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**Item No. 12.2.2**  
**Transportation Standing Committee**  
**June 23, 2016**

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

**SUBMITTED BY:** Original Signed  
Pat Gates, Chair, Accessibility Advisory Committee

**DATE:** June 3, 2016

**SUBJECT:** Accessibility Advisory Committee Terms of Reference Revision

**ORIGIN**

Motion passed at the May 16, 2016 meeting of the Accessibility Advisory Committee

**LEGISLATIVE AUTHORITY**

Section 13.2 of the Accessibility Advisory Committee Terms of Reference, '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.'

Section 14.1 of the Accessibility Advisory Committee Terms of Reference, '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.'

**RECOMMENDATION**

The Accessibility Advisory Committee recommends that the Transportation Standing Committee requests a Staff Report considering the suggestions to the Terms of Reference provided in the discussion of the matter at the May 16, 2016 Committee meeting.

## **BACKGROUND**

On May 9, 2016 the Accessibility Advisory Committee engaged in a facilitated work plan session. It was indicated during this session that the Terms of Reference for the Accessibility Advisory Committee may require revisions to best reflect the work currently carried out by the Committee and enable the tasks proposed during the work plan discussion.

## **DISCUSSION**

At the May 16, 2016 meeting the Committee reviewed their Terms of Reference (attachment 1) and suggested possible revisions that may better represent the work of the Committee. Committee members noted that there is no mention in the Terms of Reference to the Committee doing community consultation and that something should be added to acknowledge the work the Committee does with regard to the annual Town Hall Meetings hosted by the Accessibility Advisory Committee each Fall.

The Committee suggested that the description of interactions with Business Units could extend beyond what is stated in item 2.3 in order to reflect a more proactive approach. The Committee noted that their role should not just be to receive complaints, but to be actively engaged early on in the process for Municipal plans and programs for which accessibility is a consideration.

The Committee reviewed the terms of reference for the Active Transportation Advisory Committee (attachment 2) and suggested that item 2.1 of the AAC terms of reference be updated to read "The committee will provide timely advice to the Transportation Standing Committee on matters relating to budget, infrastructure, education, policy and public awareness and that item 2.3 of the AAC terms of reference be updated to read "The Committee will provide advice, feedback and guidance to HRM staff on matters related to accessibility submitted to the Committee by HRM staff." The Committee also commented that it may be possible to combine item 2.5 and 2.6 of the AAC terms of reference.

The Committee suggested that the role of staff on the Committee be formally included in the Terms of Reference and that any future change in reporting structure be reflected in the Terms of Reference.

## **FINANCIAL IMPLICATIONS**

None identified.

## **RISK CONSIDERATION**

There are no significant risks associated with the recommendations in this Report. The risks considered rate Low.

## **COMMUNITY ENGAGEMENT**

The Accessibility Advisory Committee (AAC) is comprised of eight volunteer citizen members and two members of Regional Council, plus staff liaison members from a number of HRM business units. Meetings are held monthly and are open to the public. Minutes, agendas, reports and other information on the AAC are posted on the HRM website.

## **ENVIRONMENTAL IMPLICATIONS**

None identified.

## **ALTERNATIVES**

None identified

**ATTACHMENTS**

Attachment 1 – Terms of Reference of the Accessibility Advisory Committee

Attachment 2 – Terms of Reference of the Active Transportation Advisory Committee

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A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

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**HALIFAX REGIONAL MUNICIPALITY**  
**ADVISORY COMMITTEE ON ACCESSIBILITY IN HRM**  
**TERMS OF REFERENCE**

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.

**Revised March 1, 2012**  
**Revised Nov. 30, 2010**  
**Revised April 28, 2009**  
**Revised December 13, 2005**  
**Revised October 23, 2004**  
**Revised February 24, 2004**

# HALIFAX

## ACTIVE TRANSPORTATION ADVISORY COMMITTEE TERMS OF REFERENCE

### 1. BACKGROUND

On November 14, 2006, Halifax Regional Council, adopted in principle, the Active Transportation Plan. This plan is intended to encourage more travel by non-motorized modes of transportation through an integrated network of on- and off-road facilities. The purpose of the active transportation plan is to provide the framework for encouraging more origin-destination trips to be made through active modes of transportation as defined below.

### 2. MANDATE

The mandate of the Active Transportation Advisory Committee is to advise the Transportation Standing Committee on all matters relating to active transportation in Halifax Regional Municipality, using the Active Transportation Plan as a guide.

2.1 The committee will provide timely advice to the Transportation Standing Committee on matters relating to budget, infrastructure, education, policy and public awareness.

