



ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE

1. 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 (AODA), 2005*, the Committee shall:

- a) advise the 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 under subsection (5);
- b) review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects; and
- c) perform all other functions that are specified in the regulations.

In addition to their legislated requirements the Committee will be responsible for the following:

- a) advise Council on matters pertaining to accessibility for persons with disabilities;
- b) advise and inform Council of new legislation and funding initiatives;
- c) advise and develop working relationships with relevant groups and individuals;
- d) advise and assist with the development of education programs and promote the activities of the Committee;
- e) advise and inform Council with regard to accessibility issues as they arise;
- f) assist in the creation and annual review of the Multi-Year Accessibility Plan.

2. TYPE OF COMMITTEE

Statutory Committee

3. ROLES AND RESPONSIBILITIES

Chair and Vice-Chair

A Chair and Vice-Chair shall be appointed by the Members at the first meeting and shall serve in this capacity for the term.

Role of the Chair

The Chair is responsible for ensuring the effective operation of the Committee and its roles. This will include responsibility for:

- a) calling the meetings to order;
- b) creating an agenda in consultation with the Secretary;
- c) chairing the meetings;
- d) acting as spokesperson;

The Chair shall foster an atmosphere that encourages the exchange of ideas.

The Chair shall conduct meetings in accordance with the Town's Procedural By-law.

In the absence of the Chair, these responsibilities shall be undertaken by the Vice-Chair.

Role of Members

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- a) Attend all regular scheduled meetings. Members are required to notify the Chair, Secretary or the designated municipal staff liaison if they are unable to attend a meeting;
- b) Review all information supplied to them;
- c) Prepare information for use in the development of materials for the Committee;
- d) Promote the role of the Committee;
- f) Attend training as required to effectively perform their role as a committee member

4. MEMBERSHIP

The Accessibility Advisory Committee will be composed of five (5) citizen members and one (1) member of Council in a liaison capacity.

In accordance with the AODA, a majority of the members of the committee shall be persons with disabilities therefore, three (3) members shall be persons with disabilities.

Qualifications

Appointed citizen members shall have the following qualifications:

- a) a resident of the Town of Caledon;
- b) not an employee of the Town of Caledon;
- c) a person with a disability or have an interest in matters regarding persons with disabilities; and
- d) previous experience on a committee, task force or tribunal is preferred.

Term of Office

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

Committee Compensation

The Committee shall be reimbursed for mileage for meeting attendance.

Mileage shall be compensated in accordance with the Corporate Staff Expense Policy and be at the current rate established by the Town in its annual budgeting process.

Vacancy

A vacancy on the Committee shall occur if a Committee member is absent for three (3) consecutive meetings without confirmation from Council.

A Committee member who is unable to carry out his/her duties through illness or otherwise shall provide a note to the Secretary. The Secretary shall notify the Town Clerk of the member's absence and the anticipated date of return. Council shall then confirm the absence or deem the seat vacant.

A vacancy that occurs within six (6) months of a municipal election shall not be filled.

5. CONFLICT OF INTEREST

All Members are subject to The Municipal Conflict of Interest Act, R.S.O, 1990, c.M50 and shall disclose any direct or indirect Pecuniary Interest for themselves or a family member and shall state the general nature of such Pecuniary Interest and it shall be recorded by the Secretary accordingly.

The Member shall not take part in the discussion or vote on any question with respect to the matter and shall not attempt in any way before during and/or after the meeting to influence the voting on any such question.

At a meeting at which a member discloses a Pecuniary Interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Clerk of the municipality or the secretary of the committee or local board.

6. MEETING SCHEDULE

The Accessibility Advisory Committee shall meet bi-monthly. Additional meetings may be scheduled in consultation with the Clerk or designate and the Chair.

The meeting schedule for the Committee shall be determined at the first meeting the Committee convenes. Unless otherwise specified, the meeting time and schedule shall serve for the remainder of the term however the meeting frequency may be altered during an election year.

7. SUB-COMMITTEES AND WORKING GROUPS

The Committee may form sub-committees and working groups as necessary to complete specific tasks related to the Committee's mandate and work plan.

These subcommittees and working groups must be comprised of Committee members and shall not constitute the full membership of the Committee.

Meetings of sub-committees and/or working groups may meet at any time and at any location and are in addition to the regular meetings of the Committee.

Site Plan Review Working Group

The Accessibility Advisory Committee shall have a Site Plan Review working group consisting of two (2) Members. The Members shall be selected on an as needed basis for the purposes of reviewing site plans and plans of subdivision.

The Committee will review the first submission of all site plans received by the Town and provide recommendations regarding accessibility provisions.

In the absence of a Committee meeting, or working group availability, site plan review and comment shall be delegated to the Legislative Specialist on behalf of the Committee.

8. GENERAL

The Committee shall act in accordance with the Town's Procedural By-law, the *Municipal Conflict of Interest Act* and the *Accessibility for Ontarians with Disabilities Act*.