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YORK REGION ACCESSIBILITY ADVISORY COMMITTEE REVISED TERMS OF REFERENCE AND UPDATE ON RECRUITMENT PROCESS

The Community and Health Services Committee recommends the adoption of the recommendations contained in the following report dated May 18, 2010, from the Commissioner of Community and Health Services.

1. RECOMMENDATIONS

It is recommended that:

1. Regional Council approve the revised York Region Accessibility Advisory Committee (YRAAC) Terms of Reference as outlined in *Attachment 1*, which includes the following amendments:

“6.1 Term of YRAAC Citizen Members

- (a) YRAAC citizen members may serve for a maximum of two (2) consecutive Council terms subject to Council approval. In the event of a mid-term appointment, the maximum term of a member shall not exceed eight (8) consecutive years.
- (b) The membership will be reviewed annually by Regional Council. Membership will be reviewed and evaluated based on the following criteria: ability of members to carry out advisory duties; attendance and whether the current membership meets the needs and new requirements of the AODA; and fulfillment of the requirements of the *Membership Responsibility Agreement* (see last section of Attachment 1).
- (c) Citizen members who have served for the maximum term as defined in subsection (a) will not be eligible for re-appointment for the next four (4) years.”

“8.0 Membership Responsibility

- (e) Members will be subject to the requirements of the *Membership Responsibility Agreement*.

2. The YRAAC Terms of Reference also be amended to include the *Membership Responsibility Agreement*.

2. PURPOSE

This report presents the revised Terms of Reference for the YRAAC as outlined in *Attachment 1* and outlines the process to recruit YRAAC members for the 2010-2014 term.

3. BACKGROUND

Provincial accessibility legislations require the establishment of municipal accessibility advisory committees

The *Ontarians with Disabilities Act, 2001* (ODA) requires municipalities, including York Region, to prepare annual accessibility plans that address the identification, removal and prevention of barriers to accessibility for people with disabilities in their municipal bylaws, policies, practices, programs, services and facilities. The ODA applies only to the Ontario Public Service and the broader public sector, including municipalities.

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) came into effect in June 2005 with the goal to make Ontario fully accessible by 2025. This goal will be achieved through the development, implementation, and enforcement of provincially set accessibility standards relating to customer service, transportation, information and communications, employment and the built environment. Both public and private sector organizations will be required to implement these standards in phases.

Both the ODA and the AODA require that municipalities establish accessibility advisory committees. It is legislated that a majority of the committee includes persons with disabilities. Under the ODA, municipal accessibility advisory committees have the duty to advise council about the preparation, implementation and effectiveness of annual accessibility plans. This role is expanded under the AODA to include advising council about the requirements and implementation of accessibility standards and the preparation of accessibility reports.

The AODA will eventually replace the ODA, however, the Province has indicated that the ODA will remain in effect for the foreseeable future. Until the ODA is repealed, all public sector organizations must continue to implement both Acts simultaneously.

Accessibility Plan Policy Framework established in 2003

The York Region Accessibility Plan Policy Framework was approved by Regional Council in 2003. This Framework sets the ongoing policy direction for the development and monitoring of York Region's accessibility planning process under the counsel of the YRAAC whose duties and responsibilities are outlined in the YRAAC Terms of Reference. The Framework also includes Regional Council's commitment to gather

public input into the Region's accessibility planning process through public consultations, focus groups and stakeholder collaboration.

Current members of YRAAC will complete their term in 2010

The current YRAAC was appointed in March 2007 and will complete their term in November 2010, concurrent with the term of Regional Council. The members of the YRAAC include people who have different types of disabilities and backgrounds and who come from across the Region, offering a variety of perspectives.

The YRAAC is currently comprised of nine citizen members and three members of Regional Council, plus the Regional Chair as an ex-officio member. Membership includes: Regional Councillor Vito Spatafora (Chair), Trish Robichaud (Vice-Chair), Janice Cameron, Margaret Gaukel, Cindy Gorlewski, Kirsten Hill, Donna Hardaker, Diana Hordo, Diane Humeniuk, Wilf Morley, Regional Councillors John Taylor and Danny Wheeler, and Regional Chairman and CEO Bill Fisch.

Recruitment activities for the 2010-2014 YRAAC will begin to establish a new accessibility advisory committee by March 2011. The current YRAAC members who are eligible may reapply with the community at large and members of Regional Council will be appointed to the committee pursuant to the Region's standing committee appointment process.

