



Terms of Reference

Committee Name: Midland Accessibility Advisory	Committee Internal/External/Council directed. Statutory
Staff Support/Departmental Support: Clerk	Created by Council By-law No. 2018-70 (Repeals 2003-3 as amended)
Date Approved: January 27, 2003	Amending By-law

Mandate General Statement

The Midland Accessibility Advisory Committee (MAAC) shall advise and assist the Town of Midland in promoting and facilitating a barrier-free Midland for citizens of all abilities (universal accessibility), including persons with disabilities. This aim shall be achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by persons with disabilities. Each voting member of the Committee is an independent representative to the Committee and shall not represent the concerns of only one disability or group. The members of this Committee shall work together for the purpose of developing a common approach that is reasonable and practical.

Strategic Plan Priorities/ Legislative Requirements

- The *Ontarians with Disabilities Act, 2001*, c.32, s.12(2)

Committee Composition

1. Members shall be appointed by Council for a term of four (4) years to coincide with the term of the Council that appointed them or until replaced or re-appointed by a new incoming Council, whichever provides more consistent project overview

7 public members.

No legislative/statutory requirement for Council representation.

2. A Chair and Vice Chair shall be elected annually by the voting members, but shall not be a member of Council.
3. The Human Resources Sub Committee shall review all committee applications.

Committee Criteria

1. Members shall be appointed based on the following skills and/or knowledge:
 - the majority of members shall be persons with disabilities.

2. Members must be able to commit the necessary time to Committee meetings and events.
3. Members shall provide adequate notice to staff if unavailable to attend meetings.
4. Members should demonstrate a strong interest in the committee's mandate, etc.
5. Acting on behalf of the Town/Code of Conduct, members shall conduct themselves as a representative of the Town.
6. Resignations from Committee members shall be tendered in writing to the Clerk or designated staff support. The Clerk will advise Council.
7. Attendance
 - a) If a member misses three (3) consecutive meetings and the Chair of the respective Committee has not granted permission for same, the Chair shall notify Council in writing concerning the absence.
 - b) Upon notification by the respective Committee Chair regarding the absence, Council may declare the seat of any member of the committee vacant.

Committee Duties

The Committee shall be responsible for the following:

1. participate in the initial development and annual review of the Accessibility Plan;
2. report on the effectiveness of the annual Accessibility Plan;
3. select and review in a timely manner the site plans and drawings for new development, described in Section 41 of The Planning Act;
4. monitor procurement policies for the purpose of providing advice on the accessibility for persons with disabilities to the goods and services being procured;
5. review access to buildings, structures and premises (or parts thereof) that the Town purchases, constructs, significantly renovates, leases, or funds, to ensure compliance; and
6. advise on barriers faced by persons with disabilities and the means by which the Town may work towards eliminating these barriers;

Staff Support and Duties

Council shall determine the staff resources at the time of establishing the Committee.

1. The Clerk shall attend as required in an advisory capacity.
2. The Clerk or designated staff support shall confirm meeting dates and provide proper notice.
3. The Clerk or designated staff support shall publish and distribute agendas, and record and distribute the minutes to the Committee for approval.
4. The following support shall be available as required:
 - Administration (Chief Administrative Officer, Treasury, By-law)
 - Public Works (Engineering, Operations)
 - Planning (Building)
 - Library
 - Fire Services
 - Police Services

Meetings

1. The Clerk shall recommend the meeting schedule at the commencement of each Council term. Notice of any changes to the meeting dates shall be provided to the public in accordance with the Town's Procedural By-law. Meetings during the months of July and August shall be at the discretion of the Chair.
2. Meetings shall be held at the Town Municipal Offices or in such other place as appointed.
3. A quorum for meetings shall be 50% plus one (1) of the voting members
4. Items which are recommendations to Council will require a Committee resolution.
5. Committee meetings shall follow the Town Procedural By-law as amended from time to time.

Reporting Structure

1. The Committee shall report directly to Council through the Clerk (or designate) by way of a Committee report. Report format shall be in accordance with the Town's standard report format.

2. Minutes of the Committee meetings shall be approved by the Committee at its next meeting and forwarded to Council as information through the Council Information Package (CIP).
3. The Committee shall provide a deputation to Council annually outlining the Committee's accomplishments and providing an overview of its objectives for the following year. Where there is a significant requirement for funding the Committee shall submit a request deemed appropriate by the Treasurer during Budget deliberations.

Budget

Not applicable.

Remuneration

- Each member shall receive a stipend of \$25 per meeting attended.
- The Chair shall receive a stipend of \$30 for each meeting he/she attends.

Review of Terms of Reference / Sunset Clause

Prior to the end of the first quarter of the fourth Year of the Council Term, the Committee shall review the Terms of Reference and recommend to Council any amendments by way of a Committee report.

Definitions

- a) "the Town" refers to The Corporation of the Town of Midland and may include the Town's committees, agencies, boards and commissions.
- b) "barrier" means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy, a program, or a practice.
- c) "disability" means:

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, deafness or hearing 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;

a condition of mental impairment or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;

a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;

a mental disorder; or,

an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”).

.....