

“How To” Guide

To Establish a Municipal Accessibility Advisory Committee (AAC)

Under the *Ontarians with Disabilities Act, 2001*

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For the:
Ministry of Citizenship
Accessibility Directorate of Ontario
August 2002

This guide is provided for information purposes only, and does not constitute legal advice.

The official legal text of the *Ontarians with Disabilities Act, 2001* is available at

www.gov.on.ca/citizenship/accessibility/english/act2001.htm

If you have questions about how the legal requirements of the *ODA* may apply to your specific circumstances, please consult your legal adviser.

"This is not a "one-size fits all" document. It is a living guide and we welcome your comments and ideas on how to make the Guide better. Please send your suggestions to:

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1. Introduction

More than 1.9 million Ontarians or 16% of the population have disabilities. People with disabilities are a growing segment of the Canadian population expected to reach 20 percent of the general population by 2020.

Accessibility challenges also affect the millions of Ontarians who are involved with people with disabilities as professionals, family members and friends. To ensure the full participation of these individuals in our society, the Province of Ontario has enacted the *Ontarians with Disabilities Act, 2001*. *The Ontarians with Disabilities Act, 2001* or “ODA” is designed to improve the accessibility of communities throughout Ontario by removing old barriers for people with disabilities and ensuring that no new barriers are created.

“We have a Vision of an Ontario where old barriers are removed and no new ones are created. We have a plan to achieve this Vision. And we have a host of supportive stakeholders in municipal government, the disability community, the broader public sector and private sector ready and willing to make it happen.”

Carl DeFaria
Minister of Citizenship

Municipal governments play an important role in the planning and development of our communities in its streets, parks, public transit, libraries, social housing, ambulances, public buildings and services. This role, which includes enforcing the Building Code and implementing the Planning Act, is crucial to realizing a vision of inclusive communities, which offer accessibility and mobility to its residents.

This “How to Guide” contains information to assist municipalities in developing municipal accessibility committees and consulting with people with disabilities as required under this legislation. The information in this guide is supported by additional information that will become available through training workshops.

This ‘How to Guide’ is not a “one-size fits all” document. It is a living guide and we welcome your comments and ideas on how to make the Guide better. Please send your suggestions to:

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2. Legislative Authority for Accessibility Advisory Committees

Many municipalities have been leaders in working with people with disabilities and developing innovative approaches for accessible communities. The *Ontarians with Disabilities Act, 2001* builds on initiatives which have already been established in many municipalities.

The ODA requires all municipalities of 10,000 or more residents to establish accessibility advisory committees, whose primary purpose is to help prepare and implement annual accessibility plans. A majority of the members of a municipal accessibility advisory committee must be people with disabilities as defined by the *Ontarians with Disabilities Act, 2001 (section 12)*.

Municipalities with fewer than 10,000 residents must consult with people with disabilities as they prepare annual accessibility plans and make the plans public (*section 11*).

The *Ontarians with Disabilities Act, 2001* defines municipal accessibility advisory committees as follows:

Section 12. Accessibility Advisory Committees (AAC)

- Municipalities with a population of 10,000 or more must set up an accessibility advisory committee. Any municipality with a population of less than 10,000 may also set up an accessibility advisory committee.
- Municipalities with less than 10,000 residents must consult with people with disabilities and others even if they do not establish an accessibility advisory committee.
- The annual municipal accessibility plan provides the context for the accessibility advisory committee to review and advise council on the following areas:
 - Site plans of new and existing municipal buildings (as described in section 41 of the Planning Act)
 - New and existing municipal by-laws
 - Purchases
 - Significant renovations
 - Leased facilities or any other facility used as a municipal building
 - Municipal capital facilities under the Municipal Act
 - Goods and Services provided by the municipalities or agents providing services under contract with the municipality
- More than half of the members of the Committee must be people with disabilities. (this provision has been established to ensure that people with disabilities are heard from directly, not through a third party)
- The Committee will carry out all other duties that are in the regulations and/or those duties that its municipality sets out in a terms of reference.

- If requested by the Committee, the council will supply site plans to the Municipal Accessibility Advisory Committee for review without delay.

Section 17. Joint accessibility advisory committees

- Two or more municipalities or organizations can establish or continue the work of a joint accessibility advisory committee.

