

Accessibility Advisory Committee (*Revised*)

PURPOSE AND MANDATE

The *Accessibility for Ontarians with Disabilities Act (2005)* requires municipalities to have an Accessibility Advisory Committee (AAC).

The objective of the AAC is to advise Brampton City Council about the requirements and implementation of accessibility standards. The AAC will also review and approve staff reports on accessibility matters and initiatives/projects. The AAC is also consulted with on matters that are not clearly defined in legislation and require discussion, direction, and input from Committee members.

The AAC will:

- Review in a timely manner the site plans and drawings described in section 41 of the *Planning Act* that the committee selects;
- Review the accessibility of City of Brampton buildings and facilities (i.e. capital projects).
- Review quarterly and annual update reports from the Accessibility Office;
- Review compliance and bi-annual reports prepared for the Ministry of Seniors and Accessibility;
- Participate in the development of a yearly accessibility plan; and
- Advise Council on the following:
 - Accessibility issues relating specifically to City programs, services and information, including but not limited to: Recreation programs
Brampton Transit, public information, websites and online content, City facilities, and public spaces
 - other Brampton priorities as established by the AAC;
 - Any other functions which may be specified by provincial legislation and/or regulation.

MEMBERSHIP & COMPOSITION

The ACC will have a minimum of 10 and up to 13 members.

Composition

The composition of the ACC will have:

- at least seven members who are persons with disabilities as defined by the *Ontarians with Disabilities Act*

- one Member of Council
- up to five other members of the community, with preference being given to parents and/or caregivers of persons with disabilities.

Honourarium

1. Membership is voluntary (i.e. members are not remunerated)
2. Reimbursement for any expenses incurred
3. Mileage is paid in accordance with the City of Brampton corporate rate when members are required to travel on Committee business.

Qualifications

- Lives or operates a business/organization in Brampton;
- Identifies as a person with a disability or is a caretaker or support person of a person with a disability;
- Have knowledge and understanding of relevant legislation, including the *AODA* and the *Accessible Canada Act*; and
- Displays thoughtfulness, listening, teamwork, and collaboration skills

TERM OF OFFICE

The term of membership shall be four years, concurrent with the term of Council, ending November 14, 2026, or until successors are appointed.

MEETINGS & WORKSHOPS

Meetings are held quarterly, or at the call of the Chair and in conjunction with staff in the City Clerk's Office. Meetings are open to the public.

Additional workshops may be held throughout the term based on need and member availability.

Absenteeism

In the event that a member misses three consecutive meetings without authorization, that member shall be deemed to have resigned and a vacancy declared.

Conflict of Interest

At the beginning of each meeting, members will be asked if they have any declarations of interest under the *Municipal Conflict of Interest Act*. If any such conflicts are declared,

actual or perceived, the member(s) will not participate in voting related to the item, and may be asked to leave the meeting for any related debate and discussion.

REPORTING RELATIONSHIPS

Reports to Committee of Council.

FUNCTIONS, ACTIVITIES & RESPONSIBILITIES

Members are request to:

- Review meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration;
- Make every effort to attend regularly scheduled meetings. If not available, whenever possible notify the City Clerk's Office, providing 24 hours' notice;
- Agree to discuss agenda items in a professional and respectful manner
- Provide input to help identify initiatives related to areas of concern for future consideration

ADMINISTRATIVE SUPPORT

Staff from the City Clerk's Office, Accessibility Office, will provide support to the AAC.

Administrative support will also be provided, and includes, but is not limited to, the organization of meetings, the preparation and distribution of agendas, meeting notes, and other similar administrative functions.

DATES OF APPROVAL, REVIEW & REVISION

The Terms of Reference should be reviewed every four years, in tandem with the term of Council, or as needed. Changes to the Terms of Reference shall be prepared by staff in the Accessibility Office, reviewed by the AAC where possible, and approved by City Council.