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## **Accessibility Advisory Committee. Committee Terms of Reference.**

**Ref. No. AAC-2002-01**  
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# **DRAFT** **For Discussion Purposes Only.**

Dear Committee,

This letter is to facilitate the terms of reference for the Accessibility Advisory Committee.

## **Accessibility Advisory Committee. Terms of Reference.**

### **Vision:**

1. To ensure that the Municipality of Kincardine, to the best of its ability, provides universal accessibility to its citizens.
2. To provide a forum for people with disabilities to encourage forward thinking with regards to accessibility within Municipal buildings.
3. To facilitate changes to Municipal buildings to meet the Ontario codes.
4. To proactively liaison with other Municipal departments, in the identification and construction of accessibility issues.
5. To encourage and assist private firms, companies and individuals in meeting standards allowing accessibility within the Municipality.
6. To play a proactive role in the moving forward of the Municipality with regards to accessibility for persons with special needs.

### **Purpose:**

1. To facilitate solutions with specific regard to the accessibility of citizens within the Municipality of Kincardine.
2. It is tasked with presenting solutions and recommendations to Council or other departments as required, on any issues within its mandate.

3. It is tasked to be the liaison between the Council and other Municipalities, with regard to accessibility, or as is deemed appropriate by Council.
4. To assist neighbouring Municipalities with solutions and recommendations with regards to accessibility.
5. To assist the Municipality in other matters as deemed necessary by Council.

**Structure:**

1. The committee core group shall be comprised of:
  - a. A Council member in good standing.
  - b. A secretary (staff).
  - c. Municipal clerk.
  - d. Members of the public with specific needs.
  - e. An elected chair
  - f.
2. The Mayor, Councillors, members of the general community are extended an open invitation.
3. The committee reports to Council.

**Personnel:**

1. The Chair shall be the head of the Committee.
2. This shall not limit any member of the committee in any way from contact with members of other departments, but rather to ensure proper protocol is observed with regards to management of the committee.
3. It is understood that for personnel matters, any employee of the corporation has the right to solicit advice from the CAO.
4. It is expected that the committee will work as a team and that any matters other than personnel issues, will be brought forth to it for resolution.

**Protocol:**

1. Public meetings will be the norm. In camera sessions will only be allowed as per the Municipal Act.
2. Members shall declare pecuniary interest or conflicts, as soon as they are aware of them. They will be obliged to leave the meeting for that portion of the discussion.
3. Minutes shall be kept of all meetings and shall be posted to all members within 10 business days of the meeting, except where voted on by the committee.
4. Notice of meeting shall be a minimum of five business days, unless declared an emergency by the Chair.
5. A quorum is required to hold an official meeting.
6. If there is no quorum, a meeting may be held to discuss the issues, but no mandate or voting can be held on any issue raised. Minutes will be kept of this meeting, but it will be titled an unofficial meeting.

**Duties:**

1. To establish a strategic plan out X years and present same to the Municipality.
2. To resolve issues regarding accessibility.
3. To recommend to Council solutions, with regard to accessibility.
4. To act upon Council mandates as required.

**Exclusions:**

1. None

**Meetings:**

1. The regular meetings shall be held on X.
2. Notice of meeting shall be a minimum of five business days, unless declared an emergency by the Chair or his delegate.
3. Emergency meetings can be called by the Chair or his delegate (in the absence of the Chair). It is expected that the Chair will give all due consideration with regard to calling the meeting.
4. A Quorum is required to hold an official meeting.

**Miscellaneous:**

1. The committee may elect other persons, due to their specific knowledge, or ability, to sit on the committee as required. Specific rights to that member will be given upon election to the committee, e.g. full or specific.
2. These terms of reference may be altered as required by the committee voting on this and standard democratic rules applying.
3. Council has the right to disband this committee if required.

Yours Faithfully,

**Sandy**  
Sandy Donald.