Many municipalities have local advisory groups which currently identify, remove and prevent barriers to accessibility. Municipalities may use existing advisory groups provided they follow the minimum standards prescribed by the ODA referenced above. The advice of the committee must go directly to the municipal council and cannot be reported through other committee structures.

Accessibility Advisory Committees in Northern Ontario

In northern Ontario, a hybrid municipal service board structure exists throughout the territorial districts called District Social Service Administration Boards (DSSAB's). Ten DSSAB's deliver Ontario Works, Child Care, Social Housing, Northern Travel Grants and Land Ambulance services. In southern Ontario, municipalities deliver these services.

DSSAB's are recognized as local boards by the Municipal Affairs Act and the duties and responsibilities relating to a social service under various acts that are given to the councils of municipalities are vested in the DSSAB.

The flexibility provided under the ODA allows the DSSAB to operate an accessibility advisory committee as its means of consultation. As such they may be in the position to offer the advisory services to small member municipalities under 10,000. Potentially, this can allow for a coordinated response to accessibility issues throughout the territorial district and create an economy of scale for the advisory committee as a consultative body that is affordable for both smaller municipalities and the DSSAB (see Joint Accessibility Advisory Committees).

Joint Accessibility Advisory Committees

Whether the municipal structure includes local municipalities, a county, a regional government, or a DSAAB the ODA provides municipalities with a fair degree of flexibility with respect to establishing a committee. Two or more municipalities may establish and maintain a joint accessibility advisory committee, which could also include representation from other organizations that have obligations under the ODA. It may prove cost effective for municipalities to share an accessibility advisory committee similar to the current sharing of many municipal services between local municipalities, counties, regional governments, and DSSAB's. However membership in a joint committee should include representation from all municipalities or organizations.

Municipalities with less than 10,000 residents can use participation in joint accessibility committees as their mechanism for consulting with people with disabilities. This flexibility also provides for sharing the responsibilities for maintaining an accessibility advisory

committee between municipalities, hospitals, DSSAB's, transit services and school boards. A joint plan must receive the approval of all parties involved and more information on joint plans is provided in the "Guide to Municipal Accessibility Planning".

The following examples have been prepared to demonstrate the potential for developing joint accessibility advisory committees.

Example 1:

A separated city maintains a permanent AAC. The committee also provides services to the county and local municipalities (some with less than 10,000 residents use this as their mechanism for consultation) that are members of the county. All municipalities pay their fair share portion of the costs of maintaining the committee.

Example 2:

A county maintains a permanent AAC that provides services to all local municipalities, including one city. All municipalities pay their fair share portion of the costs of maintaining the committee. The local school board and one hospital have also requested to use the committee as a forum for consultation. The school board and hospital pay a portion of the costs of the committee equivalent to the time spent on school board and hospital matters.

Example 3:

A regional government maintains a permanent accessibility advisory committee that provides services to the regional government, the member townships, cities and an integrated public transit organization that serves the entire region. Each municipality pays their fair share portion of the costs of maintaining the committee. The regional government co-ordinates the development and maintenance of a joint accessibility plan (see Accessibility Plan Guide) utilized by all of the municipalities and the transit organization.

Example 4:

A DSSAB administers services in an area that includes a small city of over 10,000 residents and municipalities that have less than 10,000 residents. The DSSAB maintains an AAC for its own purposes and also provides advisory services to the city. The municipalities with less than 10,000 residents may also use the AAC as their mechanism to consult with people with disabilities and pay a fair share of the costs.

3. Terms of Reference

Establishing standing committees of council, citizen advisory groups and joint committees with hospitals and/or other municipalities is a routine role in the administration of municipal government. Where applicable, existing municipal practices normally used in establishing advisory groups and committees should be used to guide the development of the accessibility advisory committee.

Establishing the terms of reference for an accessibility advisory committee that is a committee of council is similar to establishing other committees mandated by council. Council may wish to conduct public consultations (see Section 4:Consultations) with people with disabilities and other residents to ensure that the mandate for the committee reflects local accessibility issues.

Mandate

Accessibility advisory committees must be established through a formal council motion, which includes the minimum responsibilities set out in the ODA and details the mandate of the committee. Municipalities may establish additional responsibilities for their respective accessibility advisory committee such as providing advisory services to a transit agency or another municipality.

