



The Municipal Corporation of the Town of Fort Erie

By-law No. 68-2023

Being a By-law to Re-Establish the Accessibility Advisory Committee, Adopt Terms of Reference and Repeal By-law Nos. 171-2002, 150-05 and 177-06

Whereas By-law No. 171-2002 was passed to establish the Accessibility Advisory Committee; and

Whereas By-law No. 150-05 was passed to amend By-law No. 171-2002; and

Whereas By-law No. 177-06 was passed to amend By-law No. 145-06 (Boards and Committees), By-law No. 171-2002 and to repeal By-law No. 27-2000; and

Whereas the *Ontarians with Disabilities Act, 2001* has been amended and the *Accessibility for Ontarians with Disabilities Act, 2005* legislates Accessibility Advisory Committees for municipalities with a population over 10,000 and their duties; and

Whereas Report No. COS-03-2023 was considered and approved at the Regular Council Meeting held on March 27, 2023, to update Terms of Reference for Committees of Council; and

Whereas Report No. COS-04-2023 was considered and approved at the Council-in-Committee Meeting held on April 17, 2023, to revise the composition of the Accessibility Advisory Committee.

Whereas it is deemed desirable to re-establish the Accessibility Advisory Committee, adopt Terms of Reference and repeal By-law Nos. 171-2002, 150-05 and 177-06;

Now therefore the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

1. **That** the Accessibility Advisory Committee is re-established, and its Terms of Reference attached to and forming part of this by-law as Schedule "A," are adopted and approved.
2. **That** By-law Nos. 171-2002, 150-05 and 177-06 are repealed.
3. **That** the Clerk of the Town is delegated authority to affect administrative modifications to Schedule "A" that facilitate improvement of the Committee's effectiveness.

4. **That** the Clerk of the Town is authorized to affect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

Read a first, second and third time and finally passed this 24th day of April, 2023.

Mayor

Clerk

I, _____ Clerk of The Corporation of the Town of Fort Erie, certify the foregoing to be a true copy of By-law No. 68-2023 of the said Town. Given under my hand and the seal of the said Corporation, this _____ day of _____, 20____

Accessibility Advisory Committee Terms of Reference

1. Mandate and Objectives

- 1.1. The Committee's mandate is to provide advice to Council on a wide range of municipal processes to help make public services and facilities accessible to everyone
- 1.2. The Committee's objectives shall be:
 - a) Advise municipal council about:
 - i. the requirements and implementation of [accessibility standards](#)
 - ii. the preparation of accessibility reports
 - iii. other matters for which the council may seek its advice
 - b) Review site plans and drawings described in [section 41 of the Planning Act](#) that the Committee selects
 - c) Perform all other functions that are specified in the regulations

2. Membership

- 2.1. Qualifications
 - a) Members shall have access to a computer and an email address to receive meeting invitations and agenda packages with large files
- 2.2. Composition
 - a) The Committee shall be comprised of ten (10) members:
 - i. Nine (9) citizens, majority with disabilities
 - ii. One (1) Member of Council
- 2.3. Term
 - a) Committee members shall hold office concurrent with the Term of Council, and shall continue until a new Council appoints new Committee members following an election
- 2.4. Resignations and Vacancies
 - a) Resignations during the Term shall be made in writing to the Committee and the Town Clerk
 - b) The Committee shall self solicit to fill vacancies during the Term
 - c) Applications to fill vacancies during the Term shall be forwarded to the Clerk for consideration and appointment by Council

3. Roles and Responsibilities

- 3.1. At the first meeting of the Term, Committee members shall appoint a Chair and Vice-Chair
- 3.2. Chair and Vice-Chair
 - a) Chair all regular meetings of the Committee and exercise authority, and perform duties as required

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- b) Maintain decorum at each meeting and ensure that the Rules of Procedure are observed under By-law No. 36-2016 (Council Rules of Procedure), as amended or replaced
- c) Ensure that all committee members are provided with an opportunity to comment
- d) Provide guidance and leadership to the Committee in the completion of its mandate
- e) Vice-Chair shall assume all functions of the Chair in the Chair's absence

3.3. Committee Members

- a) Attend meetings of the Committee (if unable to attend, notification should be sent to the Staff Liaison as soon as possible before the meeting)
- b) Review agendas and materials before the meeting
- c) Contribute time, knowledge, skill and expertise to the fulfillment of the committee mandate
- d) Support Persons may attend Committee meetings, however, they shall not count towards quorum or vote

3.4. Staff Liaison

- a) Circulate agendas and record and prepare minutes of Committee meetings
- b) Distribute the minutes to the Town Clerk
- c) Provide guidance and advice to the Committee in fulfillment of its mandate
- d) Prepare and submit reports to Council as required
- e) Administer and manage the financial assets of the Committee
- f) Prepare budgetary documents as required by the Town Treasurer

3.5. Support Staff

- a) Town Staff from Planning and Development Services and Infrastructure Services will provide guidance and advice to the Committee in fulfillment of its mandate, especially in the review of site plans and drawings described in [section 41 of the Planning Act](#) that the Committee selects

3.6. Sub-Committees

- a) Sub-Committees will be formed as necessary and will report to the Committee
- b) Sub-Committee minutes will be provided to the Committee

4. Meetings

4.1. Meeting Schedule

- a) Generally, the Committee will meet monthly or as required to conduct business to carry out its mandate
- b) Special meetings may be held at the call of the Chair or by a call of 2/3 majority of the Committee

4.2. Quorum shall be six (6) members

4.3. Rules of Procedure

- a) The Committee shall follow the Council's Rules of Procedure By-law, as amended or replaced, with modifications as necessary
- b) In the event of a conflict between the Terms of Reference and any by-law of the Town of Fort Erie, the Terms of Reference shall prevail

4.4. Conduct

- a) The Committee shall follow any policies of the municipality governing the ethical behaviour of members, in place from time to time

4.5. Agendas and Minutes

- a) The format of agendas and minutes shall be in a form approved by the Clerk
- b) Minutes shall be forwarded to the Clerk's Office in a timely manner

5. Resources

5.1. The Committee will have access to Town Conference Rooms for meetings

- a) Reservations of Conference Rooms are facilitated through the Staff Liaison

6. Reporting

6.1. This Committee reports to Council through its minutes and through reports prepared by Town Staff, including an Annual Report and a Multi-Year Plan

7. Remuneration

7.1. This Committee operates on a volunteer basis only

8. Terms of Reference

8.1. The Committee shall review the Terms of Reference before the end of each term and make recommendations to Council through their minutes, as needed