



Accessibility Advisory Committee

(a committee established to act as a resource to Council for the 2022-2026 Term of Council)

Terms of Reference

Revised January 15, 2025 – Resolution No. 2025.01.15-CR-01

1. Mandate

The Innisfil Accessibility Advisory Committee (IAAC) is an Advisory Committee to the Council constituted to make recommendations on matters prescribed by the Accessibility for Ontarians with Disabilities Act (AODA), 2005, and the O.D.A. Bill 125. Its purpose is to improve the quality of life for all persons by promoting equal opportunity and a barrier-free community.

a) Duties and Functions

- Identify changing needs, bring forward, and recommend appropriate actions to deal with issues relating to accessibility under the AODA and the ODA.
- Work with Town Staff in developing, reviewing, and making comments/recommendations to Council on Federal and Provincial legislation and municipal by-laws of the Town of Innisfil in the interests of creating a barrier-free environment.
- Monitor Federal and Provincial government directives and regulations pertaining to accessibility issues.
- Advise Council on accessibility concerns to buildings, structures or premises or part of a building, structure, or premise.
- Conduct Accessibility Consultations on Town-owned and operated facilities.
- Conduct research on accessibility issues.
- Provide education on promoting a barrier-free community.
- Liaise with stakeholder groups on accessibility issues.
- **Provide the annual Breaking Down Barriers Awareness Day Program to as many elementary students as possible. [2024.12.05 BDBAD Program Brochure.pdf](#)**

2. Membership and Remuneration

a) Required Skillsets

- Relevant experience, expertise or interest relating to the removal and prevention of barriers and improving the quality of life for all persons by promoting equal opportunity and a barrier-free community.
- Geographical representation shall be taken into consideration.

b) Composition

The Committee shall be comprised of nine (9) voting members as follows:

- One (1) Member of Council
- Eight (8) Citizen Members
- Other Representation if required

The Committee may also establish a Working Group from current membership or through additional resource members to research, investigate and provide a summary report to the Committee when required.

c) Chair

A Member of Council shall be appointed Chair, and a Vice Chair shall be elected from amongst themselves at the first regular meeting. The Committee may decide the term of the Chair, so that other members may gain experience in that role.

The Chair shall be responsible for conducting the meeting of the Committee in accordance with the Town's current Procedural By-law as may be amended from time to time. Where the Town's Procedural By-law is silent on a procedural matter, Bourinot's Rules of Order shall apply.

d) Remuneration

Members serving on the Innisfil Accessibility Advisory Committee are paid a per diem of \$50.00 per meeting attendance. This per diem covers the cost associated with attending meetings and travelling to those meetings.

3. Quorum and Attendance

Quorum shall be set as the majority of the total voting members, with five members being required at each meeting of the Committee.

In order to maintain a high level of commitment, members who have been absent for three consecutive meetings without good cause may be required to resign at the discretion of the Chair and in consultation with the designated Assistant Clerk. Committee members are requested to advise the designated Assistant Clerk of any scheduled absences in order to ensure quorum.

4. Meeting Schedule and Location

All meetings shall be open to the public, except as provided for in the Town's Procedural By-law, any other by-law respecting that committee or local board, and members shall observe all provisions respecting the confidentiality of Closed Session meetings and materials. Meetings may be scheduled monthly throughout the year, except for the month of July, wherein no meeting will be held. Scheduled meetings may also be cancelled in the event they are not required.

Meetings may be held in person at Town Hall, 2101 Innisfil Beach Road, Innisfil, or may be held virtually as determined by the committee.

5. Resources and Support Staff**Budget**

The designated Assistant Clerk shall consult with the Staff Liaison and Chair to review the committee or local board's resource requirements on annual basis and provide Financial Services with a draft budget to be provided to Council for consideration. An overview of the budget will be provided to Members of the committees or local boards.

Expenses incurred by Committee members shall be reimbursed provided the expense has been approved by the Clerk prior to the expense being incurred and are within the Committee's Council approved budget. Receipts detailing the expense must accompany all requests for reimbursement and are to be submitted to Clerk's Services (for submission to Accounts Payable) within 30 days of the expense being incurred.

Expenses incurred by this Committee shall adhere to the Business Expense Policy for Elected Officials and Committee Members (CP.01-11-05).

Administration and Liaison

Clerk Services shall provide administrative support services to the Committee including the preparation and distribution of agendas, taking of minutes, and general administrative coordination of meetings of the Committee.

The Committee may call upon the assistance of other Town service areas or staff as needed.

6. Agendas and Reporting to Council

Clerks Services will liaise with the Chair of the Committee and the Staff Liaison to prepare the agenda for each meeting. Staff will attend the meeting and create minutes of the meeting which will be circulated to Committee members for accuracy prior to submission of a Summary Report to Council. The Summary Report will identify any motions that require consideration by Council.