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## MEMORANDUM

TO: Accessibility Advisory Committee  
CC: Melissa Myers, Accessibility Advisor, Office of Diversity & Inclusion/ANSAIO  
FROM: Annie Sherry, Legislative Assistant, Office of the Municipal Clerk  
DATE: May 25, 2023  
SUBJECT: **AAC 2023 Work Plan Discussion and Approval Plan**

Members of the Accessibility Advisory Committee,

The purpose of this memo is to outline the plan for the development and approval of the Accessibility Advisory Committee's 2023 work plan. This memo further outlines actions to be taken by staff to facilitate the approval of the work plan.

- **May 29, 2023 Meeting:** Members of the AAC have an initial brainstorming session to identify priority themes for the year. Each member will outline topics they are interested in prioritizing for the year and identify goals and desired outcomes for each topic they bring forward. The Legislative Assistant will take notes on the conversation that will inform both the official minutes and follow up work before the next Committee meeting.
- **May 30 - June 8, 2023:** The Legislative Assistant and Accessibility Advisor will take the information from the brainstorming session, highlight priority themes aligned with the Committee's Terms of Reference, and organize this information into the form of a draft work plan. In this draft work plan, items identified as priorities will be highlighted with potential actions identified by the Committee at the brainstorming session, and include an overview of priorities that may not be in scope for the Committee based on the Terms of Reference.
- **June 12, 2023 Meeting:** The Committee will review the draft work plan, and vote on priority items for the rest of this year. The Committee will also finalize goals and desired outcomes, with the hope of approving the work plan at this meeting

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in order for it to be passed along to Executive Standing Committee for approval.

- **June - August 2023:** The work plan will be sent to Executive Standing Committee for approval. The Legislative Assistant and Accessibility Advisor will work together to bring in staff members/external organizations to Committee meetings that align with the priorities set out by the Committee in the work plan, and the Committee will begin planning the 2023 Town Hall.

***Please see Attachment 1 for 2022 Approved Work Plan***

## Advisory Committee on Accessibility in Halifax Regional Municipality 2022 Approved Work Plan

The duties of the Accessibility Advisory Committee are specified in sections 6-9 of Administrative Order 2017-005-GOV, *Respecting the Advisory Committee on Accessibility in the Halifax Regional Municipality*<sup>i</sup>, as written below:

### 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, except for Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B;*
  - 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, except for Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B.*

To effectively carry out the duties outlined above, members of the Accessibility Advisory Committee (AAC) will gain a deeper understanding of the programs, services, and strategies relating to persons with disabilities and accessibility within the Halifax Regional Municipality (HRM), and provide advice on the impact in the community to HRM staff and the Executive Standing Committee.

The three items listed in the Subcategories/Action column listed below were identified at the July 2022 AAC meeting as priorities for 2022. The actions listed in the Performance Outcomes column indicate the AAC's desire to convert learning objectives to action.

Subcategories/Action	Alignment with Terms of Reference	Resources required other service providers, Government, Funds, etc.	Time Frame	Desired Outcome	Performance Indicators: Progress Tracking
<p><b>Priority 1:</b> Educating the community on disability and accessibility</p>	<p>Sections 6 (b)-(c), &amp; 8</p>	<p>Expertise of staff members of HRM (Accessibility Advisor, Office of Diversity &amp; Inclusion/ANSAIO, Parks &amp; Recreation, Halifax Public Libraries, Customer Contact Centres, Government Relations &amp; External Affairs, and Municipal Clerk's Office) regarding accessibility services, education on accessibility and persons with disabilities facilitated by the HRM.</p> <p>Support from the Office of Diversity &amp; Inclusion/ANSAIO, Municipal Clerk's Office, and other partners in the planning and execution of the Annual Town Hall.</p> <p>Expertise of Committee members and organizations in the HRM that advocate for persons with disabilities and prioritize accessibility.</p>	<p>2022</p>	<p>The Annual Town Hall will serve as an opportunity for Business Units of the HRM to provide information to the community on programs, services, and strategies relating to accessibility, and for the community to provide feedback to the HRM on the impact of these programs, services, and strategies.</p> <p>Committee members will receive information about programs, services, and strategies relating accessibility services and education within the HRM through presentations at Committee meetings with emphasis on the following topics:</p> <ul style="list-style-type: none"> <li>- Accessibility services and education through Parks and Recreation at camps, programs, and facilities</li> <li>- Accessibility services and education at Halifax Public Libraries</li> <li>- Broad municipal services for those with intellectual disabilities</li> <li>- Standards for ASL interpretation, CART, and other interpretation services at meetings and events of the HRM</li> </ul>	<p>Committee members will work with staff in the planning and hosting of the 2022 Annual Town Hall, and forward the report to Executive Standing Committee.</p> <p>Committee members will receive presentations from at least 2-3 Business Units regarding this priority area.</p> <p>Where data regarding these issues is lacking within the scope of the Halifax Regional Municipality, the Committee will forward motions to the Executive Standing Committee regarding collection of data for evidence-based decision making.</p>