Council motions creating the initial committee should include:

- Requirements set by the ODA
- Joint committee requirements
- Additional local responsibilities
- The size of the committee

Sample Council Motion for a Joint Committee

Whereas the Ontarians with Disabilities Act, 2001 requires municipalities with a population of 10,000 or more to establish an accessibility advisory committee to consult on the creation and maintenance of an annual municipal accessibility plan;

And whereas the following municipalities, (municipalities by name) have agreed to jointly establish, fund and maintain an accessibility advisory committee for their joint use,

Council endorses the creation of the accessibility advisory committee according to the attached "Report on the Ontarians with Disabilities Act, 2001" as prepared by staff and amended by council.

Committee Membership

Section 12(3) of the ODA states in reference to municipal accessibility advisory committees that, “a majority of the members of the committee shall include persons with disabilities”, as defined by the *Ontarians with Disabilities Act, 2001*. To avoid potential conflicts of interest, members classified as a person with a disability for the ODA requirements should not be municipal employees.

Once this minimum standard is met, municipalities may select other advisory committee members at their own discretion. Other committee members may be citizen volunteers, key stakeholders and council members. Council may also specify that committee members have certain expertise (i.e. ability to read site plans, understanding of transportation issues, etc.)

Committee Structure

The committee structure and procedures for the accessibility advisory committee should be similar to those applied to existing committees of council, except in those areas required by the statutory requirements established by the ODA. A sample is provided below.

Sample Accessibility Advisory Committee Structure

Up to 12 Members

- At least 7 members who are people with disabilities
- 1 member of council
- 2 members who are citizen volunteers
- 2 members who are professionals from the stakeholder community

Committee Support

- 1 or 2 municipal managers who can provide access to all facets of the organization (e.g. CAO, Chief Planning Official, Social Service Administrator, Parks and Recreation staff person)
- Administrative support
- The supports necessary to convening and facilitating an accessible meeting (physical setting and multiple communication formats)

Committee Procedure

The committee procedures for the accessibility advisory committee should be no different from those applied to existing committees of council, except in those areas required by the ODA. Many municipalities have existing orders of procedure that govern length of term for committee members, voting and electing of chairpersons that may be applied to a municipal accessibility advisory committee.

In the absence of existing rules of procedures for committees, the following basic structures and rules of procedure may be used as a guide.

Sample Rules of Procedure

Length of Term:

The length of term for committee members will be up to three years. A committee member may have their membership renewed once or may not serve longer than six-consecutive years. The length of term for committee members for the inaugural AAC must be staggered to ensure the continuity of knowledge and work. The inaugural committee members may have staggered terms of one-year, two-years and three-years in proportion to the total size of the committee.

Chairperson:

A chairperson will be elected from committee members on an annual basis at the first meeting of the new year to preside over meetings and committee business.

Absences:

If a committee member is absent for three consecutive meetings they have forfeited their membership unless their absence is justifiable.

Administrative Support:

The committee will receive administrative support similar to the support provided for other committees of council. This will include the recording of minutes, staff support with meeting preparation, support necessary to convening an accessible meeting and other required supports. The Ministry of Citizenship provides the following supportive documents to guide meeting planning:

Guidelines for Planning Accessible Meetings:

www.gov.on.ca/citizenship/accessibility

A Guide to Multiple Formats Communication:

www.gov.on.ca/citizenship/accessibility

Remuneration for Expenses and Time

Municipalities should compensate all committee members for their time and expenses in a manner similar to other committees of council. The remuneration practice should take into consideration that people with disabilities might have additional expenses related to travel and attending meetings. This may include, for example, sign language interpretation for individuals who are deaf, specialized transportation and support care services.

Municipalities may pay committee members an honorarium or compensate their employers for time spent away from work. Again, this practice should mirror policies for existing committees of council but also recognize the statutory requirements that define committee membership.

Conflict of Interest

A conflict of interest may arise for committee members when their personal or business interests clash with the duties and decisions of the committee. Provincial legislation specific to municipalities governs conflict of interest for councillors and as a result many municipalities have created their own conflict of interest guidelines. Conflict of interest as defined by legislation applied to the Accessibility Advisory Committee and all municipal guidelines in place regarding conflict of interest must be applied to AAC members.

4. Consultation

When starting a municipal accessibility advisory committee, consultations with local stakeholder groups, the general public, and people with disabilities should be considered as a step in the implementation process.

