



Clearview Accessibility Advisory Committee

TERMS OF REFERENCE

Mission Statement

To fulfill the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 by providing vision and advice to the Council of the Township of Clearview to create an accessible and inclusive community.

Purpose

The Accessibility Advisory Committee shall advise and assist the Township in promoting and facilitating a barrier-free municipality. This aim shall be achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers facing persons with disabilities. Through community education and awareness, the committee will focus on an inclusive community for all ages and abilities.

Committee Composition

The Committee shall be composed of five (5) to seven (7) community members and up to two (2) members of Council. The Mayor is ex-officio with member status.

The Committee will have staff support including a recording clerk, and liaisons. Staff are non-voting members.

A majority of the members shall include persons with disabilities representing the interests of citizens with varying disabilities.

Term of appointment shall be the term of Council. The Township Appointment Policy will apply when a vacancy occurs or the current term of Council has ended.

Responsibilities

The Accessibility Advisory Committee shall:

- Advise Council annually, as required by the Act, regarding the preparation, implementation and effectiveness of the of the Township's annual accessibility plan.
- Make recommendations in regards to the Facility Accessibility Design Standards (FADS) for structures that:
 - a) Council purchases, constructs or significantly renovates;
 - b) For which the council enters into a new lease;

- c) That a person provides as municipal capital facilities under an agreement entered into with Council in accordance with section 110 of the Municipal Act.
- d) Review matters referred to the Committee by Council or staff and make recommendations as appropriate.

Recommendations will be made to the Project Manager in writing. It will be the Project Manager's responsibility to communicate how the recommendations from the Committee will be implemented in their report to Council.

- Review site plans and drawings described in Section 41 of the Planning Act as selected by the Committee.
- Make recommendations to Council concerning inclusion for persons with disabilities including the provision of transportation, housing, employment, culture and recreation in order to achieve an accessible community.
- Consult with persons with disabilities, community groups and organizations representing persons with disabilities in order to capture and communicate emerging issues to Council.
- To network with other communities to create opportunities for improved accessibility.
- Support, encourage and be an ongoing resource to the Township by educating and building community awareness about measures to improve the quality of life for persons with disabilities.
- Perform all other functions that are specified in the regulations pertaining to accessibility legislation.

Staff Role and Responsibilities

Clerk's Office: perform council secretariat duties (preparation of agenda, minutes and correspondence, communication to members).

Building Department: assist with review of site plans, building/structure plans, and accessibility audits of Township owned/leased facilities.

Human Resources: to take any recommendations requiring action to Council for approval through a staff report and update annual accessibility plan.

Councillor Role and Responsibilities

Represent the interests of the Accessibility Advisory Committee and be the conduit between the Committee and Council.

Meeting Procedures & Records

The Committee will follow the procedural by-law and records management policies approved by Council of the Township of Clearview for boards and committees.

Under Section 2(3) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), as amended, records relating to the business of the municipality, created or received by a body considered part of the municipality, are accessible under the Act.