

**ACCESSIBILITY ADVISORY COMMITTEE****June 17, 2021**

The meeting was called to order by the Chair at 7:00 p.m., by video conference, with the following members present:

- Councillor George El-Jakl - Chair
- Denise Nickerson, Resident - Representing Nova Scotia Works – Vice Chair
- Councillor Shaun Hatfield
- Warden Lindsay (Eddie) Nickerson
- Loretta Nickerson, Resident - Representing Shelburne Association Supporting Inclusion
- Boyd Scott - Resident
  
- Chris Frotten, CAO
- Lesa Rossetti, Accessibility Co-ordinator
- Cameron Whiteway, Director of Property Services

**ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**APPROVAL OF AGENDA**

Being duly moved and seconded that the agenda be approved as presented.

Motion carried unanimously.

**APPROVAL OF MINUTES**

Being duly moved and seconded that the minutes of the last meeting held May 6, 2021, be approved as circulated.

Motion carried unanimously.

**PRESENTATION – CARLA BEZANSON, PROGRAM COORDINATOR, NS ACCESSIBILITY DIRECTORATE**

Carla Bezanson, Program Coordinator for the Nova Scotia Accessibility Directorate made a presentation to members on developing an accessibility plan. A copy of her presentation is attached and forms part of the minutes.

During her presentation, question was raised regarding accessibility standards for new construction. She agreed to forward Phase 1 of the Built Environment for sharing with members.

Ms. Bezanson was thanked for appearing before the committee and making her presentation.

DRAFT STATEMENT OF COMMITMENT

In advance to the meeting members were provided with two draft Statements of Commitment. One prepared by staff which was similar to what other units have stated in their plan and the other was drafted by Boyd Scott. After a brief discussion, it was agreed that the two statements be combined and brought back to committee at their next meeting for review.

ACCESSIBILITY PLAN DEVELOPMENT

In advance to the meeting, worksheets for Goods and Services and Information and Communications were circulated to members for completion.

After some discussion, it was agreed that the information on the worksheets returned be summarized and forwarded to members. It was further agreed that worksheets for Transportation and Employment be forwarded to members for completion. Built Environment will be left until last as it is the biggest area of focus.

NEXT MEETING

It was agreed that the next meeting be held on July 15, 2021, at 7:00 p.m.

ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

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Chair

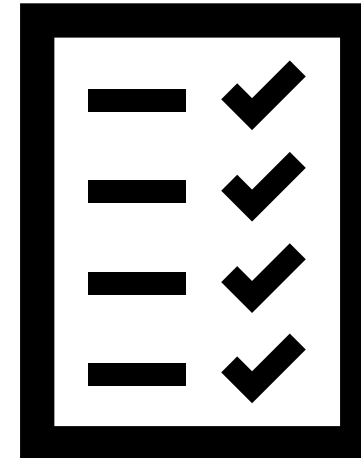
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Secretary for the Meeting

# Developing an Accessibility Plan

Accessibility Directorate, 2021

# Overview

- Key Requirements
- Planning Process
- Gather Information
- Draft and Approve the Plan
- Implement and Maintain the Plan
- Examples
- Resources



