



Cavan Monaghan Accessibility Advisory Committee Terms of Reference

Purpose and Enabling Legislation

The Accessibility Advisory Committee (the “AAC”) is established in accordance with the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005* (the “AODA”) and to provide guidance that will increase the capacity of persons with disabilities to have access to equal opportunities within municipalities.

The AODA requires that every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee to advise council about the preparation, implementation and effectiveness of its accessibility plan.

The Accessibility Advisory Committee (AAC) is established by Council to advise Council about the requirements and implementation of Ontario’s accessibility standards. While all levels of government are working to improve accessibility, municipal governments have a special role to play. Municipalities serve communities and manage many important programs and services that affect the lives of Ontarians, such as libraries, social housing and emergency services, and parks and roads.

Mandate and Governance

The AAC is a volunteer advisory/working committee which reports to the Township of Cavan Monaghan Council and in accordance with these Terms of Reference. Decisions of the AAC are made collectively by resolution, and no one member of the AAC has the authority to speak for or bind the AAC. Members are subject to a Confidentiality Agreement with the Township and all other applicable policies.

In accordance with the AODA, the mandate of the AAC is to provide advice to Council on the following matters:

1. The requirements and implementation of accessibility standards, the preparation of accessibility reports and accessibility plans, and such other matters for which Council may seek advice from the AAC;
2. The prevention and elimination of barriers faced by persons with disabilities in order to achieve accessibility with respect to Township by-laws, policies, goods, services and programs, employment, and facilities;
3. The identification, prevention, and removal of barriers to the participation of persons with disabilities in civic life;

4. The review in a timely manner of site plan applications submitted in accordance with section 41 of the *Planning Act* selected by the AAC; and
5. All other functions that are specified in the regulations made under the AODA.

In accordance with the AODA, it is the duty of Council to:

1. Seek advice from the AAC on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises that the Township purchases, constructs or significantly renovates, or for which the Township enters into a new lease;
2. Supply the AAC copies of site plans and drawings which the AAC, by resolution, selects to review; and
3. Consult with the AAC where Council deems appropriate or where required by the regulations made under the AODA.

The AAC is an advisory committee of Council and does not direct Township staff or make binding decisions on behalf of the Township. Rather, the AAC contributes to ensuring accessibility by making recommendations to Council. Before such recommendations can be implemented, they must be considered and reviewed by the appropriate Township staff, and where necessary, approved by Council.

Roles and Responsibilities

Providing advice

The AAC advocates for accessibility by:

- Focusing on providing unbiased advice to Council;
- Avoiding championing just one issue, and taking a broader view;
- Learning about the Township's processes and the scope of the AAC's ability to affect change to understand potential constraints;
- Ensuring it is familiar with the AODA and its standards

Municipal Consultation

By law, Council must consult with the AAC about:

- Establishing, reviewing and updating the Township's multi-year accessibility plans;
- Developing accessible design criteria in the construction, renovation or placement of bus stops and shelters;
- Determining the proportion of on-demand accessible taxis needed in the Township;

- The need, location and design of accessible on-street parking spaces when building new or making major changes to existing on-street parking spaces;
- Building new or making major changes to existing recreational trails to help determine particular trail features;
- The needs of children and caregivers with various disabilities in their community when building new or making major changes to existing outdoor play spaces;
- 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;

Council's obligation is to consult the AAC as a whole, not any one individual member. Consultation may take many different forms depending on the context and subject matter. Council shall have discretion to determine the best method for consulting the AAC.

Role of the Chair

The Chair is responsible for insuring the smooth and effective operation of the AAC and its roles. The Chair is responsible for:

- Presiding over meetings of the AAC as Chair;
- Providing input in the creation of an agenda in consultation with Township staff;
- Participating as an active voting member of the AAC and encouraging active participation by all members;
- Reviewing reports from other AAC members and affiliates in consultation with Township staff for inclusion on the agenda;
- Representing the AAC on other Township committees when necessary.

Role of Committee Members

Members of the AAC are responsible for:

- Attending and actively participating in all meetings as a voting member;
- Actively participating in AAC initiatives;
- Reading and understanding all information supplied to the AAC;
- Presenting reports on local panel activities;
- Contributing to AAC reports to Council;
- Undertaking research as required;
- Participating in training offered by the Township to effectively perform their role as a member;
- Understanding applicable Municipal, Provincial and Federal legislation;
- Publicly supporting all recommendations made by the AAC and Council; and
- Working with other members to attempt to reach a consensus on decisions brought before the AAC.

