

**ACCESSIBILITY ADVISORY COMMITTEE – MARCH 27, 2023**

**COMMUNICATIONS**

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**Distributed March 20, 2021**

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**Please note there may be further Communications.**



## ACCESSIBILITY ADVISORY COMMITTEE 2023 SCHEDULE OF MEETINGS

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Meetings are usually held on the last Monday of every other month at 7:00 p.m. or at the call of the Chair. No meetings are scheduled for July and August.

*(unless otherwise specified)*

### **2023 MEETING DATES**

*Monday, March 27*

*Monday, April 24*

*Monday, June 19,*

*(combined May and June meeting due to scheduling)*

*Monday, September 18*

*(3rd week due to Committee of the Whole & Council Schedule and Religious Holiday)*

*Monday, October 30*

*Monday, November 27*

*Monday, December 11*



C2  
Communication  
Accessibility Advisory Committee -  
March 27, 2023  
Item # 2

# Accessibility Advisory Committee Kickoff Meeting

March 28, 2023

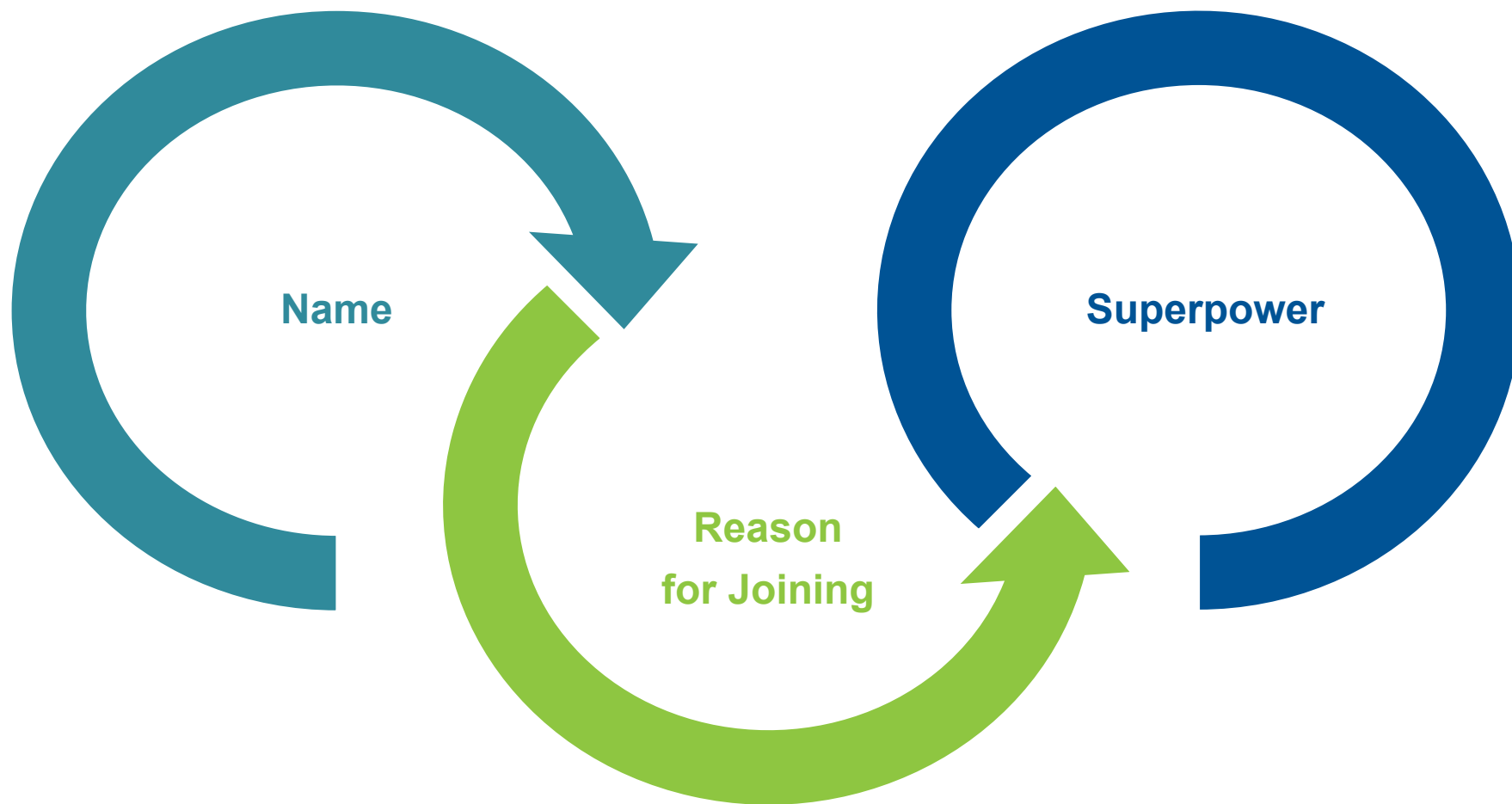


# Agenda

- Introductions
- Orientation
- Election of Vice-Chair
- 2023 Schedule of Meetings
- Development of the 2023-2027 Multi-Year Accessibility Plan
- 2022 Annual Accessibility Status Report
- Questions and Next Steps



# Meet the Team



# Orientation

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*Zincia Francis*

**Diversity and Equity Officer**

# Municipal Structure

Municipal government is the level of government below a provincial government. It has authority over municipal affairs. Working well with municipal government requires a sound understanding of both its structure and its decision-making processes.