Consultations with the Public, Stakeholders and People with Disabilities

Key staff as designated (see Operationalizing An Accessibility Advisory Committee) should consider hosting public consultations on the role of an accessibility advisory committee, its membership and to collect public input on the local role for such a committee. These consultations can serve two functions:

- serve as an initial method to publicize the formation of the committee and to initiate the recruitment of members
- the collection of information for council on the roles residents may expect of the committee that are beyond the mandate set by the ODA.

In communicating a public consultation, the disability community and local stakeholder groups should be approached to ensure their representation and input into key items such as the mandate and the terms of reference for the committee.

Local groups and people with disabilities are easily identified through the World Wide Web, community information centres, local United Way, Canadian Mental Health Association, Canadian National Institute for the Blind and Canadian Hearing Society offices, social planning councils, Independent Living Centres, Ontario Association for Community Living chapters, Ontarians with Disabilities Act, 2001 committees and other similar bodies.

Three Web sites that provide links to organizations, associations and government programs that service the community of people with disabilities are:

- www.disabilityweblinks.ca
- www.accessibilitydirectory.ca
- www.equalopportunity.on.ca

When organizing consultations, considerations about accessibility issues must be given to the consultation arrangements and locations. Planning for Accessible Meetings Guide and the Guide to Multiple Formats Communication (referenced earlier) can provide assistance in this area.

Organizing meetings to accommodate the needs of people with disabilities and providing information in multiple formats need not be an onerous task. It can be as simple as communicating the information visually as well as audibly at public meetings. It can also include providing sign language interpretation to accommodate people who are deaf. Reports and written information can be provided in alternate formats such as audio tapes, in large print, on computer diskettes and in Braille.

Municipalities can also take advantage of emerging technologies to assist in providing information to all residents. A municipal website can be made accessible by offering text-based alternatives to graphics.

Consultations with Existing Advisory Groups

Municipalities that already have accessibility advisory committees need to consult with local groups on the new requirements set by legislation. Existing committees may have to be modified to conform to the legislative standards once they receive a mandate from council.

Consultations with Other Municipalities

Consultations with other municipalities to discuss the prospects of joint committees will be important in areas that have a county structure, regional government or DSSAB. Municipalities with common interests are encouraged to develop innovative arrangements that will serve their local conditions in an efficient and effective manner.

5. Using the Municipal Accessibility Advisory Committee

The primary role of the municipal accessibility advisory committee is to provide advice to council each year about the preparation, implementation and effectiveness of the accessibility plan. The role of the committee need not be restricted to this statutory mandate. Municipal councils may assign other roles and responsibilities to the advisory committee as local conditions warrant. However, councils need to ensure that advisory committees do not take on so much other work, that they are unable to fulfil the statutory obligation of assisting with the preparation of the accessibility plan.

Additional Services

Some examples of additional services municipal councils could delegate to an accessibility advisory committee include, but are not limited to:

- Monitoring federal and provincial government directives and regulations
- Conducting research on accessibility issues
- Liaising with other municipalities on accessibility issues
- Providing public forum workshops on accessible communities
- Recruiting new members
- Undertaking public speaking and public education activities
- Liaising with local stakeholder groups on accessibility issues

Sub Committees of the Accessibility Advisory Committee

Given the nature of the committee's role, council should allow the committee to create sub-committees to explore specific issues related to the accessibility plan and/or to other responsibilities. Sub-committees investigate and collect details related to specific issues of concern and should have an appropriate membership.

Membership in an effective sub-committee could include members from the staff group of the municipal organization as well as additional volunteers from the supportive stakeholder group, people with disabilities and the wider community. A committee member must chair the sub-committee.

Sub-committees of a typical municipal accessibility advisory committee might include but would not be limited to one or more of the following:

- Recruitment of new committee members
- Hospital
- By-laws review
- Site-plan and building plan review
- Transit
- School Board
- Communications
- Human Resources Services
- Community Services
- Recreation Services
- Child Care
- Contracted Out Services

6. Team Building

Building an effective Accessibility Advisory Committee may require team building activities. In addition to orientation and training on the ODA, the role of the AAC and the municipal responsibility to develop an annual accessibility plan, the Committee's Chair should seek additional team building opportunities to maximize the groups effectiveness.