2006-2010 YRAAC leaves a great legacy of accessibility accomplishments

Since the proclamation of the ODA and the AODA, members of the YRAAC have played an integral role in the success of the Region's accessibility achievements. Some members have participated on the YRAAC since it was first established in 2003 and are now completing their second term of service. The YRAAC members leave a great legacy of accessibility accomplishments. Thanks to their inspired and wise counsel, Regional Council was able to accomplish the following achievements during the 2006-2010 term:

- Create a more accessible York Region through the development and implementation of four accessibility plans and over 335 initiatives.
- Comply with the Accessibility Standards for Customer Service Regulation, the first regulation under the AODA, including the implementation of compliance measures and preparation of the accessibility report.
- Train over 3,000 regional staff, volunteers and agents on serving customers with disabilities through the development of the Accessible Customer Service Training Program, including YRAAC involvement in the training video and full-day training modules.
- Celebrate the achievements by and for people with disabilities through the recognition of National Access Awareness Week, which was endorsed by Council each year of the four-year term.

- Identify the issues facing people with disabilities in an emergency or disaster through YRAAC participation in York Region Emergency Management planning exercises and focus groups.
- Make regional facilities more accessible through YRAAC accessibility advice to staff regarding several construction projects, including two Community Environmental Centres, the reconstruction of the Administrative Centre's north parking lot, wayfinding signage at the Administrative Centre and specialized accessible housing units for people with hearing disabilities at Tom Taylor Place.
- Broaden the opportunity for all people to enjoy forest trails through YRAAC participation on the York Regional Forest Trails Accessibility Subcommittee towards developing the first accessible trail for persons with disabilities in the York Regional Forest.

4. ANALYSIS AND OPTIONS

YRAAC Terms of Reference is re-evaluated in the fourth year of every Council term

The Terms of Reference for the YRAAC was developed and approved by Regional Council in 2002 and amended in 2006 and 2008 respectively. Section 13.0 of the Terms of Reference includes a provision for its re-evaluation in the fourth year of every Council term, with Regional Council having the prerogative of making changes as required. This report makes a number of recommendations for amendments to the Terms of Reference based on areas identified for improvement and clarification since last approved by Regional Council in 2008.

Composition and size, reporting structure and resources to remain the same

The recommendations for amendments to the YRAAC Terms of Reference are based on the following key assumptions in areas of composition and size, reporting structure and resources:

- **Membership and Composition:** The composition and size will remain at seven to fifteen members from across the Region (i.e. large urban, small urban and rural areas). Up to three members of Regional Council, including one member from the Community and Health Services Committee, plus the Regional Chair as ex-officio, will be on the YRAAC. The majority of members must be people with disabilities and, where feasible, other citizen members who may not have a disability may be selected based on the interest and level of expertise.
- **Reporting Structure:** The YRAAC will report to Regional Council through the Community and Health Services Committee.

- **Resources:** The ODA/AODA Staff Committee, under the leadership of the Community and Health Services Department, will provide advisory staff support to the YRAAC. The Regional Clerk's Office will provide general administrative support to the YRAAC and any subcommittees that may form, in accordance with the Region's Procedure By-Law.

YRAAC requested review of membership terms of citizen members

At the YRAAC meeting of April 21, 2010 the Committee requested a review of the membership terms to determine whether an extension to the terms should be implemented. Jurisdictional research of other municipalities, school boards and regional governments has shown that most have implemented a term restriction in their Accessibility Advisory Committee's Terms of Reference. This practice broadens opportunities for new people to participate, enhances the transparency of government and brings new perspectives and accessibility experience to the table.

It is recommended that the membership term outlined in 6.1 (a) currently remain the same; however, the wording is amended to clarify the membership terms.

"6.1 Term of YRAAC Citizen Members

- (a) YRAAC citizen members may serve for a maximum of two (2) consecutive Council terms subject to Council approval. In the event of a mid-term appointment, the maximum term of a member shall not exceed eight (8) consecutive years."

For the first time in the history of this committee, maximum tenure has been reached for three (3) citizen members of the current YRAAC and would be ineligible to reapply. The other six (6) members are eligible to reapply.

The Region can benefit from the continued involvement of experienced and committed volunteers. The York Region Accessibility Plan Framework allows for public input into the Region's accessibility planning process and community consultations have been part of the Region's accessibility planning from the beginning. Recent examples include community consultations for the development of the Accessible Customer Service Training program and the focus groups with the disability community for Emergency Management. The Region will continue to consult with agencies, organizations and individuals (including past members of the YRAAC) regarding enhancing access to York Region's programs and services and compliance with accessibility legislations.

