

**TOWNSHIP OF ESSA
HEALTHY, ACCESSIBLE COMMUNITY AND PARKS COMMITTEE (HACP)
TERMS OF REFERENCE 2022-2026**

1. Mandate

The Healthy, Accessible Community and Parks Committee is dedicated to advise and assist the Township in promoting and facilitating a barrier-free healthy community while improving the quality of life for all persons and promoting equal opportunity for citizens of all abilities.

2. Scope of Responsibilities

- a) Advocate on behalf of persons with disabilities through the promotion of public awareness and understanding the needs of disabled persons;
- b) Support the development and implementation of programs, policies and by-laws which promote and create a barrier-free healthy community;
- c) Make recommendations to Council on strategies and policies to ensure that existing barriers are eliminated, and that no new barriers will be created especially at parks and in public spaces
- d) Identify any potential funding opportunities to assist Essa in becoming healthy and barrier free;
- e) Monitor the status of municipally-owned and/or operated buildings, facilities and public areas to ensure that they meet the needs of disabled persons;
- f) Work with Township staff in the maintenance of the Essa Accessibility Plan in accordance with the Ontarians with Disabilities Act;
- g) Respond to relevant accessibility issues as raised by individuals or community groups;
- h) Promote healthy and active lifestyles for all residents, assist in planning future trails, sidewalks, canoeing and kayaking launches, as well as parks and public spaces;
- i) Promote healthy living and access to eating local food;
- j) Promote safe roads, reduction in personal vehicle use and energy conservation;
- k) Provide advice to Staff and Council on policy matters relating to the provision of recreational, cultural and related services, including special events for residents and visitors;
- l) Provide a forum for discussion and coordination of recreational, and healthy community initiatives ad programs with other community groups and agencies; and
- m) Make recommendations to Council on amenities to be contained in parks, park and facility planning and policies for park and facility use.

3. Composition

- a) The Committee shall be comprised of 4 residents from the Township of Essa one of who:
 - i) Has a disability; one member shall be representative of gender, ethnicity and different types of visible and invisible disabilities as defined in the applicable legislation, such as persons with physical (visual, speech, hearing, deaf, brain injury, use of a wheelchair); cognitive (intellectual impairments); perceptual (learning disability) and mental health disabilities; or
 - ii) are citizen caregivers or volunteers to persons with disabilities; or
 - iii) members of the community or professional stakeholders; or
 - iv) have knowledge of issues faced by persons with disabilities
- b) One member of the Township staff from the Clerk's Department will be in attendance for all meetings and will act as the recording secretary for the Committee.
- c) One member from the Parks and Recreation Department

- d) At least one member of Council. (Members of Council may not Chair or Vice Chair the meetings)

The following are considered assets in the recruitment of members:

- One youth resident of the Township of Essa under the age of 25;
- Representative from the Simcoe Muskoka District Health Unit;
- Someone who is a sport enthusiast or has been involved with organized sport; or
- Someone with lived or work experience in park or public space planning.

Other staff or experts in a field may be invited to participate as guests with the Committee from time to time.

4. Appointment

All members of the Committee shall be appointed by Council. Appointments shall be approved by Council in accordance with the membership requirements in the Terms of Reference. The advertising of vacancies and appointments to the Committee will be in accordance with the policies adopted by Council and applicable legislation. A Chair and Vice Chair shall be elected by a majority vote of the committee at its first meeting of each new term to preside over meetings and Committee business. The term for the Chair shall be two years, whereby the Vice Chair shall take on the role of Chair thereafter.

5. Term of Service

The term of service will coincide with the term of Council, namely four years, and members will remain in office until their successors are appointed. In the event of a vacancy other than the expiration of the term for which the member was appointed, such vacancy shall be dealt with in accordance with policies adopted by Council and applicable legislation. In the event that a committee member has not attended 3 consecutive meetings, they shall no longer sit on the Committee, and the Committee members will recruit for a replacement as well as inform the Clerk of such.

6. Delegated Authority

The Committee has no authority to direct staff, and any recommendations that need to be carried out (reports or staff actions) must be first considered by Committee of the Whole and/or Council.

7. Meetings

The Committee will meet on a quarterly basis with specific dates and times for meetings to be determined by the Committee at the beginning of each year. Each meeting shall be a minimum of 1 hour in length. The Committee may meet more frequently if necessary as long as appropriate notice is provided to all members of the Committee. The location of meetings will be mutually agreed upon by members of the Committee. The meetings may be conducted through Zoom and the conduct of business at meetings will be governed by the Township's Procedural By-law unless otherwise stipulated.

8. Remuneration

Community members will receive an honorarium of \$50 per meeting attended; the paid meetings being the four meetings scheduled at the beginning of the year.

9. Agenda and Minutes

- a) Secretary assistance for the Committee will be provided by the Office of the Clerk. Staff will prepare the agendas and minutes with input from the Chair and Committee members. The Parks and Recreation staff member may be asked to assist the Clerks Department.
- b) Minutes will be prepared by staff and forwarded to each of the Committee members for review as soon as possible following the meeting. Once approved at the next meeting the minutes will be placed on the regular Council agenda so as to inform Council of the work that the Committee is doing.
- c) An annual report shall be prepared each year summarizing the activities of the committee and will be submitted to Council for review. Records shall be filed with the Clerk and kept in accordance with the Township's records management practices.