

TERMS OF REFERENCE

***as amended by Resolution #14, November 11, 2008*

TOWNSHIP OF NORWICH ACCESSIBILITY ADVISORY COMMITTEE

1.0 Goal

- 1.1 To advise and assist the Township of Norwich on matters, issues and policies pertaining to accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,
 - 1.1.1 that the Council purchases, constructs or significantly renovates
 - 1.1.2 for which the Council enters into a new lease; or
 - 1.1.3 that a person provides as municipal capital facilities under an agreement entered into with Council in accordance with the Municipal Act, 2001, S.O. 2001, as amended, Chapter 25, Section 110(1).

2.0 Mandate

- 2.1 The Township of Norwich Accessibility Advisory Committee (AAC) shall advise the Council about the preparation, implementation and effectiveness of its accessibility plan each year.
- 2.2 The accessibility plan shall address the identification, removal and prevention of barriers to persons with disabilities in the Township's by-laws and in its policies, programs practices and services.
- 2.3 The accessibility plan shall include:
 - 2.3.1 a report on the measures the Township has taken to identify, remove and prevent barriers to persons with disabilities;
 - 2.3.2 the measures in place to ensure that the Township assesses its proposals for by-laws, policies, programs, practices and services that the Township will review in the coming year in order to identify barriers to persons with disabilities;
 - 2.3.3 a list of the by-laws, policies, programs practices and services that the Township will review in the coming year in order to identify barriers to persons with disabilities;
 - 2.3.4 the measures that the Township intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities; and
 - 2.3.5 all other information that the regulations prescribe for the purpose of the plan.
- 2.4 The Township shall make its accessibility plan available to the public.

3.0 Composition

- 3.1 The AAC shall be composed of a minimum of three (3) and a maximum of six (6) members, none of whom shall be an employee or officer of the Township.
- 3.2 Members of the AAC shall be residents of the Township of Norwich.

- 3.3 The majority of members of the AAC shall be composed of persons with a disability, as defined in the Ontarians with Disabilities Act.
- 3.4 *Membership shall be for a term to coincide with that of the appointing Council.*
- 3.5 Members of the AAC shall serve without remuneration.
- 3.6 At the discretion of the AAC, non-attendance of three (3) consecutive meetings shall be sufficient grounds for replacement.
- 3.7 The Clerk-Administrator shall designate a staff member to serve on the AAC as staff liaison. The staff liaison is not a member of the AAC, and as such, does not vote.
- 3.8 *Council shall appoint one of its members as a liaison to attend the Accessibility Advisory Committee meeting in a resource (ex-Officio) capacity.*

4.0 Appointments

- 4.1 The opportunity to serve on the AAC shall be advertised in appropriate newspapers and on the Township’s website. Interested individuals shall submit applications to the Clerk-Administrator.
- 4.2 The staff liaison shall prepare a report to Council detailing potential candidates.
- 4.3 Council shall fill vacancies on the AAC as required.

5.0 Officers

- 5.1 A Chair and Vice-Chair shall be elected annually by the membership at the first meeting of each year.

6.0 Roles and Responsibilities

- 6.1 Township of Norwich Council
 - 6.1.1 In accordance with the Ontarians with Disabilities Act, the Council shall seek advice from the AAC on accessibility for persons with disabilities to a building, structure or premises, or part of a building structure or premises:
 - 6.1.1.1 that the Council purchases, constructs or significantly renovates;
 - 6.1.1.2 for which the Council enters into a new lease; or
 - 6.1.1.3 that a person provides as a municipal capital facility under an agreement entered into with the Council in accordance with the Municipal Act 2001, S.O. 2001, as amended, Chapter 25, Section 110(1).
 - 6.1.2 In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the Council shall have regard to the accessibility for persons with disabilities to the goods or services.
 - 6.1.3 Provide an accessible location for AAC meetings.
 - 6.1.4
- 6.2 Chair

- 6.2.1 Call the meeting to order.
- 6.2.2 Announce the business of the AAC in the order in which it appears on the agenda.
- 6.2.3 Ask the members for disclosure of interests.
- 6.2.4 Receive and submit all motions moved and seconded by members.
- 6.2.5 Put to a vote all questions, which have been moved and seconded, or otherwise arise in the course of the proceedings and announce the results.
- 6.2.6 Decline to put to a vote any motion not in order.
- 6.2.7 Confine members engaged in debate within the rules of order.
- 6.2.8 Enforce the observance of order and decorum among members.
- 6.2.9 Name any member persisting in the breach of rules of order,.
- 6.2.10 Receive all messages and other communications and announce them to the AAC.
- 6.2.11 Rule on points of order.
- 6.2.12 Adjourn or suspend the meeting in the event of a grave disorder.
- 6.2.13 Designate the member who has the floor.
- 6.2.14 Have a vote in all matters of the AAC.
- 6.2.15 Act as a spokesperson to the staff liaison regarding issues such as agenda, meeting minutes and ad hoc requests.
- 6.3 Vice-Chair
 - 6.3.1 Perform the duties of the Chair in his/her absence.
- 6.4 Board Members
 - 6.4.1 Notify the Chair through the staff liaison in advance of their intent to be absent from a meeting.
 - 6.4.2 Prepare for the meeting by reviewing material provided and/or consulting with stakeholders regarding issues.
- 6.5 Staff Liaison
 - 6.5.1 Supply in a timely manner any site plans and drawings described in Section 41 of the Planning Act that the AAC requests.
 - 6.5.2 Prepare the agenda with the Chair and act as recording secretary to each scheduled meeting for the purpose of recording the minutes, which will mainly include the recording of any resolutions and the recording of attendance.
 - 6.5.3 Advise members of the AAC on Township of Norwich matters.
 - 6.5.4 Direct the AAC recommendations and motions to Council.
 - 6.5.5 Report back to the AAC.
 - 6.5.6 Prepare reports as required and in consultation with various Township departments.
 - 6.5.7 Responsible for the co-ordination and development of the annual accessibility plan.

