



**TOWNSHIP OF KING
ACCESSIBILITY ADVISORY COMMITTEE
TERMS OF REFERENCE**



1. PURPOSE

The purpose of Accessibility Advisory Committee (AAC) is to advise and assist Council in improving opportunities for persons with disabilities by promoting the implementation of the *Ontarians with Disabilities Act, 2001* (ODA) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) in the Township of King.

The Accessibility Advisory Committee is to act as an advisory committee to Council to advise on matters relating to access to Township programs and services for citizens of all abilities, including persons with disabilities.

These Terms of Reference for the Township's Accessibility Advisory Committee are established by Council and can only be altered by Council.

2. DEFINITIONS

- 2.1 "Advisory Committee Member" means:
- (a) those individuals appointed by by-law to act as members of a Township Advisory Committee
- 2.2 "barrier" means:
- (a) anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information and communications barrier, an attitudinal barrier, a technological barrier, a policy or practice (obstacle).
- 2.3 "disability" means:
- (a) any degree of physical, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a dog guide or other animal or on a wheelchair or other remedial appliance or device;
 - (b) a condition of mental impairment or a developmental disability;
 - (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
 - (d) a mental disorder;
 - (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997;
 - (f) environmental allergens, asthma, compromised breathing

2.4 “accessibility plan”:

- (a) a document approved by Council on an annual basis which is made available to the public;
- (b) a report on the measures the Township has taken to identify, remove and prevent barriers to persons with disabilities;
- (c) a report on how the Township assesses its proposals for by-laws, policies, programs, practices and services to identify barriers;
- (d) a list of the by-laws, policies, programs, practices and services the Township will review in the coming year to identify barriers;
- (e) a report on the measures that the Township will undertake in the coming year to identify, remove and prevent barriers;
- (f) all other information required by Regulations to the Ontarians with Disabilities Act, 2001.

2.5 “accessibility report” means:

- (a) a report that a person or organization must file with the province if an accessibility standard applies to the person or organization.

2.6 “accessibility standard” means:

- (a) a regulation that persons and organizations must follow to identify, remove and prevent barriers to accessibility.

3. OBJECTIVES, RESPONSIBILITIES AND GENERAL ACTIVITIES

Coordinate with Township staff support, ongoing education and outreach of relevant information pertaining to accessibility initiatives and points of interest within the Township.

The Accessibility Advisory Committee will support the implementation of both the ODA and AODA by:

- (a) Providing comments and recommendations to the Clerks Department and Council on the accessibility of buildings, structures or premises (or parts thereof) that the Township purchases, constructs, significantly renovates, leases and uses as a municipal building; parks, trails and open spaces.
- (b) Receiving presentations from staff regarding plans and drawings for development under Section 41 of the *Planning Act* with respect to accessibility issues, and provide comments and recommendations in a timely manner.
- (c) Providing comments about and make recommendations on how the needs of persons with disabilities can be better served through the Township’s purchasing of goods and/or services.
- (d) Performing other functions that are specified in the Regulations to these Acts when they are developed.
- (e) The Committee will participate in the annual development and/or refinement of the Township’s Accessibility Plan as required by the Act.
- (f) Liaising with the Regional Municipality of York and its’ constituent municipalities in policy

- development and with the planning and implementation of projects to enhance accessibility throughout York Region.
- (g) Conferring with organizations of and for persons with disabilities to facilitate shared goals and objectives.
 - (h) Participating in the coordination, implementation and/or delivery of public information forums.
 - (i) Establishing sub-committees or working groups as directed by the Committee or Council to address specific issues.
 - (j) Coordinating the immediate and ongoing dissemination of information in appropriate formats for persons with all types of disabilities and regarding the work undertaken by the Accessibility Advisory Committee.

4. MEMBERSHIP COMPOSITION & MEETING INFORMATION

The AAC will consist of appointed community representatives and members of Council, having a total composition of 7 (seven) members. Community representation will be selected based on the Township's Recruitment/Appointment Policy for Advisory Committees/Boards/Task Forces. Township staff may be appointed on an ex-officio basis (by virtue of their position) or may be invited to attend and participate in discussions at meetings, in an effort to assist in any way. Township staff will not vote.