				<ul style="list-style-type: none"> <li>- The relationship between the HRM and the Accessibility Directorate</li> <li>- Live chat option for HRM website, 311</li> </ul> <p>The Committee will provide information about issues facing persons with disabilities and relating to accessibility on these topics to Regional Council through the Executive Standing Committee.</p>	
<p><b>Priority 2:</b> Built Form - Impacts of construction on accessibility within HRM, accessibility of sidewalks, and accessibility of HRM-owned infrastructure</p>	Sections 6 (a)-(c)	Expertise of staff members of HRM (Public Works, Planning & Development, Parks and Recreation, and Property, Fleet & Environment) with knowledge about programs, services, strategies, and by-laws relating to impacts of construction on accessibility within HRM, accessibility of sidewalks, and accessibility of HRM-owned infrastructure.	2022	<p>Committee members will receive information about programs, services, strategies, and by-laws relating to impacts of construction on accessibility within HRM, accessibility of sidewalks, and accessibility of HRM-owned infrastructure programs through presentations at Committee meetings with emphasis on the following topics:</p> <ul style="list-style-type: none"> <li>- HRM road and sidewalk audits</li> <li>- Relationship between municipally-owned sidewalks and inaccessible private property</li> <li>- Standards for accessibility considerations in construction projects in the HRM</li> <li>- Impact of curb cuts</li> <li>- Decision-making processes for placement of accessible infrastructure</li> </ul>	<p>Committee members will receive presentations from at least 2-3 Business Units regarding this priority area.</p> <p>Where data regarding these issues is lacking within the scope of the Halifax Regional Municipality, the Committee will forward motions to the Executive Standing Committee regarding collection of data for evidence-based decision making.</p>

				<ul style="list-style-type: none"> <li>- Accessible playgrounds and information on standards for upgrades</li> <li>- Public washrooms and drinking fountains strategy</li> <li>- Accountability measures throughout each topic</li> </ul> <p>The Committee will provide information about issues facing persons with disabilities and relating to accessibility on these topics to Regional Council through the Executive Standing Committee.</p>	
<p><b>Priority 3:</b> Accessible parking, parking services, and transportation in HRM</p>	<p>Sections 6 (b) &amp; (c)</p>	<p>Expertise of staff members of HRM (Parking Services, Halifax Transit, Public Works, Planning &amp; Development, and Property, Fleet &amp; Environment) with knowledge about programs, services, and strategies relating to accessible parking, parking services, and transportation in the HRM.</p>	<p>2022</p>	<p>Committee members will receive information about programs, services, and strategies relating to accessible parking, parking services, and transportation in the HRM through presentations at Committee meetings, with emphasis on the following topics:</p> <ul style="list-style-type: none"> <li>- Accessible Parking placement/process for selection of parking spaces</li> <li>- Impact of bike lanes on accessible parking</li> <li>- Impact of snow removal on accessible parking</li> <li>- Built form of municipally owned parking lots, parkades, and technology used to facilitate parking (parking meters, hot spots)</li> <li>- Access-A-Bus, areas for expansion/improvement</li> </ul>	<p>Committee members will receive presentations from at least 2-3 Business Units regarding this priority area.</p> <p>Where data regarding these issues is lacking within the scope of the Halifax Regional Municipality, the Committee will forward motions to the Executive Standing Committee regarding collection of data for evidence-based decision making.</p>

				<ul style="list-style-type: none"><li>- Accessible taxis</li><li>- Active transportation strategy</li><li>- Accountability measures throughout each topic</li></ul> <p>The Committee will provide information about issues facing persons with disabilities and relating to accessibility on these topics to Regional Council through the Executive Standing Committee.</p>	
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<sup>1</sup> [Administrative Order 2017-005-GOV, Respecting the Advisory Committee on Accessibility in the Halifax Regional Municipality | Halifax.ca](#)