



MUNICIPALITY OF  
**ARRAN-ELDERSLIE**

## **Terms of Reference**

**Arran-Elderslie Accessibility, Diversity, Inclusion  
and Equity Advisory Committee**

# Arran-Elderslie Accessibility, Diversity, Inclusion and Equity Advisory Committee

## Terms of Reference

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### **Authority**

The Arran-Elderslie Accessibility, Diversity, Inclusion and Equity Advisory Committee is an advisory committee that provides Council guidance and recommendations on matters relating to accessibility, diversity, equity, and inclusion within the Municipality of Arran-Elderslie and will assist staff in local accessibility, diversity, equity, and inclusion initiatives/functions.

### **Mandate**

This Committee is an advisory committee of Council with the mandate to provide feedback, guidance and support to improve accessibility, diversity, equity and inclusion within the Municipality of Arran-Elderslie focusing on:

- Improving our understanding of equity, diversity and commitment to inclusion and accessibility.
- Reinforcing accessibility, diversity, equity and inclusion within the organizational culture
- Engaging staff in efforts and promoting opportunities for leadership, advancement and employee development
- Identifying and addressing barriers to inclusion in the delivery of municipal programs and services.

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), Section 29 of the AODA describes three (3) main activities in relation to accessibility:

1. Advise the Municipality of Arran-Elderslie Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and other matters for which the council may seek its advice;
2. Review site plans and drawings described in section 41 of the Planning Act that the committee selects; and
3. Perform all other functions that are specified in the regulations.

## 1. Definitions

Within this Terms of Reference, the term:

**“Barrier”** means anything that prevents a person with a disability from fully participating in all aspects of society because of his/her disability, including a physical barrier, an architectural barrier, an information or communication barrier, a technological barrier, a policy or practice (obstacle).

**“Disability”** means

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co- ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, physical reliance on a guide dog or other animal, reliance on a wheelchair or other remedial appliance or device;
- b) a condition of mental impairment or a developmental disability;
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) a mental disorder; or
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance.

**“Diversity”** means:

- a) the companionship of differences in the lived experiences and the stance of people that may include race, ethnicity, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical ability, mental disability, sex, gender identity or expression, sexual orientation, age, class, and / or education.
- b) individuals affiliate with multiple identities.

**“Inclusion”** means:

- a) an active, intentional, and constant action to address discriminations in power and privilege and build a respectful and diverse community that ensures welcoming spaces and opportunities for all to fully participate and flourish.

**“Equity”** means:

- a) the fair, equal treatment and opportunity for all people.
- b) endeavor to recognize and eliminate unfair biases, threats, stereotypes, or barriers that may limit the full engagement of all people in our community.

**“Municipality”** means the Corporation of the Township of Arran-Elderslie and may refer to any agency or board, to be determined subject to the release of the Provincial Regulations to the Ontarians with Disabilities Act, 2001.

## **2. Committee Composition**

The Advisory Committee shall be comprised of seven (7) to nine (9) voting members, appointed by Council, and at least one (1) and a maximum of two (2) shall be a member of Council, and five (5) to seven (7) community members who represent a good cross-section of the community, with at least three (3) members identifying as having a disability.

The Council members shall be appointed to the committee to provide continuity between the committee and Council and shall be a voting member of the committee.

The Mayor is a member ex-officio. As per the Arran-Elderslie Procedural By-law, the Head of Council is “Ex Officio” a member of the Committee. The Head of Council will not be considered part of the Committee quorum. The Head of Council is able to participate fully in Committee meeting procedures, including voting.

Youth members (ages 13 – 18) are encouraged and welcomed and would be appointed by Council as non-voting members.

Persons serving as an attendant for a person(s) with a disability may attend meetings of the Advisory Committee only for the purpose of aiding the

person(s) with a disability. Attendants shall not participate in discussions on their own nor shall they vote.

To the greatest extent possible, members from the community will represent a broad range of under-served and equity seeking groups such as but not limited to:

- Indigenous Peoples
- LGBTQ2S+
- Newcomers, new Canadians
- Persons living with a low income
- Persons with disabilities – physical and mental health
- Racialized people, people of diverse ethnic or cultural origin
- People over 55
- Women
- Youth (13 to 18 years of age)
- People who are allies for equity and anti-racism

Members must be Arran-Elderslie residents, and/or individuals who work for organizations that provide services to Arran-Elderslie residents. The following qualifications will be considered for appointment members to the Committee:

- Experience working in teams, with community groups, boards or organizations;
- Knowledge, living or live experience with accessibility, diversity, equity, and inclusion matters; and
- Commitment to support and encourage accessibility, diversity, equity, and inclusion matters in the community.

Community participation is key to the success of accessibility, diversity, equity, and inclusion initiatives. Additional Municipal staff and representatives of diverse groups will be invited to attend meetings as needed to provide expertise related to a specific project.

