

Oshawa Accessibility Advisory Committee

Terms of Reference

1.0 Mandate

The Oshawa Accessibility Advisory Committee (“committee”) is a statutory Committee required to be established through the *Accessibility for Ontarians with Disabilities Act, 2005*. The Committee advises Council and staff on specific initiatives to be taken by the municipality to reduce and prevent barriers in order to cultivate inclusion within the community.

2.0 Goals and Objectives

The Council of every municipality, having a population of not less than 10,000, shall establish an accessibility advisory Committee.

The role of the Oshawa Accessibility Advisory Committee (OAAC) is to advise and assist Council in fulfilling its responsibilities under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Section 29 of the AODA describes three main activities for the OAAC:

1. Advising the Council about the requirements and implementation of accessibility standards, and the preparation of accessibility reports and other matters for which the Council may seek its advice.
2. Review site plans and drawings described in section 41 of the Planning Act that the Committee selects; including all municipal projects; and,
3. Perform all other functions that are specified in the regulations including:
 - how to implement the province’s accessibility standards;
 - the preparation and implementation of accessibility plans and compliance reports; and,
 - any other matters where the Committee’s advice would be helpful.

3.0 Guiding Principles

Advisory Committees shall be compliant with the above-noted Policy and Procedure (which respects Council Procedure By-law 111-2017, as amended, regarding meeting process). The Procedure By-law may be referenced directly through City Clerk Services should further clarification on meeting process be required. Changes or clarifications to the Policy or Procedure shall be reflected in updates to the Policy and Procedure, which may be supplemented by guidelines and training materials, as appropriate, by the City Clerk.

The above referenced Policy and Procedure is very comprehensive and addresses, amongst other matters, duties and conduct of Advisory Committee members and support staff, operating procedures, conduct of meetings, and standard templates for advisory committee agendas, advisory committee reports to Council, etc.

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) also guides the work of the OAAC.

A staff team, comprised of representatives from City departments/branches, works collaboratively with the OAAC to develop an Oshawa Accessibility Plan to identify and remove barriers in the delivery of City programs, services and facilities. The staff group reports through Director, Innovation and Transformation, and is Chaired by the Accessibility Program Coordinator.

4.0 Key Success Factors

For the OAAC to be successful, the following factors need to be realized:

- vision;
- leadership;
- appropriate funding and staff resources;
- effective communication;
- partnership development;
- volunteer support and commitment;
- feasible, realistic and achievable strategies/actions tailored to the community's needs;
- diversity of complementary strategies; and,
- Committee members who adhere to the Policy and Procedure.

5.0 Number of Members

A maximum of ten (10) members consisting of:

- (a) A majority of the members [minimum of six (6)] shall be persons with disabilities. These Committee members shall be representative of gender, ethnicity and different types of visible and invisible disabilities as defined in the Accessibility for Ontarians with Disabilities Act (AODA) 2005.
- (b) A maximum of three (3) members who may not have a disability; and,
- (c) One (1) appointed voting Member of Council

Members will be appointed by Council in accordance with the selection process set out in the Advisory Committees of Council Policy and Procedures.

6.0 Member Qualifications

OAAC members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, interest and participation in

accessibility and community matters.

Sub Committees and Working Groups may be established, as required, to carry out a specific project in the annual OAAC work plan. Committee members are expected to actively participate on Working Groups and Sub-Committees.

7.0 Frequency of Meetings

The OAAC will meet ten (10) times a year at City Hall. There will be no scheduled meetings in July and August. In the year of a Municipal Election, the OAAC will meet eight times (8). There will be no scheduled meetings in July, August, October and November.

Additional meetings may be called, as required, by the Chair.