



Accessibility Advisory Committee (AcAC) Terms of Reference

Mandate

The Accessibility Advisory Committee (“AcAC” or “Committee”) is an advisory committee for the Haldimand County Council.

The Accessibility Advisory Committee provides information and advice to Council on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, public spaces and facilities. The Committee plays an active role in helping Haldimand County become a barrier free community and ensuring obligations under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) are met.

Goals/Purpose

Goals and Purpose of the Accessibility Advisory Committee are to:

- Provide input on the preparation of Haldimand County’s multi-year accessibility plans for consideration by Council. The accessibility plans will address and include steps that the County has taken and plans to take with respect to the identification, removal and prevention of barriers to persons with disabilities as required by legislation;
- Review access for persons with disabilities to buildings, structures and premises (or parts thereof) that The County purchases, constructs, significantly renovates, leases or funds, as required under the Design of Public Spaces Standard;
- Review in a timely manner, select site plans and drawings, as described in Section 41 of the Planning Act;
- Identify potential grants and funding that could be available to assist with the removal of barriers for persons with disabilities;
- Educate and promote awareness of accessibility to the municipality, community organizations, and local businesses; and
- Liaise with municipal departments, and stakeholders, to provide support when necessary.

Membership

1. One (1) voting member of Council.
2. A minimum of four (4) and a maximum of nine (9) community representatives appointed by Council for the term of Council or until reappointed. A majority of the community representatives shall be persons with either visible or invisible disabilities as noted in the AODA. Other community representatives may be selected from applicants

that do not have a disability but are parents/guardians of children with disabilities or have demonstrated competencies, history or interest in matters pertaining to accessibility.

3. As head of Council, the Mayor is a voting member of the committee.
4. A Chair and Vice-Chair will be elected by members at the first meeting annually.
5. Council may terminate the appointment of any member without notice.

Roles

1. Members will actively participate, and provide support and expertise.
2. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.
3. Council appointees will act as a liaison between the Committee and Council. They will serve as voting members and count towards meetings quorum.
4. Staff will provide a committee liaison to provide subject matter expertise and manage administrative functions, including assisting the Chair with preparation of agendas and minutes, and attending Accessibility Advisory Committee Meetings.
5. The Clerks Office will provide procedural and legislative guidance to the committee.

Responsibilities

1. It is the responsibility of all appointed members to comply and work with the following County procedures, by-laws and Provincial legislation, with guidance from staff:
 - a. Municipal Act
 - b. Municipal Freedom of Information and Protection of Privacy Act
 - c. Municipal Conflict of Interest Act
 - d. Accessibility for Ontarians with Disabilities Act (AODA)
 - e. The Provincial Occupational Health and Safety Act
 - f. Haldimand County's Procedure By-law
 - g. Council Code of Conduct
 - h. Haldimand County Accountability and Transparency Policy
 - i. Haldimand County Social Media Policy
 - j. Haldimand County Media Relations Policy
 - k. Accessibility Advisory Committee Terms of Reference
 - l. Other applicable Haldimand County by-laws and policies
2. The Committee may make recommendations to Council on various issues related to the Committee's mandate, through meeting minutes, motions, and reports.
3. The Committee may take on additional initiatives as recommended or approved by Council or the Chief Administrative Officer (CAO).

Term

The term of office for the Accessibility Advisory Committee will be the term of Council.

Staff Support

While the Clerks Office and staff liaison staff provide administrative support, the entire Corporation will provide input and support to the Committee as required, with the approval of the CAO and/or the relevant General Manager.

Reporting Relationship to Council

The Committee will act as an advisory body and does not have any delegated authority. Recommendations for implementation must first be considered and approved by Council or recommended by the CAO.

The Committee will report to Council once per year with a short presentation on its activities and its intended direction or projects.

All approved Committee minutes will form part of the next regular Council agenda.

Finances

No member shall receive remuneration for services.

The Committee is not provided with a budget for expenses or projects, and may only request financial resources from Council if the request is first approved by the relevant General Manager or the CAO.

Attendance

If a Committee Member is absent for three consecutive meetings, without being authorized to do so by a recommendation of the committee, they have forfeited their membership.

Meetings

The Accessibility Advisory Committee shall meet quarterly, and more frequently at the discretion of the Chair. Meetings shall be governed by The Haldimand County Procedure By-law as may be amended from time to time.

The agenda for any regularly scheduled meeting, complete with all reports and attachments, will be made available to members of the public a minimum of two business days prior to the meeting. Items will not be added to the agenda after it is published, but may be added to the agenda for the subsequent meeting. Meeting minutes will be made available to the public once they have been approved by the Committee.

Meetings may be held virtually A member may participate virtually in open or closed meetings. Any such member shall be counted toward quorum of members present at any point in time and shall be able to vote, as permitted by the Municipal Act. Virtual access to meetings may be provided to members of the public at the discretion of the Chair. In the event Committee meetings are live streamed to the public, these meetings may occur in Council Chambers and members will be assigned seating to accommodate the technical requirements of the video recording system.