## Legislation

In Ontario, the the Municipal Act recognizes the importance of ongoing consultation between the Ontario government and municipalities on matters of mutual interest. It recognizes the memorandum of understanding between the Province of Ontario and the Association of Municipalities of Ontario.

The City of Vaughan is defined as a lower-tier municipality under the Municipal Act

## Municipal Councils

All municipalities are governed by a council. Council members are elected by the citizens of the municipality. Upper-tier councils are made up of representatives from lower-tier member municipalities.

# Municipal Structure



- Animal services
- Building permits
- Burial permits
- Cultural services
- Development applications and zoning plans
- Fire and rescue services
- Municipal by-law enforcement
- Organic, garbage and recycling collection
- Park and amenity closures
- Parking enforcement
- Property standards enforcement
- Property tax billing
- Recreation and fitness services
- Winter maintenance on local roads

- Ambulance
- Police services
- Public health
- Public housing
- Winter maintenance for regional roads
- Senior housing
- Shelter support
- Transit (YRT, vivaNext)

- Business support and closures
- Colleges and universities
- COVID-19 testing, vaccine distribution and maintaining a list of non-essential businesses
- Education
- Environmental services
- Healthcare
- Hospitals
- LCBO
- Schools

- Access to credit
- Business support
- Canada Child Benefit
- Canada Student Loans
- Citizenship
- Employee support
- Employment Insurance (EI)
- Foreign travel and support for Canadians abroad
- Income supports
- Income tax
- National defence





# Vaughan Council



Mayor  
Steven Del Duca



Deputy Mayor, Local and  
Regional Councillor  
Linda D. Jackson



Local and Regional  
Councillor  
Mario Ferri



Local and Regional  
Councillor  
Gino Rosati



Local and Regional  
Councillor  
Mario G. Racco



Ward 1 Councillor  
Marilyn Iafrate



Ward 2 Councillor  
Adriano Volpentesta



Ward 3 Councillor  
Rosanna DeFrancesca



Ward 4 Councillor  
Chris Ainsworth



Ward 5 Councillor  
Gila Martow



# Accessibility Law

Accessibility law help improve accessibility for people who have disabilities. Since your job is to advise municipal councils on how to remove barriers for people with disabilities, it's important for you to understand Ontario's various laws related to accessibility.

**The Accessibility  
for Ontario with  
Disabilities Act  
(AODA)**

**The Ontarians with  
Disabilities  
Act (ODA)**

**The Ontario  
Planning Act**

**The Ontario  
Building Code**

**The Ontario Human  
Rights Code**

**The Blind Persons'  
Rights Act**

# City of Vaughan

The City of Vaughan is committed to treating all people in a way that allows them to maintain their dignity and independence.

The City's goal is to create an accessible community by 2025.

Through the **Multi-Year Accessibility Plan (MYAP)**, the City of Vaughan aims to reduce and remove barriers for people with disabilities so Ontario can become more accessible and inclusive for everyone.



Fostering a Community Where People can have a Better Tomorrow

# Vaughan's Accessibility Advisory Committee

Vaughan's Accessibility Advisory Committee (AAC) is a crucial in shaping the Multi-Year Accessibility Plan.

The VAAC provides advice to City Council on the elimination of barriers faced by people with disabilities and acts as a liaison with external bodies on barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with disabilities.



# Objectives

The objectives of the Accessibility Advisory Committee are as follows:

- advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports;
- work on initiatives that promote accessibility;
- assist in the preparation and implementation of the City's Multi-Year Accessibility Plan
- provide guidance, address and identify the needs of the community by the removal and prevention of barriers in the City of Vaughan's by-laws, facilities, policies, programs, practices, initiatives and services.



# Responsibilities



- Ensure that you are familiar the accessibility legislations and its standards
- Understand the Terms of Reference
- Review the agenda and any accompanying material
- Attend and participate in all Committee meetings
- Attend and participate in any working groups as required
- Advise on strategies and actions required to achieve the City's development and implementation of the Multi-Year Accessibility Plan
- Advise on the implementation of Council's policies regarding accessibility, inclusion, equity and human rights
- Focus on providing unbiased advice to municipal council
- Avoid championing just one issue, take a broader view
- Work together for the purpose of making the City of Vaughan a more accessible and inclusive city, and developing a common approach that is reasonable and practical

***Note: Ensure that all media inquiries are referred to the City's Corporate and Strategic Communications Department or the City's Diversity and Inclusion Officer.***

# **Multi-Year Accessibility Plan (MYAP)**



# Multi-Year Accessibility Plan (MYAP)

2023-2027 MYAP is currently being developed.

The updated plan will address aspects of all five main categories covered in the Accessibility for Ontarians with Disabilities Act (AODA) within Vaughan's jurisdiction including:

Customer  
service

Employment

Information &  
communications

Transportation  
(Accessible  
Taxicabs)

Design of public  
spaces





# **Accessibility Advisory Committee**





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# Message from the Accessibility Advisory Committee Chair

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**Gila Martow**  
**WARD 5 COUNCILLOR**

The City of Vaughan strives to foster an environment that is accessible, diverse, inclusive and equitable. The City is committed to equal access to City goods, services and facilities for people with disabilities. This includes ensuring an accessible environment for City buildings, spaces and communications. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. The Accessibility Advisory Committee has a legislative and critical role in helping guide the City in removing and preventing barriers in policies, practices, programs and services to meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA). As Chair of the committee, I am committed to meeting the needs of all people with dignity and respect.