### **3. Working Group**

The Committee may form Working Groups as necessary to address specific issues. The Working Group shall establish a clearly defined, specific work plan for the Working Group of the Committee. The work plan for the working group shall be provided to Council. These Working Groups may draw upon a member of the Committee as well as outside resource members, as deemed necessary. The Chairperson of a Working Group shall be a voting member of the Committee. Staff support will **not** be

provided to a Subcommittee or working group.

#### **4. Staff Support**

Municipal Staff have two principal functions regarding Committees: Committee Coordinator role and Staff liaison role, providing technical support, policy advice and guidance, as needed.

The Committee will receive administrative support from the Clerks Department. This will include the recording of minutes, the preparation of agendas, support necessary to convene a meeting and other support as may be required from time to time. The Clerk will provide this support, unless in the event of the absence of the Clerk, then the Deputy Clerk may be delegated to provide this function.

Staff liaisons from various departments may be called upon at various times to support the Committee.

#### **5. Procedures and Rules**

- i. As a formal committee of Council, the Committee is subject to the Procedure By- Law of the Municipality of Arran-Elderslie which governs the procedures of Council and its Committees and Boards, the Municipal Code of Conduct, the Municipality's Harassment Policy and any other applicable policies and/or procedures.
- ii. The Chair and Vice Chair will be elected from the Committee members at least twice per Council term. The expenditure of any municipal funds is to be approved by Council in accordance with the Municipal Procurement By-law and current budget.
- iii. All members, including the Chair and Vice Chair, are responsible to:
  - Review meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
  - Work diligently to complete assigned activities.
  - Agree to describe, process, and resolve issues in a professional and respectful manner.
  - Provide input to help identify future projects or strategic priorities for future years' work.
  - Communicate activities of the Advisory Group to the community.
  - Attend Municipality of Arran-Elderslie and other community events and initiatives, where appropriate and available.

- Communicate using inclusive and non-discriminatory language, respecting the spirit of the Ontario Human Rights Code and the Municipality of Arran-Elderslie Code of Conduct.
  - Respect all decisions made by the Advisory Committee.
- iv. By majority vote, the Advisory Committee may recommend to Council, removal and/or replacement of any member who is not respecting the spirit of the Ontario Human Rights Code or following the principles of the Committee.
  - v. The Committee shall meet a minimum of four (4) times per year in an accessible location. The Committee will establish a meeting schedule at it's first meeting each year. A quorum of a majority of members is required to hold a meeting.
  - vi. Meetings shall be conducted with an agenda that is prepared by Staff and reviewed by the CAO and/or Committee Chair. Agendas and minutes will be posted to the Municipality of Arran-Elderslie website.
  - vii. The Committee shall follow the Municipality of Arran-Elderslie Procedural By-law. All meetings of the Committee will be open to the public, except as provided in the Procedural By-law and/or Municipal Act, 2001 and any other applicable legislation.
  - viii. Members wishing to have items included on the agenda must provide items to the Clerk or designate on or before the Wednesday preceding the agenda going out.
  - ix. Notice of meetings shall be issued via circulation of agenda to Committee members on the Friday preceding the meeting except in the event of extenuating circumstances.
  - x. Minutes shall be kept of all meetings. Adoption of meeting minutes will be included on the agenda of the next meeting and then posted to the Municipality of Arran-Elderslie website.
  - xi. Members having a pecuniary interest in any issue under consideration by the Committee shall declare the pecuniary interest at the beginning of the meeting or at the earliest time known.
  - xii. For consistency of messages, media inquiries should be directed to the Committee Chair.

## **6. Conflict of Interest**

A conflict of interest may arise for Committee members when their personal or business interests clash with the duties and decision of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 will apply to the Committee.

If a Committee member discloses a pecuniary interest, that member shall remove themselves from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

## **7. Council Role**

Council may, at its discretion, at least annually, review the composition of the Advisory Committee to ensure that it is representative of ethno-cultural persons and persons with disabilities and is working effectively. Council can, with or without the advice of the Advisory Committee, make changes to membership composition to ensure Committee effectiveness.

## **8. Youth Members**

Youth members shall serve a term of up to twelve (12) months, generally corresponding with the traditional school year and are not eligible to act as Chair or Vice Chair, and must meet the following requirements:

- a. Youth members shall reside in the Township of Arran-Elderslie.
- b. Youth members must be secondary school students aged 13 to 18 and express an interest in accessibility issues.
- c. It is important that the youth member be able to attend as many Advisory Committee meetings as possible. The member should be able to be contacted or reached during the day should additional meetings be required.
- d. Applicants for youth membership must include a letter of parental/guardian support with their expression of interest.

## **9. Reporting and Accountability**

The Advisory Committee is responsible for providing advice and recommendations to Council with support from the Chief Administrative Officer. All recommendations must be approved by resolution of the Committee before going to Council. All members have an equal vote. To have quorum, the Committee shall have a majority of members present during a meeting.



## **10. Amendments to the Terms of Reference**

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting members.