

# City of Pembroke

## Accessibility Advisory Committee

### Terms of Reference

#### **Mandate**

The City of Pembroke Accessibility Advisory Committee (AAC) is legislated by the Province of Ontario under the *Ontarians with Disabilities Act, 2001* (AODA) and recommends 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.

#### **Role**

In addition to the above, the AAC will be responsible in its advisory role to City Council to:

- Oversee the development and preparation of the Annual Accessibility Plan
- Review and monitor federal, provincial and municipal directives and regulations as they relate to persons with disabilities;
- Research and make recommendations to City Council concerning the identification, removal and prevention of barriers to persons with disabilities within the City of Pembroke.

The following procedures will be followed:

- The Accessibility Advisory Committee will be appointed by Council.
- The Committee will meet quarterly or at the call of the Chair
- The minutes of Committee meetings will include recommendations to Council.

#### **Composition of Committee**

- In keeping with the requirements of the *Accessibility for Ontarians with Disability Act, 2005*, a majority of the members of the Committee shall be residents with disabilities.
- The AAC will consist of at least 1 Council representative, 1 staff representatives and three public members.
- All public member positions are to be volunteer positions. The term for the public members will be 4 years and will be concurrent with the term of Council.
- All interested applicants must complete an application form and provide details as to his or her interest in the Accessibility Committee. Applications will be reviewed and Council will appoint the members.
- All Committee members must be residents of the City of Pembroke.

The AAC will be available as a resource to staff, providing input on matters being pursued to achieve Council's strategic priorities.

**Reporting Relationship**

The AAC shall report through the Finance and Administration Committee to City Council; however, it may also report to another Standing Committee where appropriate, depending on the issue.

**Other**

From time to time members of the AAC may be requested to provide assistance or offer advice regarding city projects, park audits, facility audits, site plan reviews and education for community groups and events. Committee members must keep in mind that while the committee on which they serve has specific goals and objectives, the Committee's function is advisory in nature and the final decision on recommendations made by the Committee rests with City Council. Council's responsibility is to the broad public good and, as such, Council may take into account other matters beyond those considered by the Committee when making its final decision on the matter.

**Staff Contact**

Heidi Martin, Coordinator

613-735-6821 ext. 1330

[hmartin@pembroke.ca](mailto:hmartin@pembroke.ca)