

## **Accessibility Advisory Committee Mandate Statement & Terms of Reference**

### **Enabling Legislation**

The Municipality of Kincardine Accessibility Advisory Committee if formed to comply with the *Accessibility for Ontarians with Disabilities Act, 2005* which requires every municipality having a population not less than 10,000 to establish an Accessibility Advisory Committee.

### **Mission Statement**

The Committee is responsible for making recommendations to Council that considers the needs and rights of persons with disabilities and assures maximum integrated accessibility for all citizens.

### **Vision Statement**

To fulfill the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 by providing vision and advice to the Council of the Municipality of Kincardine to create an accessible and inclusive community.

### **Duty of Committee**

#### **Duties Required by the *Accessibility for Ontarians with Disabilities Act, 2005 (the Act)***

Council must consult with the Accessibility Advisory Committee

- a) when establishing, reviewing and updating the Municipality of Kincardine's Multi-Year Accessibility Plan, accessibility standards and annual public status **update**;
- b) on accessibility for people with disabilities on buildings that the Municipality of Kincardine:
  - constructs;
  - purchases;
  - significantly renovates;
  - leases or declares a municipal capital **facility**;
- c) when determining the proportion of on-demand accessible taxicabs needed in the Municipality of **Kin**cardine;
- d) on the need, location and design of accessible on-street parking **spa**ces;

- e) before building new or making major changes to existing recreational trails to help determine particular trail features;
- f) on the needs of children and caregivers with various disabilities in the municipality when building new or making major changes to existing outdoor play spaces;
- g) on 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 must provide site plans and drawings from developers to the Accessibility Advisory Committee in a timely manner, when requested. Site plans may include:

- subdivisions;
- municipal offices;
- community centres;
- recreation centres.

#### **Other duties approved by Council**

- a) Support, encourage and be an ongoing resource to the Municipality by educating and building community awareness about measures to improve the quality of life for persons with disabilities;
- b) Catalog and prioritize accessibility issues related to existing Municipal facilities at least annually;
- c) Provide guides to Municipal Departments and Councillors on AODA requirements;
- d) Consult with persons with disabilities, community groups and organizations representing persons with disabilities in order to capture and communicate emerging issues to Council;
- e) Communicate with Municipal “service” providers, with requirement under the Accessibility for Ontarians with Disabilities Act (AODA), and any “Agency” prescribed in accompanying regulations;
- f) Network with other local agencies with requirements under the Act. Examples police, hospital, library, school, Bruce Telecom, ambulance;
- g) Network with other municipal, county and Provincial Accessibility Advisory Committees;

#### **Structure**

- 1.0 The Committee shall consist of
  - a. six (6) public members (at least 50% with disabilities);
  - b. one (1) Council member,each having an equal vote. In order to have quorum, the Committee shall have a majority of members present during a meeting.

- 2.0 Staff support will be provided by the Clerks Department
- 3.0 A Chairperson will be elected annually, from among the public members, in accordance with the Municipality of Kincardine Procedures By-law.
- 4.0 The Committee reports to Council.
- 5.0 All communications and recommendations with municipal councillors and staff, on behalf of the Committee, must be approved by resolution of the Committee.
- 6.0 A subcommittee may be established, at the discretion of the Committee.

### **Meetings**

- 1.0 A quorum is required to hold a meeting.
- 2.0 Meetings shall be conducted with an agenda that is prepared by Staff and reviewed by the Committee Chairperson. The Committee shall follow the Municipality of Kincardine Procedure By-law and all meetings shall be open to the public, except as provided in the Municipality's Procedure By-law and/or the Municipal Act, 2001 and any other applicable legislation.
- 3.0 Members wishing to have items included on the agenda must provide notice to the Committee Secretary or designate on or before the Wednesday preceding the meeting.
- 4.0 Notice of meetings shall be issued via circulation of agenda to Committee members on the Friday preceding the meeting except in the event of extenuating circumstances.
- 5.0 The Committee shall maintain open communication with staff to ensure rules and procedures of the Municipality of Kincardine are being followed.
- 6.0 Minutes shall be kept of all meetings and shall be posted to all members within 10 business days of the meeting. Adoption of meeting minutes will be included on agenda of next meeting and then posted on the Municipality of Kincardine website as well as included on Council consent agenda.
- 7.0 The Committee shall meet monthly or as needed, to fulfill their mandate as set out in this Terms of Reference. Special meetings may be called by the Committee Chairperson to deal with emerging issues such as training of members or time sensitive information.

- 8.0 Members having a pecuniary interest in any issue under consideration by the Committee shall declare the pecuniary interest at the beginning of the meeting or at the earliest time known.
- 9.0 For consistency of messages, media inquiries should be directed to the Committee Chair or a designated staff member.
- 10.0 The Committee is encouraged to hold meetings commencing no later than 4:00 p.m. in order to reduce the financial implications for the Municipality.
- 11.0 The Committee will meet annually, (in the fall) with the Clerk or designate to determine the goals and objectives for the upcoming year. The Committee will then develop an annual budget for submission to Council to support those well-defined goals and objectives. Final budget approval rests with Council.
- 12.0 Electronic participation at meetings is permitted following the procedures set out in the Municipality of Kincardine Procedure By-law.