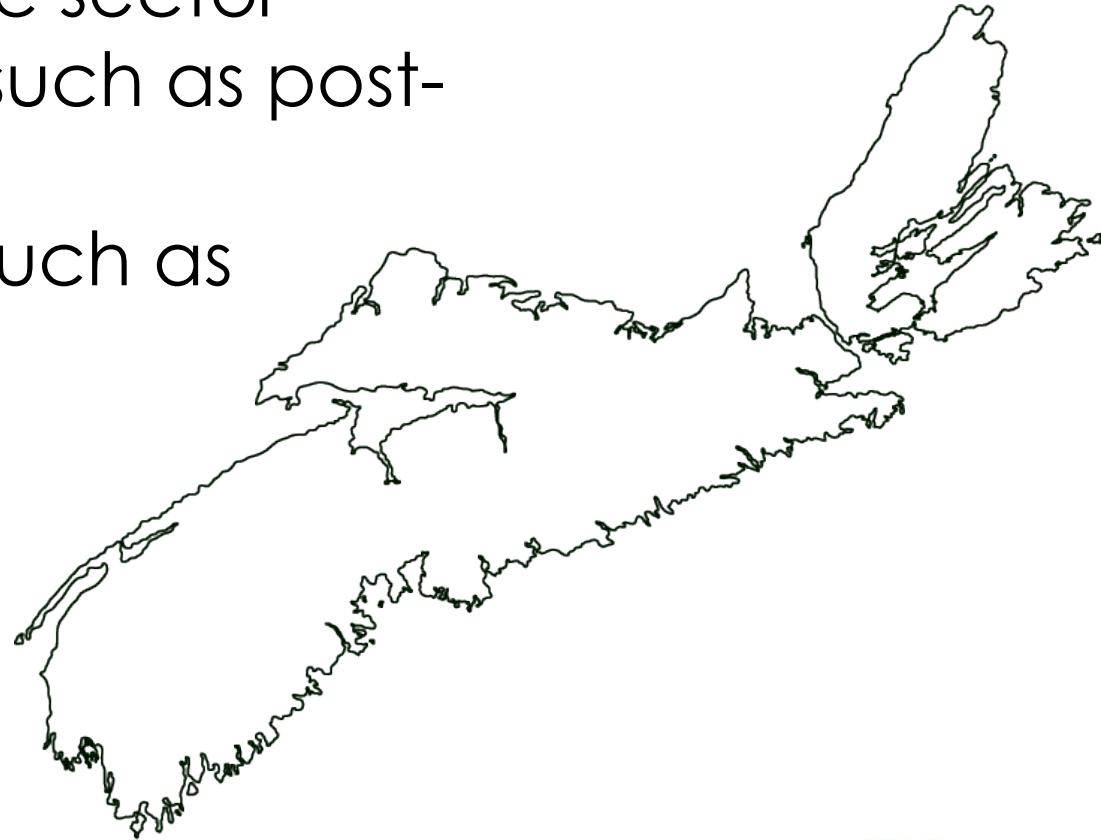
# Key Requirements

Under Nova Scotia's Accessibility Act there are key requirements for prescribed Public Sector Bodies. The act states that these organizations must do the following:

- ▶ Establish an Accessibility Advisory Committee
- ▶ Develop an Accessibility Plan within one year

# Accessibility Act Essentials

- Accessibility standards will apply to the Government of Nova Scotia, public sector bodies prescribed under the Act (such as post-secondary education institutions, municipalities) and other entities, such as private businesses.



# Key Requirements

Under Nova Scotia's Accessibility Act prescribed public sector bodies are required to develop an Accessibility Plan which must include the following:

- ▶ How you will identify, remove, and prevent barriers in policies, programs, practices, and services and achievements to date
- ▶ Processes in place to assess the effect of your policies, programs, practices, and services on accessibility

# Planning Process

- Gather information
- Draft and approve the plan
- Implement the plan



# Gather Information

## 1. Consult with the disability community

- Required under the act
- Essential to collecting important information from people who are directly affected
- Consider what questions you are seeking input on



# Gather Information

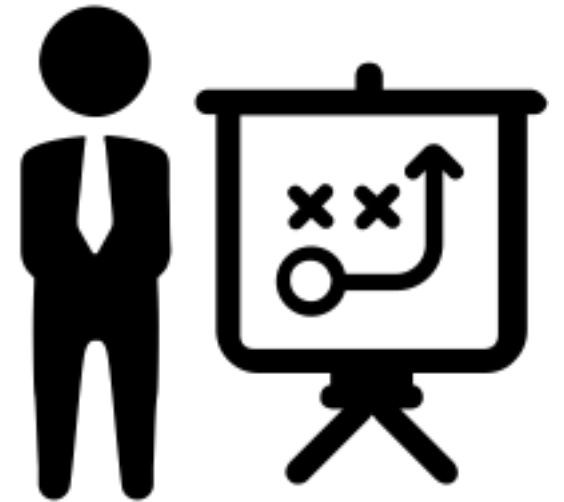
2. Ensure you review all areas of accessibility in your organization

