



## Terms of Reference

### Town of Halton Hills Accessibility Advisory Committee

#### 1. Mandate of Committee

The Halton Hills Accessibility Advisory Committee was established as per the Accessibility for Ontarians with Disabilities Act, 2005.

The mandate of the committee is to advise and assist Council with the identification, removal, and prevention of barriers to people with disabilities, including the preparation and implementation of an Accessibility Plan. With particular attention to:

- Customer service
- Transportation
- Information and communication
- Employment (develop accessibility policies and plans and training of employees and volunteers)
- Built environment

#### 2. Goals & Objectives

The committee is committed to helping the Town of Halton Hills provide goods and services to people in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Integrated Accessibility Standards (IASR). The goal of the act and the standards is to make the province accessible for all people with disabilities.

#### 3. Guiding Principles

The guiding principle for the committee is to make the Town accessible for all people with disabilities by identifying, removing, and preventing barriers. The mandate of the committee is directly linked to the Town of Halton Hills Strategic Plan to Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.

#### 4. Membership

The Halton Hills Accessibility Advisory Committee shall be composed of a maximum of twelve (12) members, as follows:

- Two (2) Council Representatives (appointed by the Mayor)
- Ten (10) citizen members (appointed by Council each term)

#### 5. Recruitment, Selection of Committee Members & Member Qualifications

The recruitment process will be followed as outlined in the Town's Public Appointment Policy.

The Town is looking for members of the community with lived experience that can assist Council in strengthening accessibility in Halton Hills.

#### 6. Remuneration

There is no remuneration relating to this Committee. The community representatives are volunteers.

#### 7. Responsibilities of Committee Members

Committee members shall:

- attend meetings as required
- provide adequate notice if unable to attend a scheduled meeting
- conduct themselves in a respectful manner to staff and other committee members
- actively participate in meetings providing support and insight to agenda topics
- adhere to the Town's Procedure By-Law

#### 8. Chair

The Chair shall be appointed by the Mayor from the Council Members appointed to the Committee.

In the case of absence of the Chair, another appointed Council member shall act in their place and stead.

#### 9. Meeting Dates & Proceedings

The Committee shall meet quarterly. Additional meetings may be called as required. Meeting dates and times will be determined and provided to the Committee at the beginning of each calendar year. Meetings may be held electronically, or in-person as determined by the Chair. Times and dates may be altered or cancelled by the Committee or the Chair.

Meetings shall be conducted in accordance with the Town of Halton Hills Procedure By-law unless otherwise specified in these Terms of Reference.

#### 10. Quorum

A quorum means fifty percent (50%) of the membership plus one.

Staff members shall not be included in the calculation of quorum and Committee meetings shall not proceed if quorum is not met.

#### 11. Vacancy

The position of a member of a committee becomes vacant if the member is absent for a certain period of time as outlined in the Town's Advisory Committee of Council - Public Appointment Policy.

#### 12. Call to Order

The Chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting provided quorum is present. If no quorum is present, the meeting shall not process and the meeting shall stand adjourned until the date of the next regular meeting.

In the absence of the Chair, the Vice-Chair shall assume the Chair position and call the meeting to order.

#### 13. Voting – Motions

Members of the Committee shall declare any pecuniary interest that they may have in any matter under consideration by the Committee. Committee members shall abstain from any discussion or voting on a matter in which they have declared a pecuniary interest.

In the event of a tie vote, the motion is lost.

#### 14. Agenda & Minutes

Committee meeting agendas and minutes will be prepared and distributed as outlined in the Town's Advisory Committee of Council - Administration Policy.

#### 15. Town Policies, Guidelines and Procedures

Committee members shall adhere to all Town policies, guidelines and administrative procedures.

- Code of Conduct
- ACOC - Public Appointment Policy
- ACOC - Administrative Policy
- Procedure By-Law

#### 16. Sunset Clause

The terms of Committee members shall end every four (4) years concurrent with the term of Council.

Committee Terms of Reference and Advisory Committees of Council policies will be reviewed every four (4) years.