TOWNSHIP OF CAVAN MONAGHAN

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Accessibility Advisory Committee
Terms of Reference

Purpose

The Accessibility Advisory Committee (AAC) is established by the Council of the Township of Cavan Monaghan in accordance with section 23 of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) that requires that every municipality having a population of not less than 10,000 create a Committee to advise Council on accessibility standards, review selected site plans, assist in accessibility reporting, and perform all other functions required under the Act. The goal of the AAC is to assist the Township in creating barrier free conditions for people with disabilities so that there is equal opportunity for everyone to access what the Township offers.

Mandate and Governance

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 plans 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, upon the advice of staff, selects to; 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.

Operation

The AAC is a volunteer Advisory/Working Committee whose Members report and are responsible to the Council of the Township of Cavan Monaghan and are bound by 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.

All points of order or procedure for which rules have not been provided for 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 Township's Integrated Accessibility Standards Regulation (IASR) Policy, Multi-Year Accessibility Plan, Accessible Customer Service Standards Policy as well as the AODA and Ontario Regulation 191/11, Integrated Accessibility Standards (O. Reg. 191/11).

All Committee meetings are open to the Public.

Responsibilities of the Committee

The AAC supports the Township in regards to 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.

By law, Council must consult the AAC about the following:

- Establishing, reviewing and updating the Township's Multi-year Accessibility Plan;
- 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 ensuring the smooth and effective operation of the AAC and its roles include:

- Providing input in the creation of an agenda in consultation with Township Staff;
- Chairing the meetings;
- Participating as an active voting Member and encouraging active participation by all Committee Members;
- Representing the AAC on other Committees when necessary or ensuring an appropriate staff designate is present;
- That financial requests are supported by a motion;
- That in the absence of the Chair, these responsibilities will be undertaken by a Committee Member designated as Vice-Chair.

Role of Committee Members

AAC Members, including the Chair and Vice Chair, responsibilities include:

- Attending and actively participating in all scheduled meetings as a voting Member;
- Actively supporting and participating in consultations on Township accessibility policies, the reporting and review of the Township's Multi-Year Accessibility Plan, accessibility for persons with disabilities on the design of public spaces within the Township, and for any other consultation required to be brought before the AAC;
- Preparing for and actively participating in the review of site plans before the AAC;
- Assisting in the review of accessibility reporting, when requried;
- Completing any assigned mandatory governance training and other required training to effectively perform their role as a Committee Member;
- Being familiar with any Municipal, Provincial and Federal legislation that is applicable to the mandate of the Committee including the AODA and O. Reg. 191/11;

- Publicly supporting all recommendations made by the Committee and Council;
- Working with other Members to attempt to reach a consensus on decisions brought before the Committee;
- Being aware and knowledgeable of the IASR Policy, Multi-Year Accessibility Plan, Accessible Customer Service Standards Policy, and any other Township policies, publications, or procedures that are relevant to the Committee's business.

Role of the Clerk

The role of the Clerk, or their designate, includes the following:

- Providing notice of meetings and creating the agenda;
- Taking minutes of AAC meetings;
- Maintaining an up-to-date record of previous meetings including agendas minutes, and meeting recordings;
- Distributing the minutes of previous meetings and publishing 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 Committee have entered into a Confidentiality Agreement with the Township at the start of their term;
- Posting AAC agendas and minutes on the Township's website.

Role of Staff

The role of Staff includes the following:

- Maintaining a process for the review of Site Plans by the AAC;
- Acting as a resource for the AAC during meetings that may include presenting background reports and distribution of government information pertaining to the mandate of the Committee;
- Facilitating the recommendations of the AAC to Council through the creation of reports;
- Submitting a report to Council for budget requests or reallocation of funds;
- Ensuring that finances will be managed through the Committee via motion and administered by the Staff representative.

Composition

The membership of the AAC shall consist of not fewer than five (5) Members appointed by Council. In accordance with AODA, a majority of the members of the AAC shall be persons with disabilities.

In addition to one (1) appointed Council representative, preference will be given to the following representation:

1. Residents and/or ratepayers of the Township – Members at Large – Four (4)

Additional representatives to represent any other public sector bodies or community stakeholders may be added as required. These additional representatives are considered non-voting Members.

At the first meeting of the new term of the AAC, the Members shall appoint from among their Members a Chair and Vice-Chair. If the resignation of a Chair or Vice-Chair is received by the Committee, the Committee will appoint a new Chair or Vice Chair at the same meeting.

Term of Office

The term of office for Members on the Accessibility Advisory Committee shall run concurrent with the term of Council until successors are appointed at the start of the term of the next Council.

Members are expected to actively participate in the business of the Committee and are required to notify the Chair or the Clerk if they are unable to attend a meeting. Should any Member of an Advisory Committee neglect to attend four (4) or more meetings or fail to take an active role in the business before the Committee, upon the recommendation of Staff, Council may discharge that Member by resolution and appoint another Member in their place. Members who wish to resign shall notify the Chair and the Clerk in writing. Replacement of the Member will be through the process outlined in the Advisory Committee Policy.

Quorum

A majority of the appointed complement of AAC Members at the start of a meeting will constitute a quorum for the transaction of business. No less than three (3) Members must be present before a quorum is achieved.

Minutes and Agendas

Reports, including recommendations from the AAC, will be sent through the Clerk to be included on the next Regular Council Meeting agenda. Minutes will be forwarded to Council for adoption. The Council appointed representative will provide updates on the

Committee's activities at the next Regular Council Meeting following a AAC meeting.

Distribution of the agenda for the upcoming meeting will be sent via email to AAC Members at least 48 hours prior to the next meeting and will be posted on the Township's website.

Meeting Times and Locations

The AAC shall hold a minimum of four (4) meetings per calendar year. Meetings will occur on the last Monday of February, April, July, and September of each calendar year except where it conflicts with a Council meeting, upon which it will be the second last Monday of the month. Meetings will take place at 1:00 p.m. in the Council Chambers' Hybrid Room or an alternative option when required. Staff will endeavour to stream and record the meetings of the AAC.

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

Remuneration

- Accessibility Advisory Committee Members are volunteers and there is no financial compensation associated with the appointments.
- Committee Members may be reimbursed for expenses incurred as part of their duties subject to the expense being supported by a resolution by the Committee and processed by the Corporate Services Department.