

## Accessibility Advisory Committee: Term of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Format (by sub-headings)	<ol style="list-style-type: none"> <li>1. Purpose</li> <li>2. Membership</li> <li>3. Chair/Vice Chair or CO-Chairs</li> <li>4. Term</li> <li>5. Duties</li> <li>6. Member Responsibility</li> <li>7. Reporting</li> <li>8. Meeting Times and Locations</li> </ol>	<ol style="list-style-type: none"> <li>1. Name</li> <li>2. Reports to</li> <li>3. Status</li> <li>4. Established</li> <li>5. Enabling Legislation/ Authorizing By-law</li> <li>6. Mandate</li> <li>7. Deliverables</li> <li>8. Strategic Plan Linkages</li> <li>9. Committee Composition and Staff Resources</li> <li>10. Qualifications</li> <li>11. Frequency of Meetings</li> <li>12. Budget Consideration</li> <li>13. Work Plan</li> <li>14. Remuneration</li> <li>15. Term of Office</li> <li>16. Committee Review/ Sunset Date</li> </ol>
Purpose/Mandate	<p>The Accessibility Advisory Committee will encourage and facilitate accessibility for all persons with disabilities in the Town of Newmarket by:</p> <ul style="list-style-type: none"> <li>• Teaching the public about accessibility so that they may be more sensitive to the need for accessibility.</li> <li>• Advise Council about accessibility and enjoyment of facilities and services.</li> </ul>	<p>The Accessibility Advisory Committee will encourage and facilitate accessibility for all persons with disabilities in the Town of Newmarket.</p> <p>The Committee will be responsible for the following:</p> <ul style="list-style-type: none"> <li>• Promoting accessibility-related public outreach, education and awareness initiatives.</li> <li>• Providing advice, recommendations and assistance to Council in developing and facilitating strategies to identify and eliminate barriers for citizens with disabilities.</li> </ul>
Legislation	<p>The Committee will help Council improve opportunities for persons with disabilities by encouraging the use of the Ontarians with Disabilities Act, 2001. The Committee will advise Council on its yearly Accessibility Plan as required by the Act.</p>	<p>The Town of Newmarket Accessibility Advisory Committee is authorized under the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005.</p> <p>The Accessibility Advisory Committee is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.</p>

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Membership/ Committee Composition and Staff Resources.	<p>The Committee will consist of up to ten members so that:</p> <ul style="list-style-type: none"> <li>• Five to seven members are citizens of the Town. Most of these people will have disabilities.</li> <li>• One to three members are Members of Council.</li> </ul> <p>Some members of the Committee will only give advice and they will not have voting rights. These members will be:</p> <ul style="list-style-type: none"> <li>• Staff For example the Director of Planning, Manager of Facilities, Town Clerk (or their designate) and any other staff that may be required by the Committee to help with matters in their department.</li> <li>• Interested community stakeholders (school boards, hospital)</li> </ul>	<p>The Accessibility Advisory Committee will be composed of:</p> <ul style="list-style-type: none"> <li>• Six (6) residents (majority of members must have a disability)</li> <li>• One (1) Member of Council</li> </ul> <p>The Accessibility Advisory Committee will be supported by:</p> <ul style="list-style-type: none"> <li>• Legislative Services Staff</li> <li>• Recreation Programmer for Inclusion Services</li> </ul>
Chair/ Vice Chair or Co-Chairs.	<p>The Members of the Committee will choose the Chair/Vice Chair or Co-Chairs. When the Chair/Vice Chair or Co-Chairs are absent, the Committee will choose another Member to act as Chair of the meeting</p>	Not included.
Term/Term of Office	<p>A Committee member will hold office for a term of four years (to coincide with Council's term of office). The first term of the Committee will be the same as the term of the current Council.</p>	<p>A Member's term on the Committee shall be two years, with the option to keep the committee going an additional two years if membership or attendance is maintained.</p>
Duties/ Deliverables	<p>The Committee will be responsible to:</p> <ol style="list-style-type: none"> <li>1. Give advice to Council about the Yearly Accessibility Plan to make sure that it includes finding, removing and preventing barriers in the Town's by-laws, policies, programs, practices and services.</li> <li>2. Give comments about and make recommendations on the accessibility of a building, structure and premise (or parts thereof) that the Town purchases, constructs, significantly renovates, leases. Give comments about the accessibility of any other facility used as a Town building.</li> <li>3. Do other duties that may be in the Regulations to the Act as they are developed.</li> <li>4. Give comments about and make recommendations on accessibility for selected site plan drawings and subdivision agreements. (For example building accessibility, curb cuts on roadways, audible traffic signals, etc.)</li> <li>5. Give comments about and make recommendations on such things as selected designated parking, existing by-laws, services, practices, programs and policies of the Town and how they relate to persons with disabilities.</li> <li>6. Give comments about and make recommendations on how the needs of persons with disabilities can be better served through the Town's purchasing of goods and/or services.</li> <li>7. Check federal and provincial government directives and regulations. Give Council advice about federal and provincial government directives and regulations.</li> <li>8. Talk to other towns, York Region government and local stakeholder groups on</li> </ol>	<p>The Committee will accomplish its mandate by:</p> <ul style="list-style-type: none"> <li>• Advise council on the Multi-year Accessibility Plan as required by the Act. The Multi-year Accessibility Plan will work on finding, removing and preventing barriers to people with disabilities.</li> <li>• Provide comments about, and make recommendations on the accessibility of a building, structure and premise (or parts thereof) that the Town purchases, constructs, significantly renovates and/or leases.</li> <li>• Provide comments about and make recommendations on accessibility for selected site plan drawings and subdivision agreements. (For example building accessibility, curb cuts on roadways, audible traffic signals, etc.)</li> <li>• Provide comments about and make recommendations on such things as selected designated parking, existing by-laws, services, practices, programs and policies of the Town and how they relate to persons with disabilities.</li> <li>• Provide comments about and make recommendations on how the needs of persons with disabilities can be better served through the Town's purchasing of goods and/or services.</li> <li>• Review federal and provincial government directives and regulations in order to give Council advice about these directives and regulations.</li> <li>• Consult other towns, York Region government and local stakeholder groups on accessibility issues, policies and committee guidelines.</li> <li>• Perform other duties that may be in the Regulations to the Act as they are developed.</li> </ul>