As a Vaughan resident for more than three decades, I have watched our city grow while remaining a caring community. One of the many ways we continue to support each other is by recognizing our differing abilities. As an optometrist in York Region, I ensured our office could accommodate our patients who required large mobility devices.

Moving from almost three decades in vision care to Provincial politics in 2014 allowed me to share the voices of our community members who live with visual challenges.

The Private Member's Bill 187 tabled in May 2016 allowed my team and I to bring to the Province's attention to the increasing difficulties faced by our drivers who require accessible parking spaces. Improving accessibility in Vaughan should be important to all of us so our community can continue to be a wonderful place to live, work and play, no matter our abilities!

I look forward to working together to improve the quality of life for citizens, businesses, and visitors by focusing on improving accessibility for all.

**Gila Martow**  
Ward 5 Councillor  
Chair, Accessibility Advisory Committee





# Overview

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About 1.65 million Ontarians have a [disability](#) and may face [barriers to accessibility](#). They may find it hard to access local services or enter public buildings.

While all levels of government are working to improve accessibility, municipal governments have a special role to play. Municipalities serve communities and manage many important programs and services that touch our daily lives, such as, recreation and emergency services, and parks and roads.

The City of Vaughan is committed to treating all people in a way that allows them to maintain their dignity and independence. The City believes in integration and fair access for residents, visitors and employees with visible and non-visible disabilities. The City promises to meet the needs of people with disabilities in a timely manner by preventing and removing barriers to accessibility, and supporting the goals of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

The City's Accessibility Advisory Committee is appointed by Vaughan Council and provides advice to Council on the elimination of barriers faced by people with disabilities and acts as a liaison with external bodies on barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with disabilities. The majority of committee members must be people with disabilities.

## ABOUT THIS GUIDE

This guide will help you build the practical knowledge and skills you will need to contribute to the Accessibility Advisory Committee and carry out the work more effectively.

## WHAT YOU NEED TO KNOW

As a member of the Accessibility Advisory Committee, you need to understand:

- how Ontario's accessibility laws affect your work.
- your role and responsibilities.
- how to remove barriers to accessibility.
- the structure and decision-making processes of municipal government.



# Training Requirements

Prior to the first Accessibility Advisory Committee meeting, all members must complete the following training.

## **WORKING TOGETHER: THE CODE AND THE AODA**

Learn about your rights and responsibilities under the Code and the AODA and how they affect you at work, in services and in housing.

- [Part 1: Introduction](#)
- [Part 2: The Code](#)
- [Part 3: Understanding  
the Duty to Accommodate](#)
- [Part 4: Applying Human Rights Principles](#)
- [Part 5: Compliance and Enforcement](#)

## **ACCESSFORWARD**

Learn about accessibility requirements and standards across six areas.

- [Customer Service Standard](#)
- [General Requirements](#)
- [Information and  
Communication Standard](#)
- [Employment Standard](#)
- [Design of Public Space Standard](#)
- [Transportation Standard](#)







# Terms of Reference

## **TERMS OF REFERENCE** **ACCESSIBILITY ADVISORY COMMITTEE**

### **Description**

The City of Vaughan’s Accessibility Advisory Committee (the Committee) is appointed by the City Council (Council) for the City of Vaughan (the City), as required by the *Accessibility for Ontarians with Disabilities Act, (2005)* (the AODA). The Committee provides advice to Council on the elimination of barriers faced by people with disabilities and acts as a liaison with external bodies on barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with disabilities.

### **Mandate**

The role of the Accessibility Advisory Committee is to provide advice to Council about the requirements and implementation of accessibility standards and the preparation, implementation and effectiveness of accessibility reports as required by the AODA.

### **Term**

Public members are appointed for a four-year term, coinciding with the term of City Council and serve until their successors are appointed.

### **Objectives**

The objectives of the Accessibility Advisory Committee are as follows:

- advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports;
- work on initiatives that promote accessibility;
- assist in the preparation and implementation of the City’s Multi-Year Accessibility Plan; and
- provide guidance, address and identify the needs of the community by the removal and prevention of barriers in the City of Vaughan’s by-laws, facilities, policies, programs, practices, initiatives and services.





## Membership

The Accessibility Advisory Committee shall be composed of one (1) Member of Council and nine (9) citizen members. A majority of the members of the committee will be persons with disabilities, as defined by the AODA, and should reflect the diversity of the City's population.

Members are to be appointed by Council. Any changes to the membership will require Council approval.

### Membership Responsibility:

- Be familiar with accessibility related legislation and these Terms of Reference;
- Attend and participate in all Committee meetings;
- Attend and participate in any working groups as required;
- Advise on strategies and actions required to achieve the City's development and implementation of the Multi-Year Accessibility Plan;
- Advise on the implementation of Council's policies regarding accessibility, inclusion, equity and human rights;
- Each members of the Accessibility Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one disability or group;
- Work together for the purpose of making the City of Vaughan a more accessible and inclusive city, and developing a common approach that is reasonable and practical;
- Declare any situation that is, or has the potential to be, a conflict of interest;
- Refer all media inquiries to the City's Corporate and Strategic Communications Department or the City's Diversity and Inclusion Officer and shall not speak on behalf of the City of Vaughan without written consent from the City of Vaughan.

