

Terms of Reference

Cambridge Accessibility Advisory Committee

1. Name

The name shall be the Cambridge Accessibility Advisory Committee (CAAC).

2. Definitions

“Agency” means a business or organization established to serve and/or support people with disabilities and who serve Cambridge residents.

“Barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of a disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or practice; (“obstacle”).

“Council” means the elected Council of the City of Cambridge.

“Disability”, as defined under the Ontario Human Rights Code, means,

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) a condition of mental impairment or a developmental disability,
- c) a learning disability, or a dysfunction in one or more of the processes, involved in understanding or using symbols or spoken language,
- d) a mental disorder, or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997;.

“Legislation” means the Accessibility for Ontarians with Disabilities Act, 2005, as amended, or its associated Regulations, as amended, as applicable.

3. Purpose

The CAAC shall serve the City in accessibility matters pursuant to Section 29 of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

4. Mandate

The mandate of the CAAC shall be to advise and assist the City in promoting and facilitating a barrier-free Cambridge for citizens of all abilities (universal accessibility), including persons with disabilities. This aim shall be achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by persons with disabilities.

5. Responsibilities

- Advising municipal 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.
- Review site plans and drawings described in section 41 of the *Planning Act* that the committee selects; including all municipal projects.
- Advise City staff and Council on the accessibility for persons with disabilities to a building, structure or premises that Council purchases, constructs, significantly renovates, enters into a new lease, or 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*
- Perform all other functions that are specified in the *Integrated Accessibility Standards Regulation* (O. Reg. 191/11), including providing advice:
 - When construction new or redevelop existing recreational trails
 - When developing design criteria related to the construction, renovation or placement of elements contained within the Design of Public Spaces Standards in the *Integrated Accessibility Standards Regulation* (O. Reg 191/11);
 - On the need, location and design of on-street parking when building new or making major changes to existing on-street parking;
 - Before building new or making major changes to existing recreational trails to help determine particular trail features;
 - On the needs of children and caregivers with various disabilities in their community when building new or making major changes to existing outdoor play spaces;
 - On the design and placement of rest areas along exterior path of travel when building new or making changes to existing exterior paths of travel
- Provide an annual update to Council on committee activities.

6. Other Duties

The CAAC may undertake the following duties provided that the responsibilities set out in Section 5 are being addressed to meet statutory requirements:

- Review matters provided for review and respond with advice as appropriate.
- Consult with persons with disabilities, community groups and organizations representing persons with disabilities in order to capture and communicate emerging issues to Council.
- Refer issues and make recommendations or suggestions for action to groups, agencies, committees and organizations in the community to address barriers that affect persons with disabilities.
- Advise City staff and Council on ways to address issues for the inclusion of persons with disabilities relating to the provision of the services provided by the City.
- Advise Council with respect to government directives and regulations relating to the status of persons with disabilities including regulations for the Legislation.
- Advise City staff and Council on existing and proposed procurement processes with respect to the purchase of goods or services with regard to accessibility for persons with disabilities.

7. Composition

The CAAC shall have no more than a total of 16 voting members, the majority of whom shall be persons with disabilities, as per Section 29 (3) of the AODA. Membership shall be comprised of a combination of the following:

- Up to 14 Citizen Appointees
- Representatives from up to 4 community agency/organizations with mandates to serve and/or support people with disabilities and who serve Cambridge residents.
- Up to 2 Council Representative

Members will be chosen for their expertise, experience, dedication, and commitment to the Committee's mandate.

The members of the CAAC shall serve in a volunteer capacity, with no remuneration.

8. Support

Administrative support, to include meeting co-ordination, liaising with staff, compiling minutes from the CAAC, will be provided by the Staff of the Corporate Services department.

9. Term of Office

Unless otherwise legislated, membership on CAAC will expire December 31 of a municipal election year. A member who has been appointed to fill a vacancy partway through the Advisory Committee term will be appointed for the balance of the existing term.

a) Appointment

Striking Committee will consider Advisory Committee applications quarterly for Citizen members.