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Member Responsibility	<p>1. Members will know about the Ontarians with Disabilities Act, 2001 and the Committee's Mandate.</p> <p>2. Each member of the Committee is independent and does not represent the concerns of only one disability or group. The members will work together to develop a common approach that is reasonable and practical.</p>	Not included.
Reporting/ Report Plan	Staff will provide information and expertise to the Committee. The Committee will give comments and/or recommendations for Council to consider. Minutes of the Accessibility Advisory Committee meetings will be given to Committee of the Whole.	A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth (4th) quarter annually.
Meeting Times and Location/ Frequency of Meetings	The Committee will meet bi-monthly	<ul style="list-style-type: none"> <li>• Meet bi-monthly during the day.</li> </ul>
Strategic Plan Linkages	Not included.	<p>The Accessibility Advisory committee meets the following Corporate Strategic Goals:</p> <ul style="list-style-type: none"> <li>• <i>Living Well</i> : By Centering on safety and security.</li> <li>• <i>Well Balanced</i> : Due to its focus on increased accessibility for people with disabilities.</li> </ul> <p>The Accessibility Advisory committee meets the following Council Strategic Priorities:</p> <ul style="list-style-type: none"> <li>• <i>Efficiency/Financial Management</i> : By ensuring effective and efficient services.</li> <li>• <i>Enhanced Recreational Opportunities</i> : By enhancing the Town of Newmarket's recreation and community facilities.</li> </ul>
Qualifications	Not included.	<p>Consideration shall be given to inclusion of the following qualifications during the appointment process:</p> <ul style="list-style-type: none"> <li>• Persons with physical disabilities (visual, speech, hearing, deaf, brain injury, use of wheelchair etc.).</li> <li>• Persons with cognitive disabilities (intellectual impairments).</li> <li>• Persons with perceptual disabilities (learning disabilities).</li> <li>• Persons with mental health disabilities.</li> <li>• Persons with an interest in disability awareness or support people with disabilities.</li> </ul>
Budget Consideration	Not included.	<p>The fiscal year of the Committee shall be from January 1 to December 31.</p> <p>The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.</p>
Remuneration	Not included.	<ul style="list-style-type: none"> <li>•No remuneration.</li> </ul>
Work Plan	Not included.	A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth (4th) quarter annually.

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Committee Review/ Sunset Date	Not included.	Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.