

# **TOWN OF RICHMOND HILL**

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

### **Name**

This committee shall be known as the Accessibility Advisory Committee (the “Committee”).

### **Purpose**

The purpose of the Committee shall be to review and provide advice respecting accessibility issues affecting residents of the Town of Richmond Hill (the “Town”).

### **Mandate**

The mandate of the Committee is to provide advice and comment to Council and staff in each year with regard to the preparation, implementation and effectiveness of its accessibility plan, and to respond to Council’s request for advice with respect to accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises that the Town purchases, constructs or significantly renovates, or that is otherwise used by the Town (Sections 11 and 12 of the *Ontarians with Disabilities Act, 2001*). It will also receive presentations from staff regarding plans and drawings for development under Section 41 of the *Planning Act* with respect to accessibility issues, and advise Council of any concerns it might have.

### **Delegated Authority**

The Committee is an advisory committee to Council and does not have any delegated authority.

The Committee has no authority to direct staff and any 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.

### **Committee Composition**

The membership of the Committee will be comprised as follows:  
(Note that under the *Ontarians with Disabilities Act, 2001*, the majority of the members appointed to the Committee must be individuals with disabilities):

- the Mayor;
- one (1) member of Council; and
- six (6) citizen members who shall be residents of the Town.

For the purposes of these Terms of Reference, “citizen member” means a member of the Committee other than a member of Council.

Only members of the Committee may vote on any issue.

### **Appointment**

For the purposes of these Terms of Reference, “Ex-officio members” mean persons who are members of this Committee by virtue of another office. Without limiting the generality of the foregoing, the following are ex-officio members:

- the Mayor.

All members of the Committee save and except for ex-officio members, will be appointed by Council.

The advertising of vacancies and appointment to the Committee will be in accordance with the policies adopted by Council from time to time and the applicable legislation.

### **Subcommittees**

The Committee may establish subcommittees, as needed, to consider specific issues. Subcommittees are not required to be approved through Committee of the Whole and Council. Subcommittees are responsible for preparation of their own agendas and minutes as required and making their own arrangements for meeting locations. Only members of the Committee may be members of any subcommittee.

### **Term of Office**

All citizen members of the Committee will hold office for a term coincident with the term of Council, and remain in office until their successors are appointed. No one citizen member shall be appointed for more than two (2) consecutive terms. After a maximum of eight (8) years of service on the Committee as a citizen member, an individual will not be appointed again before a four (4) year absence from the Committee as a citizen member.

In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, such vacancy shall be dealt with in accordance with the policies adopted by Council from time to time and the applicable legislation.

### Transition

Any current citizen members of the Committee who were members of the previous Committee (term ended November, 2006) will be treated as second-term appointees if appointed to the Committee for the term 2006 – 2010.

## **Lead Department/Reporting Relationship**

The lead department for the Committee shall be the Corporate Services Department.

Staff from the Planning and Development Department, Engineering and Public Works Department, Finance Department and Parks, Recreation and Culture Department, Fire Department and Corporate Services Department will attend meetings of the Committee as required to provide expertise or report on various matters related to their departmental work plans. Staff from other departments or other governments or agencies (such as York Region Transit) may from time to time attend as necessary to provide expertise or report on various matters related to their work plans.

Any staff attending meetings of the Committee is not members of the Committee.

## **Administration of the Committee**

Members of the Committee will serve without remuneration other than reimbursement of expenses approved by the Committee and the Commissioner of Corporate Services (or his/her designate) incurred in the performance of Committee duties. All such expenses shall be within the approved budget for the Committee.

Save and except as set out in these Terms of Reference, the rules of procedure for Committee of the Whole as set out in the Municipal Code shall apply to the Committee. In the case of any conflict between these Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

The Committee will elect a Chairperson, Vice Chairperson, and any other officers as it may deem necessary.

## **Quorum/Meeting Prerequisite**

Quorum shall be a majority of the members of the Committee, not including the Mayor. However, if the Mayor is present at a meeting, he/she may be counted in determining if quorum is present.

## **Meeting Schedule**

The Committee will meet quarterly with the specific dates and times for meetings to be determined by the Committee at the beginning of each year. Additional meetings may be called by the Chairperson in consultation with the Commissioner of Corporate Services or his/her designate. The Chairperson can cancel any meeting.

Meetings of the Committee shall not conflict with regular meetings of Committee of the Whole and regular meetings of Council.

Committee members are expected to attend all regularly scheduled meetings. In the event a member, other than the Mayor, is unable to attend a meeting, the member must contact the Chairperson in advance and advise him or her. If a citizen member has been absent for three (3) consecutive regularly scheduled meetings and has failed to advise the Chairperson in advance, the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

### **Staff Resources**

Secretariat assistance to the Committee will be provided by the Office of the Clerk.

The Commissioner of Corporate Services, or his/her designate, should be present at all Committee meetings.

### **Miscellaneous**

Unless otherwise directed by Council, the minutes of all Committee meetings will be presented to Committee of the Whole and subsequently Council for adoption and approval of any recommendations.

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

Date of Adoption by Council: June 24, 2008

Date of Amendment: