



**ACCESSIBILITY ADVISORY
COMMITTEE
TERMS OF REFERENCE**



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INTRODUCTION

1.1 Revision History

Version	Date	Description	Revised By
1.0	May 2022	Initial Document	Jodie Winnitoy
1.1	June 2022	Staff Review	Josh Machesney
1.2			
1.3			
1.4			
1.5			
1.6			

1.2 Document Purpose

- 1.2.1 To update the Terms of Reference for the Uxbridge Accessibility Advisory Committee. The previous Terms of Reference was approved by Council in May 2017.

1.3 Legislative Context

- 1.3.1 The Accessibility for Ontarians with Disabilities Act, 2005, S. O. 2005, Chapter 11, as amended and the Ontarians with Disabilities Act, 2001 S. O. 2001, Chapter 32, as amended, requires every municipality having a population of not less than 10,000 shall establish an Accessibility Advisory Committee. The Accessibility Advisory Committee (AAC) is enabled by the Terms of Reference and Appointment By-law approved by Council. AAC is required to adhere to the provisions outlined in the Town's Council Appointed Committees Procedures By-law, as amended.

2 PURPOSE & MANDATE

- 2.1 The Township of Uxbridge Accessibility Advisory Committee (“the committee”) is committed to improving access to its citizens, through the requirements and in the spirit of the Ontarians with Disabilities Act, 2001 (ODA), the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Integrated Accessibility Standards Regulation (IASR). The committee will advise Council on specific initiatives to be undertaken by the Township of Uxbridge to reduce barriers experienced by persons with disabilities.
- 2.2 Advocate on behalf of persons with disabilities through the promotion of public awareness.
- 2.3 Make recommendations to Council on strategies and policies on the identification and removal of existing barriers, and to ensure that no new barriers will be created;
- 2.4 To advise staff and Council on the development and implementation of the annual Township of Uxbridge Accessibility Plan;
- 2.5 To provide feedback relative to accessibility on site plans for Township and municipal buildings/facilities, as well as significant renovations and retrofits to Township facilities;
- 2.6 To provide guidance regarding customer feedback, Township programs and services regarding accessibility.
- 2.7 To monitor the development of the legislative requirements of the Ontarians with Disabilities Act, 2001 (ODA), the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the Planning Act s. 41 and the Integrated Accessibility Standards Regulation (IASR) and offer advice on the Township’s compliance with various regulations contained therein.



- 2.8 Selecting and reviewing in a timely manner the site plans and drawings for new development, described in section 41 of The Planning Act.
- 2.9 To support grant applications that enhance accessibility through the provision of letters and recommendations to Township staff.
- 2.10 To perform site visits and in person consultations that support implementation of barrier free design in accordance with AODA & IASR standards.

3 REPORTING AND RECOMMENDATIONS

- 3.1 The AAC will make recommendations directly to Council. Proposed recommendations will be discussed during meetings and a vote will be taken prior to the recommendation being carried. The recommendation will be approved or rejected based on a majority vote of the committee members present. The Committee may be directed to formulate reports or position papers, from time to time, with the support of Township staff.

4 TERMS OF APPOINTMENT & MEMBERSHIP

- 4.1 Appointed by Council, for a term of 4 years that is concurrent with the regular term of Council.
- 4.2 Individuals will be appointed to the Uxbridge Accessibility Advisory Committee based on the criteria outlined in the Township's Public Appointment By-law; and,
- 4.3 In accordance with the Ontarians with Disabilities Act, Council shall appoint no more than nine (9) voting members and a majority of the citizen members shall be individuals with a disability as defined in Section 2 of the Ontarians with Disabilities Act, 2001, where possible; and,
- 4.4 A majority of the members shall be persons with disabilities. These committee members shall be representative of gender, ethnicity and different types of visible and invisible disabilities noted in the Ontarians with Disabilities Act (ODA) 2005 such as, but not limited to: persons with physical (visual, speech, deaf and hard of hearing, brain injury, mobility impairments); cognitive (learning and intellectual impairment), mental health impairments. There may be three (3) and up to five (5) members who may not have a disability, however, they represent persons with disabilities through expertise, training, knowledge and passion /interest in issues related to persons with disabilities.
- 4.5 The Committee shall also have one sitting Member of Council who has been appointed by Council.

5 MEETINGS & QUORUM

- 5.1 The Committee will meet at least six (5) times per year. Additional meetings will be scheduled as required.
- 5.2 As per By-Law 2018-108 (Procedural By-law), quorum shall be greater than 50 of the members of the Committee.



