



## STAFF REPORT ACTION REQUIRED

### Amendment to the Terms of Reference for the Advisory Committee on Accessible Transit (ACAT)

|              |                         |
|--------------|-------------------------|
| <b>Date:</b> | November 30, 2016       |
| <b>To:</b>   | TTC Board               |
| <b>From:</b> | Chief Executive Officer |

### Summary

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This report addresses revisions to the TTC's Advisory Committee on Accessible Transit (ACAT) Terms of Reference. In particular, updating the ACAT membership requirements in accordance with the Ontario Human Rights Code definition of "disability" and increasing the maximum number of advocates with disabilities on the Committee, will support changes to Wheel-Trans operations and eligibility as part of the Wheel-Trans 10-Year Strategy and enable TTC to gain more comprehensive advice on accessibility matters affecting the conventional transit system.

### Recommendations

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#### It is recommended that the Board

1. Approve the revisions to the ACAT Terms of Reference, which address:
  - a. updating ACAT's membership requirements in accordance with the Ontario Human Rights Code definition of "disability",
  - b. increasing the maximum number of advocates for people with disabilities,
  - c. adjusting attendance requirements of ACAT members,
  - d. AODA and accessibility standards knowledge, and
  - e. various minor wording and technical updates.

### Financial Impact

This report has no financial impact beyond what has been approved in the current year's budget.

## Decision History

At its September 28, 2016 meeting, the Board approved the *Wheel-Trans 10-Year Strategy – September 2016 Update*, which included a request for “staff to expand the ACAT membership to include persons with mental health and cognitive disabilities.”

[http://www.ttc.ca/About the TTC/Commission reports and information/Commission meetings/2016/September 28/Reports/4 Wheel-Trans 10-Year Strategy - September 2016 Update.pdf](http://www.ttc.ca/About%20the%20TTC/Commission%20reports%20and%20information/Commission%20meetings/2016/September%2028/Reports/4%20Wheel-Trans%2010-Year%20Strategy%20-%20September%202016%20Update.pdf)

## Issue Background

The Advisory Committee on Accessible Transit (ACAT) was established in 1992 to provide a mechanism for ongoing public participation in decisions affecting accessible public transit in the City of Toronto. ACAT is comprised of 15 volunteer members and reports to the Board of the TTC.

The ACAT Terms of Reference were last revised in 2011. Over the past year, TTC Staff and the ACAT Executive (Chair and Co-Vice Chairs) have identified several areas of the Terms of Reference which require updates to ensure that ACAT can continue to effectively perform its mandate. In particular, as part of the development of the Wheel-Trans 10-Year Strategy, staff identified that ACAT’s mandate should be expanded to include representation from people with varying disabilities, including mental health and cognitive disabilities, and also that the maximum number of advocates on the Committee be increased to ensure that customers with disabilities who may not be able to participate in a Committee setting are well-represented at ACAT. Expansion of ACAT’s mandate will improve opportunities for community input from customers with disabilities as Wheel-Trans service transforms over the next decade with the implementation of specialized transit eligibility criteria changes and family of services.

## Accessibility/Equity Matters

There are many types of challenges experienced by TTC customers using transit services, and it is a complex task to accommodate all customers’ needs. The TTC has established an ongoing process for consulting with, and tapping into the expertise of, people with disabilities and to enlist their support in the search for solutions that work for everyone. This is primarily accomplished through consultation with ACAT, which represents a broad spectrum of seniors, people with disabilities, and advocates for people with disabilities. ACAT and its subcommittees are deeply involved in reviewing plans, vehicle and station designs, Wheel-Trans operations and policies, training and operating procedures for TTC services, and customer education and communication, and providing advice on these matters to TTC staff and Board members.

## Comments

During 2016, TTC Staff worked collaboratively with the ACAT Executive to develop revisions to the ACAT Terms of Reference, to ensure that the Committee continues to function effectively going forward. In August and September 2016, these revisions were discussed with the entire ACAT committee and further refined.

ACAT unanimously approved a motion at their meeting held on September 29, 2016 recommending to the Board that the ACAT Terms of Reference be amended, to address the following matters:

1. Updating ACAT membership requirements to include people with disabilities, as defined by the Ontario Human Rights Code, as well as increasing the maximum number of advocates for people with disabilities from two to three, to support the implementation of the Wheel-Trans 10-Year Strategy.
2. Revising the Committee attendance requirements due to excessive absenteeism, while still ensuring that full-time employment is not a barrier to ACAT membership by adding an attendance exception for “employment-related travel”.
3. ACAT Committee members must be familiar with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code, and accessibility standards and guidelines as these pertain to public transit.
4. ACAT will address systemic issues only, not individual customer complaints.
5. Formalize arrangements surrounding ACAT members representing the Committee on other transit-related committees.
6. Various minor wording changes to modernize language and corporate terminology.

In particular, updating the ACAT membership requirements in accordance with the Ontario Human Rights Code definition of “disability” and increasing the maximum number of advocates with disabilities on the Committee, will support changes to Wheel-Trans operations and eligibility as part of the Wheel-Trans 10-Year Strategy. It will enable TTC to gain more comprehensive advice on accessibility matters affecting the conventional transit system.

These proposed amendments (Appendix B) are included in the attached revised Terms of Reference and are supported by ACAT and TTC staff alike. Once approved, the revised ACAT Terms of Reference will take effect on January 1, 2017. The criteria used in the interview and selection process for new ACAT members for 2017 will be based on the revised Terms of Reference.

## **Contact**

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## **Attachments**

Appendix A – Revised ACAT Terms of Reference  
Appendix B – ACAT Terms of Reference Marked Up Copy

## “APPENDIX A”

### **ADVISORY COMMITTEE ON ACCESSIBLE TRANSIT TERMS OF REFERENCE (Revised September 2016)**

The Advisory Committee on Accessible Transit (ACAT) includes residents of Toronto who provide advice and recommendations to the Toronto Transit Commission (TTC) Board and TTC staff on matters pertaining to accessible public transit in the City of Toronto. Such matters include the removal of barriers to accessibility and improving the customer experience for persons with disabilities and seniors.

#### **1. ACAT’s Role**

1.1 Volunteer members of ACAT shall:

- a. Represent the needs and concerns of persons with disabilities and seniors who use public transit provided by the TTC.
- b. Provide advice to the TTC Board and TTC staff for the provision of accessible public transit.
- c. Advise the TTC Board and TTC staff on necessary policy issues for service(s) which pertains to the interests of persons with disabilities and seniors.
- d. Support TTC staff in providing consultation, education, and advice to persons with disabilities, seniors, and the community at large.
- e. Be familiar with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code, and related accessibility standards and/or guidelines and legislation as they pertain to public transit.

1.2 ACAT will address systemic issues only and not individual customer complaints.

#### **2. ACAT Membership**

2.1 Membership in ACAT shall be open to interested residents of the City of Toronto who use TTC services.

2.2 ACAT shall be comprised of fifteen (15) members including:

- a. At least eight (8) persons with disabilities, as defined by the definition of “disability” under the Ontario *Human Rights Code*. Several kinds of disabilities may be represented by these persons including, but not limited to: physical or mobility, visual, hearing, communication, learning, mental health (psychological/psychiatric), and intellectual/developmental disabilities.
- b. A minimum of two (2) seniors.

- c. A maximum of three (3) other persons exclusive of those identified above (in Section 2.2, paragraph a) who are advocates for persons with disabilities or who have a demonstrated knowledge of and interest in accessible transit issues.
- 2.3 Members of ACAT shall be appointed for up to a three-year (3) term and one-third (1/3) of the members shall be replaced each year.
- 2.4 Retired ACAT members may reapply for a subsequent term following a one-year absence from ACAT.
- 2.5 In addition to applicants appointed as ACAT members each year, other qualified applicants will be identified as and appointed to a pool of qualified applicants (ACAT Pool) for that year. An ACAT Pool member may be called on by the ACAT Executive and TTC staff to fill a vacancy in the course of a year. An ACAT Pool member who fills a vacancy for less than twelve (12) months may reapply to be an ACAT member without serving the one (1) year absence from ACAT membership requirement.

