



## Joint Accessibility Advisory Committee (AAC)

Jointly Serving:  
The Corporation of the County of Simcoe  
The Corporation of the Township of Springwater  
The Corporation of the Township of Tay  
The Corporation of the Township of Oro-Medonte  
The Corporation of the Township of Adjala-Tosorontio

### Terms of Reference

#### **Purpose**

The Joint Accessibility Advisory Committee (“Committee”) is established by the Corporation of the County of Simcoe (“Simcoe”), the Corporation of the Township of Springwater (“Springwater”), the Corporation of the Township of Tay (“Tay”), the Corporation of the Township of Oro-Medonte (“Oro-Medonte”) and the Corporation of the Township of Adjala-Tosorontio (“Adjala-Tosorontio”) in accordance with Ontarians with Disabilities Act 2001, and the Accessibility for Ontarians with Disabilities Act, 2005 (“Acts”), and shall act as an advisory body in accordance with both Acts and all related standards.

#### **Responsibilities**

The Committee shall:

- a) Provide input on the preparation of the multi-year accessibility plans for consideration by the respective municipal Council.

The plans will address and include steps that each municipality has taken and plans to take with respect to the identification, removal and prevention of barriers to persons with disabilities as required by legislation.

- b) Advise on major accessibility issues related to the significant renovation, operation, purchase or lease of buildings or structures or parts of buildings or structures used as municipal buildings with special attention to those that the public are encouraged to utilize through the review of site plans and drawings as described within the Planning Act that the Committee selects as outlined in the Site Plan Review Guideline document.
- c) Advise on opportunities with respect to the identification and removal of barriers to persons with disabilities at facilities owned or operated by the municipalities.



- d) Advise on ways to improve opportunities for persons with disabilities with respect to programs and services offered by the municipalities.
- e) Perform other functions that are specified in the Regulations of the Acts.

## **Composition**

The majority of Committee members must be person with disabilities as required under the Acts and must be residents of the County of Simcoe. All members, when eligible to vote, shall have one vote only. The Committee shall consist of ten to twelve members as follows:

- a) Five non-elected members who are persons with disabilities, with preference given to appoint at least one eligible resident of:
  - “Simcoe”,
  - “Springwater”,
  - “Tay”,
  - “Oro-Medonte”, and
  - “Adjala-Tosorontio”.
- b) Five elected officials. When possible, the elected officials will be persons with disabilities.
  - “Simcoe” Warden (ex-officio), or designate as recommended by the Striking Committee and ratified by County Council,
  - One member of “Springwater” Council,
  - One member of “Tay” Council,
  - One member of “Oro-Medonte” Council, and
  - One member of “Adjala-Tosorontio” Council.

The County may, at their discretion, authorize the appointment of:

- a) One citizen at large who may not be a person with a disability but who has special interest or expertise in the identification or removal of barriers or has specific expertise as a care giver to a person(s) with disabilities; and/or
- b) A representative of an organization representing persons with disabilities.

## **Recruitment**

All participating municipalities will be responsible for advertising recruitment opportunities through local newspapers, local libraries, and relevant organizations representing persons with disabilities.



The participating municipalities will each be responsible for promoting recruitment opportunities on their respective website and through their social media accounts and gathering applications.

Each of the participating municipalities, at their own expense, may do enhanced advertising.

## **Appointment of Members**

Elected officials are to be appointed by their respective Council or in accordance with their applicable by-laws or policies.

The respective Councils shall review the applications received within their municipality and appoint one citizen appointee from their municipality and forward that name to the County to form the committee membership.

Should one of the participating lower tier municipalities be unable to appoint their citizen appointee, the County Clerk may forward any remaining applications received by the County for their consideration.

## **Term of Appointment**

### **a) Elected Officials:**

- “Simcoe” Council member shall serve for the term of office;
- “Springwater” Council Member shall serve for the term as specified by his/her Council;
- “Tay” Council Member shall serve for the term as specified by his/her Council;
- “Oro-Medonte” Council Member shall serve for the term as specified by his/her Council;
- “Adjala-Tosorontio” Council Member shall serve for the term as specified by his/her Council.

### **b) Non-elected representatives:**

- The term shall coincide with the term of Council.
- Representatives are eligible for re-appointment.

Members may be required to resign from the “Committee” if they have been absent for three consecutive meetings without good cause.

## **Chair/Vice-Chair**

The Chair and Vice-Chair of the “Committee” shall be elected at the first meeting of the “Committee” every second year.



## **Quorum**

More than half of the members eligible to vote must be present in order to transact business.

## **Meetings**

Meetings may be scheduled as required each year to support staff reporting and the advisory committee providing guidance and conducting facility reviews resulting in improved accessible services and facilities. All meetings shall be held during the day at a location to be determined.

## **Resources**

The Clerk's Departments for "Simcoe", "Springwater", "Tay", "Oro-Medonte" and "Adjala-Tosorontio" will share the responsibility for administrative support as appropriate, including co-ordination of meetings, compilation of agenda material, and meeting support.

Responsibility for creating and distributing the agendas and record of proceedings will reside with "Simcoe".

Other staff resources by "Simcoe", "Springwater", "Tay", "Oro-Medonte" and "Adjala-Tosorontio" will be available for their respective facility reviews and as required.

The effectiveness of having a joint "Committee" will be subject to review by all participating municipal Councils at least once per term.

## **Reporting**

The "Committee" shall report to the respective Councils, in accordance with the provisions of their respective Procedure By-laws. The presentation of the Committee's activities will be in the form of a report containing a record of those present at the meeting, the items considered, and the recommendations of the "Committee". The respective Councils may only consider and act on the recommendations within their jurisdiction.

The "Committee" does not have the authority to specifically direct the activities of staff.

## **Remuneration**

Non-elected representatives shall be compensated in accordance with the existing policies of the Corporation of the County of Simcoe. Each participating municipality shall reimburse "Simcoe" for all expenses associated with their non-elected



representative for all regular meetings and facility reviews annually, effective January 2021.

Elected officials shall be compensated in accordance with existing policies of their respective municipalities.

Non-elected representatives who are persons with disabilities will be provided, at the expense of their respective municipality, with the resources related to their disability that are deemed necessary for them to fully participate in the "Committee's" activities. The resources could include such things as transportation, sign language, Braille translation etc. Any equipment shall remain the property of respective municipality.

Terms of Reference Approved:

County Council: November 12, 2019

Township of Springwater: December 4, 2019

Township of Tay: February 12, 2020

Township of Oro-Medonte: November 27, 2019

Township of Adjala-Tosorontio: December 11, 2019