

TOWN OF PETAWAWA

TERMS OF REFERENCE

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

(Under the *Accessibility for Ontarians with Disabilities Act, 2005*)

MANDATE

The Accessibility Advisory Committee is established through a formal motion of Council and is mandated to fulfill the minimum responsibilities as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*, and any other additional responsibilities as may be assigned by Council.

COMMITTEE MEMBERSHIP

The committee shall be composed of a minimum of four to a maximum of eight members appointed by Council:

- At least the majority of members who are people with disabilities or who represent a person or persons with disabilities;
- One (1) member of Council; and
- One (1) member who is a citizen volunteer.

The committee will receive municipal support as designated by the Chief Administrative Officer (CAO).

The municipality will provide the necessary facilities to convene and facilitate meetings.

COMMITTEE PROCEDURE

Length of Term

Members of the Petawawa Accessibility Advisory Committee (PAAC) are appointed to sit at the pleasure of Council.

Chair

The Chair will be elected from the committee members on an annual basis at the first meeting in the new year to preside over meetings and committee business. The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

Absences

If a committee member is absent for three consecutive meetings they will forfeit their position on the committee unless their absence is approved by Council.

Administrative Support

The Executive Assistant is responsible to work with the Committee Chair, to co-ordinate the agenda topics, proceedings of the Committee, including the taking of minutes, the distribution of minutes and agendas and any other support necessary to permit the effective functioning of the committee.

REMUNERATION

Committee members shall not receive remuneration. A per diem payment may be permitted, if a member is taking time off work, if authorized by Council previous to the event.

Expenses for travel, attendance at out of town meetings and conferences, shall be in accordance with Town policy.

CONFLICT OF INTEREST

Committee members shall not be involved in any matter in which they have a pecuniary interest.

CONSULTATION

The PAAC may consult with any public, stakeholder, existing advisory group, other municipality or Provincial or Federal Government ministries as are deemed advisable in the discharge of their responsibilities.

SUB COMMITTEES

The committee may create sub committees to explore specific issues related to the accessibility plan.

FREQUENCY OF MEETINGS

The PAAC shall meet a minimum of six times per year or more often, at the call of the Chair. Meetings will be held on the fourth (4) Thursday of the month.

REPORTING TO COUNCIL

The PAAC shall report to Council regularly and all minutes of the PAAC meetings must be provided to Council.

LAST REVIEW DATE

November 28, 2019

The PAAC terms of reference will be reviewed on an annual basis.

SM Clarke
Chair

November 28/2019
Date