### **3. Selection and Appointment Process**

- 3.1 The selection process for ACAT membership shall be undertaken through a solicitation to the public in local newspapers and/or other forms of communication available to the TTC.
- 3.2 Applicants must attend an information session, in person, to be eligible to apply for ACAT membership.
- 3.3 Persons with disabilities, seniors, and those who have demonstrated knowledge of and interest in accessible transit issues, and who are willing to make a commitment (of time) to attend and participate in ACAT and ACAT Subcommittee meetings, as well as other related activities, must submit a completed application form outlining their qualifications (and interest in joining ACAT) after attending an information session.
- 3.4 Selected applicants shall be interviewed and evaluated by a four- (4) member selection committee, including two TTC staff representatives, personnel from the City of Toronto, and ACAT's Chair or Vice Chair. The selection committee will evaluate applicants based on their relevant work and education experience, familiarity with public transit accessibility, and experience working with or on Boards and committees.
- 3.5 The selection committee shall make its recommendations to the TTC Board whose members shall make the final decision and appointments to ACAT.
- 3.6 Individuals who are recommended for an appointment to ACAT will be invited to submit a brief biography for inclusion in information packages.
- 3.7 Individuals, who are appointed to ACAT, will attend an orientation on the roles and responsibilities of ACAT. They will also be provided with current information on

ACAT Subcommittees and will be given the ACAT Terms of Reference, ACAT Member Guidelines, ACAT Subcommittee Guidelines, ACAT Meeting Protocols, and/or other pertinent documents.

#### **4. Attendance and Vacancies**

- 4.1 ACAT members are expected to attend all meetings held within a year, unless they provide “reasonable cause” for missing a meeting that is acceptable to members of ACAT’s Executive and TTC staff. Reasonable cause includes, but is not limited to, illness or injury, specialist appointments that cannot be rescheduled, employment-related travel, the death or serious illness of a family member, and breakdown of a member’s mobility device.
- 4.2 Members will make reasonable efforts to ensure that employment, volunteer, and other personal responsibilities do not interfere with their commitment to attend ACAT General meeting and ACAT Subcommittee meetings.
- 4.3 Members shall advise the ACAT Chair and TTC staff of their anticipated absence prior to a scheduled meeting.
- 4.4. A vacancy may be declared at such time that:
  - a. An ACAT member submits a letter of resignation or is otherwise unable to complete their term,
  - b. An ACAT member has been removed from ACAT having missed three (3) ACAT General meetings or more than 25% of Subcommittee meetings within a year without providing reasonable cause acceptable to the ACAT Executive and TTC staff, as noted above in section 4.1.
  - c. An ACAT member is found to be in violation of the ACAT Terms of Reference, ACAT Member Guidelines, ACAT Subcommittee Guidelines, ACAT Meeting Protocols, and/or other pertinent documents.

#### **4.4 Removal Process**

- 4.4.1 The member in question will meet with the ACAT Chair or their designate, and TTC staff representative(s) and be given the opportunity to resign before being removed from ACAT.

#### **4.5 Appeal Process**

- 4.5.1 If the member wishes to appeal their removal from ACAT, a meeting will be arranged prior to the next ACAT General meeting between the member and an appeal panel consisting of the ACAT Executive, and TTC staff representative(s).

The appeal panel may decide to:

- a. Reverse the decision to remove the member;

- b. Uphold the decision to remove the member;
  - c. Reinstatement of the member with the condition that subsequent transgressions, including missing meetings without reasonable cause, will result in the permanent removal from ACAT, or
  - d. Formulate an alternate resolution that is reasonable in the circumstances.
- 4.5.2 The member will be advised of the decision, in writing, and signed by the members of the appeal panel.

#### **4.6 Member Vacancies**

- 4.6.1 Vacancies on ACAT shall be filled by a member of the ACAT Pool, as determined by the ACAT Executive and TTC staff, as soon as possible, and the new member shall serve for the balance of the term of the member being replaced.

#### **4.7 Executive Vacancy**

- 4.7.1 If ACAT Executive vacancies occur as a result of resignation, death, or removal, the following process will be followed to fill the vacancy:
- a. Chair: One of the two ACAT Vice Chairs will become ACAT Chair, based on discussion between the two Vice Chairs and TTC staff. The decision as to who becomes ACAT Chair will be based on the individual's length of service, available time, and accompanying skills, as agreed by both Vice Chairs and TTC staff. Vice Chairs may agree to co-chair should that best serve the needs of ACAT.
  - b. Vice-Chairs: To ensure continuity and to allow for members to gain experience on the ACAT Executive, if one or both of the positions of Vice Chair become vacant, a replacement will be elected (from the membership) by ACAT.