## Accommodations

Members will be provided with the resources necessary to enable full and meaningful participation in the Committee. This includes such potential accommodations as sign language interpretation, documentation in alternative formats, closed captioning, accessible transportation such as Mobility Plus, etc.

Members will be asked to share any accommodations important for their meaningful participation prior to meetings, which will principally be held in virtual or hybrid formats for greatest possible accessibility.

### Meeting Procedures

The proceedings of the Committee are to be governed by the City's Procedural By-law Number 7-2011, as amended.

In the absence of the Chair and the Vice-Chair, another committee member will serve as Acting Chair, appointed by those in attendance at the meeting.



## Agendas and Reporting

Agendas of meetings shall be filed and maintained in the Office of the City Clerk.

Agendas shall be posted on the City's website one week prior to the scheduled date of the meeting.

After each meeting, a report shall be submitted in the City's Committee reporting format, to the Committee of the Whole.

## Meetings

Meetings are held at 7 p.m. on the last Tuesday of every other month except in the months of July and August. The Committee may meet on the schedule determined, or at the call of the Chair.

Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

## Notice of Meetings

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

## Quorum

A majority of the members, including the Chair, shall constitute quorum.

## Staff Resources

The role of staff is to act as a resource to the Committee, but not to be members of the Committee, or to deliberate or draft the findings of the Committee. The following staff will provide advisory and technical support specific to the mandate and objectives of the Committee:

- Accessibility and inclusion subject matter expertise as assigned by the Diversity and Inclusion Officer
- Legal Services

As required,

- Chief Human Resources Officer or delegate;
- Diversity and Inclusion Officer or delegate;
- Other relevant departments.

The Office of the City Clerk will be responsible for agenda production and distribution, the giving of procedural advice, and the recording of the proceedings of the Committee.

## Authority

The Committee may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The Committee may not direct staff to undertake activities without authority from Council.

## Amendment/Expansion of Terms of Reference

Only Council can initiate any amendment and/or expansion of the Terms of Reference.







# Meeting Procedures

## QUORUM

- Quorum is a majority of committee members.
- Quorum is needed to hold a meeting.
- If no quorum is present thirty minutes after the time scheduled for a meeting, the City Clerk or delegate shall call the roll and record the names of members present, and the meeting shall stand adjourned until the next day of the regular meeting.

## DECLARATION OF INTEREST

- Members are required to declare an interest they may have on any matters being discussed.
- Members may not participate in the matter they have declared an interest in.
- Declaration of interest is declared when you have a conflict of interest.

An excerpt from the

### **Municipal Conflict of Interest Act:**

When present at meeting at which matter considered

5 (1) Where a member, either on his or her own behalf or while acting for, by, with or through

another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

(a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

(b) shall not take part in the discussion of, or vote on any question in respect of the matter; and

(c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

- **Direct pecuniary interest:** A member may have a pecuniary interest when the result of a matter before the committee could impact, either positively or negatively, the member's finances, economic prospects or asset value.
- **Indirect pecuniary interest:** A member may also have a pecuniary interest under the Act where they have an indirect pecuniary interest in the matter as a result of a relationship with another entity.





## PROCEDURE BY-LAW

The City's [Procedure By-law 7-2011 \(PDF\)](#):

- establishes the rules used for the meetings.
- facilitates the decision-making process.
- establishes clear outcomes.
- ensures meetings are conducted in a respectful manner.

## THE CHAIR

The role of the Chair is to:

- preside over the meeting.
- accept motions that are MOVED and SECONDED.
- allow all members to speak and ask questions.
- put motions to VOTE and announce results.
- enforce order and decorum.
- adjourn the meeting when all matters are considered.

## MOTIONS

- Motions are MOVED by one member and SECONDED by another.
- The Chair may not MOVE or SECOND a motion.
- Members may ask questions regarding the motions.

- The Chair puts the motions to VOTE.
- Members VOTE by raising their hand to signify they are in favour or opposed.
- Majority of members must VOTE in favour to approve a motion.
- If a member does not vote, it will count as a negative.

## STAFF REPORTS AND RECOMMENDATIONS

- Reports (verbal and written) are provided by City staff and contain recommendations and background information.
- Staff recommendations are provided for the Accessibility Advisory Committee's consideration.
- Recommendations are based on staff's technical review and analysis of the issue.
- When considering staff reports and recommendations, Members may make a motion to:
  - approve the staff recommendation.
  - amend the staff recommendation (modifies the motion – must be germane/ relevant).
  - refer the item to another meeting.

# Accessibility Laws that Impact your Work

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[Accessibility laws](#) help improve accessibility for people who have disabilities. Since your job is to advise Vaughan Council on how to remove barriers for people with disabilities, it's important for you to understand Ontario's various laws related to accessibility. Here's a quick summary:

## **THE ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT**

The [Accessibility for Ontarians with Disabilities Act](#) (AODA) allows Ontario to develop, implement and enforce [accessibility standards](#), which are rules that help ensure people with disabilities can benefit from accessible:

- customer service
- employment
- information and communications
- public spaces

## **THE ONTARIANS WITH DISABILITIES ACT**

The Ontarians with Disabilities Act (ODA) helps the government improve opportunities for people with disabilities. Under the ODA, all municipalities must:

- prepare an accessibility plan each year and make it available to the public.
- include people with disabilities in their planning processes, such as the members of an accessibility advisory committee.
- remove barriers over time. (The Act gives municipalities the flexibility to set their own priorities and timelines.)

