

Accessibility Advisory Committee
Terms of Reference
April 9, 2025
ratified May 5, 2025

1. Name of Committee

The Committee shall be named the “Accessibility Advisory Committee”.

The accepted acronym will be AAC.

2. Mandate and Objectives

- Purpose

The Committee will make recommendations to City Council on Municipal Accessibility Plans.

- Deliverables

The Committee will provide feedback to the City on all requirements under the Accessibility for Ontarians with Disabilities Act 2005 (AODA), and Accessibility Standards, including Site Plan Controls, new builds and renovations of facilities.

3. Background and Assumptions

- Establishment

By resolution of Council, an Accessibility Advisory Committee was established to advise City Council on the development and implementation of the annual Municipal Accessibility Plan in accordance with the Ontarians With Disabilities Act, 2001 (Report No. 2002.334-Community Recreation).

- History

On December 14, 2001, the Ontarians With Disabilities Act, 2001 (ODA, 2001) was passed by the Provincial Government. On September 30, 2002, a further proclamation was brought into law which added specific accessibility obligations for the government of Ontario, municipalities, and other scheduled organizations including public transit organizations, school boards, hospitals, colleges and universities. Under the legislation, municipalities with populations over 10,000 are required to establish municipal accessibility advisory committees, develop annual accessibility plans and make them public.

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA, 2005) continued the requirement for a Municipal Accessibility Advisory Committee. This Act includes a set of Standards, consolidated on July 1, 2016 as O. Reg. 191/11 “Integrated Accessibility Standards”. The Integrated Accessibility Standards combines accessibility standards in six areas: general requirements, information and communications, employment, transportation, design of public spaces, and customer service. It also includes requirements for compliance and enforcement. Legislative requirements for Accessibility Plans to implement the Standards were passed in the Regulation. The Design of Public Spaces Standard (Accessibility Standards for the built Environment) (O. Reg. 413/12) was consolidated in Regulation 191/11 on January 1, 2013. The Accessibility Standards for Customer Service (O. Reg. 429/07) was consolidated in Regulation 191/11 on July 1, 2016. The Accessibility Directorate of Ontario monitors compliance with the Regulations. Failure to comply will result in fines.

In February 2013, the Accessibility Directorate of Ontario (the body overseeing the compliance of the AODA) became a part of the Ministry of Economic Development, Trade and Employment. Prior to this date, the AODA was part of the Ministry of Community and Social Services. In 2018, the Ministry for Seniors and Accessibility became responsible for the AODA, 2001.

It is assumed that the legislative requirement under the AODA, 2005 and the ODA, 2001 for an Accessibility Advisory Committee continues.

- Assumptions specific to committee ie. working group relationships, partnerships
 - Working Groups

At times working groups may be required to facilitate the work of the Committee.

Participants on these working groups will be primarily members of the Committee; resource people from the community may be invited to participate.

4. Governance

- Procedural By-law

All Advisory and Special Committees of Council are governed by Procedural By-law 51/2021 on all matters contained within.

- Committee Transparency

All meetings of Advisory and Special Committees of Council will be open to the public, including agendas and meeting materials. Meetings may only be closed

when the information received by the committee meets one of the exceptions listed in the Municipal Act (Section 239 (2)). A closed session meeting will be conducted in accordance with the procedures established by the Office of the City Clerk.

- Election of Chair and Vice Chair

The Committee Chair and Vice-Chair will be elected annually from within the voting Committee members.

- Reporting Relationships

The Committee will report to the Committee of the Whole through regular presentation of its minutes on the appropriate Committee of the Whole session agenda (Administrative Services).

The Committee will present the Municipal Accessibility Plan, reports and information it deems necessary to the appropriate Committee of the Whole session (Administrative Services).

- Quorum

Quorum at a meeting shall be a simple majority (50% + 1) of filled voting member positions.

- Terms of Reference

The Committee Terms of Reference are reviewed and approved on an annual basis. If fundamental changes are made, Terms of Reference are returned to Council for approval. The Office of the City Clerk retains the ability to make housekeeping and administrative changes to the Terms of Reference without a return to Council.