- Identify strengths and achievements
- Identify weaknesses and barriers



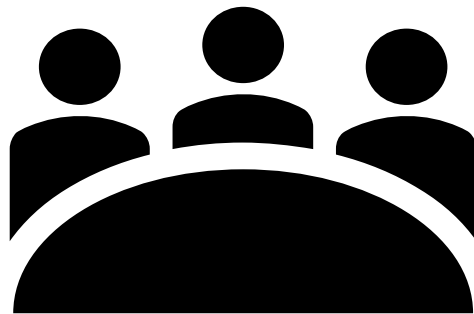
# Draft and Approve the Plan

- **Establish Priorities** for action
- **Draft** the accessibility plan,
- **Invite** stakeholders to give feedback on the draft plan
- **Revise** the plan based on feedback
- **Ensure** that the Accessibility Advisory Committee approves the revised plan
- **Approve** the plan



# Communicate the Plan

- Host a town hall meeting
- Post the plan on your organization's social media
- Issue a media release
- Plan must be posted online and made available in accessible formats



# Implement and Maintain the Plan

- Develop implementation plans for actions
- Establish monitoring and reporting processes to evaluate progress
- Identify budget requirements
- Ensure regular communication between staff and accessibility committee
- Share progress updates with staff and the community
- Plans must be reviewed and updated at least every 3 years

