



## **West Nipissing Ovest**

# **ACCESSIBILITY ADVISORY COMMITTEE**

## **TERMS OF REFERENCE**

### **Purpose**

The West Nipissing Municipal Accessibility Advisory Committee (MAAC) will provide a communication/consultation forum for community-of-interest constituents to meet with Municipal management and to advise Council on matters pertaining to:

1. Measures taken by the Municipality to identify, remove and prevent barriers to persons with disabilities;
2. Measures in place for the Municipality to assess its proposals for By-laws, policies, programs and services to determine their effects on accessibility for persons with disabilities;
3. Listings of By-laws, policies, programs and services that will be reviewed during the coming year in order to identify barriers to persons with disabilities;
4. Measures the Municipality intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities; and
5. Any other item under the authority of the Ontarians with Disabilities Act, 2001 under the purview of this advisory committee

### **Roles and Responsibilities of Members**

MAAC members will act in a liaison capacity with their community constituent groups and will be active members in MAAC meetings.

Members will be involved in suggesting items for the advisory committee agenda; discussing issues; deciding upon recommendations; seeking public input on issues, concerns and recommendations; and effectively disseminating information to residents of West Nipissing.

### **Committee Structure**

Members (5):

Persons with Disabilities (3)	- to be nominated by public advertisement
Members Community at large (2)	- to be nominated by public advertisement
Municipality of West Nipissing (2)	- one (1) member of Municipality Council; one (1) member of Municipality staff

A minimum of five (5) voting members nominated by the Municipality of West Nipissing with three (3) persons with disabilities and two (2) persons from the community at large.

Municipality staff shall provide administrative and technical support, records and minutes for meetings of the MAAC as required. Administrative support for the MAAC shall come from the Community Services Department.

### **Procedures/Operation**

Meetings will be held quarterly on a schedule to be fixed by the MAAC.

Public consultation will be held at least once a year.

Minutes of meetings will be prepared and circulated to MAAC members as early as possible after each meeting. Upon adoption of the minutes, they will be forwarded to Municipal Council for information and/or consideration, as required.

A Chair for the advisory committee will be chosen from the MAAC voting members at its first meeting for a one-year term.

The MAAC membership will serve a term of two years and appointment should be staggered.

The advisory committee will operate under Parliamentary Rules of Procedure for its meetings.

### **Recommendations and Reports**

All recommendations and reports prepared by the MAAC will be forwarded to Municipal Council for consideration. Municipal Council will report to the Province and the public on the items arising from the MAAC deliberations and research.

### **Review of Terms of Reference**

The Terms of Reference of the MAAC will be reviewed on an annual basis to ensure that the advisory committee's mandate, membership, and investigations remain current and appropriate.