Community organizations shall be selected by the Staff Liaison, in consultation with the CAAC Chair. Community organizations shall identify a staff member to serve as a representative on the committee.

b) Duration of Appointment

Members are eligible to serve for a maximum of eight (8) consecutive years (two terms) on CAAC.

10. Meetings

All meetings will be open to the public, except those which meet criteria under Section 239 of the *Municipal Act, 2001*, and only members of the CAAC may attend the closed session of the committee.

Date and time of meetings will be determined by CAAC members.

11. Chair and Vice-Chair

Voting members of the CAAC will elect a Committee Chair and Vice-Chair from among the Citizen Appointees annually at the first CAAC meeting of each calendar year. The Chair will preside over meetings and committee business. The Vice-Chair will serve as a replacement for the Chair, presiding over meetings when the Chair is unable to attend.

12. Agendas

Agendas will be assembled and distributed by the Staff Liaison in consultation with the Committee Chair. Agenda packages will be distributed electronically or in an alternate format upon request no less than one (1) week prior to the meeting and will be sent to all members of the CAAC.

Agendas will be posted on the City's website.

13. Minutes

Minutes of each meeting will be recorded and distributed to CAAC electronically. Minutes of all meetings will be subject to approval at the following meeting. Minutes once approved by the CAAC will be reported out to Council.

Approved minutes will be posted on the City's website.

14. Delegations

Delegations are welcome to attend meetings of the CAAC for issues that fall within the guidelines of these Terms of Reference. Delegations may address the Committee for five (5) minutes and the Committee may grant an additional five (5) minutes. Delegations will be approved by the Committee Chair or Staff Liaison.

15. Meeting Procedures

a) Quorum

Quorum will be a simple majority of the CAAC members (50% + 1). If quorum is not achieved at the scheduled meeting fifteen (15) minutes after the scheduled commencement time, the meeting will stand adjourned until the next regular scheduled meeting. If quorum is lost during a meeting, the Committee Chair will call for a recess for a period of fifteen (15) minutes, or until a quorum is present. If there is still no quorum is not achieved after fifteen (15) minutes, the meeting will stand adjourned.

If quorum is not achieved or is lost, any business requiring a vote will be deferred to the next scheduled meeting.

Any meeting which has not achieved quorum will still publish a set of minutes, which simply reflects Members' attendance and absence.

b) Voting

Members will work toward a consensus model for decision making; if this is not possible a simple majority vote will be held. In the event of a majority vote, all members who are present have the right to vote in favour or opposition of the motion, or abstain from voting.

The Council Representative will have voting privileges on CAAC.

In the instance of a tie, the Committee Chair will break the tie. The Committee Chair may vote on any motion.

c) Conflict of Interest

Members are expected to follow the *Municipal Conflict of Interest Act* and to undertake their responsibilities on an impartial and objective basis. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest expect in common with residents of the municipality.

d) Member Absence

If a Committee member is absent for three consecutive meetings without notice or justifiable reason, their membership will be reviewed by the CAAC Chair and the Staff Liaison.

16. Sub-Committees

In accordance with City By-Law 133-18, sub-committees may be formed should a majority of voting members approve a recommendation to do so. Included in the recommendation to establish a sub-committee there shall be information regarding the mandate of the proposed sub-committee, the beginning and the ending date, the composition and the recruitment of Members, and the reporting structure. Sub-committee membership may be expanded to include people who are not advisory committee members, to seek specific areas of expertise on a particular topic or issue.

17. Code of Conduct

Members are expected to follow the Code of Conduct for Local Boards and Advisory Committees. Persons in violation of the Code of Conduct may be asked to refrain from the active participation with the Committee at the discretion of the City of Cambridge.

Each Member will receive a copy of the Code of Conduct. Members will be asked to sign an acknowledgement stating that they have received, read and accepted the Code of Conduct in its entirety and that they agree to be bound by its terms.

18. Review

The Terms of Reference will be reviewed, revised (if necessary) and recommended for Council approval annually.

a) Updates

Last Updated: December 14, 2020