The Accessibility Advisory Committee's composition shall be as follows:

- (a) Community representation shall be 6 (six) citizen members with a majority of members persons with a disability and, where feasible, will represent a range of disabilities (as per the *Ontarians with Disabilities Act, 2001*)
- (b) One (1) member of Council
- (c) Staff support will be provided by the Clerks Department.

Additional support may be provided from all/any Departments, as needed.

The Township Clerk will act as the liaison between the Accessibility Advisory Committee, Council, Township staff, the internal Communications Committee, the public and community groups. The Secretariat function will be addressed by the Administrative Clerk – Council/Committee, responsible for preparing meeting logistics, minutes, monitoring progress, flagging needs and issues, etc. The Committee does not have the authority to direct the work of the Township staff except as specifically provided by these Terms of Reference.

- (a) Solicitation for members and appointment of the members to the Accessibility Advisory Committee shall be advertised in a similar manner to all other Council appointed advisory committees in the Township, in accordance with the Township of King's Recruitment/Appointment Policy.
- (b) Members of the Accessibility Advisory Committee serve without remuneration, but will be compensated by the Township for any approved travel expenses related to carrying out their duties as Committee members. All such expenses shall be approved by the Township Clerk.
- (c) Members who are persons with disabilities will be provided with the resources related to their disability and that are deemed necessary for them to fully participate on the Committee (e.g. sign language interpretation services, transportation, support care services, etc.)
- (d) Council shall appoint members by By-Law and the term of appointment shall be concurrent with the term of Council.

- (e) Annually, the Accessibility Advisory Committee shall elect a chair and vice-chair from the appointees.
- (f) The Chair shall vote on every motion. In the event of a tie vote, the motion is defeated.
- (g) The Accessibility Advisory Committee shall meet the second Tuesday at 1:00 p.m., of every month (except January, July and August) or on an as needed basis.
- (h) Each member should attend a minimum of 50% of the meetings per year and shall not miss more than three (3) consecutive meetings. Special circumstances shall be addressed on an individual basis.

5. FREQUENCY OF MEETINGS

- (a) The Chair of the Committee can cancel any meeting but must give sufficient notice to members in accordance with the Township's Procedural By-law.
- (b) The Chair of the Committee may call special meetings but must give sufficient notice to members, in accordance with the Township's Procedural By-law.
- (c) All Accessibility Advisory Committee meetings will take place at the Municipal Offices. To engage the community, additional Public Sessions and Workshops can be held throughout the municipality with adequate promotion and advertisement in advance.
- (d) Dates and times for meetings are to be determined by Committee at the beginning of the year. Meetings, once the schedule is approved by Committee, will be held on a rotational system, (e.g. the second Tuesday at 1:00 p.m. of every month, excluding January, July and August) or on an as needed basis.
- (e) Meetings shall not conflict with regular meetings of Council and regular Committee of the Whole meetings.

6. Minutes and Agenda

- (a) The Minutes of each meeting will be prepared for adoption at the following meeting. When adopted, the minutes will be provided to Council for information only.
- (b) The Township will provide recording secretarial services including the preparation of minutes and Accessibility Advisory Committee reports with the support and assistance from the Administrative Clerk – Council/Committee.
- (c) The Accessibility Advisory Committee Agenda will be prepared by the Administrative Clerk – Council/Committee in consultation with the Committee Chair.
- (d) Meeting schedules, agendas and minutes will be published within the Township's website.

7. Reporting Structure

- (a) The Accessibility Advisory Committee is an advisory Committee to Council and does not have any delegated authority.
- (b) Only Committee recommendations requiring Council action will be placed on the Committee of the Whole Agendas for consideration.
- (c) The Accessibility Advisory Committee has no authority to direct staff but may make recommendations requiring implementation; reports or staff actions must first be considered by Committee of the Whole and/or Council before any action by staff may be

taken.