Based on municipal practice in other jurisdictions, it is recommended that the Terms of Reference be amended as follows:

“6.1 Term of YRAAC Citizen Members

- (c) Citizen members who have served for the maximum term as defined in subsection (a) will not be eligible for re-appointment for the next four (4) years.”

These amendments would replace the current 6.1 (a) and (c) sections, that state;

- (a) “YRAAC citizen members may serve for four consecutive one-year terms and at the pleasure of Regional Council. Members may be reappointed for an additional four consecutive one-year terms. The length of tenure of a Committee member cannot be longer than eight (8) consecutive years.”
- (c) “Citizen members who have already served a three-year term can only sit for another term of Regional Council or four consecutive one-year terms.”

This section is reflective of the 2006 change from three to four-year municipal Council terms and is now redundant.

Membership responsibilities section requires amendment

Based on practice in other municipal jurisdictions, and with York Region’s committees and citizen committees, the second amendment to the Terms of Reference clarifies membership responsibilities with the requirement that YRAAC members must sign and be subject to a *Membership Responsibility Agreement*. This includes affirming the impartial and advisory role that members play on the YRAAC, understanding that meeting discussions become public record, and the process for responding to the media.

It is recommended that the Terms of Reference be amended as follows:

“6.1 Term of YRAAC Citizen Members

- (b) The membership will be reviewed annually by Regional Council. Membership will be reviewed and evaluated based on the following criteria: ability of members to carry out advisory duties; attendance and whether the current membership meets the needs and new requirements of the AODA; and fulfillment of the requirements of the *Membership Responsibility Agreement*.

“8.0 Membership Responsibility

- (e) Members will be subject to a *Membership Responsibility Agreement*.

Several items in the Terms of Reference require minor amendments or clarification

In addition to the amendments, the following items in the YRAAC Terms of Reference require clarification or update:

Committee Names: The names of the Community Services and Housing Committee and the ODA Staff Committee have changed to the Community and Health Services Committee and the ODA/AODA Staff Committee.

- Recommendation: Update the Terms of Reference throughout to reflect the current names of the Community and Health Services Committee and the ODA/AODA Staff Committee.

Role of the YRAAC: Under the AODA, municipal accessibility advisory committees have the role to “advise” municipal councils about the requirements and implementation of accessibility standards and the preparation of accessibility reports. The YRAAC Terms of Reference cites “monitor and assess.” For interpretative accuracy, wording should reflect the legislation.

- Recommendation: Clarify the role of the YRAAC in Sections 1.0 (Mandate) and 4.2 (Duties) of the Terms of Reference to “advise” Committee and Council.

YRAAC and York Regional Police: York Regional Police report to the York Region Police Services Board, however, under a partnership model, the YRAAC advises York Regional Police on annual accessibility plans and initiatives. This function is not documented in the Terms of Reference.

- Recommendation: Update sections 1.1 (ODA Mandate) and 1.2 (AODA Subcommittee Mandate) to clarify that the YRAAC will advise the Region, including York Regional Police, on ODA and AODA accessibility initiatives.

Recruitment will establish 2010-2014 Accessibility Advisory Committee

The recruitment and appointment process developed in 2002 for the 2003-2006 YRAAC and repeated in 2006 for the current YRAAC proved to be very successful and was promoted as a best practice model that was endorsed by the Province. A similar process will be followed for recruitment of the 2010-2014 YRAAC.

YRAAC recruitment activities will be coordinated by the Community and Health Services Department, as lead for corporate accessibility initiatives, with support from the Corporate Services Department (Legal Services, Human Resource Services and Office of the Regional Clerk). It will include the development and distribution of an application package (with the choice to apply on-line or using alternate formats) and promotion

through local media, community agencies that represent or provide services to persons with disabilities, local municipalities, regional facilities and services.

Once again, a recruitment subcommittee and interview panel will be formed and will include representation from Human Resource Services to assist in the development of interview questions, screening criteria and other areas related to the interview process. Following the outcome of the interviews, the Community and Health Services Committee will make recommendations to Regional Council for appointments to the YRAAC.

Key timelines for recruitment include the application period (November 1 – December 1, 2010), applicant interviews (January 2011) and formal appointment of YRAAC by Regional Council (March 2011). It is anticipated that the inaugural meeting of the YRAAC will be in April 2011.

