



Terms of Reference

Essex Accessibility Advisory Committee

Authorizing or Mandating Legislation: *Ontarians with Disabilities Act*, section 12

Procedural By-Law: By-Law Number 2159, as amended from time to time

Approved: March 20, 2023 – Council Resolution R23-03-105

Evaluation Date: August 2026

1.0 PURPOSE

1.1 To fulfill the requirements set out in section 12 of the *Ontarians with Disabilities Act*, 2001.

1.2 To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community.

2.0 COMMITTEE PARTICULARS

2.1 **Type:** Advisory Committee

2.2 **Resources:**

- a) Staff Support: Parks and Facilities Division
- b) Number of Council Members: One
- c) Number of Community Members: Maximum of twelve

2.3 **Term:** January 1, 2023, to November 14, 2026

2.4 **Meeting Frequency:** Quarterly

2.5 **Remuneration:** None

3.0 SCOPE OF WORK

3.1 The Essex Accessibility Advisory Committee shall perform the functions as set out in section 12 of the *Ontarians with Disabilities Act*, 2001, including:

- a) Advising Council in each year about the preparation, implementation and effectiveness of its accessibility plan.
- b) Advising Council on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises:
 - i) That which the Council purchases, constructs, or significantly renovates.
 - ii) For which the Council enters a new lease; or
 - iii) That a person provides as municipal capital facilities under an agreement entered with the Council in accordance with section 110 of the Municipal Act, 2001.
- c) Reviewing in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects.

- d) At the request of Council, reviewing and providing advice to Council on the accessibility for persons with disabilities regarding a service performed by the Town, a purchase of service by the Town, and/or the scope and effect of by-law.

4.0 REQUIRED SKILLS

Communications
Stakeholder Relations

Critical Thinking/Analysis