

ACCESSIBILITY, MARKHAM ADVISORY COMMITTEE ON

TERMS OF REFERENCE

Mandate

The Markham Advisory Committee on Accessibility shall assist Council in improving opportunities for persons with disabilities by promoting the implementation of the *Ontarians with Disabilities Act* (ODA) in Markham. The Committee will advise Committee/Council as required by the *Act*, on its annual Accessibility Plan. The Plan will focus on reducing and/or eliminating barriers regarding the accessibility to, and enjoyment of, facilities and services by all residents of the Town of Markham.

The Markham Advisory Committee on Accessibility will work with organizations of and for persons with disabilities in the pursuit of shared goals.

Reporting Structure

The Markham Advisory Committee on Accessibility will report to Markham Council through the Community Services and Environment Committee.

Duties

- **Ontarians With Disabilities Act 2001**

To advise Markham Council about the preparation, implementation and effectiveness of its annual Accessibility Plan and other mandated obligations under the *Ontarians with Disabilities Act (ODA) 2001*. The Accessibility Plan shall include:

- (a) a report on the measures the municipality has taken to identify, remove and prevent barriers to persons with disabilities;
- (b) the measures in place to ensure that the municipality assesses its proposals for by-laws, policies, programs, practices and services to determine their effect on accessibility for persons with disabilities;
- (c) a list of the by-laws, policies, programs, practices and services that the municipality will review in the coming year in order to identify barriers to persons with disabilities;
- (d) the measures that the municipality intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities; and

(e) all other information that the regulations prescribe for the purpose of the plan.

- To review the site plans and drawings of new or renovated municipal buildings and structures or parts thereof.
- To appoint the Chair of the Committee as Markham's representative on the Region of York Accessibility Advisory Committee.
- To review proposals and plans for new and major renovation projects (in consultation with architects, designers, developers, operators and municipal staff) in order to ensure barrier-free access to facilities and services throughout the Town of Markham.
- To conduct periodic audits of public facilities and recommend accessibility retrofits.
- To conduct periodic audits on business establishments as agreed upon.
- To encourage the adoption of innovative design principles that allow for full access; to acknowledge (through publicity and/or awards) examples of outstanding projects.
- To advocate, promote and support programs and initiatives for persons with disabilities.

Composition and Size

This Committee shall consist of eleven members, at least five of whom must be persons with disabilities. One member shall be a member of Council and the remainder shall be citizen volunteers and/or professionals from the stakeholder community.

In addition, municipal staff and consultants may attend Committee meetings as deemed necessary and appropriate.

The majority of members on the committee shall be persons with disabilities within the meaning of the *ODA*.

Membership selection, term and resignation

Future ACA's will serve a term of four (4) consecutive years (as per changed Council term – election of 2006) and at the pleasure of Council. Members may be reappointed for an additional term of three consecutive years.

Recommended that ACA report through the Community Services and Environment Committee.

ACA will elect a Chair and Vice-Chair.

Council will approve a replacement member when resignations occur during the term of the ACA.

Membership Responsibility

Members are expected to be familiar with the Act and Terms of Reference.

Each Member of the Committee is an independent representative to the Committee and does not represent the concerns of only one disability or group. The members shall work together for the purpose of developing a common approach that is reasonable and practical.

Members are expected to contribute their expertise actively during ACA meetings.

Members shall declare any situation that is, or has the potential to be, a conflict of interest.

Remuneration/Reimbursement Of Expenses

Members of the Markham Advisory Committee on Accessibility serve without remuneration, with the exception of those members who are persons with disabilities. Members who are persons with disabilities will be provided with the resources related to their disability and that are deemed necessary for them to fully participate in the Committee (e.g. sign language interpretation services, Braille translation services, transportation, support care services, etc.)

Frequency of Meetings

Meetings are held quarterly, typically on the third Monday of the month at 5:00 PM.

Resources

The ODA Staff Committee will provide advisory staff support. The Clerks Office will provide administrative support, including the taking of minutes, distribution of minutes

and agendas, and the general administrative coordination of meetings on the Markham Advisory Committee on Accessibility and any sub-committees that it may form.

Procedure

All meetings will be conducted in accordance with the Town of Markham Procedure By-law.

Evaluation and Review

Markham Council will have the prerogative of making changes to the Terms of Reference as required.

The Terms of Reference could be modified due to the upcoming release of the Provincial Regulations of the *Ontarians with Disabilities Act, 2001*.