

Corporation of the Township of Hamilton



Accessibility Advisory Committee

Terms of Reference

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.

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.

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.

- 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
 - goods and services provided by the municipalities or agents providing services under contract with the municipality;
- 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

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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
- 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.
- A majority of appointed members are people with disabilities or who represent people with disabilities
- One representative professional from the stakeholder community (no voting privileges)

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 Municipal Clerk.

Committee members are required to:

- Hold a bi-annual election to Designate a Chair and Vice Chair
- Attend regular scheduled meetings. Members are required to notify the Chair, Secretary or the designated staff representative 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.

Role of Staff

The Municipal Clerk will act as resource to the committee with no voting rights.

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.

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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 CAO. If the issue is still not resolved, the Chair may, through the CAO, ultimately request a meeting with Council.

Financial Projects Plan

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

Meeting Protocol

All meetings shall be open to the public, except that legal, personnel and land acquisition/disposition matters may be discussed in-camera. Meetings shall not exceed 2 hours in length.

The meetings shall follow a written agenda prepared by the Chair and designated staff member and distributed to members prior to the meeting.

Recommendations shall be based on consensus where possible. Minutes shall be kept which accurately reflect the recommendations of the Committee and be presented to Township Council for consideration.

The Committee will review the Terms of Reference during its term and bring forward any suggested changes for Council's consideration.

The Committee shall share information with other Accessibility Committees, through the administrative liaison and community groups that are interested in cultural, social or athletic activities in an effort to promote use of the facilities.

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

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

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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.

Quorum:

A majority of the members present constitutes a Quorum.

Absenteeism:

Unusual absenteeism will be addressed through the Chair and Mayor, if necessary, for any member of the Committee.

Resignation:

Any resignation of a member of the Committee shall be tendered to the Chairperson in writing who will advise Council through the Minutes of the Accessibility Committee. 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.