## **THE ONTARIO PLANNING ACT**

Municipal governments plan their communities, including streets, parks, public transit, libraries, and other social services. The [Ontario Planning Act](#) guides the planning of land use in Ontario. Accessibility advisory committee members review those planning documents.

## **THE ONTARIO BUILDING CODE**

The [Building Code Act](#) governs the way buildings are constructed, renovated or changed. The [Building Code](#) is a regulation under this Act and sets out requirements that help maintain standards for, among others, barrier-free accessibility. Municipalities enforce the *Building Code Act* and the *Building Code*.

Under the *Building Code*, a building and its facilities are barrier-free if people with physical or sensory disabilities can approach, enter and use them. The requirements apply (but are not limited) to:

- parking
- entrances
- elevators
- washrooms
- halls
- doorways and doors
- spaces in seating areas
- ramps
- signs

The *Building Code's* requirements for barrier-free design apply to most uses of buildings. There are a few exceptions, such as:

- houses, including semi-detached houses, duplexes, triplexes, townhouses, row houses and boarding or rooming houses with fewer than eight boarders or roomers.
- high-hazard industrial buildings.
- buildings that are not intended to be occupied on a daily or full-time basis.

The *Building Code* does not require building owners or operators to upgrade their existing buildings to meet the current Code requirements. However, when building owners renovate a building or change the building's use, they may be required to meet the *Building Code's* requirements for barrier-free accessibility.

## **THE ONTARIO HUMAN RIGHTS CODE**

The [Ontario Human Rights Code](#) protects people from discrimination and harassment. It clearly sets out rights and responsibilities for everyone in Ontario.

## **THE BLIND PERSONS' RIGHTS ACT**

The [Blind Persons' Rights Act](#) provides someone who is blind the legal right to:

- be accompanied by a specially trained guide dog in all facilities open to the public, and not be charged extra because of the guide dog's presence.
- equal housing opportunities, and no special conditions or terms can be imposed because of the dog's presence.

The Act prohibits discrimination against blind persons who use guide dogs in the areas of services, accommodation, facilities and occupancy. It also prohibits persons who are not blind from using white canes.





# Committee's Role and Responsibilities

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## ROLE

The role of the Accessibility Advisory Committee is to provide advice to Council about the requirements and implementation of accessibility standards and the preparation, implementation and effectiveness of accessibility reports as required by the AODA with the objective to help make public services and facilities accessible to everyone.

## RESPONSIBILITIES

The three main activities of the Accessibility Advisory Committee are to:

1. advise 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.

## PROVIDING ADVICE

To advocate for change, members of the Accessibility Advisory Committee should:

- focus on providing unbiased advice to Council.
- avoid championing just one issue, take a broader view.
- learn about the organization's processes and scope of ability to effect change to understand potential constraints.
- ensure they are familiar the AODA and its standards.

## LEARNING ABOUT BARRIERS TO ACCESSIBILITY

Build your [knowledge of barriers](#) by engaging others. Keep in touch with these contacts to confirm your understanding as your committee works through an issue. Learning about barriers that someone experiences will expand your understanding of how to develop solutions or advice to accommodate more people.







## REVIEWING SITE PLANS

A site plan is a drawing, or set of drawings, of proposed improvements to a property. Municipalities may exercise further control over the details of development. They do this through a process called site plan control. Through this process they can:

- review a developer's plans and either approve or ask for changes.
- consider the accessibility of a development proposal.

The municipality may pass by-laws that set out the areas that are subject to site plan control. These areas must be described in the official plan. The review of site plans by municipal staff ensures that developers will provide:

- properly located buildings that fit in well with nearby businesses and the community.
- safe and easy access for pedestrians.
- a good design for landscaping, parking and drainage.

The site plan must also take into account the requirements of other agencies and departments that have jurisdiction.

## WHAT YOU NEED TO DO

For the most part, barriers to access are created unintentionally during the design process. They are largely due to a lack of understanding of the issues. For that reason, accessibility issues should be addressed as early as possible in the site planning process.

Accessibility advisory committees can get involved in reviewing site plans for:

- municipal offices
- community centres
- recreation centres; and more

An accessibility advisory committee may not want or need to review every site plan submitted. Instead, the committee may want to set up processes to:

- choose the types of developments you will review. For example, your committee may decide to focus on reviewing new municipal developments. It may choose site plan reviews according to the proposed use. For example, you may focus first on community centres and civic centres.
- consult with municipal staff to determine what accessibility criteria you will use with site plans. Municipal staff can tell you which accessibility criteria can be enforced, or, if there are municipal standards already in place that you may use to review a site plan.
- ensure your municipality consults the accessibility advisory committee on certain types of site plans. For example, your municipality could include your accessibility advisory committee on the checklist of reviewers of these plans.

While the role of an accessibility advisory committee is to provide advice to municipalities, the advice may not always be endorsed.

