



## Accessibility Advisory Committee Terms of Reference

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Approved by City Council on March 26, 2007, effective December 1, 2008

### Amendments

- September 22, 2008
- February, 2019

### Mandate

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To provide consultation to City Council and staff on identifying, removing, and preventing barriers to accessibility and inclusion in our community.

To review and provide recommendations on the accessible and inclusive provision of municipal goods, services, programs, and facilities.

To support the City's compliance with its responsibilities under the Accessibility for Ontarians with Disabilities Act, 2005, and the implementation of the Integrated Accessibility Standards Regulation

#### → **Vision Statement:**

That the City of Belleville be a barrier-free and inclusive community, where all people have equal opportunity to participate fully with dignity and independence.

#### → **Mission Statement:**

The Belleville Accessibility Advisory Committee will represent people with disabilities in our community, and advocate for due consideration of accessibility and inclusion principles in the provision of municipal goods, services, programs, and facilities.

### Responsibilities

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- Conduct site reviews to identify barriers and support accessibility planning
- Review and provide recommendations on the accessible and inclusive provision of municipal goods, services, programs, and facilities
- Review and provide recommendations on the revision or creation of municipal policies, procedures, or By-Laws as needed to remove systematic barriers
- Provide consultation on procurement projects to ensure accessible design and inclusive use considerations
- Support the Corporation of the City of Belleville in compliance with the standards and regulations under the Accessibility for Ontarians with Disabilities Act, 2005

- Monitor and advise City Council and staff about any updates to provincial or federal legislation regarding accessibility
- Liaise with local stakeholders, service agencies, and other community groups
- Assist with establishing the City's Multiyear Accessibility Plan
- Review applications for site plan approval and provide feedback regarding accessibility features

## Limitations

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- The A.A.C is not a decision-making body. It's role is for consultation, support, reviews, and recommendations
- The A.A.C itself cannot regulate or enforce the implementation of its recommendations

## Committee Structure

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### A. Voting Members

At least 9 voting members consisting of:

- 3 City Councillors
- At least 6 Citizen Appointees \*

\* Note: The majority of committee members must be persons with disabilities

### B. Non-voting Members

Staff support consisting of:

- One Council / Committee Services Assistant from the Corporate Services Department
- The Accessibility Coordinator
- Additional staff support from various departments as required or requested

Voting members will elect the Chair of the Committee at the first meeting of each term.

## Meeting Schedule

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The A.A.C will meet monthly at the call of the Chair, except for July, August, and December. Additional meetings may be scheduled as required, at the call of the chair.

Regular monthly meetings may be held during the day or in the evening, as set and agreed upon by current Committee members. Meetings typically last for 1.5 to 2 hours.

Quorum must be established for all regular meetings, meaning that to hold an official meeting at least 51% of the voting members must be present.

## **Committee Type and Term**

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- Enabling legislation is the Accessibility for Ontarians with Disabilities Act, 2005 (S.O 2005, C.11 s.29 (2))
- Committee member appointments run on a 2-year term
- Members are appointed by City Council to serve the full term
- A Committee member may resign at any time by advising the Chair of their intention
- In the case that a Committee member resigns or is unable to serve the full term, City Council will appoint a new member to complete the term
- A current or previous Committee member may re-apply and be re-appointed to serve additional terms

## **Basic Qualifications**

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- Members must be a resident of the City of Belleville, who is at least 16 years of age
- Have lived experience with or awareness of barriers experienced by people with disabilities
- Have basic understanding of the Accessibility for Ontarians with Disabilities Act, 2005 and the responsibilities of a municipality under this legislation (additional training is provided upon appointment to Committee)
- Have a general understanding of topics that affect accessibility and inclusion planning in our community