

## **Accessibility Advisory Committee**

### **Terms of Reference**

#### **Mandate**

The Accessibility Advisory Committee provides information and advice to Council on identifying, proactively preventing and eliminating barriers to people with disabilities in municipal programs, services, public spaces and facilities. The Committee plays an active role in helping Prince Edward County become a barrier-free community and ensuring obligations under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) are met.

#### **Goals/Purpose**

The goals and purpose of the Accessibility Advisory Committee are to:

1. Educate and promote awareness of accessibility to the municipality and local businesses;
2. Provide input on the preparation of accessibility plans (Accessibility Plan and Elections Accessibility Plan) for consideration by Council. The accessibility plans will address and include steps that the County has taken and plans to take with respect to the identification, removal and prevention of barriers to persons with disabilities as required by legislation.
3. Review in a timely manner, site plans and drawings, as described in Section 41 of the Planning Act;
4. Review access for persons with disabilities to buildings, structures and premises (or parts thereof) that The County purchases, constructs, significantly renovates, leases or funds, as required under the Design of Public Spaces Standard;
5. Promote awareness of accessibility in the County's procurement of goods and services and development of municipally administered, sub-contracted or licensed programs and services;
6. Evaluate existing and proposed policies and by-laws in Prince Edward County and provide advice with the intention of eliminating barriers for individuals with a disability;

7. Identify potential grants and funding that could be available to assist with the removal of barriers for persons with disabilities; and
8. Liaise with municipal departments, stakeholders, and other organizations on matters related to accessibility, and provide support when necessary.

### **Membership**

1. One (1) member of Council.
2. Two (2) to six (6) public representatives appointed by Council for the term of Council or until reappointed, including one (1) representative from the local business community, and all of whom should have demonstrated interest and knowledge of matters related to accessibility.
3. The majority of members shall be persons with a disability, as defined in the Accessibility for Ontarians with Disabilities Act.
4. Mayor is an ex officio member of the committee.
5. A Chair and Vice Chair will be elected by members at the first meeting annually.
6. Council may terminate the appointment of any member without notice.

### **Roles**

1. Members will actively participate, and provide support and expertise.
2. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.
3. Council appointees will act as a liaison between the Committee and Council. They will serve as voting members and count towards meetings quorum.
4. The Clerk's Office will manage administrative functions, and provide procedural and legislative guidance to the committee.

## **Responsibilities of the Accessibility Advisory Committee**

1. It is the responsibility of all appointed members to comply and work with County procedures, by-laws and Provincial legislation, with guidance from staff:
  - a. Council's Code of Conduct
  - b. *Planning Act*
  - c. *Accessibility for Ontarians with Disabilities Act*
  - d. County Accountability and Transparency Policy
  - e. County Procedural By-law
  - f. Other applicable County by-laws and policies
  - g. *Municipal Act*
  - h. *Municipal Freedom of Information and Protection of Privacy Act*
  - i. *Municipal Conflict of Interest Act*
2. The Committee will advise and make recommendations to Council on matters pertaining to accessibility for persons with disabilities, through meeting minutes, motions, and reports.
3. The Committee may take on additional initiatives as directed by Council or recommended by the Chief Administrative Officer (CAO), based on the availability of members.

## **Working Groups**

The Accessibility Advisory Committee may form working groups on specific subject matters. The Committee will ensure that working group opportunities are shared with the public, receive and review applications, and recommended appointments to be ratified by Council.

The working groups will report to the Committee and include at least one Committee member. The establishment of a working group and any changes to the group must be reported in the Accessibility Advisory Committee meeting minutes.

## **Term**

The term of office for the Accessibility Advisory Committee will be the term of Council.

## **Staff Support**

While the Clerk's Office provides procedural support, the entire Corporation will provide input and support to the Committee as required, with the approval of the CAO and/or the relevant Director.

## **Reporting Relationship to Council**

The Committee will act as an advisory body and does not have any delegated authority. Recommendations for implementation must first be considered and approved by Council or recommended by the CAO.

The Committee will report to Council or Committee of the Whole as required, and once per year with a written report and 10-minute deputation on its activities and its intended direction or projects.

All Committee minutes will form part of the next applicable Committee of the Whole agenda.

## **Finances**

No member shall receive remuneration for services.

A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

## **Attendance**

If a Committee Member is absent for three consecutive meetings they have forfeited their membership, unless their absence has been approved by the Chair.

## **Meetings**

The Accessibility Advisory Committee shall meet no less than three (3) times per year, and more frequently at the discretion of the Chair. Meetings shall be governed by The County's Procedural By-law as may be amended from time to time.

The meeting, agenda, and minutes will be available to the public, on the municipal website.

As per the *Municipal Act*, electronic participation is permitted but shall not count towards quorum. Under the *Municipal Emergency Act*, the committee may participate in electronic meetings during a declared municipal or provincial state of emergency. Online participation and voting will count towards quorum, as per the *Municipal Emergency Act*.

Members of the public may participate electronically as requested, in accordance with the Procedural By-Law.