

Accessibility Advisory Committee

TERMS OF REFERENCE

1. ENABLING LEGISLATION

The *Ontarians with Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005* recognizes the need for Municipal Accessibility Advisory Committees and as such, Section 12(1) of the ODA and Section 29(1) of the AODA states as follows:

“Accessibility advisory committees

12 (1) The council of every municipality having a population of not less than 10,000 shall establish or continue an accessibility advisory committee.”

The Accessibility Advisory Committee Terms of Reference was initially adopted by Resolution No. W-031-2008 at the January 22, 2008 Council meeting. The Terms of Reference was amended and adopted by Council by Resolution No. 2010-210 at its meeting held on April 6, 2010.

2. MANDATE

The Accessibility Advisory Committee hereinafter referred to as the “Committee”, will provide recommendations and advice on matters which have a direct or indirect impact on accessibility within the Town of Caledon.

As defined by the *Accessibility for Ontarians with Disabilities Act, 2005*, the Committee will be responsible for the following:

- Advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the Council may seek its advice;
- Review in a timely manner the site plans and drawings described in Section 41 of the *Planning Act* that the committee selects;
- Assist in the development of the Town’s annual accessibility plan;
- Perform all other functions that are specified in the regulations; and
- Advise Council on buildings, structures or premises or part of a building, structure or premises, that the council purchases, constructs, renovates; for which the council enters into a new lease; or that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 110 of the *Municipal Act, 2001*.

Deliverables

The Committee will accomplish its mandate by:

1. Providing comments and recommendations upon request on matters which have a direct or indirect impact on persons with disabilities or accessibility needs within the Community.
2. Providing comments and recommendations in a timely manner on various site plans and drawings that the Committee reviews.
3. The Committee may recommend to Council and/or staff that an issue of importance which has an impact on persons with disabilities be considered.

3. TYPE OF COMMITTEE

Statutory Committee

4. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

1. Composition

The Accessibility Advisory Committee will be composed of a minimum of three public members to a maximum of seven public members and one member of Town of Caledon Council.

A Members term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

A member should be prepared to devote time between formal Committee meetings to complete Committee business.

2. Qualifications

The Council appointed members shall have the following qualifications:

- a) be at least 18 years of age;
- b) a resident of the Town of Caledon;
- c) a person with a disability or have an interest in matters regarding persons with disabilities;

Qualifications include the skills, knowledge and experience committee members need to contribute effectively to the successful accomplishment of the Committee's objectives.

When selecting members, consideration will be given to non-residents where they have qualifications or expertise especially desired by the Committee and/or Council.

3. Roles and Responsibilities

A Chair and Vice-Chair shall be appointed by the appointed committee members at the first meeting of the Committee and shall serve in this capacity for a minimum of two (2) years.

A member may hold the position of Chair or Vice-Chair for a maximum of four (4) years which equals one term of Council, in the circumstances where no other appointed member wishes to step forward as Chair or Vice-Chair during the current term. If a replacement Chair or Vice-Chair is not found and if the current Chair desires to continue to hold the position, the Chair or Vice-Chair may be permitted to stay beyond the currently specified term for one more term or for an additional year, if they so desire and if a majority of the Committee support it.

The Chair's main role is to facilitate meetings.

4. Support Staff

The committee shall be administratively supported by the Committee Coordinator assigned by the Legislative Services Supervisor/Deputy Clerk.

Departmental representatives and external resources may be required to participate on the committee as needed as an information or professional resource only for the purposes of providing information or professional advice.

Support staff, Departmental representatives and external resources do not have voting rights on the committee.

5. MEETING SCHEDULE

The committee shall provide to the Clerk annually, in the month of October, a schedule of the meetings of the committee for the following calendar year.

Agendas for the committee meetings will be made available to the public one week in advance, by posting on the Town's website.

Three or more consecutive cancellation of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality except in the following situations:

Some committees may determine that meetings shall not be held during the summer months and possibly December to recognize holiday schedules as they relate to quorum requirements.

6. REPORTING REQUIREMENTS AND METHOD

Specific Requirements

This Committee is established by Council and reports to Council through the staff liaison.

Written minutes from this Committee shall be submitted to Council for necessary action within two weeks of the date when the meeting occurred.

All reports to Council will be prepared and submitted by the Committee Coordinator.

General Requirements

The Committee shall make recommendations to Council, through the staff liaison, on issues within their mandate for Council's consideration as well as in response to a request from Council in the area of the Committee's mandate.

Annual Report

The achievements of the Committee shall be included in the Town of Caledon's Accessibility Report, and shall be presented to Council at a time established by staff.

7. BUDGET AND RESOURCES

A budget has been established for this Committee and is included in the regular budget preparation process.

Members are able to claim mileage and/or transportation costs associated with meetings and other events established by the Town.

Resource Budget

The following Town of Caledon staff resources will be required per meeting for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE equivalent) per meeting - estimate
Staff: Accessibility Program Co-ordinator	FTE – 6 hours
Total Time	FTE – 6 hours

8. CONFLICT OF INTEREST

Members should be cognizant of perceived conflicts in terms of issues which may serve to benefit them personally. Members shall not use their status on a Committee for personal or political gain.

A Committee member shall have regard for the Corporate Policy addressing the use of corporate resources during an election year.

9. COMPLETION CRITERIA

The mandate, as set out in the *Accessibility for Ontarians with Disabilities Act, 2005* is ongoing. Reporting on all Regulations and Standards will be done in accordance with the *Act*.