

CITY of WELLAND
Accessibility Advisory Committee (AAC)
TERMS OF REFERENCE

1.0 PURPOSE

The City of Welland Accessibility Advisory Committee (AAC) shall assist Council in improving opportunities for people with disabilities by promoting the implementation of the *Ontarians with Disabilities Act, 2001, (ODA)* in the City of Welland. The AAC will achieve this primarily by advising Council each year, as required by the *Act*, on its annual Accessibility Plan which will focus on the identification, removal and prevention of barriers to people with disabilities.

2.0 REPORTING STRUCTURE

The AAC will report to Council through the **Boards, Agencies, Commissions Reports item** on the Council Meeting Agenda.

3.0 DUTIES

3.1 Duties required by the *Ontarians with Disabilities Act, 2001*

The AAC shall be responsible for the following:

- a. Advise Council regarding the annual Accessibility Plan generally including the implementation and effectiveness of the Plan to ensure that it addresses the identification, removal and prevention of barriers

in the City's by-laws, policies, programs, practices, and services.

- b. Advise Council on the accessibility of buildings, structures or premises (or parts thereof) that the City purchases, constructs, significantly renovates, leases or a facility used as a City municipal building.
- c. Perform other functions that are specified in the Regulations to the Act when they are developed.

3.2 Other Duties:

Establish subcommittees/working groups as deemed necessary by the City to address specific issues connected to the accessibility of people with disabilities (e.g. Public Transit).

4.0 MEMBERSHIP

4.1 Composition and Size:

Voting Members

The AAC will have a maximum of eleven (11) voting members and will be composed as follows:

- a. The majority of members (minimum 6) must be people with disabilities. These committee members shall be representative of different types of visible and invisible disabilities noted in the *ODA, 2001*, such as persons with physical (visual, speech, hearing, deaf, brain injury, use of a wheelchair); cognitive (intellectual impairments); perceptual (learning disability); and mental health disabilities.

- b. A maximum of (5) members who may not have a disability;
- c. One member of the City Council;
- d. One member (parent/guardian) representing children with disabilities;
- e. Three members-at-large, interested in issues related to people with disabilities.

Non-voting Resources

Any advisory support required by a subcommittee of the AAC that may be struck will be determined on an ad-hoc basis dependent on the needs of the subcommittee and the availability of resources. In addition, the AAC will engage non-voting resources who will serve in an advisory capacity:

- a. One City staff liaison;
- b. Staff support from various City Departments as required;
- c. Representatives from various community organizations and agencies as required.

5.0 MEMBERSHIP SELECTION AND TERM

5.1 AAC members will be appointed by City Council.

5.2 AAC vacancies shall be publicly advertised.

5.3 Members of the AAC shall be qualified electors of the City of Welland pursuant to the Municipal Elections Act.

5.4 The AAC is required to elect a Chair and Vice-Chair.

5.6 Members will serve for four consecutive one-year terms and at the pleasure of City Council.

6.0 RESIGNATIONS

6.1 Any resignation from the AAC shall be tendered in writing to the Chair of the AAC, who will advise Council through City Staff. Council may approve a replacement member, who will serve the remainder of the term.

6.2 In order to maintain a high level of commitment, members may be asked to resign if they have been absent for three consecutive meetings without good cause.

7.0 MEMBERSHIP RESPONSIBILITY

- a. Members shall be familiar with the Act and these Terms of Reference.
- b. Each Member of the AAC is an independent representative to the Committee and does not represent the concerns of only one disability or group. The members shall work together for the purpose of developing a common approach that is reasonable and practical.
- c. Members are expected to contribute their expertise actively during AAC meetings.
- d. Members shall declare any situation that is, or has the potential to be, a conflict of interest.

8.0 REMUNERATION/REIMBURSEMENT OF EXPENSES

Members of the AAC serve without remuneration, with the exception of those members who are people with disabilities. Members with a disability will be provided with the resources related to their disability and that are deemed necessary for them to fully participate in the Committee (e.g. sign language interpretation services, Braille translation services, transportation, support care services, etc.).

9.0 FREQUENCY OF MEETINGS

Meetings will be held every month (except July and August, when no regular meetings will be held) or on an as needed basis. The Chair may call special meetings.

10.0 EVALUATION AND REVIEW

The Terms of Reference for the AAC will be periodically reviewed and revisions will be referred to Council for approval.