



Accessibility Advisory Committee Terms of Reference

**This is a mandated committee per the Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*

1.0 Mission Statement

The Accessibility Advisory Committee (AAC) advises and assists Council and staff in promoting and facilitating accessible services and facilities. This is achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by people with disabilities.

2.0 General

- a. Advise municipal council about:
 - i. the requirements and implementation of accessibility standards
 - ii. the preparation of accessibility reports
 - iii. other matters for which the council may seek its advice
- b. Review site plans and drawings described in section 41 of the *Planning Act* that the committee selects.
- c. Perform all other functions that are specified in the regulations.
- d. To advise Council on other accessibility related issues.
- e. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- f. The AAC may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

3.0 Committee Structure

- a. The Committee shall consist of the following:
 - i. 1 to 2 Council members
 - ii. Mayor (ex-officio)

- iii. Staff support
- iv. No less than five(5) and no more than (7) members of the public comprised of the following:
 - Majority of members who are people with disabilities
 - 1 professional from the stakeholder community
 - 1 citizen volunteer
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be concurrent with the term of Council.
- d. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.
- e. The AAC shall meet a minimum of six (6) times per year.
- f. The AAC shall report directly to Council, with each of the AAC minutes forwarded to Council for acceptance.

4.0 Committee Support

The Clerk or Deputy Clerk is designated as the staff resource. Additional staff resources may be utilized as required.

5.0 Expenses/Budget

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.