



TERMS OF REFERENCE ACCESSIBILITY ADVISORY COMMITTEE

Description

The City of Vaughan's Accessibility Advisory Committee (the Committee) is appointed by the City Council (Council) for the City of Vaughan (the City), as required by the *Accessibility for Ontarians with Disabilities Act, (2005)* (the AODA). The Committee provides advice to Council on the elimination of barriers faced by people with disabilities and acts as a liaison with external bodies on barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with disabilities.

Mandate

The role of the Accessibility Advisory Committee is to provide advice to Council about the requirements and implementation of accessibility standards and the preparation, implementation and effectiveness of accessibility reports as required by the AODA.

Term

Public members are appointed for a four-year term, coinciding with the term of City Council and serve until their successors are appointed.

Objectives

The objectives of the Accessibility Advisory Committee are as follows:

- advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports;
- work on initiatives that promote accessibility;
- assist in the preparation and implementation of the City's Multi-Year Accessibility Plan; and
- provide guidance, address and identify the needs of the community by the removal and prevention of barriers in the City of Vaughan's by-laws, facilities, policies, programs, practices, initiatives and services.

Membership

The Accessibility Advisory Committee shall be composed of one (1) Member of Council and nine (9) citizen members. A majority of the members of the committee will be persons with disabilities, as defined by the AODA, and should reflect the diversity of the City's population.

Members are to be appointed by Council. Any changes to the membership will require Council approval.

Membership responsibility:

- Be familiar with accessibility related legislation and these Terms of Reference;
- Attend and participate in all Committee meetings;
- Attend and participate in any working groups as required;
- Advise on strategies and actions required to achieve the City's development and



implementation of the Multi-Year Accessibility Plan;

- Advise on the implementation of Council's policies regarding accessibility, inclusion, equity and human rights;
- Each members of the Accessibility Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one disability or group
- Work together for the purpose of making the City of Vaughan a more accessible and inclusive city, and developing a common approach that is reasonable and practical;
- Declare any situation that is, or has the potential to be, a conflict of interest;
- Refer all media inquiries to the City's Corporate and Strategic Communications Department or the City's Diversity and Inclusion Officer and shall not speak on behalf of the City of Vaughan without written consent from the City of Vaughan.

Accommodations

Members will be provided with the resources necessary to enable full and meaningful participation in the Committee. This includes such potential accommodations as sign language interpretation, documentation in alternative formats, closed captioning, accessible transportation such as Mobility Plus, etc.

Members will be asked to share any accommodations important for their meaningful participation prior to meetings, which will principally be held in virtual or hybrid formats for greatest possible accessibility.

Meeting Procedures

The proceedings of the Committee are to be governed by the City's Procedural By-law Number 7-2011, as amended.

In the absence of the Chair and the Vice-Chair, another committee member will serve as Acting Chair, appointed by those in attendance at the meeting.

Agendas and Reporting

Agendas of meetings shall be filed and maintained in the Office of the City Clerk. Agendas shall be posted on the City's website one week prior to the scheduled date of the meeting.

After each meeting, a report shall be submitted in the City's Committee reporting format, to the Committee of the Whole.

Meetings

Meetings are held at 7:00 p.m. on the last Tuesday of every other month except in the months of July and August. The Committee may meet on the schedule determined, or at the call of the Chair.

Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.



Notice of Meetings

Meetings will be noted on the Schedule of Meetings calendar posted on the City's [website](#).

Quorum

A majority of the members, including the Chair, shall constitute quorum.

Staff Resources

The role of staff is to act as a resource to the Committee, but not to be members of the Committee, or to deliberate or draft the findings of the Committee. The following staff will provide advisory and technical support specific to the mandate and objectives of the Committee:

- Accessibility and inclusion subject matter expertise as assigned by the Diversity and Inclusion Officer
- Legal Services

As required,

- Chief Human Resources Officer or delegate;
- Diversity and Inclusion Officer or delegate.
- Other relevant departments

The Office of the City Clerk will be responsible for agenda production and distribution, the giving of procedural advice, and the recording of the proceedings of the Committee.

Authority

The Committee may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The Committee may not direct staff to undertake activities without authority from Council.

Amendment / Expansion of Terms of Reference

Only Council can initiate any amendment and/or expansion of the Terms of Reference.