

Oshawa Accessibility Advisory Committee Terms of Reference

1.0 Mandate

The mandate of the Oshawa Accessibility Advisory Committee (O.A.A.C.) is to advise and assist the Corporation of the City of Oshawa including the City's agencies, boards and commissions in developing and facilitating strategies and actions toward a barrier-free Oshawa with a goal to improving the quality of life for those with disabilities.

2.0 Goals and Objectives

The goals and objectives of the O.A.A.C. are to:

- Provide a forum for persons with disabilities to raise issues and concerns.
- Consult with Oshawa community groups and organizations to understand and to communicate accessibility issues to Oshawa City Council.
- Participate in the development of the annual Oshawa Accessibility Plan.
- Provide feedback to City Council on the implementation and the effectiveness of the Oshawa Accessibility Plan including monitoring the progress in developing by-laws and regulations which have an impact on citizens with disabilities.
- Select and review site plans for new development described in Section 41 of the Planning Act and monitor the "City of Oshawa Accessibility Design Standards" (COADS) document.
- Review and monitor existing and proposed City policies including such policies as the Purchasing By-law, the Licensing By-law and public works policies and standards (e.g., sidewalks, snow removal, traffic signalization, etc.) to ensure respect for the accessibility of persons with disabilities through City procurement and through City services.
- Review access and make recommendations on barriers for persons with disabilities in City owned, leased or operated facilities.
- Advise the Durham Regional Transit Commission and the local taxi industry on transportation issues and how to further enable barrier-free access.
- Raise public awareness to issues affecting persons with disabilities.

3.0 Guiding Principles

On May 17, 2010 Council adopted the “Advisory Committees of Council Policy and Procedure” dated December 2009 (as amended). This Policy and Procedure formed Attachment No. 2 to Report CM-10-23 dated May 12, 2010.

Advisory Committees shall be compliant with the above-noted Policy and Procedure (which respects the City’s Procedural By-law No. 126-75 regarding meeting process). The Procedural By-law may be referenced directly through City Clerk Services should further clarification on meeting process be required. Changes or clarifications to the Policy or Procedure shall be reflected in updates to the Policy and Procedure, which may be supplemented by guidelines and training materials, as appropriate, by the City Clerk.

The above referenced Policy and Procedure is very comprehensive and addresses, amongst other matters, duties and conduct of Advisory Committee members and support staff, operating procedures, conduct of meetings, and standard templates for advisory committee agendas, advisory committee reports to Council, etc.

The Ontarians with Disabilities Act, 2001 (ODA) and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) also guide the work of the OAAC.

A City staff team to support the O.A.A.C. and to assist in the preparation of the Oshawa Accessibility Plan is necessary. City staff representatives from the following branches are required: City Clerk Services; Facility and Project Management Services; Purchasing Services; Recreation and Culture Services; Building Services; Planning Services; Engineering Services; Municipal Law Enforcement and Licensing Services; Transportation and Parking Services; Parks Development and Maintenance Services; Legal Services; Fire Services; the Oshawa Senior Citizens Centre; the Oshawa Public Library; and the Durham Regional Transit Commission. The staff group receives direction from the Commissioner of Development Services and is chaired by the Accessibility Program Coordinator.

4.0 Key Success Factors

For the OAAC to be successful, the following factors need to be realized:

- vision;
- leadership;
- appropriate funding and staff resources;
- effective communication;
- partnership development;
- volunteer support and commitment;
- feasible, realistic and achievable strategies/actions tailored to the community’s needs;
- diversity of complementary strategies; and,
- Committee members who adhere to the Policy and Procedure.

5.0 Number of Members

A maximum of fourteen (14) members consisting of:

- (a) A majority of the members [minimum of eight (8)] shall be persons with disabilities. These committee members shall be representative of gender, ethnicity and different types of visible and invisible disabilities noted in the Ontarians with Disabilities Act (ODA) 2005 such as persons with physical (visual, speech, hearing, deaf, brain injury, use of a wheelchair); cognitive (intellectual impairments); perceptual (learning disability) and mental health disabilities;
- (b) A maximum of six (6) members who may not have a disability:
 - Two members (parents) representing children with disabilities; and,
 - Four members at large, interested in issues related to persons with disabilities.

6.0 Member Qualifications

OAAC members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, and interest and participation in accessibility and community matters.

7.0 Frequency of Meetings

The committee should meet as frequently as necessary to achieve its agenda with a minimum of four meetings per year.