



# The County of Wellington Joint Accessibility Advisory Committee (AAC) TERMS OF REFERENCE

## 1.0 PREAMBLE

The County of Wellington Joint Accessibility Advisory Committee (AAC) is established and maintained to create a forum where the seven member municipalities and the County proper can collaborate on the identification and removal of barriers for people with disabilities.

## 2.0 DEFINITIONS

Within this Terms of Reference, the term:

“AAC” refers to: The County of Wellington Joint Accessibility Advisory Committee

“Act 2001” refers to: The Ontarians with Disabilities Act, 2001

“Act 2005” refers to: The Accessibility for Ontarians with Disabilities Act, 2005

“Barrier” means Anything that prevents a person with a disability from fully participating in all aspects of society because of their disability, including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy, or a practice.

“County” refers to: The County of Wellington

“Disability” means:

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, 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 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 Workplace Safety and Insurance Act, 1997.

This definition of disability is the same as that which is used in the Ontario Human Rights Code.

### 3.0 MANDATE

3.1 The AAC is an advisory body to all member Municipal Councils and the County proper and is responsible and accountable to County Council for its activities.

3.2 All Councils shall, as required by Section 29(5) of the Act 2005, seek advice from the AAC with respect to the identification, removal, and prevention of barriers to people with disabilities, as outlined in section 5.0 Duties.

### 4.0 REPORTING STRUCTURE

4.1 The AAC will report to County Council through the Administration, Finance and Human Resource Committee (AF&HR).

4.2 The AAC will provide the Clerk of each member municipality with copies of the Agendas and Minutes of the committee's meetings in order to keep the Councils of the member municipalities informed of the activities of the AAC.

### 5.0 DUTIES

5.1 The AAC shall be responsible to provide advice to County and local municipal Councils on:

- a) The requirements and implementation of the Act 2001 and the Act 2005 accessibility standards, preparation of accessibility reports and other matters for which councils may seek advice, as required under both Acts 2001 and 2005;
- b) All other functions specified in the Integrated Accessibility Standards Regulation, including consultation on Multi-Year Accessibility Plans;
- c) The prevention, identification and elimination of barriers faced by persons with disabilities to achieve accessibility with respect to County and local municipal by-laws, policies, programmes, practices, or service or an existing facility, building structures or premise owned, leased, or operated (in full or part) by a member Municipality or the County

- d) Review from time to time, these Terms of Reference and recommend changes as required.

## 6.0 MEMBERSHIP

### 6.1 Composition

The AAC will transition to consisting of 8 residents of the County of Wellington, a majority of which shall be persons with disabilities, as required by The Act 2005, consisting of one member appointed by each of the member municipalities and one by the County of Wellington.

### 6.2 Membership Selection and Term

- e) AAC vacancies shall be publicly advertised, and members selected by the appointing municipality as per 6.1.
- f) Advertisements for new members will encourage people with disabilities to apply for the position, to help ensure that the majority of the committee consists of people with a disability.
- g) Committee members will be appointed for a four (4) year term and may remain on the committee for additional term(s) at the discretion of the appointing municipality.

### 6.3 Chair

- a) The Committee will appoint a member at its first meeting to serve as Chair of the AAC for each term of County Council.
- b) The Chair shall preside over all meetings of the AAC, review agendas and liaise with support and advisory staff to ensure effective and efficient administration of the AAC.

## 7.0 MEMBERSHIP RESPONSIBILITIES

7.1 Members shall be familiar with the Act 2001, the Act 2005, and this Terms of Reference.

7.2 Members are expected to contribute their expertise during AAC meetings.

7.3 In the event that a member misses more than three consecutive meetings, the AAC will advise the Clerk of the appointing municipality to enable that municipality to review the appointment of that Member.

7.4 Members shall declare any situation that is, or has the potential to be, a conflict of interest.

## 8.0 REPORTING OF BARRIERS

8.1 Members that have identified a potential barrier to people with disabilities relating to a by-law, policy, programme, practice, service or an existing facility, building structure or premise owned, leased, or operated (in full or part) by a member Municipality or the County, that would like to inform or make recommendations to the responsible municipality about the impact the potential barrier creates for people with disabilities, shall bring the issue to the attention of the County Clerk or designate in the County Clerk's office at least 10 working days prior to a meeting for inclusion on the AAC agenda.

8.2 When County Staff become aware of a potential barrier identified by a member of the AAC, County Staff will advise the responsible municipality of the potential barrier and the date of the meeting at which the issue will be discussed by the AAC.

8.3 When County Staff become aware of a potential barrier identified by the public, or municipal staff that is not a member of the AAC, the County Advisory Staff will inform the responsible municipality of the potential barrier.

8.4 If requested, the County will make staff available to assist a member municipality assess a potential Barrier.

## 9.0 QUORUM

9.1 Quorum is formed when there is a majority of members present. The County Clerk or designate must also be present to proceed with the meeting.

9.2 Quorum must be achieved to proceed with the meeting.

## 10.0 RESOURCES

### 10.1 Advisory Staff

The County and each of the seven member municipalities will provide one advisory / support staff person to attend meetings of the AAC. Any additional advisory support required from other County Departments or local municipalities will be determined on an ad-hoc basis dependent on the needs of the AAC and the availability of resources.

### 10.2 Meeting Management Support

The County Clerk or designate from the County Clerk's office shall provide meeting management support to the AAC which includes preparation and distribution of meeting agendas and taking and distributing meeting minutes.

### 10.3 Additional Resources

From time to time, the AAC may request the advice or participation of individuals or organizations with a particular area of expertise (e.g. municipal Chief Building Official).

### 11.0 REMUNERATION AND REIMBURSEMENT OF EXPENSES

Non municipal members of the AAC will receive remuneration for regularly scheduled AAC meetings and sub-committees thereof. Expenses that are deemed necessary for members to fully participate in the AAC will be reimbursed by the County (e.g. sign language interpretation, Braille translation, transportation, and mileage).

Members will receive remuneration and expense reimbursement for subsequent meetings, where it is required for a member to attend.

### 12.0 MEETINGS

Meetings will be scheduled not less than four (4) times per year. A minimum of one (1) meeting must be held. Meetings will be held at the Aboyne Library, or other locations agreed to by the AAC.