

Terms of Reference

Accessibility Advisory Committee

1. Objective

The objective of the Accessibility Advisory Committee for The Nation Municipality is to guide the Municipal Council on questions that will increase the capacity of people with disabilities to have access to an equal opportunity in the municipality.

2. Mandate of the committee

The Accessibility Advisory Committee of The Nation Municipality has the mandate to work with the Municipal Council by helping him better understand the situation and concerns of residents that have functional limitations. The Committee acts as a resource to assist The Nation Municipality with the enforcement of the requirements set out in the *Accessibility for Ontarians with Disabilities Act of 2005*.

3. Responsibilities

The Accessibility Advisory Committee is mandated, amongst other things, to:

- provide advice on the elaboration, execution and effectiveness of the municipality's Accessibility Plan;
- provide advice on accessibility related questions that involve buildings and services;
- offer support for the development of policies regarding integrated standards (Employment, Information and communications and Transportation standards);
- guide the Municipal Council, with the help of different departments, for questions related to policies, practices and programs of the municipality that involve people with functional limitations;
- inform the Municipal Council on the effectiveness of the municipality's policies and practices related to people with functional limitations;
- follow the evolution of the development and implementation processes of municipal policies that have an impact on the lives of people with functional limitations;
- raise questions and make recommendations regarding policies and programs that promote equal access to municipal services for people with functional limitations;
- participate in the coordination of dissemination of information to people with disabilities and the general public when it comes to the decisions of the Accessibility Advisory Committee of The Nation Municipality;
- provide people with disabilities, the community and other organizations with opportunities to express their opinion and concerns in regards to accessibility;

- raise awareness amongst the residents of The Nation Municipality on subjects that have an impact on the lives of people with functional limitations.

4. Composition

The Accessibility Advisory Committee for The Nation Municipality will consist of a minimum of five (5) individuals including:

- three (3) members of the community that have a functional limitation;
- one (1) councillor acting as a link between the Council and the Committee;
- one (1) employee of the municipality.

The quorum is the majority of the committee members as constituted.

5. Chair

The municipal councillor will act as chair. This person will chair the committee meetings and affairs.

6. Liaison staff and support services

The following individuals can be invited to sit on the Accessibility Advisory Committee as resource people:

- Department chiefs;
- A representative from public or private services that are linked or that work with the municipality (ex: P.P.O., 911)

The committee will benefit from similar administrative support as the one granted to other committees of the municipality. The following tasks will be included: necessary support for scheduling an accessible meeting or any other support mechanism as required.

The minutes from the Accessibility Advisory Committee meetings will be forwarded by the municipality employees to the Municipal Council once a year to keep him informed.

7. Mandate period

The mandate period for committee members will be for two years and will be renewable and/or extendable to ensure the continuity of knowledge and projects. The extension of the committee members' mandate can be spread over a longer period of time.

Absences:

If a member of the committee is absent three (3) times without cause, he will be considered as having resigned his position as a committee member.

Conflict of interest:

It is possible for committee members to be in a position of conflict when their personal or commercial interests interfere with the committee's decisions and duties.

The *Municipal Conflict of Interest Act* that applies to municipalities regulates the conflicts of interests and applies to the Accessibility Advisory Committee as well.

8. Purpose of the Accessibility Advisory Committee

Here are some examples of additional services for which the Municipal Council may request the assistance of the Accessibility Advisory Committee:

- monitor federal and provincial instructions and regulations;
- do research on problems related to accessibility;
- liaise with other municipalities regarding accessibility;
- organize public workshops on accessible communities;
- recruit new members;
- organize public lectures and public education activities;
- liaise with local stakeholder groups on questions related to accessibility.

9. Frequency of meetings

There will be at least two (2) meetings per year and the Chair can call a meeting at any time.