



TOWN OF SAUGEEN SHORES

ACCESSIBILITY ADVISORY COMMITTEE

M A N D A T E

Town of Saugeen Shores
P.O. Box 820, 600 Tomlinson Drive
Port Elgin, Ontario N0H 2C0

PH: 519.832.2008 FX: 519.832.2140

THE CORPORATION OF THE TOWN OF SAUGEEN SHORES

ACCESSIBILITY ADVISORY COMMITTEE

MANDATE

Mandate

The Saugeen Shores Accessibility Advisory Committee is formed to comply with the *Accessibility for Ontarians with Disabilities Act, 2005* which requires every municipality having a population not less than 10,000 to establish an Accessibility Advisory Committee.

Mission Statement

The Town of Saugeen Shores' Accessibility Plan establishes the following mission statement:

“In order to manage the identification, removal and prevention of barriers in a consistent manner, the Town of Saugeen Shores will endeavour to achieve change over time, within municipal budgets and priorities, by adopting a phased-in approach in the Accessibility Plan for the Town of Saugeen Shores.”

Committee Responsibilities

The Committee shall:

- Advise the Council about the requirements and implementation of accessibility standards and the preparation of Accessibility Reports and such other matters for which the Council may seek the Committee's advice.
- Review, in a timely manner, the site plans and drawings described in Section 41 of the *Planning Act* that the Committee selects.
- Perform all other functions that are specified in the *Accessibility for Ontarians with Disabilities Act 2005* Regulations c. 11, s. 29 (4).
- Review and provide comments and/or make recommendations on the accessibility of a building, structure and premise (or parts thereof) that the Town purchases, constructs, significantly renovates or leases.
- Provide comments and/or recommendations regarding the accessibility of any other facility used as a Town building.
- Communicate with other Accessibility Advisory Committees, government and local stakeholder groups on accessibility issues, policies and guidelines.
- Annually review the Accessibility Plan to ensure that it includes identifying, removing and preventing barriers in the Town's By-laws, policies, programs, practices and services.

- Provide input into priority setting, development, monitoring and evaluating the Accessibility Plan on an annual basis.
- Provide comments and/or recommendations on how the needs of persons with disabilities can be better served through the Town's purchasing of goods and/or services.

Committee Composition

The Committee shall consist of:

In accordance with the *Accessibility for Ontarians with Disabilities Act 2005* the majority of the members of the Committee shall be persons with disabilities.

The Saugeen Shores Accessibility Advisory Committee shall consist of no more than seven (7) volunteer members including one (1) Council Member. An alternate member of Council shall also be appointed to fill a vacancy of the Council Representative.

Sub-Committees may be developed as needed by Council and may use additional resource people on an ad hoc basis.

Replacement of Members

Any member who fails to attend three (3) meetings without notice will be considered to have resigned from the Committee. Prior notice to the Secretary and/or Chair of inability to attend will be accepted as absence with notice.

A formal request from the Committee may be made to the Council for replacement of resigned members.

Membership Term

Council appoints the members of the Accessibility Advisory Committee for a two (2) year term. Members may be re-appointed to the Committee.

Where a member of the Accessibility Advisory Committee ceases to be a member of the Committee before the expiration of a term of office, the Municipal Council may appoint another eligible person for the unexpired portion of that term.

Meeting Time Frames

Meetings are held monthly. Meetings may be cancelled or additional meetings may be held depending on the workload of the Committee which will be determined by consensus of the Committee. Notice will be provided 48 hours in advance. Meeting times will be determined by consensus of the Committee.

Role of Council Representative

The Council Representative is a participating member of the Committee, with voting privileges, without specific reporting requirements but may include the normal liaison and interpretational role for Council.

Role of Staff Coordinator

- Corresponding with members of the Committee. Is without specific corresponding and reporting requirements or voting privilege.
- Act as the Committee Secretary.
- Prepare Meeting Packages in co-operation with the Chair for delivery to all members at least two (2) working days prior to the Meeting.
- The Meeting Package should include the previous Minutes and copies of any information for discussion.
- Give Notice of Meetings and prepare all correspondence as directed by the Committee.
- Preserve all records and correspondence in an organized manner.
- Acting as resource personnel for Town Policies and Procedures.

The Committee Chair shall

- Be appointed annually by vote of members present at the first Meeting of the year.
- Preside at all Meetings.
- Control proceedings and discussion to ensure smooth transition of the business as listed on the Agenda.
- Work co-operatively with the Committee's Staff Coordinator in the preparation of the Agenda.
- Vote on all matters requiring a formal Motion.

Vice Chair shall

- Be appointed annually by vote of members present at the first Meeting of the year.
- Act as Committee Chair in the absence of the Chair.

Committee Members shall

- Be aware of the *Ontarians with Disabilities Act, 2001* and the Committee's Mandate.
- The members will work together to develop a common approach that is reasonable and practical.
- Each member of the Committee is independent and does not represent the concerns of only one (1) disability or group.

- Try to attend every Meeting at the time established.
- Be prepared for the Meeting by reading the Meeting Package contents ahead of time and be prepared to discuss Agenda items.
- Be courteous and respect other people's opinions.
- Keep discussions to the topic being dealt with at the time.
- Make sure that their information and facts are correct and are submitted objectively in order to assist in a good decision.
- Members shall declare any situation that is, or has the potential to be, a conflict of interest.

Reporting Requirements

Committee Minutes are to be provided to the Clerk for insertion on the Council's Agenda. Recommendations for Council's consideration are to be presented to Council in a Report format.

Sub-Committees report to the Accessibility Advisory Committee, or as otherwise directed by Council.

Financial Planning

The Committee's proposed budget items are to be submitted to the Clerk by November 15th in each year for discussion in the draft administration budget.