

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2024-076

Being a By-Law to Maintain the Established a
Accessibility Advisory Committee and provide its
Terms of Reference therein

WHEREAS Sections 5 and 9 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that the powers of the Municipal Council shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise and that the municipality has the capacity, rights, powers, and privileges of a natural person for the purposes of exercising its authority;

AND WHEREAS Section 11(2)1 of the *Municipal Act, 2001, S.O. 2001, c. 25, as amended*, provides that a lower-tier municipality may pass by-laws respecting Governance structure of the municipality and its local boards;

AND WHEREAS Section 29(1) the *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11* provides that the council of every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee;

NOW THEREFORE the Council of The Corporation of the Town of Caledon ENACTS AS FOLLOWS:

PART 1 – ESTABLISHMENT AND SHORT TITLE

- 1.1 The Accessibility Advisory Committee Terms of Reference as confirmed through By-Law 2022-094 are hereby repealed.
- 1.2 An Accessibility Advisory Committee is established as an advisory committee of the Town of Caledon Council.
- 1.3 This by-law shall be known as the Accessibility Advisory Committee establishment by-law.
- 1.4 The Terms of Reference for the Accessibility Advisory Committee (herein after referred to as “the Committee”) are set out within this By-law.
- 1.5 The Committee shall observe the Town of Caledon’s Procedure By-law provisions, including it’s Advisory Committee and Special Purpose Committee Procedures, as amended. This By-law’s Terms of Reference shall coincide and be read with the established common advisory committee procedures for the Town of Caledon, as outlined within the Procedure By-law, as amended.
- 1.6 Unless otherwise provided in this By-law, this By-law shall not be construed as waiving any provision of the Procedure By-law. In the event of any inconsistency between this By-law and another Town of Caledon by-law (except the Procedure By-law) or resolution that pre-dates this By-law, this By-law shall prevail to the extent of the inconsistency.

PART 2 - MANDATE

- 2.1 The Committee shall provide recommendations and advice on matters which have a direct or indirect impact on accessibility within the Town of Caledon.

PART 3 – COMMITTEE ROLES

- 3.1 As defined by the *Accessibility for Ontarians with Disabilities Act (AODA), 2005*, 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 specified in the regulations.

- 3.2 In addition to their legislated requirements the Committee will be responsible for the following:
- a) advise Council on matters pertaining to accessibility for persons with disabilities;
 - b) advise and inform Council of new legislation and funding initiatives;
 - c) advise and develop working relationships with relevant groups and individuals;
 - d) advise and assist with the development of education programs and promote the activities of the Committee;
 - e) advise and inform Council with regard to accessibility issues as they arise;
 - f) assist in the creation and annual review of the Multi-Year Accessibility Plan.

PART 4 – COMMITTEE COMPOSITION

- 4.1 The Accessibility Advisory Committee will be composed of a minimum of five (5) citizen members and one (1) member of Council in a liaison capacity.
- 4.2 In accordance with the AODA, a majority of the members of the committee shall be persons with disabilities.
- 4.3 Appointed citizen members shall have the following qualifications:
- a) a resident of the Town of Caledon at the time of application;
 - b) not an employee of the Town of Caledon;
 - c) a person with a disability or have an interest in matters regarding persons with disabilities; and
 - d) previous experience on a committee, task force or tribunal is preferred.
- 4.4 Subcommittees and working groups must be comprised of Committee members and shall not constitute the full membership of the Committee.
- 4.5 The Accessibility Advisory Committee shall have a Site Plan Review working group consisting of two (2) Members. The Members shall be selected on an as needed basis for the purposes of reviewing site plans and plans of subdivision.
- 4.6 The Committee will review the first submission of all site plans received by the Town and provide recommendations regarding accessibility provisions.
- 4.7 In the absence of a Committee meeting, or working group availability, site plan review and comment shall be delegated to the Legislative Specialist on behalf of the Committee.
- 4.8 A vacancy on the Committee shall occur if a Committee member is absent for three (3) consecutive meetings without confirmation from Council.
- 4.9 A Committee member who is unable to carry out his/her duties through illness or otherwise shall provide a note to the Secretary. The Secretary shall notify the Town Clerk of the member's absence and the anticipated date of return. Council shall then confirm the absence or deem the seat vacant.
- 4.10 A vacancy that occurs within six (6) months of a municipal election shall not be filled.

PART 5 – MEETING SCHEDULE

- 5.1 The Accessibility Advisory Committee shall meet bi-monthly. Additional meetings may be scheduled in consultation with the Clerk or designate and the Chair.
- 5.2 The meeting schedule for the Committee shall be determined at the first meeting the Committee convenes. Unless otherwise specified, the meeting time and schedule shall serve for the remainder of the term however the meeting frequency may be altered during an election year.

PART 6 – REMUNERATION

6.1 The Committee shall be reimbursed for mileage for meeting attendance in accordance with the Corporate Staff Expense Policy and be at the current rate established by the Town in its annual budgeting process.

Enactment

This By-law shall come into full force and effect on the day of its passing.

Enacted by the Town of Caledon Council this 24th day of September, 2024.

Annette Groves, Mayor

Kevin Klingenberg, Municipal Clerk