



CORPORATION OF THE
TOWNSHIP OF BLACK RIVER – MATHESON

367 FOURTH AVE, P.O. BOX 601, MATHESON, ON P0K 1N0
TELEPHONE (705) 273-2313
WEBSITE: www.twpbrm.ca

**ACCESSIBILITY ADVISORY COMMITTEE
TERMS OF REFERENCE**

1. PURPOSE

To advise Council and the Township Black River-Matheson by reviewing and reporting on all barriers within the Township in the interest of creating a barrier free community. The role of the Accessibility Advisory Committee will include reviewing any new plans for municipal buildings, reviewing present municipal buildings and any renovations to municipal buildings to ensure that they are/will be disability accessible to the general population and staff.

2. MEMBERSHIP

The Committee shall be comprised of four appointed members of the public and one appointed Council member. As stated in the act, the majority of the members of the committee shall be persons with disabilities.

The Clerk or designate shall be a resource person/secretary to the Committee.

3. TERM OF OFFICE

Appointments of the Committee are made by Council. The term of office for all appointments shall be for the term of Council.

The Chair shall be selected by the Committee members at the first meeting. The Chair shall serve for no longer than two terms.

The Committee shall inform Council if a member misses three (3) consecutive meetings without justification. Council may consider the replacement of the member.

4. MEETINGS

Meetings shall be called as circumstances dictate, but not less than once yearly.

A quorum of a meeting shall consist of a simple majority of the members of the Committee. All meetings shall be held in accordance with all applicable municipal

policies and by-laws.

5. DUTIES AND RESPONSIBILITIES

As per subsection (4) of the AODA the committee shall:

- a) 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 its advice under subsection (5);
- b) Review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects; and
- c) Perform all other functions that are specific in the regulations.

A yearly report will be delivered to Council outlining past, present and future barriers and methods of correcting these barriers. No action shall be taken on a recommendation until such time as it has been adopted by Council.

If a conflict of interest arises for any committee members, municipal conflict of interest requirements as defined by legislation will apply.

6. AUTHORITY

The Accessibility Advisory Committee is created by and responsible to Council.