



## **Accessibility Advisory Committee**

### **Terms of Reference**

#### **Purpose**

The Accessibility Advisory Committee provides information and advice to Council that includes identifying, proactively preventing, and eliminating barriers for persons with disabilities when they are accessing municipal programs & services, public spaces, and facilities. The Committee plays an active role in helping the Town of Grand Falls-Windsor become barrier-free.

Specifically, the Committee will:

- Provide the perspective of persons with disabilities, and/or the perspective of those facing other barriers to participation, on civic matters that affect their daily lives, i.e. community, transportation, recreation, public facilities.
- Provide advice and perspective to the Town on its policies, plans, programs, and services and how these meet the needs of persons with disabilities and those facing other barriers.
- Identify gaps and barriers in the town's livability, inclusiveness, and accessibility. Discuss and propose solutions that may allow for the full participation of persons with disabilities and those facing other barriers in Town programming.

#### **Composition**

The Accessibility Advisory Committee will be comprised of 7-10 members that will include a member of Council, a staff member from Council, and individuals with lived experience. Individuals with lived experiences will be from diverse backgrounds that may include persons with physical disabilities/mobility issues, visual impairments, hearing impairments, mental or emotional issues, intellectual disabilities, or other accessibility issues. As well, the Committee may include members of the LGBTQ+ community, indigenous groups, advocacy organizations, and/or professional subject matter experts. The Mayor or CAO may substitute for the Committee Chair in their absence.

The council representative will be the Chair, and the CAO may be present at Committee meetings from time to time. The staff person on the Committee will be appointed by Council as the Lead. They will support the work of the Council representative, and will prepare and circulate meeting agendas, take minutes of the meetings, arrange guest speakers and other professional development opportunities, assist with online learning, and perform other day to day tasks as

required. The Lead will maintain the Plan as a fluid document that will be revised, updated, and renewed every 3 years. An implementation plan will be used to manage day-to-day work and to track progress.

## **Length of Term**

The Accessibility Advisory Committee members shall be appointed for a term of appointment of 3 years ending December 31, 2027.

Council recognizes the value of experience and the need for continuity, so incumbents who are willing to seek reappointment may signify their intent to serve an additional term by advising the Chair in writing within the last 3 months of their current term. Council will strive to strike some balance between the appointments of new and existing members. Council makes all Committee appointments and/or reappointments.

## **Attendance and participation**

Active participation in the Accessibility Advisory Committee meetings is expected of all members.

An effort should be made to attend meetings in person or remotely. If a member misses three consecutive meetings without reasonable justification to the Chair, that member will be retired from the Committee at the discretion of the Chair.

Members that wish to request a leave of absence for an extended period of (3+ months) may submit a request to the Chair. Previously submitted applications of interest from the community will be a resource pool of candidates used to fill temporary vacancies created by approved leaves of absence. The Chair may fill any vacancy at his/or her discretion. Council may terminate any Committee members without notice.

## **Reporting**

The Accessibility Advisory Committee shall report on its recommendations and progress to Council through the Committee of the Whole, via the staff lead member, where necessary.

The Accessibility Advisory Committee has no decision-making authority and is advisory to Council only. All issues and recommendations brought forward by the Committee will be reviewed and considered by Council. Council will be appreciative of any advice and recommendations given by the Committee but offers no obligation to act on the advice or recommendations provided.

## **Recruitment**

The Accessibility Advisory Committee will be initiated by an expression of interest from Council that is an open call for participation on the Accessibility Advisory Committee. Respondents will be selected by Council to serve for a period of up to 3 years. The Committee will be an advisory committee, meaning they can put forth advice and recommendations that may or may not be funded by Council. Committee members are selected because they are considered experts with

respect to accessibility and inclusion, and Council will attempt to appoint Committee members who will broadly represent the accessibility and inclusion community.

## **Finances**

No member shall receive remuneration for their service, but a member is entitled to be reimbursed for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

## **Meetings and Schedules**


The Accessibility Advisory Committee will meet no less than 3 times on an annual basis, and the schedule will be determined by the Chair.

Unless otherwise specified (generally one week prior to meeting) the Accessibility Advisory Committee meeting shall be held at a Town facility or via accessible video/virtual meeting platforms and are closed to the public. However, Council will publish scheduled meeting times on its social media and on that communication include contact information for committee members to enable being engaged by the public to bring forward their suggestions for Committee discussion.

## **Confidentiality**

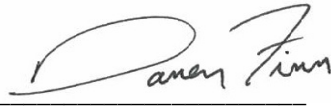
Committee members may be exposed to private or privileged information of Council and are required to refrain from the using or communicating of any such confidential or privileged information in their possession while serving on this Council appointed Accessibility Advisory Committee.

Chair name: Holly Dwyer

Signed: 

Dated: February 13th, 2024

CAO: Darren Finn

Signed: 

Dated: February 13th, 2024

Staff Lead: Kara Hutchinson

Signed: K Hutchinson

Dated: February 13th, 2024

***Approved by Council at Meeting #588  
on February 13<sup>th</sup>, 2024***