Role of the Clerk

The Township Clerk shall assist the AAC by acting as the secretary/clerk at meetings and is responsible for:

- Providing notice of meetings and preparing the agenda;
- Taking minutes of meetings;
- Maintaining an up-to-date record of previous meetings, attachments and reports;
- Distributing minutes of previous meetings and the agenda for the upcoming meeting at least 48 hours prior to the next scheduled meeting;
- Working with the Chair to develop the agenda;
- Acting as a resource for the AAC during meetings that may include presenting background reports, distribution of government information pertaining to the mandate of the AAC;
- Undertaking an orientation and training session with AAC members at the first meeting after Council's appointment of members to the AAC;
- Ensuring that all members of the AAC have signed a Confidentiality Agreement with the Township at the start of their term; and
- Posting approved AAC agendas and minutes on the Township website.

Role of Staff

Township staff are responsible for:

- Facilitating the recommendations of the AAC to Council through the creation of reports;
- Ensuring that other departments of the Township, whose activities or initiatives may impact the AAC, are aware of the implications and the role of the AAC;
- Submitting a report to Council for budget requests or reallocation of funds;
- Administering the use of allocated funds to the AAC.

Term and Composition

The membership of the ACC shall be composed of up to seven (7) members, which shall consist of:

- No fewer than three (3) and not more than five (5) members of the public;
- One (1) member of Township staff; and
- One (1) member of Council.

In accordance with the AODA, a majority of the members of the AAC shall be persons with disabilities.

Members shall be appointed by Council based on the recommendation of the Township Clerk, in accordance with the Advisory Committee Policy. The term of office for members of the AAC shall run concurrently with the term of Council, and until successors are appointed by Council.

At the first meeting of the new term of the AAC, the members shall appoint, from among their members, a Chair and Vice-Chair.

Membership in the AAC is voluntary, and members will not be remunerated or receive an honorarium. Reimbursement for expenses incurred by members of the AAC may be paid provided by the Township, subject to the approval of Council.

Members are required to notify the Chair and Clerk or designated Township staff if they are unable to attend a meeting. Should any member of the AAC fail to attend four (4) or more meetings, the Council may remove that member from the AAC by resolution and appoint another member in his/her place. Members who wish to resign shall notify the Chair and the Township Clerk in writing. Replacement of the member will be through the process outlined in the Advisory Committee Policy.

Meetings

All meetings of the AAC shall be open to the public.

Meetings of the AAC shall be governed by the Township's Procedural By-law. All points of order or procedure for which rules have not been provided in this Terms of Reference shall be decided by the Chair in accordance with the Township's Procedural By-law. The Committee shall also have regard to the policies and guidelines of the Cavan Monaghan Strategic Plan, the Township's Comprehensive Zoning By-law(s), the Official Plan, Parks and Facilities Master Plan and all other applicable plans and documentation.

All decisions and recommendations of the AAC shall be by resolution.

Quorum

A majority of members of the AAC is necessary to form a quorum for the transaction of AAC business.

Minutes and Agendas

Distribution of the agenda for the upcoming meeting will be sent via email to members of the AAC at least 48 hours prior to the next meeting and will be posted on the Township's website. Meetings will be livestreamed and recorded. The livestream and recording will be maintained in accordance with the Records Retention By-law.

Reports including recommendations from the AAC will be sent through the Township Clerk to be included on the next Regular Council Meeting agenda. Minutes will be forwarded to Council for adoption. The member of Council appointed to the AAC will report updates at Regular Council Meetings on the AAC's activities.

The AAC shall hold a minimum of four (4) meetings per calendar year. The AAC will establish its annual meeting schedule at the first meeting or as otherwise approved by the AAC. Meetings shall be held in the Municipal Council Chambers, Committee Room or an alternative location when required. The AAC may also hold a meeting by electronic means in accordance with the Procedural By-law. All meetings will be livestreamed and recorded.

Additional meetings may be held as required at the call of the Clerk in consultation with the Chair.

Subcommittees

The AAC may establish subcommittees from time to time to deal with specific issues. All subcommittees shall be comprised of appointed AAC members. Subcommittees may make recommendations to the AAC. All appointed members of the subcommittee have the right to vote. The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.