

**County of Peterborough and Township of Selwyn  
Joint Accessibility Advisory Committee**

**Terms of Reference**

**Mission Statement:**

To provide guidance that will increase the capacity of persons with disabilities to have access to equal opportunities within the municipalities.

**Goals:**

To achieve accessibility for individuals with disabilities with respect to goods, services, communications, transportation, employment, and the built environment on or before January 1, 2025

**Objectives:**

- 1) To involve persons with disabilities in the development of the accessibility standards and policies and procedures.
- 2) To advise on the development and implementation of accessibility standards and policies and procedures.
- 3) To review site plans and County and Township specific initiatives to ensure that accessibility considerations are incorporated into the decision making process.
- 4) To conduct community outreach to raise awareness and engage stakeholders to create an inclusive community.

**Legislative Context:**

The County of Peterborough and Township of Selwyn joint Accessibility Advisory Committee (AAC) was formed in accordance with requirements of the Ontario with Disabilities Act 2001, and the Accessibility for Ontarians with Disabilities Act (AODA), 2005.

The Act requires that every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee to advise Council about the preparation, implementation and effectiveness of its accessibility plan.

The Act further states that:

The committee shall,

- (a) advise the Council about 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.

- (b) review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects; and
- (c) perform all other functions that are specified in the regulations.

#### Duty of Council,

The Council shall seek advice from the committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises that it purchases/constructs or it significantly renovates or for which the Council enters into a new lease.

#### **Structure:**

The County of Peterborough and Township of Selwyn Joint Accessibility Advisory Committee is comprised of five (5) members as follows:

- Three (3) volunteer community appointees, minimum one (1) Selwyn appointee and one (1) County appointee
- One (1) member of County Council
- One (1) member of Selwyn Township Council.

In accordance with the Accessibility for Ontarians with Disabilities Act 2005 (AODA, 2005), a majority of the members of the committee shall include persons with disabilities, as defined by applicable legislation.

County appointments shall be approved by County Council. Township appointments shall be approved by the Township Council. All appointments shall be for a four-year term to coincide with Council's four year term of office.

Applicants for the three volunteer community appointments will be sought through public notice and/or by invitation to past Committee members. The selection process shall be coordinated between the County of Peterborough and Township of Selwyn.

Expenses related to committee membership that have been approved by the County of Peterborough and Township of Selwyn shall be paid for on an equal cost-sharing basis. Committee members will be provided agenda and meeting information in any such manner necessary to ensure a proper decision-making process.

At the Committee's first meeting each term, they shall elect a Chair and a Vice-Chair.

The Committee will be referred to as the *Accessibility Advisory Committee or AAC*.

## **Roles and Responsibilities:**

The Committee shall be responsible for:

- 1) Preparing an annual Accessibility Plan for approval by County and Township Councils. This will be accomplished through the preparation of an annual Work Plan which will be used to monitor and report on the progress of identified initiatives that address and improve accessibility.
- 2) Monitoring the progress in achieving the goals outlined in the Accessibility Plan.
- 3) Reviewing all Site Plan Control applications applicable to the Township of Selwyn and formulating comments for consideration on accessibility-related issues.
- 4) Reviewing all building renovation and construction projects for County and Township initiated projects and formulating comments for consideration on accessibility-related issues.
- 5) Providing comment related to the County/Township Official Plan Review process and making recommendations on accessibility-related issues.
- 6) Providing comment on County and Township municipal design standards for streetscapes related to accessibility issues.
- 7) Working with County and Township staff in prioritizing projects to remove barriers for the disabled, remaining cognizant of the funding made available through the municipal budget process.
- 8) Forming partnerships and encouraging dialogue between community stakeholders in an effort to further expand the knowledge and interest base for removing and preventing barriers to the disabled. This could include, but not be limited to, undertaking public speaking and public education activities and liaising with local stakeholder groups on accessibility issues.
- 9) Reviewing and providing recommendations on accessibility-related issues related to policies and practices, as may amended/updated from time to time, of the County of Peterborough and Township of Selwyn in accordance with applicable legislation.
- 10) Providing advice to the County and Township on its requirements as set out in the AODA, 2005 for preventing and removing barriers for the disabled.
- 11) Reviewing and providing feedback on Provincial Accessibility Standards, including analyzing the potential impacts to Township/County policies,

programs and/or operations, bringing forward recommendations to each respective Council for endorsement.

12) Providing support and access to available resources, to other Townships in the County of Peterborough related to accessibility issues.

13) Promoting the activities of the AAC. For example:

- Promoting the AAC in County/Township communication tools (newsletters, web site, brochures etc...)
- Promoting National Access Awareness Week
- Communicating the Annual Work Plan initiatives to stakeholders, the media, and other County Townships
- Promoting “wheel chair” friendly municipal venues and events (“Wheel Chair” friendly described as basic access, but doesn’t meet all Ontario Building Code or other Accessibility Standards)

14) When deemed necessary, the Committee shall have the authority to form a sub-committee to explore a specific issue related to the accessibility plan. Membership on the sub-committee will be appropriate to ensure the proper investigation and collection of details related to a specific area of concern, and may include staff, committee member(s), and/or volunteers from stakeholder groups or the public. The Chair of any sub-committee formed shall be a member of the Accessibility Advisory Committee.

15) Reviewing and monitoring existing and proposed policies such as the Purchasing By-law, Licencing By-laws to ensure respect for the accessibility of people with disabilities.

16) Reviewing and advising Council on accessibility issues including purchasing goods and services.

### **Meeting Protocols:**

The Committee shall establish a meeting schedule annually. Meetings can be held at the call of Chair where required. Meetings shall be convened and held in accordance with the Township of Selwyn’s Procedure By-law.

Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting.

Members will support the decisions of the AAC and work together in a cooperative manner working together as a team.

Meetings are conducted in a supportive communications atmosphere.

Members support meeting decisions in post-meeting communications with staff.

If any member is absent for three consecutive meetings, without being granted a leave of absence by the appropriate Municipal Council, the Warden/Mayor and County/Township CAO will meet with the member to determine their level of interest in continuing to serve on the Committee. The matter will then be referred to County Council and the Township Council in the Township's case, who will review the member's status and make a formal recommendation to the respective County or Township Council.

The Committee will receive administrative support from County and Township staff, including the recording of minutes, staff support with meeting preparation, support necessary for convening an accessible meeting and communicating Committee recommendations to the respective County/Township Councils.

Committee members shall be compensated, where applicable, in accordance with the adopted Council and Committee Remuneration By-law. All reasonable efforts will be made to provide members who are persons with disabilities on the Committee with the resources deemed necessary for them to fully participate in the Committee.

Meetings shall follow a written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. Minutes shall be presented to County Council and Township Council for approval.

Adopted by Township Council: December 10, 2019

Adopted by County Council: xx xx, xxxx