



Accessibility Advisory Committee

Terms of Reference

Revision Date: 2022-12-20

Effective Date: 2022-12-20

Next Revision Date: 2026

1.0 Introduction

Section 29 of the Accessibility for Ontarians with Disabilities Act, 2005 S.O. 2005, c. 11, as amended, provides that the Council of every municipality having a population of not less than 10,000 persons shall establish an Accessibility Advisory Committee or continue any such committee that was established before the day this section came into force.

The Council of the Township of Hamilton has authorized the establishment of an Accessibility Advisory Committee.

2.0 Mandate

- To promote equal opportunity and access for all persons, regardless of needs in order that all persons may participate as fully as possible in all aspects of community life in the Township of Hamilton.
- To act as an advisory body to Council. All recommendations shall be forwarded to Council for consideration.
- To update and monitor the Accessibility Plan annually for the Township of Hamilton and recommend goals and objectives relating to accessibility issues in the municipality for Council consideration.
- To make recommendations on accessibility improvements to municipally owned facilities.
- At the discretion of the Chief Building Official, the Accessibility Advisory Committee be requested to comment on applicable applications and developments.



3.0 Responsibilities of the Accessibility Advisory Committee

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. The responsibilities of the Accessibility Advisory Committee are:

- To meet the requirements of the Accessibility for Ontarians with Disabilities Act, 2001; as amended
- To advocate on behalf of persons with disabilities.
- To prepare and implement annual accessibility plans.
- To review and advise Council on the following areas as it relates to accessibility:
 - new and existing municipal by-laws
 - policies
 - purchases
 - leased facilities or any other facility used as a municipal building
 - municipal capital facilities under the Municipal Act and
 - goods and services provided by the municipality or agents providing services under contract with the municipality.
- The Committee shall prepare a Financial Projects Plan which will identify and incorporate capital improvements and projects regarding accessibility within the community. The plan will be forwarded to the Treasurer, for consideration in the overall Township capital / operating budgets.
- To promote public awareness and understanding of the needs of disabled persons.
- To encourage improved services for the benefit of disabled persons.
- Provide advice to Council on other issues of importance to persons with disabilities.

4.0 Composition of the Committee

The Committee will be appointed by Council, following a municipal election. The Committee shall be appointed to serve for the term of Council and be composed of:

- One (1) appointed member of Municipal Council
- A minimum of five (5) members-at-large and a maximum of seven (7) members-at-large, who are qualified to be elected as members of Council. Members-at-large are appointed by Council following a recruitment process. A majority of appointed members are people with disabilities or who represent people with disabilities



- One (1) representative professional from the stakeholder community - no voting privileges
- One (1) staff liaison (Municipal Clerk or designate) – no voting privileges

5.0 Role of the Committee

The Committee shall endeavor to meet quarterly with all meetings open to the public, except that legal, personnel and land acquisition/disposition matters may be discussed in-camera. If it is not necessary to meet this often or if it is necessary to meet more frequently, meetings shall be held at the call of the Chair in consultation with the staff liaison.

Committee members are required to:

- At the Committee's first meeting of the term, a Chair and Vice Chair will be selected. These offices will be reviewed mid-term.
- Attend regular scheduled meetings. Members are required to notify the Chair or staff liaison if they are unable to attend.
- Review all information supplied to them.
- Prepare information for use in the development of materials for the Committee.
- Promote the role of the Committee.
- Offer input to committee reports to Council.
- Review the Terms of Reference during its term and bring forward any suggested changes for Council's consideration.
- Share information with other Accessibility Committees, through the staff liaison, and community groups that are interested in accessibility.

The Committee will review the Terms of Reference during the final year of its term, bringing forward any suggested changes to recommendations to Council for consideration.

6.0 Role of Staff

The Committee will receive administrative support from Township staff, including meeting preparation, recording and distributing minutes to committee members and Council, and communicate committee recommendations to Council and other relevant stakeholders.



Staff will provide required support to the Committee for the purposes of providing background information associated with policy and process.

7.0 Role of Council

The Council shall appoint the members-at-large and provide funds where applicable to an approved budget. The Council appointee will represent the Committee at Council to disburse information. Should an issue arise that cannot be resolved, the Chair shall contact the Municipal Clerk.

8.0 Conflict of Interest

It is the individual responsibility of each Committee member to determine if there is a potential for pecuniary interest, to declare any conflicts and to refrain from discussion or voting on the matter. An example of pecuniary interest would be that a request from a user or other group comes forward and a Township Board/Committee member also holds a voting position on that group. The Municipal Conflict of Interest Act is available on-line at www.e-laws.gov.on.ca, or a copy can be obtained from the Township Office. It is not the responsibility of Township Staff to advise on matters of conflict, rather it is up to individual members to determine if a potential for conflict exists.

9.0 Meeting Protocol

- A majority of the voting members present constitutes a Quorum.
- All meetings shall be open to the public, except where authorized to be closed under the Municipal Act or any other Act.
- Meetings shall not exceed 2 hours in length.
- Meetings shall follow a written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. Minutes shall be reported directly to the Committee members and Council. Committee recommendations that require support and / or direction shall be presented to Township Council for consideration.
- An agenda will be prepared and distributed by staff to members prior to meetings. Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting.
- The Committee will make recommendations based on consensus. In the event consensus cannot be reached, the Committee will vote with a Resolution moved and seconded, with majority vote prevailing.



- The Township of Hamilton's Procedural By-law shall govern the proceedings and activities of the Committee.

10.0 Absenteeism

Unusual absenteeism will be addressed through the Mayor and Municipal Clerk, if necessary, for any member of the Committee. Consistent unexplained absenteeism could lead to the committee member being removed from the committee by Council.

11.0 Resignation

Any resignation of a member of the Committee shall be tendered to the Municipal Clerk in writing. The name of a replacement member shall be obtained through the public appointment process. When approved by Council, the new appointee shall serve the remainder of the vacant term.

12.0 Cross-Reference

- Council Report CD2022-23: Advisory Committees – 2022-2026 Term
- Council Report CD2022-28: Advisory Committees – 2022-2026 Term (Part Two)

13.0 Revision History

Date	Changes
2022-12-20	Minor clerical, staff roles / positions updated