

North Bay Municipal Accessibility Advisory Committee

Terms of Reference Revised November, 2015

1.0 Purpose

The role of the North Bay Municipal Accessibility Advisory Committee (MAAC) is to provide recommendations, advice and information to Council and City staff to help carry out their responsibilities under the Accessibility for Ontarians with Disabilities Act (AODA). The MAAC will provide a consultation forum to review and comment on municipal projects in order to enhance the quality of life for all members of the community. MAAC will advise Council and City staff on matters pertaining to:

1. Measures being taken by the City to identify, remove and prevent barriers to persons with disabilities;
2. By-laws, policies, programs and services implemented by the City and their effects on accessibility for persons with disabilities;
3. The accessibility of new and existing municipal facilities and infrastructure; and
4. Any other item under the authority of the AODA under the purview of this advisory committee.

2.0 Mandate

The mandate of the MAAC will be:

1. To discuss, on a continuing basis, matters under legislation of interest to the advisory committee;
2. To act in an advisory capacity to Council and City staff regarding existing and proposed municipal services, facilities, policies, etc.;
3. To communicate the policies of the AODA to the City with respect to new standards and implementation guidelines; and
4. To provide a fulsome annual report to Council.

3.0 Roles and Responsibilities of Members

MAAC members will act in a liaison capacity with the community to identify issues of broad community interest (non-site specific) and will participate at MAAC meetings.

Members will be involved in suggesting items for the agenda, discussing issues, deciding upon recommendations and effectively disseminating information to the community.

4.0 Committee Composition and Membership

Members (10)

8 - Citizen Appointments (to be nominated by public advertisement)

2 - City of North Bay (one member of City Council and one member of City staff)

1 Non-voting member - Secretary Treasurer (City staff)

City staff shall provide administrative and technical support, records and minutes for meetings of MAAC, as required. Administrative support for the MAAC shall come from the City Clerk's Office.

5.0 Procedures/Operation

The first meeting of the term will be at the call of the Secretary-Treasurer. Thereafter, meetings will be held no less than twice a year on a schedule to be fixed by the MAAC.

Meetings will be open to the public and media. Should a member of the public wish to speak at a meeting they may request to be added to the agenda in advance of the meeting.

A Chair and Vice-Chair for the MAAC will be chosen from the MAAC membership at its first meeting of the term of the Committee.

The term of the Committee will run concurrently with the term of City Council.

6.0 Recommendations and Reports

MAAC will work primarily with City Staff and Departments to provide comments and recommendations on municipal projects (directly with guest speakers and through the Secretary Treasurer). Any formal reports prepared by the MAAC will be forwarded to City Council for consideration. City Council will report to the Province and the public as necessary regarding items arising from MAAC deliberations.

7.0 Review of Terms of Reference

The Terms of Reference of the MAAC will be reviewed at the beginning of each term of the Committee to ensure that the committee's mandate, membership and activities remain current and appropriate. The Terms of Reference may be amended as required.