

Advisory Committee on Accessibility in Halifax Regional Municipality 2023 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*ⁱ, 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 2023 AAC meeting as priorities for 2023. 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
Planning and Executing Annual Town Hall	Section 8	<p>Expertise and support of staff members of HRM (Accessibility Advisor, Office of Diversity & Inclusion/ANSAIO, Parks & Recreation, Halifax Public Libraries, Customer Contact Centres, Government Relations & External Affairs, and Municipal Clerk's Office), Committee members, and external partners in the planning and execution of the Annual Town Hall.</p> <p>Annual Town Hall Budget Line of \$10,000</p>	2023	<p>Committee members will work with HRM staff and external partners to plan and execute The Annual Town Hall.</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>	Committee members will work with HRM staff in the planning and hosting of the 2023 Annual Town Hall and forward the report to Executive Standing Committee.
Priority 1: Built Form – Accessibility standards of current and future HRM infrastructure projects, accessibility of sidewalks, and accessibility of HRM-owned infrastructure	Sections 6 (a)-(c)	Expertise of staff members of HRM (Planning & Development, Property, Fleet & Environment, Public Works, Parks and Recreation) with knowledge about programs, services, strategies, and by-laws relating to accessibility standards for HRM infrastructure projects, accessibility of sidewalks, and accessibility of HRM-owned infrastructure.	2023	<p>Committee members will receive information about programs, services, strategies, and by-laws relating to accessibility standards for HRM infrastructure projects, accessibility of sidewalks, and accessibility of HRM-owned infrastructure through presentations and consultations at Committee meetings with emphasis on the following topics:</p> <ul style="list-style-type: none"> - Scope and application of accessibility standards in HRM construction projects - Spring Garden Road recapitalization project 	<p>Committee members will receive presentations from 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>

Subcategories/Action	Alignment with Terms of Reference	Resources required, other service providers, Government, Funds, etc.	Time Frame	Desired Outcome	Performance Indicators: Progress Tracking
				<ul style="list-style-type: none"> - Decision-making processes for placement of accessible HRM-owned infrastructure - Standardizing placements of accessible features in HRM-owned buildings - Role of the Accessibility Advisory Committee in addressing accessibility issues of infrastructure projects - Accountability measures throughout each topic <p>The Committee will provide information about issues facing persons with disabilities and relating to accessibility on these topics to HRM staff, and to Regional Council through the Executive Standing Committee.</p>	
Priority 2: AAC Engagement Throughout the Municipal Budget Planning Process	Sections 5 (d) & 6 (e)	Expertise of staff members of HRM (Finance & Asset Management, Legal and Legislative Services) with knowledge about policies, processes, and strategies relating to the HRM budget planning process.	Starting no later than the fall of 2023 – spring of 2024	<p>Committee members will receive information about policies, processes, and strategies relating to the HRM budget planning process, and work with HRM staff to determine how the Committee can advise on accessibility/disability issues throughout the budget process.</p> <p>Emphasis will be placed on the following topics:</p>	<p>Committee members will receive presentations from/participate in consultations with Business Units regarding this priority area.</p> <p>Committee members will work with Business Units to determine processes for advising Regional Council on accessibility/disability issues that may have an impact on the budget planning process through the Budget Committee of the Whole process.</p>

Subcategories/Action	Alignment with Terms of Reference	Resources required, other service providers, Government, Funds, etc.	Time Frame	Desired Outcome	Performance Indicators: Progress Tracking
				<ul style="list-style-type: none"> - Receiving an overview of the budget planning process at large - Determining how the AAC can be engaged in the overarching budget planning process to advise on accessibility/disability issues - Determining how accessibility is prioritized or embedded within the budget planning process <p>The Committee will advise Regional Council on the outcomes of these conversations through the Executive Standing Committee.</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>
Priority 3: Accessible Parking in the HRM	Sections 6 (b) & (c)	Expertise of staff members of HRM (Parking Services, Public Works, Planning & Development, and Property, Fleet & Environment) with knowledge about programs, services, and strategies relating to accessible parking and alignment with bylaws in the HRM.	2023	<p>Committee members will receive information about programs, services, and strategies relating to accessible parking and alignment with bylaws in the HRM through presentations at Committee meetings, with emphasis on the following topics:</p> <ul style="list-style-type: none"> - Accessible parking space placement/process for selection of parking spaces - Monitoring of use and enforcement of accessible parking spaces in alignment with bylaws 	<p>Committee members will receive a presentations from 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>

Subcategories/Action	Alignment with Terms of Reference	Resources required, other service providers, Government, Funds, etc.	Time Frame	Desired Outcome	Performance Indicators: Progress Tracking
				The Committee will provide information on these topics to Regional Council through the Executive Standing Committee.	

ⁱ [Administrative Order 2017-005-GOV, Respecting the Advisory Committee on Accessibility in the Halifax Regional Municipality | Halifax.ca](#)