# Accessibility Plan Examples

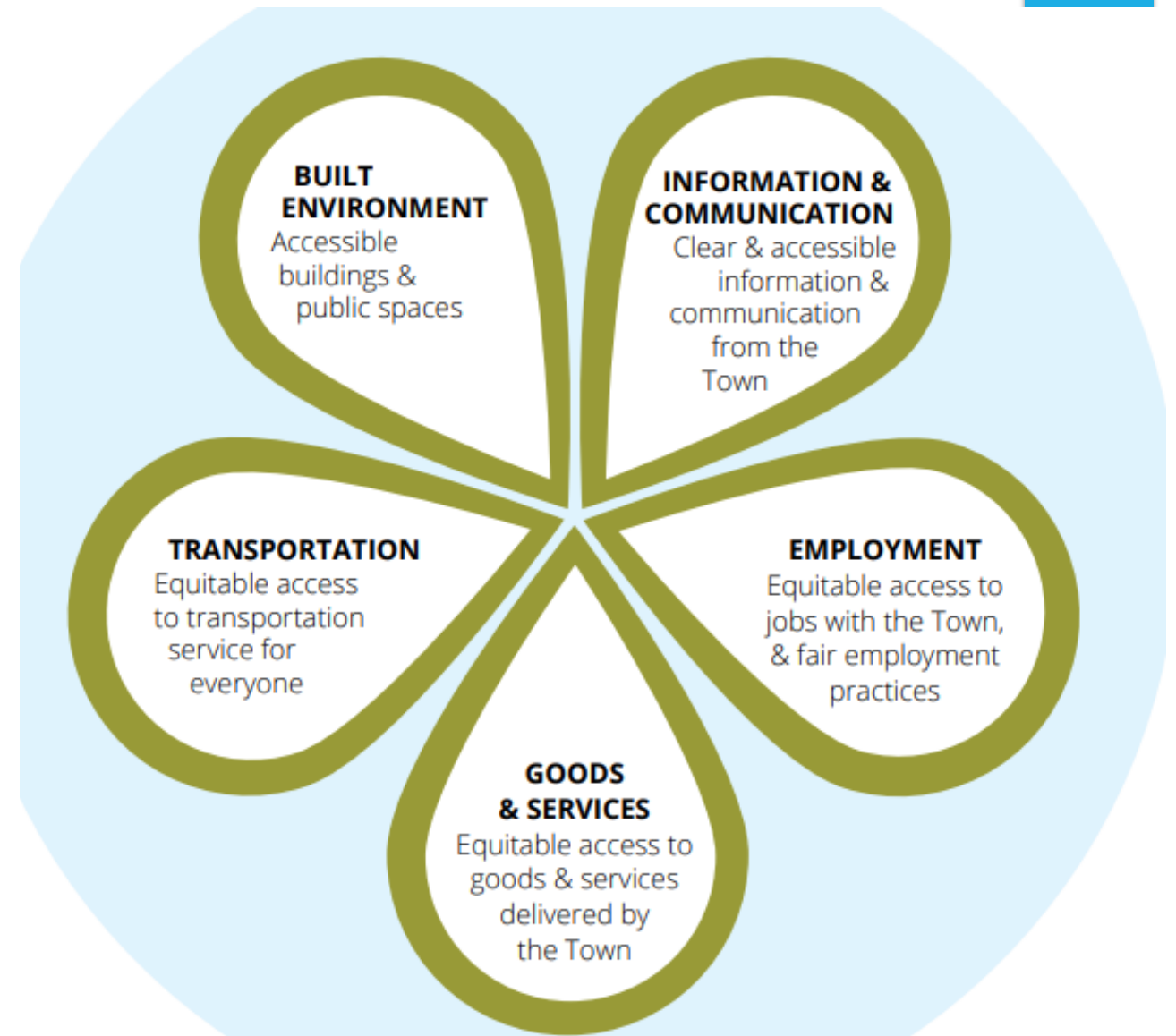
## Government of Nova Scotia (GNS) Plan

- First Prescribed Public Sector Body (2017) - Inaugural plan for 2018-2021
- Outlined existing barriers and accessibility achievements
- Provided long-term outcomes for being an accessible organization
- Included commitments from multiple departments in these priority areas:
  - Awareness and capacity building
  - Information and communications
  - Buildings, infrastructure, and public spaces
  - Employment
  - Delivery of goods and services

# Accessibility Plan Examples

## Wolfville Accessibility Plan

- First Prescribed Public Sector Body to produce an accessibility plan
- Areas of focus include: (see image)



# Accessibility Plan Examples cont'd

## Wolfville Accessibility Plan

- The following is outlined under each area:
  - The commitment
  - The starting point
  - Barriers
  - Policies
  - Actions

# Accessibility Plan Examples cont'd

## Wolfville Accessibility Plan

- Also included in the plan is a section on implementing the plan which outlines:
  - Responsibilities
  - Schedule
  - Information on monitoring and evaluation
  - Information on responding to questions and complaints

# Accessibility Plan Examples cont'd

## Lunenburg County Accessibility Plan

- Developed by a joint Accessibility Advisory Committee consisting of five municipalities/towns. Overarching goals for Lunenburg County
- individual municipal units will be releasing local Accessibility Action Plans which will provide more details on action items, associated timelines, and budgets.



# Want more info?

## Other resources:

- Presentation: Accessibility Act Essentials
- Presentation: Establishing Your Advisory Committee
- Accessibility Plan Examples
  - Government of Nova Scotia Plan
  - Town of Wolfville Plan
- **The Accessibility Planning Toolkit for Prescribed Public Sector Bodies**
- **The Accessibility Planning Toolkit for Municipalities**
- **Interim Accessibility Guidelines for Indoor and Outdoor Spaces**
- **Guide to Planning Accessible Meetings and Events**



# Contact Us:

<https://novascotia.ca/accessibility/>

Email: [accessibility@novascotia.ca](mailto:accessibility@novascotia.ca)

Phone: 902-424-8280

Toll free within NS: 1-800-565-8280

TTY: 902-424-2667

Toll free within NS: 1-877-996-9954

