

Windsor Accessibility Advisory Committee Terms of Reference and Mandate - December 2019

Preface

The Windsor Accessibility Advisory Committee (WAAC) is committed to complying with the provisions of the *Accessibility for Ontarians with Disabilities Act* (2005), the *Ontarians with Disabilities Act* (2001), the *Ontario Human Rights Code* and the *Canada Human Rights Act* as well as all applicable regulations.

WAAC seeks to identify and remove barriers to accessibility and prevent the creation of new barriers. WAAC shall advise Windsor City Council regarding the prevention and elimination of barriers faced by persons with disabilities in order to achieve accessibility with respect to City by-laws, policies, goods, services and programs, employment, facilities, buildings, structures and premises.

Terms of Reference

1. In addition to the above, the WAAC will be responsible in its advisory role to City Council to:
 - a. Oversee the development and preparation of the Multi-Year Accessibility Plan and updates as required under the Accessibility for Ontarians with Disabilities Act (AODA)
 - b. Participate in consultations with municipal departments, as per applicable regulations, regarding:
 - i.* The proportion of on-demand accessible taxicabs required in the community
 - ii.* Recreation trails
 - iii.* Outdoor play spaces
 - iv.* Rest areas along exterior paths of travel
 - v.* On-street parking spaces
 - c. Review site plans and drawings described in section 41 of the Planning Act that the committee selects; including all municipal projects
 - d. Monitor and provide recommendations regarding the “City of Windsor Facility Accessibility Design Standards”
 - e. Advise City Council on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises:
 - i.* That council purchases, constructs or significantly renovates;
 - ii.* For which council enters into a new lease; or
 - iii.* That a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 210.1 of the Municipal Act, 2001.

2. Furthermore, following its historical and traditional role since its implementation in 1981, the WAAC in fulfilling its advisory function will work to promote and achieve the following goals and objectives:
 - a. To review and monitor federal, provincial and municipal directives and regulations and legislation as they relate to persons with disabilities.
 - b. To identify issues of concern to persons with disabilities and on the basis of research, knowledge, and experience on Committee members to recommend action where appropriate.
 - c. To participate in community committees that seek to eliminate barriers for persons with disabilities.

Membership

The WAAC shall be comprised of the following Members including:

- 8 volunteer members
- 1 Member of Council
- 4 alternate non-voting members (alternating on a rotational schedule similar to the Acting Mayor schedule)

A majority of the members of the Committee will be persons with disabilities, as defined by and required by the Accessibility for Ontarians with Disabilities Act, 2005.

The WAAC Committee shall meet quarterly or at the call of the Chair. Members are encouraged to contact the Chair or the Committee Coordinator if they no longer wish to sit on WAAC.

Length of Term

The Striking Committee of Council appoints members for a period of 4 years.

Elections

The Chairperson and Vice-Chair *or two Co-chairs* shall be elected annually.

Rules of Order

Elections and Meetings will be conducted according to Bourinot's Rules of Order and the City of Windsor Procedural By-Laws

Sub Committees

The WAAC may establish sub-committees as required. Membership shall be appointed by the WAAC. The Chair of any sub-committee must be a member of WAAC.

Reporting

The WAAC reports directly to the ***Community Services and Parks Standing Committee***. The Chairperson and/or his/her designate are the official spokespersons for WAAC. All sub-committees report directly to WAAC.

Staff Resource

The City of Windsor will identify community and administrative resources to WAAC. As such, community and administrative resources do not have voting privileges and will act in an advisory capacity.

Annual Operating Budget

Advisory Committees will be tasked with providing information relating to the following year's operating budget which includes an Organizational Review, Budget Detail and Request and Budget Highlights (accomplishments, the following year's initiatives, cost drivers and mitigating measures). The budget request will be forwarded to the ***Community Services and Parks Standing Committee*** and to City Council. _

Annual Report

In accordance with The City of Windsor's By-law 98-2011 Section 21(3), Committees of Council are required to report to their respective Standing Committee annually to provide an overview of accomplishments