



# Town of Georgina Accessibility Advisory Committee (GAAC)

## Terms of Reference

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### 1. Purpose

1. Part VII of the *The Accessibility for Ontarians with Disabilities Act, 2005*, S.O. s. 29 (“the Act”), requires that the Council of every municipality having a population of not less than 10,000 shall establish an Accessibility Advisory Committee.

### 2. Meetings

1. The Committee shall meet as required throughout the year, to a maximum of twelve (12) times a year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.

### 3. Responsibilities

1. To elect and appoint a Chair and Vice Chair;
2. Consult with and assist Georgina Council regarding the accessibility to and enjoyment of facilities and services by addressing, reviewing and making comments and recommendations on the identification, removal and prevention of barriers to persons with disabilities, in the municipality’s by-laws, policies, programs, practices and services;
3. Provide advice to Town Council, through the Council representative, on the preparation, implementation and effectiveness of accessibility guidelines and an annual accessibility plan;
4. Confer with organizations of and for persons with disabilities to facilitate shared goals and objectives;
5. Participate in the coordination, implementation and/or delivery of public information forums, delivered in multiple formats for persons with disabilities;

6. Review proposals and plans for new and major renovation projects of Town facilities and services, through consultation with Town staff and other professionals, to ensure barrier-free access;
7. Provide recommendations on the accessibility retrofits to existing facilities and services upon identification of barriers to accessibility;
8. Provide recommendations for site plans submitted to the municipality for new and renovation projects;
9. Oversee and provide direction to the Outreach Information and Awareness Sub-Committee;
10. Review comments submitted to the Development Engineering Division by the Site Plan Review Sub-Committee;
11. To report to Council, on an annual basis, documenting the activities, accomplishments and comments deemed appropriate as the Committee attempts to fulfil its purpose.

#### **4. Term & Membership Composition**

1. Appointed by Council, the Committee shall consist of nine (9) members composed of:
  - Two (2) members of Council;
  - Seven (7) citizen appointments. In accordance with the 'Act' a majority of the members of the committee shall be persons with disabilities. 2005, c. 11, s. 29 (3).

To be eligible to make application and to serve on the Committee, an individual must be:

- a. a resident of the Town of Georgina; and
  - b. over the age of 18 years.
2. Under the direction of the Town Clerk, secretarial support services will be provided by the Town of Georgina.
  3. Under the direction of the Director of Recreation and Culture other support services will be provided by the Town of Georgina as required.
  4. Resignations from the Committee must be in writing.
  5. The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council

following an election. Members may be reappointed at the discretion of Council.

6. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.
7. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

## **5. Remuneration**

1. \$40.00 per meeting, not to exceed twelve (12) paid meetings per year.

## **6. Member in Good Standing**

1. The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the GAAC.

## **7. General Conduct**

1. All members will abide by the Town of Georgina's Code of Conduct and all other applicable Town policies and guidelines.

## **8. Budget**

1. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Director of Recreation and Culture. In addition, other funds may be requested of Council for special projects or undertakings.

## **9. Use of Town Logo/Letterhead**

1. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall be approved by the Communications Manager and shall not bind the Town. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

## **10. Authority**

1. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference. The Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required. Any information or action that binds the Corporation will require Council's approval.

## **11. Confidentiality**

1. The *Municipal Act, S.O. 2001, c. 25*, shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials.

## **12. Procedural By-Law**

1. The rules and regulations contained in the Town of Georgina Procedural By-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.

History: Amended by Council on August 15, 2018