Before a group of individuals can evolve into working effectively as a team, the Chair of the group must promote partnerships grounded in trust and mutual respect. Both are powerful forces that can substantially influence how the municipality and general public will view the Committee's actions - essential to forming the alliances required to support change.

Team building activities may be similar to those available to other committees of council. In addition to the resources made available by the host council, committees, with the approval of their council might also explore using local expertise to develop team skills. Where funds are limited, committees could negotiate attendance at related training forums hosted by municipal departments, municipal associations or community agencies. In some communities the United Way or similar agencies provide Board development-organizational development training sessions which may be beneficial.

7. Best Practices

Many municipalities have already developed local approaches to creating accessible services in their communities. While many innovative approaches and ideas are in use, we have selected some to demonstrate these varied and creative approaches.

Sample Best Practices *

Brockville has adopted a series of guidelines and recommendations developed by an independent organization called Education for Quality Accessibility (EQA) and have followed them for all new construction and renovation for more than eight years. EQA has given its five-star rating for accessibility to buildings such as the Brockville Public Library, police and fire stations and St. Lawrence College.

"The City of Windsor has demonstrated leadership and a long-term commitment to promoting accessibility. We are thrilled that the proposed legislation mandates committee involvement in municipalities (of 10,000 and more residents) across the province. The Windsor Advisory Committee on Disability Issues is prepared to work with the government to achieve a vision of a more inclusive Ontario and independence and opportunity for all people with disabilities."

*Carolyn Williams, Former Chair, Windsor Advisory Committee on Disability Issues.
(This committee has been in existence for 21 years)*

Now part of the City of Kawartha Lakes, the former Town of Lindsay has had a Municipal Advisory Council for the Disabled since 1990. It acknowledges businesses that incorporate accessibility features into their renovations by giving them Certificates of Merit and promoting their endeavours in local media. It has developed a booklet of retail stores that are accessible. The council has also produced a set of standards, which it uses to review site plans for new public buildings and renovations when considering applications for building permits.

Building on this experience the new City of Kawartha Lakes has established a Municipal Advisory Council for the Disabled.

The City of Guelph and the Guelph-Wellington Barrier Free Advisory Committee have developed accessibility design guidelines. The Guidelines were developed from standards set by other municipalities throughout Canada, the National Building Code, Canadian Standards Association, the Americans with Disabilities Act, and through the use of private consultant. The guidelines include a City of Guelph Barrier Free Policy Statement and guidelines that comprehensively cover city services.

The City has a Resource Services for People with disabilities section on its website, an e-mail address and a download feature for the guidelines.

www.city.guelph.on.ca

www.specialneeds@city.guelph.on.ca

** E-mail us if you have examples of best practices you would like to share with us at:
ODA@mczcr.gov.on.ca*

8. Operationalizing an Accessibility Advisory Committee

The process of creating and operationalizing a standing committee of council will be different in each local municipality. This section of the guide provides some basic steps in creating a municipal accessibility advisory committee that can serve as a checklist for starting one in your municipality.

Informing Council

Starting a municipal accessibility advisory committee is no different than the process used to address any other obligation. Councils should be informed by a staff report about the new municipal obligations under the *Ontarians with Disabilities Act, 2001*.

To support this process, the Ministry of Citizenship will be providing a variety of training and information sessions at various locations and municipal events across the province. A municipal tool-kit comprised of a variety of resources will be available to all municipalities through the Accessibility Ontario Web site at:

www.gov.on.ca/citizenship/accessibility

If the municipality has some form of an accessibility advisory committee in place, information may be provided to Council as to how the present structures conform or how they can be adapted to conform to the legislative standards set out in the ODA.

Key Staff, Council Lead and Steering Committee

A municipal council which represents a municipality of over 10,000 persons should designate a key staff person or department to develop the necessary measures to ensure that the municipality will meet the two main obligations under the ODA:

- The establishment of a municipal accessibility advisory committee, and
- The development of an annual accessibility plan.

Councils may wish to appoint a lead councillor to provide direction to staff and to facilitate the development process through the creation of a formal steering committee. Once the accessibility advisory committee is operationalized, the lead department should designate a staff person to assist the committee. This staff person should also have responsibility for developing the accessibility plan. If a lead Councillor has been appointed, they can become a member of the inaugural committee who can provide the committee with the details and context for the mandate council has approved.

