



Association of Municipal Administrators, Nova Scotia (AMANS)
Municipal Accessibility Support Program

AMANS Municipal Accessibility Steering Committee

Terms of Reference

Created: September 2022

Committee Name:

The name of the Committee is the AMANS Municipal Accessibility Steering Committee (herein known as the Committee).

Purpose:

The Committee purpose is to guide the Municipal Accessibility Support Program by providing oversight, direction, advocacy, to support the AMANS Board of Directors in decision making to ensure program success.

Authority:

The AMANS Board of Directors

Vision, Purpose, and Outcomes:

- **Vision:** Accessible municipalities and villages where all people have the supports needed to fully participate in their communities in ways that are meaningful for them.
- **Mission:** To enhance the existing accessibility capacity building supports and develop strategies to provide specialized and targeted capacity building supports for municipalities that will aid them in meeting the commitments of their accessibility plans in accordance with the Accessibility Act.
- **Strategic Priorities:**
 - Awareness and Acceptance
 - Partnership and Collaboration



- Capacity Building
- Policy Development
- Research, Monitoring and Knowledge Development

- **Long-term Outcomes:**
 - Increased awareness and acceptance of disability and accessibility for municipal staff and council, and community members,
 - Strengthened partnerships among municipalities and other stakeholders,
 - Knowledge production and captured best practices related to accessibility and implementing accessibility plans,
 - Increased capacity within municipalities to develop, implement and revise their accessibility plans,
 - Demonstrated effectiveness of dedicated resources for accessibility capacity building for municipalities (that can be applied to other prescribed public sector bodies in the future),

Composition:

- A minimum of three (3) and maximum of five (5) AMA members, with at least one (1) CAO and one (1) municipal accessibility lead.
- One (1) representative each from NSFAM, Association of Nova Scotia Villages, DMAH, and Accessibility Directorate.
- One (1) Municipal Building Official
- One (1) private-sector representative from a professional organization (such as Nova Scotia Construction Association/Architects Nova Scotia/Engineers Nova Scotia)
- Where possible the Committee will accept members with lived experience of disability to ensure first voice representation.

Term of Office:

Appointments are for a 16-month period, starting February 2023 and ending June 2024.



Committee Resources:

- Municipal Accessibility Support Coordinator: *Works collaboratively with the AMANS Municipal Accessibility Steering Committee to design the Municipal Accessibility Support Program (MASP) and initiatives that support the strategic priorities of MAPS to assist municipalities and villages accessibility capacity building to meet the commitments of their accessibility plans in accordance with the Accessibility Act.*

Funding:

The Municipal Accessibility Support Program is funded *via* the Department of Justice Accessibility Directorate. The project is currently funded for a two-year period from June 2022- June 2024. The funding for this project is a response to the identified need of municipalities and villages for resources to support accessibility capacity building to meet commitments in the implementation of their accessibility plans. The funding includes a Municipal Accessibility Support Coordinator position, and operational funds allocated for the Municipal Accessibility Support Program initiatives (training, resources, etc.) for municipalities and villages to build their capacity to implement their accessibility plans.

Budget:

Item Description	2022-2023 Budget April 1, 2022 – April 1, 2023	2023-2024 Budget April 1, 2023 – April 1, 2024
Municipal Accessibility Support Coordinator Salary & Benefits	\$85,000	\$85,000
Staff Training Expense	\$2,000	\$0
Office & Admin Expense	\$8,000	\$6,000
Travel & Meeting Expense	\$5,000	\$5,000



Municipal Training Programs	\$20,000	\$20,000
Tools & Resources	\$4,000	\$4,000
Communication, Promotion	\$3,000	\$3,000
Total Expenses	\$127,000	\$123,000
Total Grant Funding Provided	\$250,000	

Decision Making:

- A quorum shall consist of at least three (4) voting members
- Decisions are reached by consensus.
- In the event that consensus cannot be reached, decisions shall be reached by a simple majority vote of fifty per cent plus one.

Reporting Structure:

The Committee reports to the AMANS Board of Directors.

Meetings:

- The Committee meets at a minimum quarterly (4 times per year). Additional meetings may be scheduled as required. Meetings will be held in-person, with the option to pivot to an online meeting format if required.

Role of the Chair

The Chair of the Municipal Accessibility Steering Committee will:

- Ensure that the work of the Municipal Accessibility Steering Committee is in keeping with the overall goals and objectives of the AMANS;
- Ensure that the work of the Municipal Accessibility Steering Committee is in keeping with the overall purpose and goals of the Accessibility Act;
- Convene and preside over meetings of the Municipal Accessibility Steering Committee;



- Set the agenda for each Municipal Accessibility Steering Committee meeting in consultation with AMANS Municipal Accessibility Support Coordinator;
- Assign work to Committee members;
- Report to the Board of Directors on Committee's progress;
- Prepare a written report for inclusion in the Annual General Meeting Package in the Fall;
- Prepare a written report for inclusion in the Annual Report for the Accessibility Directorate (program funder);
- Arrange any necessary accommodations for committee members to ensure their access needs are met, with support from AMANS Municipal Accessibility Support Coordinator.

Role of the Vice-Chair

The Vice-Chair shall fulfill the duties of the Chair in the absence of the Chair.

Committee Member's Role and Responsibilities:

- Approval of the overall Municipal Accessibility Support Program initiatives, as well as input and approval on the annual plan to support strategic priorities and for short- and long-term outcomes.
- The Committee is responsible to support the Vision and Mission of the Municipal Accessibility Support Program and support the implementation of the Strategic Priorities of the Municipal Accessibility Support Program.
- Committee members will serve as advocates for the Municipal Accessibility Support Program and its initiatives, and will promote accessibility throughout the community, and internally within their municipalities and villages.
- The Committee will be responsible to provide an annual report to the AMANS Board of Directors
- The Committee will support the Municipal Accessibility Support Coordinator in fulfilling the Accessibility Directorate's reporting requirements of providing an annual report as per the funding agreement.



- Recommend annual budget and appropriate allocation of resources to AMANS Board for approval to support the implementation of the Municipal Accessibility Support Program and accessibility capacity building initiatives.

Communication:

Communication will consist of agendas, meeting minutes and supporting information/documents and will be circulated to Committee members by the Municipal Accessibility Support Coordinator. Communications will be publicly available on the Municipal Accessibility Support Program website.

Changes to the Terms of Reference:

The terms of reference may be amended by the Committee on approval of the AMANS Board of Directors.