetings, plan development, plan monitoring and other work as required.
- The Chair and Vice Chair will be elected annually and will:
 - Fulfill the duties as a committee member, as outlined above.
 - In consultation with the Community Engagement Coordinator, the Chair will facilitate the meetings and allow for input from all Committee members.
 - In the Chair's absence, the Vice Chair shall be responsible for fulfilling the role of the Chair.
- The Community Engagement Coordinator (Ex officio) will:
 - Be the lead staff contact for the Committee.
 - Provide administrative, plan development and monitoring, and research support to the Committee.
 - Work with the Clerk's office on the preparation and distribution of agendas, minutes and staff reports.
 - Have committee members support actions in the Accessibility Plan when asked by the Municipality.

Meetings

- The Committee shall meet at least quarterly, or as needed to fulfill its duties.
- A quorum shall be 50% plus 1 member of the committee.
- Committee meetings will be open to the public.

Conflict of Interest

Members shall declare all possible conflicts of interest before agenda items are presented and leave the meeting or that part of the meeting during which the matter is under consideration.

Review

These terms of reference are to be reviewed in 2028.