The City of Vaughan audits municipal building and facilities to assess their accessibility and identify **barriers to remove**. The committee members may be provided with an opportunity to participate in such an audit.

## SITE VISITS CHECKLIST

Universal design principles are used to make products and places as useable and accessible as possible. The following checklist is based on these principles. It is a sample audit tool for accessibility advisory committees to use when they audit a facility for built environment features.

The checklist is divided into four sections:

- accessible approach and entrance
- access to goods, programs and services
- usability of restrooms
- additional access

Each section presents a series of questions based on the seven principles of universal design.



## PRINCIPLES OF UNIVERSAL DESIGN

The principles of universal design can help guide you when you review site plans and conduct site evaluations.

1. **Equitable use:** the design can be used by people with diverse abilities.
2. **Flexible use:** the design accommodates a wide range of individual preferences and abilities.
3. **Simple and intuitive use:** the design is easy to understand, regardless of the user's experience, knowledge, language skills or level of concentration.
4. **Perceptible information:** the design communicates necessary information effectively to the user, regardless of other conditions or the user's abilities.
5. **Tolerance for error:** the design minimizes hazards and the adverse effects of accidental or unintended actions.
6. **Low physical effort:** the design can be used efficiently and comfortably with a minimum of fatigue.
7. **Size and space for approach and use:** appropriate size and space is provided for approach, reach, manipulation and use regardless of user's body size, posture or mobility.

The City of Vaughan's [Inclusive Design Standards \(IDS\)](#) (PDF) are based on the principle of universal design. The IDS is an evolving document which provides practical examples of solutions that optimize accessibility for new construction or for the renovation of existing facilities.

## PARTICIPATING IN CONSULTATIONS

The City of Vaughan will consult with the Accessibility Advisory Committee:

1. when establishing, reviewing and updating the multi-year accessibility plans.
2. when determining the proportion of on-demand accessible taxicabs required in the community.
3. on the need, location and design of accessible on-street parking spaces when building new or making major changes to existing on-street parking spaces.
4. before building new or making major changes to existing recreational trails to help determine particular trail features.
5. on the needs of children and caregivers with various disabilities in their community when building new or making major changes to existing outdoor play spaces.
6. on the design and placement of rest areas along the exterior path of travel when building new or making major changes to existing exterior paths of travel.

## REVIEWING OFFICIAL PLANS

The City of Vaughan's [Official Plan](#) outlines the vision for the future of the city, including responsible governance, sustainable planning, economic leadership, transparency, accountability and inclusivity. It is a strategic planning document that establishes a policy framework to guide the physical, social, environmental and economic development of the city's communities. The official plan:

- implements goals, objectives and land use policies to serve the community.
- directs density, housing supply, protection of environmental features and agricultural areas, cultural heritage preservation and more.
- guides growth and development to implement the vision for Vaughan's long-term evolution.

To learn more and get involved, visit [forwardvaughan.ca](http://forwardvaughan.ca).

## PROVIDING ACCESSIBLE PLACES TO VOTE

The [Municipal Elections Act](#) governs municipal elections in Ontario. It states that in choosing a location for a voting place, the City Clerk shall have regard to the needs of electors with disabilities. Accessibility advisory committees may provide advice to help municipalities plan for accessibility.

## CREATING CHANGE: WHERE TO START

What is preventing your municipality from improving accessibility? Take a step back and look at what's not working. Identify actions. Then prioritize them. The following questions can guide you:

- What strategies or actions can we accomplish within one year? Five years? 10 years?
- What are the most exciting?
- What are the most frustrating?
- What are the easiest to accomplish?
- What will be the hardest to accomplish?
- What will have the most impact?
- What will be more affordable?
- What are most important for the committee?
- What are you most committed to working on?

While this list of questions is not complete, it can help you plan more strategically.

This is an effective, positive and forward-thinking way to plan for accessibility.



## REMOVING BARRIERS: HOW TO SET PRIORITIES

How do you decide what steps to take first to remove barriers in your community?

You can consider a number of criteria.

Here are few suggestions:

- practicality
- feasibility
- engagement and participation
- impact
- support for accessibility standards

The following questions can help your municipality and accessibility advisory committee prioritize actions to remove barriers to accessibility.

### PRACTICALITY

- Will this action help your municipality reach its accessibility goals?
- Is it a logical way to reach the goals?
- Has it been tried in your community or elsewhere? (e.g. is it a best practice?)
- Has it worked?
- Does common sense or logic suggest that it will work?
- Does research or expert opinion support the plan? How?

### FEASIBILITY

- Have you identified local resources (skills, equipment, etc.) to carry out the accessibility plan?
- How easy will it be to mobilize them?
- Have you identified further resources, if needed?
- Is the plan cost-effective?
- Are there any actions you could take right away? Should you do these first to achieve quick success?

## ENGAGEMENT AND PARTICIPATION

- Are there ways your accessibility advisory committee can ensure the accessibility plan is being well-communicated to people with disabilities and encourage more meaningful support for it in your community?
- Will the people or groups most affected by the accessibility plan take part in implementing it?
- Do community members feel the accessibility plan adequately reflects common barriers they may be experiencing?
- Does the accessibility advisory committee's planning take into account barriers that have been identified through the municipality's feedback process, as required under the AODA?
- Have you co-ordinated your accessibility advisory committee's goals and objectives with other groups, advocates or partners?