2.2 The Committee will provide support to HRM staff on education, and promotion related to active transportation, and any assistance required of an annual Bike Week.

- 2.3 The Committee will provide advice, feedback and guidance to HRM staff on matters related to active transportation submitted to the Committee by HRM staff.
- 2.4 The Committee will prepare and submit annually to the Transportation Standing Committee, an annual Activity Report outlining the work and achievements of the Committee, particularly in regards to the Active Transportation Plan.
- 2.5 The Committee will perform such other duties as directed by the Transportation Standing Committee.

### 3. DEFINITIONS

- 3.1 **Active Transportation** is defined as any form of self-propelled mode of transportation that relies upon the use of human energy. The modes may utilize on-road and off-road facilities such as sidewalks, bike lanes and multi-use trails.
- 3.2 **On-road facilities** are any facility such as designated bike routes (bike lanes, wide curb lanes) and sidewalks/walkways that are located within the designated road right-of-way.
- 3.3 **Off-road facilities** are any facility located outside of the road right-of-way designed to be used as a corridor for active transportation purposes.
- 3.4 The following **Four Categories of Active Transportation** indicate how both transportation and recreational activity are interconnected. The plan, while

primarily focused upon transportation, is also supportive of recreational activities and the promotion of healthy lifestyles:

1. *Active commuting* - which involves journeys to and from work.
2. *Active workplace travel* - which includes trips during working hours such as the delivery of materials or attending meetings.
3. *Active Destination-oriented trips* - which includes trips to and from school, shops, visiting friends and running errands.
4. *Active recreation* - which involves the use of an AT mode for fitness or recreation pursuits.<sup>1</sup>

#### 4. COMPOSITION

- 4.1 Members of the Committee shall be appointed by Council and shall be comprised of:

Three (3) members of Regional Council

One (1) designate appointed by the Advisory Committee for Persons with Disabilities;

One (1) designate appointed by the Halifax Regional Trails Association;

One (1) designate appointed by the Province of Nova Scotia;

One (1) designate appointed by Bicycle Nova Scotia;

One (1) designate appointed by the Halifax Cycling Coalition;

One (1) designate appointed by the Ecology Action Centre's TRAX program;

One (1) designate appointed to represent a group that promotes walkability in the region.

Four (4) members of the public at large, including one (1) Youth representative and one (1) Senior representative.

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<sup>1</sup> From HRM Active Transportation Plan, page 1-4.

4.2 Staff advisors shall include representatives from Traffic Management, and Project Planning & Design.

5. SUB-COMMITTEES

5.1 The Active Transportation Advisory Committee may appoint sub-committees as required with the exception of the Bike Week Sub-committee

5.2 The Bike Week Sub-committee will become a permanent sub-committee of the Active Transportation Advisory Committee to carry out the duties of planning and implementing the annual Bike Week, held in HRM during the first week of June each year.

6. APPOINTMENTS

6.1 The terms shall be for two (2) years, commencing in November of each year, renewable on expiry for one additional term.

6.2 Additional appointments may be made as necessary to fill vacancies.

7. OFFICERS

7.1 The Committee shall annually elect a Chair and Vice Chair from its membership.

8. ADMINISTRATIVE SUPPORT

8.1 The Municipal Clerk's Office shall provide clerical support and keep the records of the Active Transportation Advisory Committee on file.

9. QUORUM

9.1 Quorum shall consist of not less than 50% + 1 of the voting members

9.2 Meetings can be held without a quorum present, however a quorum will be required for voting purposes.

## 10. MEETINGS

10.1 The Committee shall meet quarterly at a minimum.

10.2 Additional meetings shall be called as deemed necessary by Staff and the Chair.

## 11. RESIGNATIONS

11.1 Any resignations from the Committee shall be tendered in writing to the Chairperson, who will advise Council through the Municipal Clerk.

11.2 The name of a replacement member shall be obtained through the most recent public appointment process from the list maintained by the Municipal Clerk.

11.3 When approved by Council, the new appointee shall serve the remainder of the vacant term.

## 12. ABSENTEEISM

12.1 In the case of any member missing three consecutive meetings without the consent of the Committee, the member shall be deemed to have resigned. (as per Administrative Order 1, section 62 approved by Council, as amended from time to time)

13. PROCEDURE

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

14. REPORT TO STANDING COMMITTEE

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

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

15. AMENDMENTS

15.1 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.

16. REIMBURSEMENT FOR EXPENSES

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

Amended October 18, 2011  
Correction February 20, 2014

Amended December 8, 2015