



City of Stratford Terms of Reference

ADVISORY COMMITTEE NAME: Stratford Accessibility Advisory Committee

MANDATE

To fulfil the requirements of the Accessibility for Ontarians with Disabilities Act (AODA, 2005), the Stratford Accessibility Advisory Committee (AAC) makes recommendations and advises City Council on matters to improve opportunities for persons with disabilities, and to provide for involvement in the identification, removal and prevention of barriers to full participation in the Community.

COMPOSITION AND TERMS OF APPOINTMENT

The Accessibility Advisory Committee shall be comprised of 11 members, with a majority of the members of the AAC being persons with disabilities as prescribed in the Ontarians with Disabilities Act, 2001. The composition shall be:

Representative / Organization	Member(s)
▪ Citizens	7
▪ City Councillor	1
▪ Local Agency Representatives	1
Total	9

The members of the Accessibility Advisory Committee shall be appointed by City Council for two-year terms and in accordance with the "Policy on Council Appointed Advisory Committees" and any other policies or practices of the City of Stratford. Staff representatives on the AAC shall be non-voting members.

STAFF RESOURCES

- A representative of the Building and Planning Department
- A representative of the Community Services Department, including the Parallel Transit Manager [as per Council resolution at the April 24, 2006 Council meeting]
- A representative of the Social Services Department
- A representative of the Corporate Services Department, Clerk's Division
- Recording Secretary services from the Clerk's Division
- Accessibility Coordinator

QUORUM

Quorum for the conduct of business at Accessibility Advisory Committee meetings shall be as determined by the 'Policy on Council Appointed Advisory Committees'. Non-voting positions on the Committee shall not be counted when determining quorum.

MEETINGS

The Committee will hold monthly meetings or as deemed necessary. Meetings of the Accessibility Advisory Committee shall be open to the Public; except that a meeting or part of a meeting may be closed to the public (In-camera Session) if the subject matter being considered is prescribed under law as a matter that may be discussed at a closed meeting.

The election of a Chair and Vice-Chair shall be in accordance with City Policies.

The Advisory Committee will liaise and report to Council through the appropriate Subcommittee of Council and by forwarding the minutes and relevant documents to the City Clerk for distribution to Council.

The Advisory Committee may establish Working Groups to explore specific issues related to the accessibility plan and/or to other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

ROLE OF COMMITTEE MEMBERS

- Advise City Council in each year about the preparation, implementation and effectiveness of its accessibility plan. The accessibility plan shall address the identification, removal and prevention of barriers to persons with disabilities in the City's by-laws and in its policies, programs, practices and services;
- Advise City Council on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,
 - a) that council purchases, constructs or significantly renovates;
 - b) for which council enters into a new lease; or
 - c) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with Section 110 of the Municipal Act, 2001.
- Review in a timely manner site plans and drawings described in section 41 of the Planning Act that the committee selects, and advise on accessibility issues relating to identified buildings within the city;
- Provide feedback to the City on the development of accessible design criteria to be considered in the construction, renovation or replacement of bus stops and shelters;
- Provide feedback on the proportion of on-demand accessible taxicabs required in the City;

- Provide feedback to the City before new recreational trails are constructed or existing trails are redeveloped on the following:
 - Slope of the trail.
 - Need for, and location of, ramps on trail.
 - Need for, location and design of:
 - Rest areas,
 - Passing areas,
 - Viewing areas,
 - Amenities on the trail, and
 - Any other pertinent feature.
- Provide feedback to the City when construction new or redeveloping existing outdoor play spaces, on the needs of children and caregivers with various disabilities;
- Provide feedback to the City when constructing new or redeveloping existing exterior paths of travel that they intend to maintain, on the design and placement of rest areas along the path of travel;
- Provide feedback to the City when constructing new or redeveloping existing on-street parking spaces on the need, location and design of accessible on-street parking spaces;
- Advise on existing and proposed procurement processes with respect to the accessibility for persons with disabilities to the goods and services being purchased;
- Monitor federal and provincial government directives and regulations;
- Conduct research on accessibility issues;
- Liaise with local stakeholder groups on accessibility issues.