

## **Terms of Reference Accessibility Advisory Committee**

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### **1.0 Mandate**

As directed by the *Accessibility for Ontarians with Disabilities Act, 2005*, the Council of every municipality in Ontario having a population of not less than 10,000 shall establish an accessibility advisory committee. The mandate of the Accessibility Advisory Committee is to fulfill the duties as outlined in the Act and to provide advice to Council on programs, policies and services provided to persons with disabilities.

### **2.0 Goals, Objectives and Responsibilities**

The Accessibility Advisory Committee will accomplish its mandate by:

- Providing advice to staff and Council on the development, implementation and effectiveness of the City of Pickering's Accessibility Plan.
- Acting as a commenting body to the Corporation to address accessibility to a building, structure or premises, or part of a building, structure or premises, that the City purchases, constructs, renovates, leases or which is provided to the Municipality as a capital facility.
- Preparing an annual report to Council outlining the Committee's achievements during the year.
- Consulting with City Development staff on applicable site plans and drawings described in Section 41 of the Planning Act.

The Accessibility Advisory Committee will not be responsible for the following:

- Accessibility issues relating to regulation of private facilities or corporations except where requested to comment by such agencies.
- Administration issues relating to the implementation of the Accessibility Plan.

### **3.0 Composition**

The Committee shall have a membership of not more than 10 Citizen appointment's, with the majority being persons with a disability, consideration will be given to a caregiver of a person with a disability. Committee representation will include:

- A maximum of 10 Citizen appointment's, with the majority being persons with a disability;
- One (1) Regional Councillor – no voting rights
- One (1) City Councillor – no voting rights
- 1 City of Pickering staff member on a rotating basis that is involved in the City's Accessibility Plan/Programs/Services – no voting rights

Staff representatives will be selected by the Director, staff will rotate as required during the term in order to utilize the experience/knowledge of the staff person in the area that the Committee is discussing at the time.

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- Service Agency Representative with a mandate/responsibility for people with disabilities – no voting rights
- 1 representative from the Ajax-Pickering Board of Trade to support accessibility issues of private businesses – no voting rights

Invitations will be sent to Service Agencies with a mandate/responsibility for people with disabilities and to the Ajax-Pickering Board of Trade requesting interest in attending Accessibility Advisory Committee Meetings in order to utilize the experience/knowledge of the organizations.

### **4.0 Member Qualifications**

- Qualifications include the skills, knowledge, and experience committee members need to contribute effectively to the accomplishment of the committee's objectives. Awareness and knowledge of potential barriers to public access of facilities, programs and services would be an asset.
- The majority of the Committee must be individuals with a disability, consideration will be given to a caregiver of an individual with a disability.

### **5.0 Meeting Schedule**

Meetings shall be held monthly on a set week and day to be determined by the Committee at its first meeting of the term. The meetings shall commence at 7:00 pm.

Established meeting dates and times shall not be changed unless circumstances warrant special consideration. Meetings will not be held in the months of July, August or December unless determined by the Committee that a meeting is necessary to meet the mandate or work plan of the Committee.

During a Municipal election year, meetings shall not be held after September 30<sup>th</sup> unless determined by the Committee that a meeting is necessary to meet the mandate or work plan of the Committee.

### **6.0 Budget**

The Director, Community Services shall be responsible for the Accessibility Advisory Committee budget, which shall be submitted annually in accordance with established City budget guidelines.

The Staff Facilitator confirms the proposed budget with the Accessibility Advisory Committee based on their following year's work plan. The Director, Community Services reviews the proposed budget and submits within the Department budget.

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