



Accessibility Advisory Committee Terms of Reference

Number:	ToR-AC-01
Reference:	Council Resolution #492-17, #27-22 and #131-22
Date Approved:	October 30, 2017
Date Revised:	May 16, 2022
Approval:	Council
Point of Contact:	Office of the Town Clerk (Secretariat Support) Accessibility Coordinator (Staff Liaison)

1.0 Enabling Legislation

The Council of every municipality, having a population of not less than 10,000, shall establish an accessibility advisory committee. The role of the Accessibility Advisory Committee (AAC) is to advise and assist Council in fulfilling its responsibilities under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Section 29 of the AODA describes three main activities for the AAC:

- Advising municipal Council about the requirements and implementation of accessibility standards, and the preparation of accessibility reports and other matters for which the Council may seek its advice.
- Review site plans and drawings described in section 41 of the Planning Act that the Committee selects; including all municipal projects.
- Perform all other functions that are specified in the regulations including:
 - how to implement the province's accessibility standards;
 - the preparation of your municipality's accessibility compliance reports; and,
 - any other matters where the Committee's advice would be helpful.

2.0 Mandate and Responsibilities

2.1 The AAC is responsible to provide advice to Council to plan for accessibility on a wide range of municipal processes:

2.1.1 The Town must consult the Accessibility Advisory Committee on these specific matters:

- a. when establishing, reviewing and updating multi-year accessibility plans;

- b. when developing accessible design criteria in the construction, renovation or placement of bus stops and shelters;
- c. when determining the proportion of on-demand accessible taxicabs needed in the community;
- d. on the need, location and design of accessible on-street parking spaces when building new or making major changes to existing on-street parking spaces;
- e. before building new or making major changes to existing recreational trails to help determine particular trail features;
- f. on the needs of children and caregivers with various disabilities in their community when building new or making major changes to existing outdoor play spaces; and,
- g. on the design and placement of rest areas along the exterior path of travel when building new or making major changes to existing exterior paths of travel.

2.1.2 Council shall seek advice from the Committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,

- a. that Council purchases, constructs or significantly renovates;
- b. for which Council enters into a new lease; or,
- c. that a person provides as municipal capital facilities under an agreement entered into with Council in accordance with section 110 of the Municipal Act, 2001.

2.1.3 When the Committee selects site plans and drawings described in section 41 of the Planning Act to review, Council shall supply them to the Committee in a timely manner for the purpose of the review.

2.1.4 Provide advice on budget for accessibility.

2.1.5 Provide advice to help plan for and promote accessible voting for municipal elections.

2.1.6 Promotion, awareness and education of accessibility topics and issue to Town Staff and residents.

3.0 Lead Department

3.1 The Community Services Department will be the lead for the AAC. Staff from other departments may attend meetings as required to provide expertise or report on various matters.

4.0 Membership and Composition

- 4.1 The AAC shall be comprised of up to twelve (12) members and no less than five (5) citizen appointments and one (1) Member of Council.
- 4.2 In accordance with the AODA requirements, the majority of AAC members must be people with a disability. Preferred membership structure listed below.
- The majority of members who are people with disabilities;
 - Member of Council;
 - Two (2) members who are citizen volunteers; and,
 - Two (2) members who are professionals from the stakeholder community.
- 4.3 The length of term for Committee members shall be staggered having a mix of 1-year, 2-year, 3-year and 4-year terms, to ensure the continuity of knowledge and work. A Committee member may have their membership renewed by Council.
- 4.4 The quorum for the AAC shall be 50 percent of appointed voting members, minus one (1).

#	Committee Members	Member Type
12	Citizen Appointments	Voting
1	Youth Council Liaison	Non-Voting
1	Member of Council	Non-Voting

5.0 Member Qualifications

- 5.1 The following qualifications should be considered for appointing members to the Accessibility Advisory Committee:
- 5.1.1 Awareness and knowledge of the Accessibility for Ontarians with Disabilities Act and its Standards.
- 5.1.2 Have relevant work and volunteer experience, demonstrated expertise, and interest and participation in accessibility and community matters. This may include a family member of a person with a disability, or represents a skill set or interest in areas including youth, adults or seniors.
- 5.1.3 Ability to participate in monthly subcommittee meetings.

6.0 Meeting Frequency and Schedule

- 6.1 The Accessibility Advisory Committee shall meet on the first Tuesday of each month, excluding December.

- 6.2 The duration of the meeting shall be one-and-a-half (1.5) hours for each scheduled meeting date, from 7:00 p.m. to 8:30 p.m.

This Terms of Reference is hereby approved by Council Resolution #492-17 on this 30th day of October, 2017, Council Resolution #27-22 on this 31st day of January, 2022 and Council Resolution #131-22 on this 16th day of May, 2022.