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MEMORANDUM

TO: Victoria Levack, Chair, Advisory Committee on Accessibility in Halifax Regional Municipality
CC: Sherry Annie, Legislative Assistant
FROM: Melissa Myers, Accessibility Advisor, The Office of Diversity and Inclusion/ANSAIO
Haruka Aoyama – Legislative Assistant, Clerk's Office
DATE: March 8, 2021
SUBJECT: **Accessibility Advisory Committee 2021 Work Plan**

Dear Chair and Committee Members,

This memorandum is intended to provide some information to assist the Accessibility Advisory Committee in developing the 2021 Work Plan.

On November 16, 2020, the Committee initiated discussion on the Work Plan and listed topic of interests to work on in 2021. These topics of interest were as follows:

- Accessible washrooms
- A presentation from the Rick Hansen Foundation
- Advising local businesses on how to make their business more accessible
- Adding ramps and railings to parks
- Accessibility audit for sidewalks
- Educating the community on disability and accessibility
- A presentation from Halifax Transit on accessible transportation updates
- A presentation from Human Resources on inclusive hiring
- A presentation from Planning and Development regarding accessible housing shortages

Municipal staff have suggested additional areas of focus for the Committee, including:

- Developing a plan to revise the Accessibility Strategy every three years
- A presentation from the Municipal Clerk's Office regarding the scope of the Committee

Identifying priorities and having a Work Plan might help the Committee to have engaged and goal-driven meetings within the mandate of the Committee in pursuant to Administrative Order Number 2017-005-GOV Terms of Reference for Accessibility Advisory Committee.

Legislative Assistant, Municipal Clerk's Office

Tel: 902.579.7239
Email: AoyamaHa@halifax.ca

Attachment A is the Work Plan template. This might be used as a guide to develop the Work Plan. To complete this Work Plan, the Committee may identify 1) Three (3) priorities/issues to focus on in 2021, 2) the desired outcome for each priority item, 3) the resources required to achieve the desired outcome, 4) performance indicators.

It is recommended that the Committee members review the existing list (Attachment B) and bring any additional topics of consideration to the March 22, 2021 Committee meeting.

After listing topics of interest, the Committee may choose 2-3 main topics to focus on in 2021.

Legislative Assistant, Municipal Clerk's Office

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Attachment A

Advisory Committee on Accessibility in Halifax Regional Municipality 2021 Work Plan Draft

Subcategories/Action	Alignment with Terms of Reference	Resources required	Time Frame	Desired Outcome	Performance Indicators ⁱ : How will you measure your accomplishments
[Priority 1]			2021		
[Priority 2]			2021		
[Priority 3]			2021		

[Terms of Reference \(Administrative Order Number 2017-005-GOV Respecting the Advisory Committee on Accessibility in the Halifax Regional Municipality\)](#)

Attachment B



**ADVISORY COMMITTEE ON ACCESSIBILITY IN HRM
SPECIAL MEETING
MINUTES
November 16, 2020**

PRESENT: Victoria Levack, Chair
Andrew Taylor, Vice Chair
Deputy Mayor Lisa Blackburn
Elizabeth Doull
Leslie Gates
Nicole MacDonald
Jacki Purcell
Aja Joshi

REGRETS: Samantha Horne

STAFF: Melissa Myers, Accessibility Advisor
Darren Young, Senior Project Manager Facility Construction and Design
David Nantau, Supervisor Bus Operations, AAB Operations
Pat McGrath, Manager, Aquatic and Inclusion Services Recreation Program
Robyn Dean, Legislative Assistant
Alicia Wall, Legislative Support

These minutes are considered draft and will require approval by the Advisory Committee on Accessibility in HRM at a future meeting.

The following does not represent a verbatim record of the proceedings of this meeting.

The agenda, reports, supporting documents, and information items circulated are online at halifax.ca.

The meeting was called to order at 4:00 p.m., and the Committee adjourned at 5:19 p.m.

1. CALL TO ORDER

The Chair called the meeting to order at 4:00 p.m.

2. APPROVAL OF MINUTES – September 28, 2020

MOVED by Deputy Mayor Blackburn, seconded by Andrew Taylor

THAT the minutes of September 28, 2020 be approved as circulated.

MOTION PUT AND PASSED.

3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS

MOVED by Nicole MacDonald, seconded by Deputy Mayor Blackburn

THAT the agenda be approved as presented.

MOTION PUT AND PASSED.

4. BUSINESS ARISING OUT OF THE MINUTES - NONE

5. CALL FOR DECLARATION OF CONFLICT OF INTERESTS - NONE

6. CONSIDERATION OF DEFERRED BUSINESS – NONE

7. CORRESPONDENCE, PETITIONS & DELEGATIONS

7.1 Correspondence

Correspondence was received from Milena Khazanavicius dated October 4, 2020 and circulated to the Committee.

Correspondence was received dated October 5, 2020 and circulated to the Committee.

Correspondence was received from Milena Khazanavicius dated November 2, 2020 and circulated to the Committee.

The Committee discussed the correspondence received.

Planters outside of the library are creating challenges with accessibility. As a result, staff is looking into the planters and noted they are not in the right-of-way.

The Committee would like to have staff provide presentations regarding various accessible issues.

7.2 Petitions – None

7.3 Presentation – None

8. INFORMATION ITEMS BROUGHT FORWARD – NONE

9. REPORTS

9.1 STAFF

9.1.1 Review of the Committee's Terms of Reference

The Committee offered no suggestions regarding the Terms of Reference.

9.1.2 - 2021/2022 Work Plan

Melissa Myers, Accessibility Advisor, indicated that in accordance with the *Accessibility Act*, the Committee should develop a work plan including things that it wishes to accomplish over the next year and how to achieve those goals.

Staff indicated they are happy to provide any information the Committee may need to develop its work plan.

The Committee questioned whether there is money available to assist businesses with renovations to meet accessible needs.

Staff indicated there are federal grants available to help businesses.

The following points were noted by the Committee:

- Accessible washrooms are an issue
- A presentation from the Rick Hansen Foundation would be helpful for new members
- Possibly sending letters to local businesses advising how they can make their business more accessible
- Parks should have ramps and railings where needed
- The Committee would like to see a sidewalk audit noting things such as obstacles and broken buttons
- General attitudes of businesses and people towards accessibility is an issue
- An update was sought regarding same day bookings for Access-a-Bus
- There needs to be more inclusive hiring
- There is a shortage of accessible housing
- Transportation in general is a challenge

Staff confirmed that same day bookings have been available for about six to eight months and that COVID-19 has created many challenges.

9.2 COMMITTEE MEMBERS UPDATE

There were no updates to provide.

10. ADDED ITEMS – NONE

11. DATE OF NEXT MEETING – December 21, 2020 (if required)

12. ADJOURNMENT

The meeting adjourned at 5:19 p.m.

Alicia Wall
Legislative Assistant