



Accessibility Advisory Committee

**Terms of Reference
Approved by Council on**

July 5, 2004

**(Revised July 4, 2006)
(Revised March 3, 2008)
(Revised March 30, 2015)**

1. Enabling Legislation

The Oakville Accessibility Advisory Committee is a statutory committee established to provide advice to Town Council on accessibility initiatives to address requirements under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

In 2005, the Government of Ontario passed the AODA. Its goal is to make Ontario accessible by 2025 and the standards in the Act have an impact on municipalities. AODA standards are rules that the Ontario government, municipalities, organizations and businesses must follow to identify, remove and prevent barriers so persons with disabilities have opportunities to participate in everyday life. The Accessible Customer Service standard was the first standard to become law and municipalities were required to comply with this standard by January 1, 2010. The Integrated Accessibility Standards Regulation (IASR) was enacted in 2011 with compliance dates for municipalities from 2011-2021.

The AODA will eventually replace the Ontarians with Disabilities Act, 2001 (ODA). Until the province repeals the ODA, the town must comply with both Acts.

Background

The Accessibility Advisory Committee is provided for under the Ontarians with Disabilities Act, 2001, Section 12 (1-3).

The legislation states: “The Council of every municipality having a population of not less than 10,000 shall establish or continue an accessibility advisory committee. A majority of the members of the committee shall include persons with disabilities.”

The Accessibility Advisory Committee is established by Resolution of Council, September 16, 2002. The resolution states:

“That the establishment of an Accessibility Advisory Committee be authorized; and That the Clerk’s Department be directed to advertise for seven (7) candidates to sit as members on the Accessibility Advisory Committee and to forward all applications to the Town of Oakville’s Striking Committee for consideration; and

That the Draft Terms of Reference for the Accessibility Advisory Committee be adopted in principle and the Accessibility Advisory Committee consider and finalize these Terms of Reference for ratification by Council”.

The new Terms of Reference resulting from the Corporate Committee Rationalization Project were adopted by Council on July 5, 2004.

Oakville Accessibility Advisory Committee Terms of Reference

The resolution states:

1. That the Terms of Reference for the following Advisory Committees attached as Appendices to the June 29, 2004 report of the Town Clerk, be approved:
 - a) Accessibility Advisory Committee

The July 5, 2004, Accessibility Advisory Committee's Terms of Reference were revised by Council on July 4, 2006 as follows:

The resolution states:

"That the terms of reference for the Town's Accessibility Advisory Committee, attached as Appendix A to the report from the Commissioner of Community Services dated June 14, 2006, be revised to address the following changes:

- a) Increasing the membership of the Committee from 8 to 11 members; and
- b) Increasing the number of times the Committee meets per year from quarterly to monthly."

The Accessibility Advisory Committee's Terms of Reference were revised by Council on March 3, 2008, as follows:

The resolution states, in part:

1. That Advisory Committee Terms of Reference be amended to delete the mandate for any agency representatives within the "Membership Composition" section and include the provision for such representation as criteria to be considered for qualifications of members as citizen appointments, effective January 1, 2009
2. That budget provisions not be included in any Advisory Committee Terms of Reference, recognizing that where funding may be required for a given project, such requests would be subject to Council's approval on an individual basis
3. That the usual term of membership for Advisory Committees be extended to be no greater than four (4) years and that appointees to such Committees continue to be limited to serving a maximum to two (2) consecutive terms on any one Committee

Oakville Accessibility Advisory Committee Terms of Reference

4. That all Advisory Committee Terms of Reference, appended to the January 28, 2008 report of the Clerk's Department be approved as amended to incorporate the staff recommendations as noted."

2. Mandate

The mandate of the Oakville Accessibility Advisory Committee (AAC) is to provide advice to Town Council in promoting accessibility for all residents of all abilities.

Goal

The goal of the AAC is to advise Town Council in identifying and eliminating barriers to people with disabilities about town programs, services, initiatives and facilities.

Deliverables

The AAC accomplishes its mandate and goal by:

- Providing feedback on the town's multi-year accessibility plan and annual updates on accessibility initiatives to comply with the requirements of the AODA and the ODA
- Participating in consultation requirements under the AODA
- Providing feedback on select site plan applications as described in section 41 of the Planning Act, as determined by the town
- Creating an annual AAC work plan and working to meet the objectives
- Promoting awareness of accessibility and inclusion
- Seeking support and guidance where necessary from town departments and other stakeholders

The committee is not responsible for:

- Accessibility issues related to private facilities or businesses
- Administration or implementation of the requirements of the AODA or ODA

Alignment with the town's strategic goals

The committee's terms of reference aligns with the town's strategic goals:

1. To provide accessible programs and services

**Oakville Accessibility Advisory Committee
Terms of Reference**

- 2. To be accountable in everything we do
- 3. To be highly valued and widely celebrated for the innovative and outstanding way we satisfy the needs of our residents, businesses and employees
- 4. To enhance our social environment
- 5. To treat everyone with respect
- 6. To be the most livable town in Canada

3. Type of Committee

Statutory committee

4. Membership, roles and responsibilities, qualifications

Committee composition

The AAC will be composed of seven members from the Oakville community, which includes one member of Council. A majority of the committee will be made up of persons with disabilities, in accordance with the AODA. Staff representatives support the committee but do not form part of the committee.

The chair and vice-chair will be elected from among committee members. Council representatives cannot serve as chair or vice-chair. Where both chair and vice-chair are absent, the committee will appoint a temporary acting chair on a majority consensus. The tenure for chair and vice-chair is limited to two consecutive years unless the committee determines otherwise with a unanimous vote of the members present.

