



Markham Accessibility Advisory Committee Terms of Reference

May 9, 2024

Overview and Mandate

The City of Markham's Accessibility Advisory Committee (the Committee) is appointed by City Council (Council) for the City of Markham (the City), as required by the *Accessibility for Ontarians with Disabilities Act, 2005* (the AODA).¹

The Committee will provide insights to Council and staff on issues of accessibility in order to improve opportunities for persons with disabilities. The Committee will provide insights and community perspectives, informed by lived experiences where possible, on the elimination of barriers to the achievement of social, cultural and economic well-being of persons with disabilities.

Duties and Scope

The Committee will:

- 1) Advise Council on:
 - a) the requirements and implementation of accessibility standards and the preparation of accessibility reports, and
 - b) 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 Council in accordance with section 110 of the *Municipal Act, 2001*.²
- 2) Review in a timely manner the site plans and drawings described in section 41 of the *Planning Act*³ that the Committee selects at its discretion.

¹ *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11

² *Municipal Act, 2001*, S.O. 2001, c. 25

³ *Planning Act*, R.S.O. 1990, c. P.13



- 3) Perform all other functions specified in the AODA and its regulations, including advising the City on compliance with the accessibility standards in the Integrated Accessibility Standards Regulation for services such as the following:
 - The proportion of on-demand accessible taxicabs required in the community
 - Recreation trails
 - Outdoor play spaces
 - Rest areas along exterior paths of travel
 - On-street parking spaces.
- 4) Provide feedback on the preparation and implementation of the City's Multi-Year Accessibility Plan and Annual Status Report as required by the AODA.
- 5) Provide guidance on and identify the needs of the community in respect of the removal and prevention of barriers in the City's by-laws, facilities, policies, programs, practices, initiatives and services.
- 6) Advise on other matters on which Council may seek the Committee's advice.

Membership and Term

This Committee shall consist of a maximum of twelve (12) members. The Committee shall consist of citizen volunteers and/or professionals from the stakeholder community. Members of Council may also be appointed to the Committee in accordance with the Council direction for Council membership on Advisory Boards and Committees.

A majority of the members of the committee will be persons with disabilities, as defined by the AODA, and should reflect the diversity of the City's population.

Members are to be appointed by Council and will serve staggered terms of office of one (1), two (2), or three (3) consecutive years. Members may be reappointed in accordance with the City's Board and Committee Appointment Policy. Any changes to the membership, including replacements, will require Council approval.

The Committee will elect a Chair and Vice-Chair.

Membership Responsibility

Members are expected to be familiar with the AODA and these Terms of Reference. Members are expected to contribute their expertise actively during Committee meetings.



Each Member is an independent representative to the Committee and does not represent the concerns of only one disability or group. The members shall work together for the purpose of developing a reasonable and practical common approach.

Members shall declare any situation that is, or has the potential to be, a conflict of interest.

Reimbursement Of Member Expenses

Members who are persons with disabilities will be provided with resources that are deemed necessary for them to fully participate in the Committee.

In addition, Members with disabilities may be reimbursed for any necessary travel expenses to and from meetings that occur within the City.

Frequency of Meetings

Formal meetings will be held at the frequency mandated by Council for Advisory Committees. Sub-committee and ad-hoc meetings may be arranged at other times. The Chair may call special meetings. Meetings may take place in person, virtually, or in a hybrid format.

Meetings Procedure

All meetings will be conducted in accordance with the City of Markham Procedure Bylaw 2017-5, as amended, the City of Markham Rules of Procedure Governing Statutory and Advisory Committees, as amended.

All Members will adhere to the City of Markham Code of Conduct for Advisory Boards and Committees and the City of Markham Respect in the Workplace Policy.

A majority of the Members shall constitute quorum.

Agendas of meetings shall be filed in the Clerk's Office.



Reporting to Council

The Committee will report to Council through the General Committee. After each meeting, the meeting minutes shall be submitted to the General Committee for information.

Authority of Committee

The Committee may not exercise decision-making powers or commit expenditures save for those specifically delegated by Council. Any request for expenditures determined by the Committee for the sole purpose of conducting the business or work of the Committee shall be forwarded to Council for consideration and approval. The Committee may not direct staff to undertake activities without authority from Council.

Staff Resources

The role of staff is to act as a resource to the Committee, but not to be members of the Committee, or to deliberate or draft the findings of the Committee.

The City may assign staff to provide support to the Committee, which may include:

- a) a Committee Coordinator, who may provide administrative staff support, including the taking of minutes, distribution of minutes and agendas, and the general administrative coordination of meetings of the Committee and any sub-committees, and
- b) a Staff Liaison, who may provide coordination between Committee and City staff on accessibility related subject matter and staff advisory support.

Staff from relevant departments may attend and provide additional advisory and technical support as relevant to the mandate and objectives of the Committee.

Amendment of Terms of Reference

Council may revise the Terms of Reference as required. The Terms of Reference will be reviewed in conjunction with the City's updates to its Multi-Year Accessibility Plan.