7.0 Procedures

- 7.1 A majority of the members of the AAC shall be a quorum, and each member shall have one vote. In the case of an equality of votes by the

quorum for and against the motion, then the motion will be resolved in the negative and the minutes shall so record it.

- 7.2 In the event that a quorum is not present within fifteen (15) minutes after the appointed time of the meeting, the name of those present shall be recorded and the meeting shall commence in the absence of a quorum. Notes will be taken and draft recommendations forwarded to Council.
- 7.3 The AAC shall meet once a month or as necessary.
- 7.4 The AAC shall establish a meeting schedule at its inaugural meeting taking into account the business needs and schedule of Council. The AAC shall provide Council with a schedule of meetings in December for the following year.
- 7.5 Special meetings may be held:
 - 7.5.1 at the call of the Chair; or
 - 7.5.2 upon receipt of a petition of the majority of the members.
- 7.6 Township of Norwich Council shall be kept informed of special meetings.
- 7.7 In the absence of the Chair, the Vice-Chair shall conduct the meeting. If neither is present, the AAC shall appoint an Acting Chair from amongst those members present.
- 7.8 The rules of order of the Council shall apply to meetings and procedures of the AAC.
- 7.9 All requests for grants and financial assistance received by the AAC shall be directed to the staff liaison. The AAC shall not have any authority whatsoever to commit funds or to enter into contracts.
- 7.10 The AAC shall act in an advisory capacity and shall not have any authority whatsoever to approve or reject individual development applications.

8.0 **Meetings Open to Public and Media**

- 8.1 Except as provided in Section 239 of the Municipal Act 2001, S.O. 2001, Chapter 25, all meetings shall be open to the public and the media.
- 8.2 Agendas for the AAC meetings will be made available on the Friday prior to the scheduled meeting.
- 8.3 Minutes will be available upon request.
- 8.4 The AAC Chair is the designated committee member to speak to the media.

9.0 **Deputations**

- 9.1 Any person(s) wishing to appear before the AAC as a deputation shall submit a request to the staff liaison advising of the topic or item to which they wish to speak.
- 9.2 All requests must be received no later than the Tuesday prior to the meeting to ensure that the deputation is included on the agenda.
- 9.3 Any person(s) wishing to appear before the AAC as a deputation, who has not previously arranged to do so, may be granted permission to do so only by committee resolution.
- 9.4 Deputations shall limit their remarks to ten (10) minutes.

10. Agendas and Minutes

- 10.1 Minutes of each meeting will be circulated to Council.
- 10.2 The minutes of each AAC meeting shall be amended as necessary and approved at the following meeting.
- 10.3 Minutes of the meeting will be taken by the staff liaison.
- 10.4 Minutes of the meeting shall reflect:
 - 10.4.1 the place, date and time of the meeting;
 - 10.4.2 the record of attendance of the members;
 - 10.4.3 the adoption, with corrections and amendments, of the minutes of the prior meeting;
 - 10.4.4 all the resolutions, decisions and other proceedings of the meeting without note or comment; and
 - 10.4.5 every oral disclosure of interest pursuant to the Municipal Conflict of Interest Act.
 - 10.4.6 The AAC agendas will be prepared by the staff liaison with input from the Chair or Vice-Chair in the absence of the Chair.

11.0 Committee Resolutions

- 11.1 The AAC shall seek to achieve consensus on decisions. Motions are “carried” if supported by a simple majority. Only resolutions as they appear in the adopted minutes shall be considered as officially representing the position of the AAC.

12.0 Pecuniary Interest

- 12.1 If a member has a pecuniary interest in any matter and is, or will be present at a meeting at any time at which the matter is the subject of consideration, the member:
 - 12.1.1 shall at the commencement of the meeting orally disclose the interest and its general nature;
 - 12.1.2 shall not, at any time, take part in the discussion of, or vote on, any question in respect to the matter; and
 - 12.1.3 shall leave the meeting and remain absent from it at any time during consideration of the matter.