Consultations

Consultations are recommended as a step in the implementation process (see Section 4: Consultation).

Recommendations to Council

After consultation, staff should prepare recommendations to council regarding the accessibility committee's structure, mandate and procedures. Once council approves the committee mandate and structure, staff can begin to recruit community members.

Membership Recruitment

Once council has approved the size and mandate for the committee, the appropriate municipal department charged with the responsibility of establishing and supporting the process must:

- Establish selection criteria including field of expertise to correspond with mandate requirements
- Create committee member job specifications and/or descriptions
- Develop interview questions
- Adopt a media recruitment process through newspapers, radio, television and postings that uses the criteria in "A Guide to Multiple Formats Communication" to ensure that people with disabilities have been accommodated in community outreach
- Determine the human resources process related to interviewing, selection and recommendations to council

Key staff designated to assist with accessibility planning should co-ordinate the recruitment process. Activating the municipality's key stakeholder organizations and local chapters of disability groups may assist in attracting qualified candidates (see earlier section entitled Consultation). This may help municipalities to attract candidates with a range of disabilities.

Selecting Committee Members

Committee members are endorsed by council, received in the form of staff recommendations resulting from the recruitment process. A motion of council must formalize the selection of the slate of members.

Inaugural Meeting

The inaugural meeting should include an orientation for committee members. In addition to this guide to assist municipalities in establishing AAC's, the Ministry of Citizenship training resources and a facilitator's guide can be used by municipal staff to provide an orientation to the ODA and the development of accessibility plans. Ministry of Citizenship regional staff will also be available to provide assistance.

Sample Implementation Checklist

Steps to Implementation	No Advisory Committee or similar group	Existing Committee or group	Time frame
Inform Council on new obligations of ODA			
Inform Council on aspects of the existing advisory body that meet ODA requirements	N/A		
Appoint Council, departmental, staff leads			
Consult with the community of people with disabilities			
Consult with existing advisory body	N/A		
Consult with general public			
Recommendations to Council on committee mandate, structure and procedures			
Recommendations to Council on changes to existing advisory body to meet ODA standards	N/A		
Recruit Committee Members			
Support arrangements finalized necessary to convene regular, accessible meetings			
Communications finalized to meet varied communication needs of committee members with disabilities			
Slate of inaugural members approved by council			
Inaugural meeting plans finalized related to orientation, team building and initial business			

9. Additional Resources - The Municipal Tool Kit

A variety of supports are available to guide implementation of municipal obligations. This “How To” Guide represents one of several resource documents comprising the ‘municipal tool kit’. These documents are available on the Accessibility Ontario Web site at www.gov.on.ca/citizenship/accessibility and include:

1. Independence and Opportunity: Ontario's Framework for Change for People with disabilities - this document outlines the government's vision of a barrier free and fully inclusive future for people with disabilities.
2. A Guide to ODA - this document provides basic information about the Ontarians with Disabilities Act, 2001. The guide includes explanations about key sections of the ODA most likely to be used.
3. The Ontarians with Disabilities Act, 2001.
4. Policy and Guidelines on Disability and the Duty to Accommodate, Ontario Human Rights Commission, Nov.23, 2000.
5. A 'How To' Guide - this document provides guidance and direction on creating municipal accessibility advisory committees (for municipalities with populations exceeding 10,000) and guidance for consulting with people with disabilities for municipalities with populations under 10,000 persons.
6. A Guide to Municipal Accessibility Planning- this document provides information on municipal obligations under the ODA and provides a framework for developing local accessibility plans.
7. Municipal Resource Package on Designated Parking for Persons with Disabilities: Model Parking By-law and Technical Guidelines for Persons with Disabilities.
8. Municipal obligations under the Ontarians with Disabilities Act, 2001 - a plain language fact sheet on municipal requirements under the ODA.

Other resource documents that can provide useful information are:

1. Canadian Standards Association - Customer Service Standard for People with Disabilities: Canadian Standards Association
178 Rexdale Boulevard, Toronto, ON, Canada, M9W 1R9
Tel: 416-747-4044 Fax: 416-747-2510
2. Greater Toronto Hotel Association - A Training and Resource Kit for Servings Guests with Disabilities: Greater Toronto Hotel Association, 150 John Street Suite 702, Toronto, ON M5V 3C3 Tel: 416-351-1276 Fax: 416-351-7749

In addition to the above tools, a series of training workshops have been developed to assist in presenting material and facilitate the use of this guide. These tools are utilized in the training and their use described in a corresponding facilitator's guide. The tools include sample committee member interview questions, public notices, application forms etc. Samples are provided in the following pages.

