

THE CORPORATION OF THE TOWN OF WASAGA BEACH

Wasaga Beach Accessibility Advisory Committee

TERMS OF REFERENCE

Purpose

The *Accessibility for Ontarians with Disabilities Act, 2005* requires municipalities to establish an Accessibility Advisory Committee.

The purpose of the Accessibility Advisory Committee (AAC) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to full participation in the community. The AAC's objective is to provide guidance and advice to Council, to act as a liaison with other agencies and individuals on physical, architectural, informational, communications, technological and attitudinal barriers, to develop policies and/or practices to assist those with disabilities in participating in public life.

The Town of Wasaga Beach is committed to the improvement of access to municipal facilities, programs, goods and services and has established an Accessibility Advisory Committee.

Definitions

"Barrier", means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, an environmental barrier, a policy or a practice.

"Disability", means,

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) a condition of mental impairment or a developmental disability,
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder, or

- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”)

Mandate

The Wasaga Beach Accessibility Advisory Committee is an advisory body to advise and assist the Municipality in promoting, developing and facilitating a barrier-free community with a goal to improve the quality of life for those with disabilities. The AAC shall promote accessibility within the community to increase education and awareness. This aim shall be achieved through the review of municipal policies, programs and services and identification, removal and prevention of barriers faced by persons with disabilities.

The AAC’s mandate also includes aiding in the development of the Multi-Year Accessibility Plan to address the identification, removal and prevention of barriers to persons with disabilities.

Responsibilities

- Review the accessibility of existing and proposed municipal programs, services and facilities and make recommendations to the appropriate authorities
- Review and make recommendations on issues and concerns faced by persons with disabilities and the means by which the Town may work towards the elimination of these barriers
- Review and make recommendations for the ongoing dissemination of information in various formats
- Act as a resource for municipal departments when responding to concerns and recommendations of persons with disabilities. Significant issues, plans and programs impacting on persons with disabilities shall be referred to the AAC in order to develop options for Council’s consideration and make recommendations for positive changes that shall improve the lifestyles of the members of the disability community
- Work closely with Town departments, Council, other levels of government, service agencies, local organization and community interest groups to promote public education and awareness of issues pertaining to accessibility for persons with disabilities
- Provide a forum for persons with disabilities to raise issues and concerns
- Participate in the development of the Multi-Year Accessibility Plan and advise Council on the preparation, implementation and effectiveness of its Accessibility Plan

- Advise Council on the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the Council may seek its advice
- Review in a timely manner and advise Council on the accessibility of site plans and drawings for new development described in Section 41 of the *Planning Act*
- Review access and making recommendations on barriers for persons with disabilities in Town owned, leased or operated facilities
- Review and monitor existing and proposed Town policies including such policies as the Purchasing Policy, Licensing By-Law and public works policies and standards (e.g. sidewalks, snow removal, traffic signalization, etc) to ensure respect for the accessibility of persons with disabilities through Town procurement and services
- Advise Council on other accessibility related issues within the municipality
- Any other duties that are included in the regulations implementing the ODA and any other federal or provincial government directives and regulations

Delegated Authority

The Wasaga Beach Accessibility Advisory Committee is an advisory committee to Council and does not have any delegated authority.

The Wasaga Beach Accessibility Advisory Committee has no authority to direct staff and any recommendations requiring implementation, reports or staff actions must first be considered by the appropriate Standing Committee and/or Committee of the Whole and/or Council before any action by staff may be taken.

The Wasaga Beach Accessibility Advisory Committee has the ability to act on matters to carry out the mandate of the Committee, using its discretion and judgment, which shall not significantly bind the Municipality. Any information or action that significantly binds the Corporation will require Council's approval.

Committee Composition

Upon recommendation from the Mayor, Committee members will be appointed by Town Council.

Council may, by resolution, and when required in order to maintain the requisite number and composition of members on the Committee, select and appoint new members to the Committee for the duration of the term.

The Committee will be composed of up to seven (7) persons as follows:

- Four (4) members who are persons with disabilities as defined in the *Ontarians with Disabilities Act, 2001*, voting members
- One (1) member of Council, voting member

- Two (2) members who are citizen volunteers who resides and/or owns property within the municipality

Further, the Town Clerk or Deputy Clerk and Director of Recreation, Events & Facilities will act as resource staff on the Committee.

Only members, appointed by Council, may vote on any issue.

The Mayor shall serve ex-officio as a voting member of the Committee.

Other parties/professional stakeholders within the community, with accessibility interest, may be invited to the meetings, as required, but without voting privileges.

Council may, by resolution, at any time and from time to time at its sole discretion remove any member, voting or non-voting, from the Committee, as it deems advisable.

A Committee member may apply for a re-appointment for any number of consecutive or non-consecutive terms.

Resignations from the Committee must be in writing to the Committee Chair and Town Clerk.

The advertising of vacancies and appointments will be in accordance with the policies and practices adopted by Council from time to time.

Subcommittees

The Wasaga Beach Accessibility Advisory Committee may establish subcommittees, as needed, to consider specific issues. Subcommittees are not required to be approved through the General Government Section of Coordinated Committee or Council. Subcommittees are responsible for the preparation of their own agendas and minutes as required and making their own arrangements for meeting locations. Only members of the Wasaga Beach Accessibility Advisory Committee may be members of any subcommittees. Subcommittees must distribute a copy of its minutes to the Accessibility Advisory Committee.