### IMPACT

- Does the accessibility plan address the barriers you have identified?
- Will the actions have a long-term impact?
- Will they affect many people in the community?
- Will the City's plan create major change? How?
- Are there any health and safety concerns?

### SUPPORT FOR ACCESSIBILITY STANDARDS

- Does the City's accessibility plan address the requirements of the AODA's accessibility standards?
- What is the timeline to meet AODA requirements?
- How can these be addressed in short- and long-term planning?



# How Municipal Government Works

Municipal government is the level of government below a provincial government. It has authority over municipal affairs. Working well with municipal government requires a sound understanding of both its structure and its decision-making processes.

## LEGISLATION

In Ontario, the [Municipal Act](#) gives municipalities a range of powers. The Act recognizes the importance of ongoing consultation between the Ontario government and municipalities on matters of mutual interest. It recognizes the [memorandum of understanding between the Province of Ontario and the Association of Municipalities of Ontario](#).

## GOVERNMENT STRUCTURE IN VAUGHAN

The City of Vaughan operates within a two-tier municipal structure, which means there are two levels of government providing services to the community – a local municipality and regional municipality. [York Region](#), the higher level of government, is made up of urban and rural municipalities: Aurora, East Gwillimbury, Georgina, King, Markham, Newmarket, Richmond Hill, Vaughan and Whitchurch-Stouffville.

Learn more about the [government structure in Vaughan](#).



## VAUGHAN COUNCIL

The City of Vaughan's Council is made up of 10 members – one Mayor, four Regional Councillors and five Local Councillors. The Mayor, elected by the citizens of Vaughan, is the head of Vaughan Council and is also a representative on [York Region Council](#). Four Regional Councillors are elected to represent Vaughan at both the local and the regional levels of government. Five Local Councillors are elected, one from each of [Vaughan's five wards](#) (PDF), to represent those wards on Vaughan Council. Vaughan's current Council was elected to serve from 2022 to 2026.

Learn more about [Vaughan Council](#).

## ELECTED OFFICIAL

The role of elected officials includes:

- representing their constituents. For example, they may defend a neighbourhood decision to protect a park and not allow development.
- representing their municipality and their constituents at community events.
- developing and supporting policies that guide the services the municipality provides.
- passing laws, known at the municipal level as by-laws, to regulate the actions of people and businesses in the municipality (e.g. parking and noise by-laws).
- approving the municipality's strategic plan.
- sitting on council committees, such as an accessibility advisory committee. Councillors may sit on more than one committee.
- deciding what services and level of service the municipality should offer and determining

how to pay for them within the limits of provincial legislation.

- working with other agencies involved in similar issues. Examples include housing, social services, environment and transportation agencies.

## BY-LAWS

Vaughan Council passes municipal by-laws to ensure a safe and orderly community. By-laws contain rules and regulations governing everyone – including associations or corporations. The Accessibility Advisory Committee can help ensure accessibility issues are part of any new by-law.

## ADMINISTRATIVE STAFF

Municipal staff administer the policies, programs and services that Vaughan Council has approved. Staff must operate within applicable provincial legislation, guidelines and standards.

Municipal staff provide expert advice to help council members make decisions. They also support the Accessibility Advisory Committee and are a key resource for them. However, the Accessibility Advisory Committee should not be completely dependent on municipal staff to determine their workplan or priorities.

The City of Vaughan's Diversity and Inclusion Officer, or their delegate, is responsible for promoting and co-ordinating accessibility throughout the municipality and assists the Accessibility Advisory Committee with its work. The Diversity and Inclusion Officer, or their delegate, is the liaison between committee members and municipal staff and elected officials. He/she guides committee members through municipal processes, provides advice and channels their questions to appropriate municipal staff. The Diversity and Inclusion Officer, or their delegate, is the key contact for committee members and helps the committee run smoothly.

## MUNICIPAL BUDGETS

The main sources of revenue for the City of Vaughan are:

- property taxes
- water and wastewater rates, stormwater charges
- user fees and service charges
- development charges.

Through a yearly budget process, municipal councils set spending priorities for the year. They also determine how they are going to pay for municipal programs and services.

During the municipal budget process, citizen input is encouraged through a mix of public meetings, committee work and council meetings. This is a prime opportunity for an accessibility advisory committee to raise awareness of accessibility issues within the municipal budgeting process. The accessibility advisory committee can ask to make a presentation to their municipal council, and often this must be requested ahead of time.

Learn more about [Vaughan's budget](#).

## MUNICIPAL GOVERNMENT POLICY

A policy is a high-level plan or statement that:

- identifies goals.
- sets the direction and/or a course of action to achieve those goals.

Once council has approved a policy, the municipal administration will put it into action.

## ADDITIONAL RESOURCES

[How to serve on a municipal accessibility advisory committee: Guide](#)

[How to work well as a team](#)

[How to lead accessibility advisory committee](#)









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C3

Communication

Accessibility Advisory Committee –

March 27, 2023

Item # 2

# **Accessibility Advisory Committee Roles and Procedures**

**March 2023**

**Office of the City Clerk**



# Description

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The Accessibility Advisory Committee is appointed by the City Council for the City of Vaughan, as required by the Accessibility for Ontarians with Disabilities Act, (2005) (the AODA).

