

Accessibility Advisory Committee

Terms of Reference

A. Legislative Authority

From the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11:

Accessibility advisory committees

29 (1) The council of every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force. 2005, c. 11, s. 29 (1).

(3) A majority of the members of the committee shall be persons with disabilities. 2005, c. 11, s. 29 (3).

B. Purpose

While it is the legislative mandate of Council to make the final decision on all matters that affect the Town, the purpose of an Advisory Committee is to:

1. provide recommendations, advice and information to Council on those specialized matters which relate to the purpose of the Advisory Committee;
2. facilitate public input to Council on programs and projects approved by Council;
3. assist in enhancing the quality of life of the community, in keeping with Council's Strategic Plan principles; and
4. conduct themselves in keeping with the policies set by Council pertaining to Advisory Committees/Boards, and also in keeping with the Town's Procedural By-law.

C. Roles and Responsibilities

The Accessibility Advisory Committee advises and assists Council and staff in promoting and facilitating accessible services and facilities. This is achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by people with disabilities.

Responsibilities

The Accessibility Advisory Committee shall:

1. Advise Council about:
 - a. the requirements and implementation of accessibility standards;
 - b. the preparation of accessibility reports; and

- c. other matters for which Council may seek its advice.
2. Review site plans and drawings described in section 41 of the *Planning Act* that the Committee selects;
3. Perform all other functions that are specified in the regulations under the *Accessibility for Ontarians with Disabilities Act, 2005*; and
4. Advise Council on other accessibility related issues.

D. Authority

Authority transfer is restricted to the scope described herein, unless an amendment is explicitly authorized by Council.

The Accessibility Advisory Committee:

1. Shall not communicate externally on behalf of Council except as related to the scope;
2. Shall ensure that all outgoing communications are in accordance with the Town's policies;
3. Shall not post independently to social media but rather social media postings shall be forwarded to the Town for distribution by the Town which may be shared by the Committee;
4. Shall not authorize any expenditures outside their Council approved budget; and
5. Shall have the authority to undertake special projects, or research matters that arise and that are within the scope of these Terms of Reference. The responsibility for these assignments remains with the Accessibility Advisory Committee or designate.

E. Reporting

This Committee reports to Council through the Committee of the Whole.

F. Composition

Up to eight (8) members. A majority of the members of the Committee shall be persons with disabilities.

G. Qualifications

To qualify for membership applicants must be eligible to vote in the Town of Carleton Place unless otherwise provided for under this section and with the exception of non-voting student members.

Members shall not be employees of either the Town of Carleton Place or the County of Lanark.

Preference will be given to persons demonstrating knowledge or experience specific to the subject Committee.

H. Appointments to Advisory Committees and Boards

All appointments shall be made through the Striking Committee.

I. Term of Membership

The term of office for members shall be concurrent with the term of Council, except as otherwise provided by legislation.

J. Absence

Any citizen member who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary/Technical Advisor shall advise the Clerk.

K. Resignation of Citizen Members

Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.

L. Filling Vacancies

Vacancies shall be advertised on the Town's website and applications shall be made through the Clerk.

M. Responsible Department

The Clerk shall be responsible for all actions and financial undertakings of the Accessibility Advisory Committee.

N. Structure

1. Chair

The Council Member assigned to the Committee shall serve as Committee Chair. In the absence of the Chair, an Acting Chair shall be elected at the beginning of the meeting for the term of that meeting.

2. Vice Chair

Committees that choose to have a Vice Chair may appoint one of their members on an annual basis to this position. The role of Vice Chair will be similar to that of an Acting Chair.

3. Student Members

Committees that wish to do so may have up to two (2) student members. These positions will be non-voting positions. Students must be a minimum of 16 years of age and be actively attending an educational program.

4. Support Resources

- a. Technical Advisor: The Clerk and/or their designate shall be the Technical Advisor to the Accessibility Advisory Committee to ensure compliance with Town policy.
- b. Recording Secretary: The Recording Secretary shall be appointed annually by the Committee members at the first meeting of each year. A member of the Committee or, where applicable, an assigned staff person shall act as the Recording Secretary for the Committee's meetings.

O. Procedures

1. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to, the Town of Carleton Place's:
 - a. Accountability and Transparency Policy
 - b. Procedural By-law
 - c. Procurement By-law
 - d. Code of Conduct
2. The Committee shall establish an annual meeting schedule and publish same on the Town's website. The schedule shall include at least four (4) regular meetings per year with allowances for summer and Christmas breaks.
3. Unless excluded by legislation, all Committee members eligible to vote, including the Chair, must vote.
4. The Committee may solicit, document and consider public input where appropriate upon approval of Committee of the Whole.
5. Distribute the minutes, once approved, to the Clerk, in a timely fashion for posting on the Town's website.
6. Provide the approved minutes to the Clerk for the Town's official records. With respect to the last meeting prior to an election, the minutes shall be approved per the Procedural By-law.

P. Quorum

Greater than 50% of the Committee members shall constitute quorum.