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- 5.3 Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting by the Clerk's Department staff.
- 5.4 In consultation with the committee and Council, representatives from the Clerk's Department will generate content for each meeting so as to ensure progress of the committee's work plan.
- 5.5 Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the Committee. The Township of Uxbridge Procedural By-law shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council.
- 5.6 Meetings shall be conducted in accordance with the Township's Procedural By-law and Robert's Rules of Order.
- 5.7 Members of the Committee who are unable to attend a regular meeting are requested to report their absence prior to the meeting date and/or time. Attendance via telephone is subject to approval in advance by the Chair. As per By-Law 2018-108, a member can participate electronically in a meeting, be counted towards quorum and be eligible to vote.
- 5.8 A committee member position becomes vacant if the member is absent from the meetings for three successive meetings without being approved by the Chair, or in accordance with the Township's Public Appointment Policy.
- 5.9 In accordance with the Municipal Act, notice of meetings shall be posted on the municipal website.
- 5.10 The location of the meetings will be set by the Committee and must be held in an accessible Township Facility or virtually.

6 AGENDAS AND MINUTES

- 6.1 The agenda shall be prepared by the Committee Clerk, in conjunction with the Chair. The Committee Clerk will distribute the agenda to Council members as per established procedure.
- 6.2 The minutes of each meeting shall be recorded by the Committee Clerk. Minutes will be placed on the agenda of the next meeting for approval. Actions for Committee Members or motions, resolutions or recommendations approved by the Committee for the purpose of forwarding to Council shall be placed on a Council agenda, as required, by the Committee Clerk.

7 REPORTS

- 7.1 The Committee shall provide input, annually, at the request of the Clerk to support the review of the Multi Year Accessibility Plan. This will include updates, activities, accomplishments, forecasted key milestones and comments deemed appropriate. The Chair and/or Vice-Chair shall report on behalf of the Committee by means of a delegation, scheduled by the Committee Clerk.
- 7.2 The Committee may bring forward to Council a resolution, report, recommendation, or request a delegations before Council in order to advance the mandate of the Committee. Council, from time to time, may request that the Committee delegate before Council or provide Council a written correspondence or a report to update Council on a Committee project, initiative, or to provide expertise on a matter before Council.



8 COMMUNICATION & USE OF TOWNSHIP LOGO

- 8.1 The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, in order to carry out its mandate. However, the nature and information shall be approved by the Township's Communications Coordinator and shall not bind the Town.
- 8.2 The Committee shall adhere to the Township's logo policy in carrying out the mandate of the Committee.

9 AUTHORITY

- 9.1 The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference. The Committee does not have the authority to bind the Township.
- 9.2 Should a committee member be found to have acted in a manner contrary to the Roles & Responsibilities set out in this Terms of Reference, the individual may be relieved of their duties as a committee member by Council, in accordance with the Township's Public Appointments Policy.

10 ROLES & RESPONSIBILITIES

- 10.1 It is the responsibility of all appointed members to comply with:
 - Township of Uxbridge Council Code of Conduct;
 - Township Procedural By-law;
 - Township Public Appointment Policy;
 - Township Harassment Policy;
 - Municipal Act;
 - Municipal Freedom of Information and Protection of Privacy Act; and
 - Municipal Conflict of Interest Act.
- 10.2 No individual member or the Committee as a whole has the authority to make direct representations of the Township to Federal, Provincial or Regional Governments.



- 10.3 Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest or nature thereof to the Committee Clerk and absent himself or herself from meetings for the duration of the discussion with respect to that matter.
- 10.4 The Committee will abide by any terms and conditions which may be set out by the Township's Council, CAO, Township Clerk, Solicitor, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and Established Policies.

11 INSURANCE

- 11.1 The Township of Uxbridge General Liability Policy and Errors and Omissions Liability Policy will extend to this Committee and its members. The applicable insurance policies extend to Committee members while in the performance of their duties and to those activities authorized by the Township of Uxbridge and Council. Members must adhere to the policies and procedures of the Township of Uxbridge Council, including the Terms of Reference.
- 11.2 The Committee must provide, via the CAO, an up-to-date listing of all members, including member's position, to the Township of Uxbridge to ensure the applicable insurance coverage remains in force.
- 11.3 Committee members are not entitled to any benefits normally provided to the Corporation of the Township of Uxbridge, including those provided by the Workplace Safety and Insurance Board of Ontario (WSIB) and are responsible for their own medical, disability or health insurance coverage.



12 APPROVALS

12.1 The following signatures represent understanding of the materials contained within this Terms of Reference.

Name	Title	Signature	Date
Josh Machesney	Deputy Clerk		
Debbie Leroux	Clerk		
Jodie Winnitoy	Chair		