The Committee provides advice to Council on the elimination of barriers faced by people with disabilities and acts as a liaison with external bodies on barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with disabilities.



# Roles

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- Accessibility Advisory Committee
- Accessibility Advisory Committee Members
- Diversity & Inclusion Officer
- City Clerk's Staff

## ***Role of the Accessibility Advisory Committee***

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The role of the Accessibility Advisory Committee is to provide advice to Council about the requirements and implementation of accessibility standards and the preparation, implementation and effectiveness of accessibility reports as required by the AODA.

# ***Role of Accessibility Advisory Committee Members***

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- Attend Meetings.
- Review Agendas.
- Make decisions on Staff Recommendations.



## ***Role of Diversity & Inclusion Officer***

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- Co-ordinate agenda items to be directed to the Office of City Clerk to process the agenda.
- Provide advisory and technical support specific to the mandate and objectives of the Accessibility Advisory Committee.

## ***Role of the City Clerk's Staff***

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- Prepare and distribute agendas.
- Determine quorum.
- Record attendance.
- Record the motions.
- Give procedural advice.

# Meeting Procedures

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- Quorum
- Declaration of Interest
- Procedure By-law
- The Chair
- Motions
- Staff Reports and Recommendations



## *Quorum*

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- Quorum is a majority of Members of a Committee.
- Quorum is needed to hold a meeting.
- If no quorum is present thirty (30) minutes after the time scheduled for a meeting, the City Clerk or delegate shall call the roll and record the names of Members present, and the meeting shall stand adjourned until the next day of the regular meeting.

## ***Declaration of Interest***

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- Members are required to Declare an Interest they may have on any matters being discussed.
- Members may not participate in the matter they have declared an interest in.
- Declaration of Interest is declared when you have a Conflict of Interest.

# ***Declaration of Interest (continued...)***

## **What is a Conflict of Interest?**

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### MUNICIPAL CONFLICT OF INTEREST ACT:

“When present at meeting at which matter considered

5 (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).”



## ***Declaration of Interest (continued...)***

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- *Direct pecuniary interest:* A member may have a pecuniary interest when the result of a matter before the Accessibility Advisory Committee could impact, either positively or negatively, the member's finances, economic prospects or asset value.
- *Indirect pecuniary interest:* A member may also have a pecuniary interest under the “Act” where they have an indirect pecuniary interest in the matter as a result of a relationship with another entity.

## ***Procedure By-law***

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- City's Procedure By-law is 7-2011.
- Establishes the rules used for the meetings.
- Facilitates the decision-making process.
- Establishes clear outcomes.
- Ensures meeting is conducted in a respectful manner.
- Copy is available at [www.vaughan.ca](http://www.vaughan.ca)



## ***Duties of the Chair***

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- Presides over the meeting.
- Accepts motions that are **MOVED** and **SECONDED**.
- Allows all members to speak or ask questions.
- Puts motions to vote and announces results.
- Enforces order and decorum.
- Adjourns the meeting when all matters are considered.

## ***Motions***

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- Motions are **MOVED** by one member and **SECONDED** by another.
- The Chair may not **MOVE** or **SECOND** a motion.
- Members may ask questions regarding the motions.
- The Chair puts the motions to **VOTE**.
- Members **VOTE** by raising their hand to signify they are in favour.
- Majority of members must **VOTE** in favour to approve a motion.
- If a member does not vote, it will count as a negative.

## ***Staff Reports and Recommendations***

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- Reports (verbal and written) are provided by City Staff and contain recommendations and background information.
- Staff Recommendations are provided for the Accessibility Committee's consideration.
- Recommendations are based on staff's technical review and analysis of the issue.



## ***Staff Reports and Recommendations (continued...)***

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When considering Staff Reports and Recommendations, Members may make a motion to:

1. Approve the staff recommendation.
2. Amend the staff recommendation (modifies the motion – must be germane/ relevant).
3. Refer the Item to another meeting.



# Code of Ethics

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- A code of ethics outlines rules for proper behavior in the workplace — usually based on a company's core values.
- At the start of an Advisory Committee term, a Code of Ethics form is required to be signed by all members.

# Declaration of Office

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- Before entering your duties as a member on an Advisory Committee, you are required to take a Declaration of Office.
- A Declaration of Office form is signed and Commissioned.





**Thank You.**





C4  
Communication  
Accessibility Advisory Committee -  
March 27, 2023  
Item # 5

# MULTI-YEAR ACCESSIBILITY PLAN 2023-2027





# Accessibility for Ontarians with Disabilities Act (AODA)

Consult with people with disabilities and with the Accessibility Advisory Committee while establishing, reviewing and updating the Multi-Year Accessibility Plan (MYAP).

Review and update the MYAP at least once every five years.

Post the MYAP on the City's external website and provide the MYAP in an accessible format upon request

Post an annual Status Report on measures taken to implement the plan

# Integrated Accessibility Standards

- **General Accessibility**
- **Information & Communication**
- **Training**
- **Customer Service**
- **Procurement**
- **Employment**
- **Transportation**
- **Built Environment & Design of Public Spaces**
- **Self-service Kiosks**

# Project Overview



**1**

**STAFF  
ENGAGEMENT**

**2**

**COMMUNITY  
ENGAGEMENT**



# FUTURE ROADMAP

A look at where we want to go in the next few years



**Thank you!**