



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-094
Attachments: None

Title: Accessibility Advisory Committee Composition and Appointments

Objective: To consider the composition of the Accessibility Advisory Committee and appointments.

Background: The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) sets out the process for developing, implementing and enforcing accessibility standards. The AODA requires all municipalities of 10,000 or more residents to have an accessibility advisory committee, with the majority of members being persons with disabilities.

The three main activities of an accessibility advisory committee are to:

1. Advise municipal council about:
 - the requirements and implementation of accessibility standards;
 - the preparation of accessibility reports;
 - other matters for which the council may seek its advice.
2. Review site plans and drawings described in section 41 of the *Planning Act* that the committee selects.
3. Perform all other functions that are specified in the regulations.

The AAC is to consist of eleven (11) members appointed by Stratford City Council as follows:

- One (1) City Councillor
- One (1) agency representative
- Nine (9) citizens-at-large

At this time, the following positions are available for appointment:

- Five (5) Citizen positions
- One (1) agency representative

Analysis: City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;
- Awareness of the community and local issues on the agenda by an applicant or member;
- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;
- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

Appointments

Following recruitment for the available positions, the City received applications from the following persons:

- Andy Mark – citizen-at-large
- Kathleen Barry – citizen-at-large
- Joan Jones – Family Services Perth-Huron

Historically, the City has experienced difficulty filling all vacant positions on the committee. Due to this difficulty, staff recommend amending the composition in the terms of reference to remove two citizen-representative positions. This would bring the composition to nine members (1 Councillor, 1 agency representative and 7 citizens).

For the applications received, all were complete and meet the requirements.

All citizens appointed to the City's advisory committees and local boards (as applicable) will be required to complete training to be coordinated through the City. Training will focus on accessibility, governance, and the Code of Conduct.

Financial Implications:

Financial impact to current year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Financial impact on future year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose is to consider appointments to an advisory committee.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Equity and Local Economy

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

Staff Recommendation: THAT direction be given on the appointment of two citizens-at-large and one agency representative to the Accessibility Advisory Committee to November 30, 2025, or until a successor is appointed by Council;

AND THAT the terms of reference for the Accessibility Advisory Committee be amended to remove two citizen-at-large representatives from the composition of the Accessibility Advisory Committee.

Prepared by: Tatiana Dafoe, City Clerk

Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer