



TERMS OF REFERENCE

ACCESSIBILITY ADVISORY COMMITTEE

Mandate

The role of the Accessibility Advisory Committee is to advise Council to support the City's work in identifying and removing barriers to lay the foundation for a barrier-free, inclusive City.

Term

Four (4) year term, expiring on November 30, 2022, or until a successor is 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.

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

The Accessibility for Ontarians with Disabilities Act (AODA) mandates that the majority of accessibility advisory committee members be people with disabilities. The AODA defines disability as the following:

- any degree of physical disability, 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 guide dog or other animal or on a wheelchair or other remedial appliance or device;
- a condition of mental impairment or a developmental disability;
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder; or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997* ("handicap").

Membership responsibility:

- members shall be familiar with accessibility related legislation and these Terms of Reference;
- each member of the Accessibility Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one disability or group;
- members shall work together for the purpose of making Vaughan a more accessible and inclusive City and develop a common approach that is reasonable and practical;
- members are expected to actively contribute beyond committee meetings. This could entail working on sub-committees, as deemed necessary, to address specific accessibility related matters (e.g. National Access Awareness Week (NAAW), International Day of Persons with Disabilities (IDPD), etc.);
- members shall declare any situation that is, or has the potential to be, a conflict of interest;
- members approached by media shall refer all inquiries to the City's Accessibility & Diversity Coordinator;
- members may not speak on behalf of the City of Vaughan without written consent from the City of Vaughan; and
- members are expected to actively contribute during meetings.

Membership accommodation

Members will be provided with the resources that are deemed necessary for them to fully participate in the Committee (e.g. sign language interpretation services, Braille translation services, transportation e.g. Mobility Plus, support care services, etc.).

Meeting Procedures

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

In the absence of the Chair and the Vice-Chair, a member appointed as Acting Chair, by those in attendance at that particular meeting, shall preside at that 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 report format, to the Committee of the Whole.

Meetings

Meetings are held at 7:00 p.m. on the last Tuesday of every other month (subject to change), 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 & Diversity Coordinator.

As required,

- Chief Human Resources Officer or delegate;
- Manager of Learning & Organizational Development.

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.