



## Accessibility Advisory Committee

### Terms of Reference

#### Purpose of this Committee:

- The Committee shall provide advice to 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.
- Consult with Council on updates to the Municipality of Callander's Accessibility Plan.

It is important to note that accessibility committees are only mandated for populations of over 10,000 as per the *Accessibility for Ontarians with Disabilities Act*. As such, this committee is not required and may be formed and continued at the will of Council.

#### Applicable Legislation:

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 \(AODA\)](#)

[O. Reg. 191/11: INTEGRATED ACCESSIBILITY STANDARDS](#)

[Planning Act, R.S.O. 1990, c. P.13](#)

#### Members:

The Accessibility Advisory Committee shall consist of up to five (5) members of the public, and the majority must consist of persons with disabilities, as defined in the AODA. Members will be appointed by Council concurrent with the Term of Council.

There is one member of Council on the Accessibility Advisory Committee that is considered a voting member on the Committee. This member cannot be appointed as the Chair of this Committee.

Quorum shall be classified as the majority of the Committee members. For example, if there are five committee members, three committee members shall constitute quorum.

Replacement members shall be appointed by Council Resolution as required. If there is difficulty recruiting five (5) members for this Committee, the remaining vacancies may be filled by Council representatives, provided the requirement is met for the majority of members to be persons with disabilities .

### Committee Responsibilities:

The Committee shall fulfil the responsibilities of an accessibility committee as set out in the AODA and associated regulations.

Specifically:

- The Committee shall provide, in preparation for the annual draft municipal capital budget, accessibility recommendations to Council with respect to the proposed capital projects for new or substantial renovations to buildings and outdoor public spaces.
- The Committee shall provide recommendations and feedback to Council with respect to draft updates to the Municipality's Accessibility plans and policies, and the mandatory reports concerning these.
- The Committee shall review in a timely manner the site plans and drawings described in section 41 of the Planning Act (excludes residential for less than 25 dwelling units) that the committee selects.

Committee Members must:

- Perform duties in a manner that maintains and enhances public confidence in the integrity, objectivity, and impartiality of the Municipality
- Maintain confidentiality when necessary, and ensure personal information controlled by the Municipality is used or disclosed in compliance with the Municipal Freedom of Information and Protection of Privacy Act
- Attend meetings, and prepare for meetings by reading agendas and any background information supplied and by actively participating in the discussion and decision-making process
- Follow the Terms of Reference for this Committee and maintain proper decorum at meetings and in public, when representing the Municipality of Callander.
- Ensure all recommendations are consistent with Council's vision and strategic objectives.

### Committee Position Roles

**The Committee Chair** will be responsible for ensuring the effective operation of the Committee and its roles in accordance with the Municipality's meeting procedures and this Terms of Reference. Specifically, the Chair shall be responsible for:

- Calling meetings to order
- Scheduling meetings as necessary

**The Secretary** shall be responsible for preparing the agenda and motions, prescribing notice, and taking minutes at all Committee meetings. The Secretary will also ensure the notice of meeting, agenda and minutes are posted within the meeting portal, and circulated to all committee members as well as the Municipal Clerk. The information must also be forwarded to the Clerk's office for inclusion on the next scheduled Council agenda as correspondence received. The

Secretary shall keep on file all official business of the Committee. The Secretary shall be a member of staff.

#### Council Representative Responsibilities:

The Council representative is a voting member and is responsible for updating Council and the public on pertinent information regarding items discussed at the meetings.

#### Staff Representative Responsibilities:

As a non-voting member, the staff representative of the Accessibility Advisory Committee will act as the Secretary and provide guidance and advice while remaining impartial during discussions of committee matters with all members. The staff representative will also ensure that they inform the Chair of any proposed procedural issues that may contradict this Terms of Reference.

#### Council Responsibilities

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:

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

Council shall supply site plans in a timely manner for selected site plans and drawings in accordance with section 41 of the Planning Act.

Once an Accessibility Advisory Committee has been established, Council shall consult with them on the following matters, if and when they occur:

- to determine the proportion of on-demand accessible taxicabs required in the community, and
- the construction or redevelopment of recreational trails, play spaces, rest areas, and on-street parking spaces.

#### Meeting Structure

The Committee will be called to order for a mandatory training session at the beginning of the term. At the first meeting of the term, the Committee must also elect a Committee Chair.

Meetings will be scheduled at a regular interval at the first meeting of the year, however, it is understood that additional meetings may be called, if needed. It is recommended that meetings take place no less than twice a year.

If a member is unable to attend a meeting, they should inform the Chair or Secretary. If a member of the Committee is absent from the meeting for three consecutive meetings without being excused, Council may consider this the member's resignation and terminate the appointment and may by resolution appoint a new member to fill the vacancy.

If the Chair is absent from any meeting, the committee shall appoint an Acting Chair for that meeting. While presiding, the Acting Chair shall have all the powers and rights of the Chair.

#### Public Access

All Committee meetings shall be fully accessible to the general public.

#### Rules of Procedure to be Followed by this Committee

The Committee shall follow the Municipality's Procedural By-law when it comes to notice of meeting, agenda, minutes, motions and adjournment.