8. Reporting

- (a) The Township's Accessibility Advisory Committee shall submit an annual report to Committee of the Whole outlining accomplishments of the Committee for the previous year and establishing a plan for the future year, in accordance with the mandate established through this Terms of Reference.

9. Task Forces/Working Groups

- (a) Establish Task Forces or Working Groups as directed by the Accessibility Advisory Committee or Council to address specific issues, when necessary to accomplish necessary projects as detailed within the annual work plan.

10. Amendments to the Terms of Reference

- (a) Amendments to the Terms of Reference may be only made by Council. The Accessibility Advisory Committee can propose amendments, if endorsed by a majority vote of the Accessibility Advisory Committee.

11. Resignations

- (a) Any resignation from the Accessibility Advisory Committee during the term of the Committee shall be tendered in writing to the Chair of the Committee who will advise Council through the Clerks Department. Township Council shall appoint a replacement member in accordance with the Township's Recruitment/Appointment Policy for Committees/Boards/Task Forces who will serve the remainder of the term.
- (b) In order to maintain a high level of commitment, members may be required to resign if they have been absent for three (3) consecutive meetings without good cause.

12. General Conduct

- (a) The meetings shall be conducted in accordance with Council's current procedural By-Laws governing meetings and Robert's Rules of Order.
- (b) All meetings shall be opened to the public. Meetings will be declared in Camera by a majority vote of those present and should be so declared to discuss matters only in accordance with Section 239 of the *Municipal Act*.

13. Media/Communications

- (a) Coordination of any communication pieces/advertisements, etc., will be through the dedicated Township support staff to the Township Communications Committee, and fully supported to promote the progress of initiatives and/or plan updates and to communicate all/any engagement activities within the community to encourage active participation and consultation.



TOWNSHIP OF KING COMMITTEE/BOARD MEMBERSHIP RESPONSIBILITY AGREEMENT

Committees and Boards play an important part in the corporate decision-making process by

providing a means for staff and Council to receive the views and advice from citizen members on a variety of matters. Through Committees/Boards, the residents of the Township are able to have greater input on the issues that affect them.

1. A Member of an Ad Hoc Committee, Advisory Committee and Local Board shall adhere to the Township of King's Procedural By-law (#2018-60), adopted by Council on June 25, 2018, being "A By-law to Establish Rules and Regulations to govern the procedure of meetings of the Council of the Township of King and its Committees and Local Boards" for the purposes of governing all such meetings.
2. A Member shall adhere to the Township of King's Code of Conduct (COR-POL-113), adopted by Council on July 9, 2018, which applies to all Township committees, agencies, boards and commission, which are defined as local boards in the *Municipal Act, 2001*. This Code of Conduct augments other laws which Members are governed by.
3. A Member shall make declarations of pecuniary interest in accordance with the requirements of the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, as amended and/or other relevant legislation. At a Meeting which a Member discloses a pecuniary interest, or as soon as possible afterwards, the Member shall file a written statement of the interest and its general nature with the Clerk or the secretary of the Committee or Local Board. (*MCIA, s. 5.1*)
4. A Member approached by the media shall refer all inquiries to the Township's Clerks Department. Only the Mayor, Chief Administrative Officer, Department Heads and Township Solicitor are authorized to discuss or provide information to the media as defined in the Township of King's Corporate Communication Policy (Policy No. 2013-01) adopted by Council on April 22, 2013.
5. Members shall not share/communicate confidential information that is provided in any Closed Session, unless the subject becomes an open public item, as per the Procedural By-law and the Code of Conduct.
6. A Member who is asked to speak publicly to an organization or professional association (as a result of their membership on the committee/board) must notify the Township. Members who are speaking at a conference or meeting who are not representing the Township must not appear to represent the opinion or policy of the Township and may not present any information gained as a result of membership on the committee/board.

I, the undersigned, do hereby declare that by signing this membership agreement, do understand and will abide by the Policies, Rules and Regulations as determined by the Township of King.

Name of Committee/Board Member (print)

Signature of Committee/Board Member

Date: _____

Witness: _____