



## Accessibility Advisory Committee Terms of Reference

*(Revised March 2, 2010)*

### **1. PURPOSE**

The purpose of the Accessibility Advisory Committee is to encourage and facilitate accessibility on behalf of all persons with disabilities by promoting public awareness and sensitivity; encouraging co-operation among all service and interest groups to ensure an inclusive community for all persons; identifying and documenting relevant issues and concerns; improving access to housing, transportation, education, recreation, and employment which are all qualities of a five-star community; improving communication among all levels of government and service agencies to make recommendations regarding policy, procedure and legislation; to educate and champion needs that arise based on the *Accessibility for Ontarians with Disabilities Act (2005)* and recognizing that the needs of all persons, including persons with disabilities, are constantly changing.

### **2. MEMBERSHIP**

The Committee shall be comprised of five (5) Members, encompassing:

- Three (3) Members who are people with disabilities;
- One (1) Member of Council;
- One (1) Member who is a citizen volunteer, parent of a child with a disability or professional from the stakeholder community.

### **3. TERM**

The Committee shall be appointed for a two-year term, with the option of a further two-year term and will be concurrent with the term of Council.

#### **4. REMUNERATION**

The Committee Member shall be compensated for his/her expenses as provided by the current legislation. The remuneration practice should take into consideration that people with disabilities might have additional expenses related to travel, disability accommodations and attending meetings in general. This may include, for example, sign language interpretation for individuals who are deaf, specialized transportation and support care and/or attendant services for Committee meetings.

#### **5. DUTIES AND FUNCTIONS**

The Committee assists Council by advising, reviewing and making comments and recommendations of interest to/for people with disabilities and dealing with community issues relevant to persons with disabilities.

Some of the items to be reviewed by the Committee include:

- Providing advice to Council each year regarding the preparation, implementation and effectiveness of the annual Municipal Accessibility Plan and making recommendations on the outstanding accessible project list or items based on Council's funding allocation for accessibility;
- Providing advice to Council and Staff for compliance purposes as per the *Accessibility for Ontarians with Disabilities Act (2005)*;
- Establishing guidelines pertaining to accessibility, that Staff may consider in the review of site plans and subdivision agreements (i.e., building accessibility, curb cuts on roadways, audible traffic signals, etc.);
- Commenting on selected designated accessible parking, including: ensuring that it is as convenient to the entrance as possible, ensuring that it is properly identified and signed as designated accessible parking, reviewing the total number of designated accessible parking spots in relation to the total number of parking spaces in new development (1:30 ratio), reviewing ways to improve the placement of existing designated parking within the municipality, suggesting ways to increase, wherever possible, on both public and private lands, the number of designated accessible parking spaces within the municipality;
- Commenting on the accessibility for persons with disabilities to a building, structure, or premises or part of a building, structure or premises that the municipality purchases, contracts or significantly renovates or for which a new lease is entered into;

- Commenting on the proposed and existing by-laws, services, practices, programs and policies of the municipality and how they relate to the general public, including persons with disabilities;
- Commenting on how the needs of persons with disabilities can be better served through the municipality's purchasing of goods and services;
- Monitoring federal and provincial government directives and regulations and advising Council regarding same;
- Conducting research on accessibility issues; and
- Liaising with other municipalities, Region of York and local stakeholder groups on accessibility and disability issues/interests.

## **6. MEETING TIMES AND LOCATIONS**

The Accessibility Advisory Committee meets on the first Wednesday of each month at 7:00 p.m. with the exception of July and August. Meeting agendas are available for Members the week before. The location is usually an accessible meeting room at the Aurora Town Hall.

## **7. STAFF SUPPORT**

The Customer and Legislative Services Department provides administrative support services to the Committee. Additional staff such as the Accessibility Advisor (when/where available) and Senior Building Inspector shall also attend as required, to be determined by agenda items. Other Staff representatives will attend Committee meetings when/if required and if the issues are relevant to the Accessibility Advisory Committee. (i.e., Facilities Manager for updates on physical access improvements within Town facilities', updates on annual accessibility plan items, Human Resources Staff regarding recruitment policy, etc.)