Role	Members
Committee Chair	To be determined
Vice chair	To be determined
Councillor(s)	1 Member of Council
Committee member(s)	6 Citizens-at-large

Oakville Accessibility Advisory Committee Terms of Reference

Note: The AODA states the majority of members must be persons with disabilities

Support staff	Accessibility Coordinator, Strategy, Policy and Communications Committee Coordinator, Clerk's Department
Departmental representatives	Manager, Planning and Accessible Services, Transit Manager, Urban Design, Planning Services Other department representatives as required

Roles and responsibilities

General

- The AAC is an advisory committee to Town Council, not a decision-making body
- Any advice or recommendation that requires action or implementation by town staff must be considered by the Administrative Services Committee and approved by Town Council

Roles and responsibilities are outlined in the town's rules of procedure and Procedure By-law.

Qualifications

- Must be a resident of the Town of Oakville
- Represent all abilities with a focus on facilitating an accessible Oakville
- Awareness and knowledge of the AODA and ODA
- Awareness and knowledge of town operations
- Must not have been convicted of a criminal offence in which a pardon has not been granted

Working group(s)

A site plan working group will be established to review select site plan applications and accompanying materials to accomplish the AAC's mandate and deliverables. The working group will provide feedback to town staff in an effort to reduce accessibility

Oakville Accessibility Advisory Committee Terms of Reference

barriers and advise the AAC of its work. The working group will require three (3) AAC members and meet on a regular basis (monthly or on an as needed basis) with town staff. Meeting dates and times will be determined once the working group is established and when there are applications to review.

Other working groups may be established as required to fulfill the AAC's mandate.

Term

Membership is to align with the term of Council. Committee members may serve for two consecutive four year terms. A committee member may be permitted to serve additional terms at the discretion of Council.

A member may resign from the committee at any time by advising of this intention in writing.

Interpretation

The Accessibility Coordinator (with other staff representatives) will be responsible for interpreting and providing information on issues related to accessibility or other town information. Clerk's department staff will be responsible for interpreting and administering the rules of procedure for committees.

The rules and regulations in these terms will be observed in all proceedings of the AAC, the AAC cannot pass a motion to suspend the rules pertaining to these terms. In all proceedings, the AAC will have regard for its Terms of Reference.

Procedural matters not governed by the provisions of these terms will be governed by the Procedure By-law (rules governing the procedure of Council).

5. Meeting Schedule

The Oakville AAC will hold meetings on the second Thursday of each month. The meetings will begin at 7 p.m. and end no later than 9 p.m. Exceptions to this include:

- Summer months and December
- During a municipal election, meetings may be cancelled in the last quarter of the year
- Where quorum is not reached
- When circumstances warrant special consideration

Oakville Accessibility Advisory Committee Terms of Reference

All meetings will be held at Oakville Town Hall, unless special circumstances warrant a temporary change of location.

Quorum

Quorum will consist of a majority of the committee members.

Meetings will begin at 7 p.m. If quorum is not achieved within 15 minutes of the start of the meeting, the meeting will be adjourned until the date and time of the next regular meeting. The names of those present will be recorded.

Where a member has resigned or has been removed from the committee, quorum will be adjusted temporarily to reflect the decrease in voting membership, and will return to regular quorum requirements when the vacancy is filled by Town Council.

6. Reporting requirements

Minutes and Agendas

- a) The Clerk's department will give notice of every meeting to staff representatives and committee members, and any relevant material will accompany the notice in the form of an agenda.
- b) The notice/agenda of a meeting shall be sent either by courier, mail, or electronically to the address of choice for each member so as to be received not later than 48 hours before the hour appointed for the meeting.

7. Budget and Resources

Committees are not given a budget. Town Council may approve one-time expenditures to help the committee achieve its goals and objectives. Any budget requests should be identified in the town's annual operating budget.

Staff will provide advisory support to the committee including background information, resources and advice to assist the AAC in its role.

Staff will provide administrative support to the committee through taking minutes of meetings, distribution of agenda and general administrative coordination of meetings.

Resource Budget for one year

Oakville Accessibility Advisory Committee Terms of Reference

Staff resource	Time commitment
Accessibility Coordinator, Strategy, Policy and Communications	45 hours
Committee Coordinator, Clerk's	27 hours
Manager of Planning and Accessible Services, Transit	18 hours
Manager, Urban Design, Planning Services	23 hours
Total	113 hours

8. Code of Conduct

The town is committed to fostering an environment where there is Respect for yourself; Respect for others; and Responsibility for your actions. All volunteers, delegates and staff will be guided by town policies and procedures including the Code of Conduct and Respectful Workplace Policy. These policies ensure that all volunteers, delegates and staff are treated with respect and dignity and can be found on oakville.ca.

Committee members are deemed not to have pecuniary conflict of interest as there is no decision-making ability. However, members should be cognizant of perceived conflict on issues which may serve to benefit them personally.

Public communications from the committee

When appearing before a town standing committee or Town Council on behalf of, or as a representative of the AAC, committee members will present the AAC's official position on a particular matter. However, where a committee member appears before a town standing committee or Town Council and clearly indicates that they are appearing as an Oakville citizen or on behalf of an organization and not in their capacity as a member of the AAC, they may present a position which is in their personal position or position of the organization they represent.

Definitions

Barrier – 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, a policy or a practice (“obstacle”).

Delegate – person or group (not town staff) permitted to address the committee or any matter on the agenda for that meeting.

Oakville Accessibility Advisory Committee

Terms of Reference

Disability –

- 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”)