5. FINANCIAL IMPLICATIONS

There are no financial implications associated with this report. Ongoing costs to administer and manage ODA and AODA implementation have been approved in the Community and Health Services Department's operational budget, including any costs associated with the recruitment of the YRAAC.

6. LOCAL MUNICIPAL IMPACT

Some local municipalities will also be engaging in recruitment activities related to the appointment of their accessibility advisory committees. The YRAAC and regional staff have established strong relationships and valuable networks with their counterparts in the local municipalities and members of the Region-led Municipal Staff Reference Group (a group comprised of staff responsible for implementing the ODA and AODA in local municipalities, hospitals, school boards and York Regional Police). Opportunities to share with each other and learn from each other will be continued.

7. CONCLUSION

Both the ODA and the AODA require that municipalities establish accessibility advisory committees. The current YRAAC will complete their term in November 2010, concurrent with the term of Regional Council. Recruitment activities for the 2010-2014 YRAAC will begin to establish a new accessibility advisory committee by March 2011.

For the past four years, the YRAAC has played an integral role in the success of the Region's accessibility achievements. They have been actively involved in the development and implementation of a broad range of ODA and AODA activities,

including advising on annual accessibility plans and accessibility reports. The Region has benefitted from their leadership, sound advice, dedication and commitment.

The Region will continue to recruit members to the YRAAC that reflect the diversity of York Region and are representative of the large urban, small urban and rural area of the Region, and are inclusive of a range of disabilities that exist.

For more information on this report, please contact Cordelia Abankwa-Harris, Managing Director, Strategic Service Integration and Policy Branch at Ext. 2150.

The Senior Management Group has reviewed this report.

(The attachment referred to in this clause is attached to this report.)



York Region Accessibility Advisory Committee Terms of Reference

1.0 Mandate

The York Region Accessibility Advisory Committee (YRAAC) shall assist Council in improving opportunities for persons with disabilities by promoting the implementation of the *Ontarians with Disabilities Act, 2001* (ODA) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) in York Region. The AODA will eventually replace the ODA, however, while the ODA and AODA exist simultaneously, the YRAAC will be required to perform a dual role.

To assist the YRAAC in meeting its mandate, Regional Council will establish an AODA Subcommittee of the YRAAC with specific responsibilities to advise the Region's implementation of the AODA requirements.

The YRAAC shall also assist Regional Council in realizing the Region's vision as stated in Vision 2026, which promotes access to Regional programs and services for York Region's citizens.

1.1 ODA Mandate

The YRAAC will advise the Region, including York Regional Police, each year on its annual accessibility plan, as required by the ODA. The plan will focus on the identification, removal and prevention of barriers to people with disabilities. The YRAAC shall also advise Regional Council on the implementation and effectiveness of its accessibility plan.

1.2 AODA Subcommittee Mandate

The AODA Subcommittee of the YRAAC will advise the Region, including York Regional Police, about the requirements and implementation of accessibility standards and the preparation of accessibility reports.

The AODA Subcommittee's review of the Region's compliance will be reported to the YRAAC who will advise Community and Health Services Committee and Regional Council on the implementation of the AODA requirements.

2.0 Definitions

2.1 "barrier" means:

anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information and communications barrier, an attitudinal barrier, a technological barrier, a policy or practice; ("obstacle")

2.2 “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, or physical reliance on a guide dog or other animal or 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 Act, 1997*; (“handicap”).

2.3 “accessibility plan” is a document approved by Regional Council on an annual basis which is made available to the public. The Plan includes:

- (a) a report on the measures the Region has taken to identify, remove and prevent barriers to persons with disabilities;
- (b) a report on how the Region assesses its proposals for by-laws, policies, programs, practices and services to identify barriers;
- (c) a list of the by-laws, policies, programs, practices and services the Region will review in the coming year to identify barriers;
- (d) a report on the measures that the Region will undertake in the coming year to identify, remove and prevent barriers;
- (e) all other information required by Regulations to the *Ontarians with Disabilities Act, 2001*.

2.4 “accessibility report” means:

A report that a person or organization must file with the province if an accessibility standard applies to the person or organization.

2.5 “accessibility standard” means:

A rule that persons and organizations must follow to identify, remove and prevent barriers to accessibility.

3.0 Reporting Structure

The YRAAC will report to Regional Council through the Community and Health Services Committee.