- Voting Rights

All appointed members of the Committee have one vote each; a majority vote when quorum is present is required for an item to be considered. In the event of a tie vote, the item is defeated. Only those participating at a meeting are entitled to vote on matters before the Committee.

Non-voting members of Council or Administration may participate in discussions on matters before the Committee, and provide information, advice and assistance to the Committee.

5. Resources and Finances

- Budget

- A budget to support the Committee's mandate and objectives will be presented to Council for approval on an annual basis.

6. Membership and Responsibilities

- Committee Composition

The AAC will be comprised of 15 Community Members and 1 Councillor appointed by resolution of City Council.

Community membership will include persons with the following disabilities:

- Hard of hearing or late deafened
- Mental Health and Addiction
- Physical and Mobility disability
- Developmental disability
- Visually impaired or blind
- Brain injured
- Senior with a disability
- Parent/guardian of a child/youth with a disability
- Caregiver to a person with a disability
- Learning disability
- Speech impairment

As well, community membership will include representation from:

- City Councillor
- Citizen at large (3)
- Service agency with mandate/responsibility for persons with disabilities

If the AAC is unable to obtain a representative from one or more of the above representative positions, the AAC will attempt to meet with community representatives for the vacant position(s) on an annual basis, in order to provide them with updates on the Committee's deliverables, and to receive feedback on the Municipal Accessibility Plan.

- Resource Staff

The Municipal Accessibility Specialist - Office of the City Clerk will provide information to the Committee, support the activities of the Committee, where required, and facilitate the review of the Municipal Accessibility Plans with the Committee.

The Council & Committee Clerk – Office of the City Clerk assigned to the committee will be the secretary to the Committee, and will provide administrative

support, including coordinating the distribution of agendas and accessibility supports (i.e. Interpretation services; coordinating transportation) if required.

- Member Roles (Chair, Vice-Chair, General)

The voting members of the Committee will elect a Chair and Vice-Chair annually at the first committee meeting of the calendar year.

The role of the Chair is to ensure that the Committee functions properly, that there is full and respectful participation during meetings, that all relevant agenda items are discussed and that effective decisions are made and carried out. The Chair will also work with Administration to review agenda items, minutes, reports and memoranda as required.

The Chair will be the primary media contact for the committee. The Chair may appoint another member of the Committee to be the contact when necessary. It is expected that committee members will not represent the Committee to the public or media without prior approval of the Chair.

The role of the Vice-Chair is to assume the role of the Chair when the Chair is unavailable to fulfill their duties, or when designated by the Chair to do so.

- Term

Citizen members of the AAC will be appointed to staggered four-year terms to provide an overlap of terms and continuity of experience.

Council representatives shall be appointed for their elected term or annually, at the discretion of City Council.

A Committee member may have membership renewed twice, thereby not serving longer than a maximum of 12 consecutive years.

A Committee member may serve more than 12 consecutive years should there be no other applicants for the position.

- Attendance

Members are expected to attend all regularly scheduled meetings of the Committee as is reasonably possible, advising the Chair in advance of any absence. Should a member fail to attend three consecutive meetings, the appointment to the Committee will be subject to review.

7. Meeting Schedule

- Frequency / Minimum Number

The AAC shall meet a minimum of eight times per year, including the annual Public Open House.

Regular meetings of the Committee are held monthly on the second Wednesday of each month except for July, August and December. The location of the meetings is to be determined on an annual basis.

- Working Groups

Working groups may be required to facilitate the work of the Committee.

Working groups may be required to meet more frequently to meet the objectives of the Committee.

Participants on these working groups will be primarily members of the Committee; resource people from the community may be invited to participate.

8. Contact

The administrative contact for the Accessibility Advisory Committee is the Municipal Accessibility Specialist, Office of the City Clerk.

Correspondence and agenda material are to be directed to the assigned Council & Committee Clerk, Office of the City Clerk.

Each Committee member is asked to make sure that their contact information is kept current with the Office of the City Clerk.
