



Leamington Accessibility Advisory Committee Terms of Reference

Dated March 26, 2026

Purpose

Section 29(1) of the Accessibility for Ontarians with Disabilities Act, 2005, (AODA) requires that the council of every municipality having a population of not less than 10,000 establish an accessibility advisory committee to advise the council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice.

Objectives

The Committee shall perform the functions as set out in the AODA and the Regulations thereunder which are, as of the date of these Terms of Reference as follows:

- a) review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the Committee selects;
- b) provide advice to Council with respect to the following:
 - i) the requirements and implementation of accessibility standards and the preparation of accessibility reports;
 - ii) the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,
 - 1) that the council purchases, constructs or significantly renovates;
 - 2) for which the council enters into a new lease; or
 - 3) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 110 of the Municipal Act, 2001;
 - iii) the review and updating of accessibility plans;

- iv) the development of accessible design criteria to be considered in the construction, renovation or replacement of bus stops and shelters;
- v) determining the proportion of on-demand accessible taxicabs required in the community;
- vi) in connection with the constructing of new or redevelop existing recreational trails:
 - 1) The slope of the trail.
 - 2) The need for, and location of, ramps on the trail.
 - 3) The need for, location and design of,
 - a. rest areas,
 - b. passing areas,
 - c. viewing areas,
 - d. amenities on the trail, and
 - e. any other pertinent feature;
- vii) in connection with the constructing of new or redeveloping existing outdoor play spaces, the needs of children and caregivers with various disabilities;
- viii) in connection with the constructing of new or redeveloping existing exterior paths of travel that the Municipality intends to maintain, on the design and placement of rest areas along the exterior path of travel; and
- ix) in connection with the constructing of new or redeveloping existing on-street parking spaces, on the need, location and design of accessible on-street parking spaces.

The Committee shall select a recipient and present an Accessibility Award annually in accordance with the Accessibility Award Framework.

Delegated Authority

The Committee has the authority set out in the Act.

Committee Composition

The membership of the Committee shall be comprised as follows:

- one (1) member of Council; and
- four (4) members of the public,

the majority of whom must be persons with disabilities.

Terms of Office

The members of the Committee shall hold office for the term of the Council that appointed them, however, shall hold office until their successors are appointed.

Lead Department/ Reporting Relationship

The lead department for the Committee shall be the Legislative Services Department.

Category of Function

Statutory Advisory, in accordance with HR-2022-02 Council, Agency, Board and Committee Remuneration and Compensation.

Committee Training

Prior to a member attending a meeting of the Committee, the Clerk shall arrange for the member to receive orientation and training, including training related to health and safety.

Quorum

Quorum shall be a majority of the members of the Committee.

Meeting Schedule

The Committee will meet monthly.

Staff Resources

Secretariat assistance and procedural guidance to the Committee will be provided by the Legislative Services Department.

Miscellaneous

These Terms of Reference for the Committee are established by Council and may only be altered by Council. However, in the event that the functions of the Committee as set out in the AODA and Regulations thereunder are amended, the Objectives of the Committee within these Terms of Reference shall, without the requirement of a resolution of Council, incorporate such amendment.