4.0 Duties

4.1 Duties to support the implementation of the *Ontarians with Disabilities Act, 2001*

The YRAAC shall be responsible for the following:

- (a) Advise Community and Health Services Committee and Regional Council regarding the annual accessibility plan (which is approved by Regional Council) generally including the implementation and effectiveness of the plan to ensure that it addresses the identification, removal and prevention of barriers in the Region's by-laws, policies, programs, practices, and services.
- (b) At the beginning of each term, the AAC will assess the needs of persons with disabilities and identify issues of concern as they relate to barriers to persons with disabilities. Using their knowledge and expertise, AAC members will provide strategic advice to Community and Health Services Committee and Regional Council on ways to remove and prevent those barriers.

4.2 Duties to support the implementation of the *Accessibility for Ontarians with Disabilities Act, 2005*

Based on the YRAAC - AODA Subcommittee's advice on the Region's implementation of the requirements of the AODA, the YRAAC shall be responsible for the following:

- (a) Advise Community and Health Services Committee and Regional Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports.

4.3 Duties to support the implementation of both the ODA and AODA

The YRAAC shall be responsible for the following:

- (a) Advise Community and Health Services Committee and Regional Council on the accessibility of buildings, structures or premises (or parts thereof) that the Region purchases, constructs, significantly renovates, leases and uses as a regional municipal building.
- (b) Perform other functions that are specified in the Regulations to these Acts when they are developed.

4.4 Other Duties

- (a) Establish subcommittees/working groups, of its members, with Regional Council's approval, as deemed necessary by the Region to address specific issues connected to the accessibility of persons with disabilities (e.g. public transit).
- (b) Notify and make recommendations regarding accessibility issues to other jurisdictions and organizations on issues that fall outside of the Region's scope and mandate.

5.0 Membership

5.1 Composition and Size

The YRAAC will consist of seven to fifteen members from across the Region (i.e. large urban, small urban and rural areas of the Region). The composition of the YRAAC is as follows:

- (a) The majority of members must be people with disabilities and, where feasible, will represent a range of disabilities as defined in Section 2 above.
- (b) Up to three members of Regional Council, including one member from the Community Services and Housing Committee, plus the Regional Chair as an ex-officio member, will be on the Committee.
- (c) Citizens-at-large who may not have a disability will be selected based on their interest or particular expertise in the identification, removal and prevention of barriers.
- (d) Organizations representing people with disabilities and that provide services to York Region residents may be part of the YRAAC.

5.2 Regional Council will make a determination of the specific number of representatives within each of these membership categories following an assessment of the range of applicants and their skills.

5.3 The YRAAC – AODA Subcommittee will be appointed by Regional Council and will be comprised of members from the YRAAC including: up to three members from Regional Council and two citizen members.



York Region Accessibility Advisory Committee Terms of Reference

5.4 Qualifications

- (a) Except as provided in paragraph (b) of this section, members of the York Region Accessibility Advisory Committee shall be qualified electors of York Region pursuant to the *Municipal Elections Act*.
- (b) Members who are appointed to the Committee pursuant to section 5.1(d) are not required to reside within York Region provided they represent an organization in York Region that provides services to York Region residents with disabilities.
- (c) A regional employee would not qualify to be a member of the YRAAC.

6.0 Membership Selection and Term

6.1 Term of YRAAC Citizen Members

- (a) YRAAC citizen members may serve for a maximum of two (2) consecutive Council terms subject to Council approval. In the event of a mid-term appointment, the maximum term of a member shall not exceed eight (8) consecutive years.
- (b) The membership will be reviewed annually by Regional Council. Membership will be reviewed and evaluated based on the following criteria: ability of members to carry out advisory duties; attendance and whether the current membership meets the needs and new requirements of the AODA; and fulfillment of the requirements of the *Membership Responsibility Agreement* (Appendix 1).
- (c) Citizen members who have served for the maximum term as defined in subsection (a) will not be eligible for re-appointment for the next four (4) years.

6.2 Chair and Vice-Chair

- (a) A member of Regional Council will be appointed by Council to the position of Chair of the YRAAC.
- (b) The YRAAC will elect a Vice-Chair in accordance with the Region's Procedure By-Law.
- (c) The Chair of the YRAAC will also serve as Chair of the YRAAC-AODA Subcommittee.
- (d) The Vice-Chair of the YRAAC-AODA Subcommittee will be elected in accordance with the Region's Procedure By-law.