Municipalities with experience in establishing and maintaining accessibility advisory committees may also be able to provide additional supports (see section on Best Practices).

NOTICE TO MEMBERS OF THE PUBLIC
WISHING TO SERVE ON THE
MUNICIPAL ACCESSIBILITY ADVISORY COMMITTEE

The Council of the Municipality of _____ invites applications from members of the public who are interested in serving on the Municipal Accessibility Advisory Committee. Council is seeking ___ volunteers from across the Municipality to serve on the Committee in the capacities of Chairperson, Secretary and Member-at-large. People with disabilities and members of families of people with disabilities are encouraged to apply.

The main purposes and activities of the Accessibility Advisory Committee are:

- To advise Council on the preparation, implementation and effectiveness of its annual accessibility plan
- To review site plans of and advise on accessibility issues relating to identified buildings within the Municipality
- To advise Council on other accessibility related issues within the Municipality

Applicant Eligibility:

- must be a resident of the Municipality of _____
- over the age of 18 years
- not employed by the Municipality of _____
- under the Ontarians with Disabilities Act, 2001 the majority of committee members shall include people with disabilities

Submission of Applications:

Application forms are available at _____. Applicants who are short-listed will be requested to attend a private interview conducted by the Recruitment Committee.

Members of the public interested in serving on the Advisory Committee must submit their application later than _____ to:

(Enter Name, Address and Postal Code with contact numbers)

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SAMPLE APPLICATION FOR VOLUNTEER MEMBERS OF AN ACCESSIBILITY ADVISORY COMMITTEE (AAC)

Please complete the following application and submit to:	
Municipality Address Postal Code	Telephone Facsimile TTY
REQUIREMENTS	
An elector A Canadian Citizen 18 Years of Age or Older	
I am a person with a disability I am familiar with issues affecting people with disabilities	
PERSONAL DATA: Mr. Ms. Mrs.	
Name	
Address: Postal Code:	
Telephone: (Home) (Bus.) (TTY)	
WHY WOULD YOU LIKE TO SERVE ON THE ACCESSIBILITY ADVISORY COMMITTEE?	
PREVIOUS EXPERIENCE	
State, in detail, your experience: work related, community service oriented, or other volunteer activities which illustrate the interest, skills or abilities you may contribute. Please attach a current resumé, if available.	
EDUCATION: Please indicate the highest academic level you attained:	
REFERENCES	
By applying your signature to this application, you authorize the Municipality to contact the following persons or organizations and authorize them to disclose to the Municipality any required information.	
Name / Please State Association With Person	Telephone
Applicant's Signature	
Date	
Personal information on this form is collected under the authority of the <i>Municipal Act</i> , (and the legislation expressly associated with individual committees) and will be used only for the purposes of recruitment of individuals to Municipality Boards, Committees and Commissions. Information on this form will be disclosed to the Council for candidate selection purposes only. Questions about the collection of information, or about the selection process in general, should be directed to the Municipality at the address indicated at the top of the application.	

NOTE: This application is for sample purposes only. You should consult with the appropriate individuals within your organization to ensure your application local requirements.
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SAMPLE INTERVIEW QUESTIONS FOR VOLUNTEER MEMBERS OF ACCESSIBILITY ADVISORY COMMITTEES

1. Please tell us how your particular skills, knowledge and experience will contribute value if you become a member of the Accessibility Advisory Committee.
2. What are some of the challenges people with functional limitations face in this Municipality?
3. What do you feel are the critical accessibility issues that need to be addressed within this Municipality?
4. Tell us about your knowledge of the Municipality?
5. How would you go about building rapport with other members of the Advisory Committee?
6. Why do you think you'd make a good Advisory Committee member?
7. Is there a particular role on the Advisory Committee that you would be interested in (e.g. Chairperson, Secretary, Member-at-large)?

Why?

8. Tell us about a time when you had to make adjustments to a plan or project because things weren't going as planned.

What was the outcome?

What would you have done differently?

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