

Access Dufferin Terms of Reference

Date Approved by Council: August 27, 2026

Mandate

Pursuant to the requirements of the *Accessibility for Ontarians with Disabilities Act*, section 29 (4) and (5), Access Dufferin shall

- a) Advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports;
- b) Review site plans and drawings submitted under the Planning Act, as selected by the County and local municipalities without their own accessibility advisory committees;
- c) Advise Council on the accessibility of a building, structure, or premise that the County purchases, constructs, significantly renovates or for which the County has entered into a new lease;
- d) Provide other advice on matters Council is considering which affect persons with disabilities, seniors, and other citizens with access issues; and
- e) Perform all other functions that are specified in the Act.

Member Expectations

Committee members are expected to adhere to the following conduct and practices:

- That committee members, in all forms of communication, when speaking about the work of the committee or members of the committee do so in a respectful manner.
- That committee members address differences of opinion or conflict with other committee members in a respectful manner.
- That committee members respect confidentiality and privacy.
- That committee members are required to attend a minimum of 75% of committee meetings, not inclusive of sub-committee meetings or meetings of other advisory committees.
- That committee members shall not use their status on a committee for personal or political gain.

Access Dufferin seeks to encourage and facilitate accessibility on behalf of all persons by:

- a) Solicitating feedback from the community to identify existing social and physical barriers to access and participation and bring the relevant matters to the attention of Council;
- b) Evaluating the effectiveness of the County's Accessibility Plan and offering suggestions for improvements and implementation;
- c) Working with Council and staff to increase public awareness of the issues of accessibility and inclusion for people with disabilities; and
- d) Working cooperatively with County and local municipalities whose activities affect access issues to:

- i. to provide advice and information on directions for future planning of municipal services, programs, and facilities;
 - ii. monitor municipal services, programs, and facilities to ensure full participation of all citizens; and
 - iii. evaluate the progress of accessibility activities; and
- e) Participating on other County advisory committees to provide feedback on accessibility issues.

Composition

Access Dufferin will be composed of the following members:

Role	Member
Committee Chair	To be filled by a member of the Committee
Community Members	3 – 5 members appointed from the community
Council Representation	1 member of County Council
Support Staff	As required

Selection Process

As required by the *Accessibility for Ontarians with Disabilities Act*, a majority of the members of the Committee shall be persons with disabilities.

Members should have a passion for accessibility and the creation of a barrier-free community.

Community members will be selected through an application and interview process. The Council representative and staff members will conduct the interview and make a recommendation to Council for appointment. Committee members will have the skills, knowledge, and experience to contribute effectively to the committee's mandate. Committee members must be a County of Dufferin resident, business owner or stakeholder.

Subcommittees

Access Dufferin may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate. Subcommittees shall draw upon members of Access Dufferin. The Chair of the subcommittee shall be a voting member.

Access Dufferin may choose to obtain feedback from the broader public. As part of this outreach, community volunteers and stakeholders may be invited to participate in specific subcommittees.

Remuneration

Remuneration will be provided in accordance with Policy 1-2-2 – Committee Structure and Mandates.

Term of Office

The Committee members shall be appointed for the term of Council (4 years).

Meeting Schedule

The Committee will meet a minimum of 2 times per year or at the call of the Chair. Meetings may be held in-person or virtually, depending on availability.

Quorum

Committee quorum requires that the majority of members be present. If quorum is not attained within the first 10 minutes of the meeting, the formal meeting cannot proceed and the support staff member is not required to remain and/or provide notes. If members present choose to remain, they may do so for an information exchange only.