Committee Positions & Roles

Chair: One member will be chosen by majority vote of the Committee at the first meeting of each New Year to Chair the meetings and oversee the business of the Committee for that year. The Chair is also required to represent the Committee, as a member, at additional Advisory Committees of Council as needed.

Vice-Chair: A Vice-Chair for the same duration will be chosen by majority vote of the Committee. The role of Vice-Chair is that of Chair when assuming the role of Chair.

Secretary: Staff resource persons will act as the Secretary of the Committee. The role of Secretary is to confirm the meeting date and location with the Clerk's Office, prepare the Agenda, take the minutes, and provide a copy of the minutes to the Town Clerk's office and all Committee members.

Term of Office

The term of the members of the Committee shall be four years coinciding with the term of the Council that has made the appointment.

Meetings

The Wasaga Beach Accessibility Advisory Committee will meet **bi-monthly**, or as required, with the exception of the summer season and the month of December, with the specific dates and times for meetings to be determined by the Committee at its October meeting each year, and provided to the Town Clerk.

Additional meetings may be called by the Chair if there are urgent matters that need to be discussed.

Meetings shall not conflict with regular meetings of the General Government Section of Coordinated Committee, Committee of the Whole and Regular meetings of Council.

Committee members are expected to attend all regularly scheduled meetings. In the event that a member other than the Mayor is unable to attend a meeting, the member must contact the Chair in advance and advise him or her. If a member other than the Mayor has been absent for three consecutive regularly scheduled meetings and has failed to advise the Chair in advance, the member shall be deemed to have abandoned his or her appointment and the position shall be considered vacant.

Quorum

Quorum shall be a majority of the appointed members of the Wasaga Beach Accessibility Advisory Committee. A quorum shall consist of 50% plus 1 of the voting members.

Agenda

The Agenda of the Wasaga Beach Accessibility Advisory Committee shall contain the following items:

- Call To Order
- Disclosure of Pecuniary Interest
- Minutes of Last Meeting
- Deputations/Presentations
- Unfinished Business
- Sub-Committee Reports, if any
- New Business
- Items for Future Meetings
- Date of Next Meeting
- Adjournment

If required, Closed Session items may be added to the Agenda in accordance with the Procedural By-law.

Governance

The Wasaga Beach Accessibility Advisory Committee shall be subject to the provision of the Town's Procedural By-Law to Govern the Proceedings of Council and its Committee, as amended, and shall adhere to Town policies and procedures.

Communication and Reporting

Unless otherwise directed by Council, the minutes of all Committee meetings will be presented to the General Government Section of Coordinated Committee, for information.

For decisions of Council, the Committee shall make recommendations, through a Staff Report, to the General Government Section of Coordinated Committee.

Should the Committee wish to be a delegation to the General Government Section of Coordinated Committee, Committee of the Whole or Council, the request shall be made through the Clerk's Office.

The Committee will submit an Annual Accessibility Report for Council's adoption at the beginning of each New Year (within the first quarter) outlining the Committee's accomplishments in the previous twelve months, and its work plan and projects for the coming year.

Web presence is supported through the Town's web site at www.wasagabeach.com, based on information provided by the Town Clerk/Deputy Clerk.

Municipal Support

The Clerk's Department shall be the lead department and the Town Clerk/Deputy Clerk the contact person for the Wasaga Beach Accessibility Advisory Committee and for general inquiries on Accessibility matters.

Requests for documentation, reports and support materials required by the Committee or outgoing correspondence will be directed to the Town Clerk's Department.

Committee's activities are supported through the Clerk's Department.

The Town Clerk/Deputy Clerk, and if required, the Director of Recreation, Events & Facilities must be present at all meetings of the Accessibility Advisory Committee.

Additional staff and/or representatives from special interest groups may be requested to attend meetings at the discretion of the Accessibility Advisory Committee.

Finances

Routine administrative costs associated with the work of the Committee will be allocated from the Committee's annual budget.

The annual budget for the Accessibility Advisory Committee will be the responsibility of the Clerk's Department and the Director of Recreation, Events & Facilities. The Chair

will work with the Clerk/Deputy Clerk and Director of Recreation, Events & Facilities to prepare the annual budget for Council's approval. The budget will reflect the Committee's upcoming year's operating and capital needs, in keeping with budget directions and timelines.

The Clerk/Deputy Clerk will be responsible for the Committee's routine administrative costs associated with the work of the Committee including remuneration, supplies and miscellaneous operating expense budget. The Director of Recreation, Events & Facilities will be responsible for the building maintenance, facility improvements and construction operating and capital budgets.

Members of the Accessibility Advisory Committee receive a remuneration of \$60.00 for the Chair and \$50.00 for members, per meeting.

Upon approval of the Clerk, expenses incurred while serving in Committee capacity may be reimbursed, as per Town policy.

Confidentiality

The *Municipal Act, 2001* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, code of conduct, closed sessions, and any other requirement under the *Act*, which pertain to the conduct of officials.

Indemnities to Committee Members and Others

Committee members shall be covered by the municipality's general liability insurance policy as it relates to Committees of Council's activities.

Review and Update of the Terms of Reference

The Terms of Reference are established and approved by Council and can only be altered by Council.

Approved by Council this 27th day of June, 2024