7.0 Resignations

- 7.1** Any resignation from the YRAAC during the term of the YRAAC shall be tendered in writing to the Chair of the YRAAC, who will advise Council through the Community and Health Services Committee. Regional Council or the Regional Chair shall appoint, considering the advice of the YRAAC, where feasible, a replacement member who will serve the remainder of the term.
- 7.2** In order to maintain a high level of commitment, members may be required to resign if they have been absent for three consecutive meetings without good cause.

8.0 Membership Responsibility

- (a) Members shall be familiar with the ODA and the AODA and these Terms of Reference.
- (b) Each member of the Committee is an independent representative to the Committee and does not represent the concerns of only one disability or group. The members shall work together for the purpose of developing a common approach that is reasonable and practical.
- (c) Members are expected to contribute their expertise actively during YRAAC meetings.
- (d) Members shall declare any situation that is, or has the potential to be, a conflict of interest.
- (e) Members will be subject to the requirements of the *Membership Responsibility Agreement* as outlined in Appendix 1.

9.0 Reimbursement of Expenses

- (a) Members of the YRAAC serve without remuneration, but will be compensated by the Region for any approved travel expenses related to carrying out their duties as YRAAC members.
- (b) Members who are persons with disabilities will be provided with the resources related to their disability and that are deemed necessary for them to fully participate in the Committee (e.g. sign language interpretation services, Braille translation services, transportation, support care services, etc.).

10.0 Frequency of Meetings

Meetings will be held every other month (except July and August, when no regular meetings will be held) or on an as needed basis. The Chair of the YRAAC may call special meetings. All meetings will be held at the Region's Administrative Centre (17250 Yonge Street, Newmarket) except as otherwise directed by the Committee. Appropriate public notice of any location changes for YRAAC meetings must be made.

11.0 Resources

- (a) The ODA/AODA Staff Committee, under the leadership of the Community and Health Services Department, will provide advisory staff support to the YRAAC. Any advisory support required by an AODA subcommittee of the YRAAC or any other subcommittee that may be struck and approved by Regional Council will be determined on an ad-hoc basis dependent on the needs of the subcommittee and the availability of resources.
- (b) The ODA/AODA Staff Committee will, where feasible, and to the extent where human resources will allow, provide the YRAAC with information to enable it to provide sound strategic advice to Community and Health Services Committee and Regional Council. Other staff expertise will be made available, where feasible, and to the extent where human resources will allow, to support the YRAAC.
- (c) The Regional Clerk's Office will provide administrative support to the YRAAC and any of its subcommittees in accordance with the Region's Procedure By-Law.

12.0 Procedure

All meetings will be conducted in accordance with Region's Procedure By-law except as otherwise provided herein.

13.0 Evaluation and Review

The Terms of Reference for the YRAAC will be re-evaluated in the fourth year of every Council term. Regional Council will have the prerogative of making changes to the Terms of Reference as required. The Terms of Reference could be modified due to the upcoming release of the Provincial Regulations of the *Accessibility for Ontarians with Disabilities Act, 2005*, and/or the eventual repeal of the *Ontarians with Disabilities Act, 2001*.

Created: December 2002

Updated: June 2010



Membership Responsibility Agreement

The York Region Accessibility Advisory Committee (YRAAC) assists Council in improving opportunities for persons with disabilities by promoting the implementation of the *Ontarians with Disabilities Act, 2001* (ODA) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) in York Region.

Individual members are subject to the following responsibilities in the carrying out their duties as a Member of the YRAAC. Failure to fulfill these responsibilities may result in the removal of the Member from the YRAAC.

- 1) A YRAAC Member will be considered to have a conflict of interest when the advice given by the YRAAC member in the course of exercising his or her duties directly benefits the Member's personal, financial or business interests.
- 2) The YRAAC Member is ultimately responsible and accountable for using good judgement in the course of exercising his or her duties.
- 3) A YRAAC Member who is asked to speak publicly to an organization or professional association (as a result of their membership on the YRAAC) must notify the Region. YRAAC Members who are speaking at a conference or meeting who are not representing the Region must not appear to represent the opinion or policy of the Region and may not present any information gained as a result of membership on the YRAAC.
- 4) Members approached by the media shall refer all inquiries to the Region's Community and Health Services Department.
- 5) Members shall recognize that information discussed at YRAAC meetings becomes public record.
- 6) YRAAC Members shall not use confidential information shared with the YRAAC about Regional initiatives or use Regional material for business uses without written consent from the Region.

Name of YRAAC Member

Signature

Date

Created: June 2010