### **5. Agreement**

- 5.1 Individuals appointed to membership in ACAT or its Pool, agree to:
- a. Adhere to and respect TTC personnel and TTC policies, procedures and regulations.
  - b. Respect ACAT colleagues.
  - c. Adhere to ACAT's Terms of Reference, ACAT Member Guidelines, ACAT Subcommittee Guidelines, ACAT Meeting Protocols, and/or other pertinent documents.
  - d. Adhere to the Conflict of Interest provisions in the City of Toronto Public Service By-law



- e. Keep confidential any TTC information, documents, or other materials identified as confidential that are not in the public domain and are provided to facilitate the work of ACAT.

## **6. Executive**

- 6.1 The ACAT Executive shall consist of a Chair and two (2) Vice Chairs. They shall be elected by the ACAT membership at its first January meeting of the calendar year. For each position, the member with the most votes on a single secret ballot ~~is~~ will be declared elected.
- 6.2 In the event there is a tie, a second vote will take place. If there is still a tie, then the Chair will be determined by drawing straws (longer straw wins).
- 6.3 Given the complexity of the Chair position and the fact that ACAT members are appointed for three (3)-year terms, while the Executive positions are voted for annually, the Chair shall be an individual that has served on the current ACAT Committee for a minimum of one (1) year.
- 6.4 The Chair shall preside at all ACAT General and Special meetings, attend TTC Board meetings, and represent ACAT at public functions. The Vice Chairs shall serve in the absence of the Chair.
- 6.5 The ACAT Executive will meet with the Chair of the TTC Board and the TTC's CEO on a quarterly basis.

## **7. Meetings**

- 7.1 General ACAT meetings shall be held monthly or at the call of the Chair. The exception will be in the month of January where two (2) meetings will be held to facilitate the election of the ACAT Executive.
- 7.2 Eight (8) ACAT Members shall constitute a quorum for every ACAT General or Special meeting.
- 7.3 As per City of Toronto procedural by-laws, ACAT members must attend in person to be counted as present and to participate in meetings.
- 7.4 Each ACAT member is entitled to one vote on each motion.
- 7.5 ACAT will entertain deputations from members of the public, with respect to issues pertaining to accessible transit for persons with disabilities and seniors. Each deputation shall not exceed five (5) minutes in length.
- 7.6 A member of the public must make their request for a deputation at least ten (10) days prior to an upcoming ACAT meeting, and must provide a brief written overview of the topic/s to be addressed.

## **8. TTC Staffing**

- 8.1 The Head of Wheel-Trans and appropriate Wheel-Trans staff will provide ongoing support, liaison, and administration to ACAT and shall attend all ACAT meetings.
- 8.2 Clerical support shall be assigned by Wheel-Trans staff for the purpose of recording and distributing ACAT and ACAT Subcommittee minutes, meeting notices, correspondence, etc.
- 8.3 TTC staff shall act as a liaison and resource to ACAT and ACAT Subcommittees, as mutually agreed upon to ensure expedient responses to recommendations and areas of concern.
- 8.4 A staff liaison for each ACAT Subcommittee shall attend all ACAT General meetings. Other TTC staff will also be called upon to attend as issues warrant.
- 8.5 Support will be provided at ACAT General and Subcommittee meetings, as required and requested (including, but not limited to, personal support workers), to assist with the accommodation of the ACAT members and the members of the public.

## **9. Amendments**

- 9.1 Recommendations for amending the ACAT Terms of Reference may be made by submission in writing to the Chair by any member of ACAT. Recommendations for amending the ACAT Terms of Reference may also be made by TTC Staff. Only recommendations approved by a majority vote of the Advisory Committee shall be forwarded to the TTC Board for consideration.

## **10. ACAT Representation on Other Committees**

- 10.1 From time-to-time ACAT may be asked to designate a representative to serve on other transit-related committees to advise on accessibility matters.
- 10.2 ACAT representatives to other transit-related committees shall:
  - a. Be elected on an annual basis by ACAT members at the first January meeting of the calendar year, or at other meetings as required, following the procedures set out above in Section 6.
  - b. Prepare a report or a summary of activities undertaken at the other transit-related committees to be presented on a regular basis at ACAT General meetings.

## **11. Governance Procedures**

- 11.1 ACAT and ACAT Subcommittees meetings are governed, for purposes of process and procedures by the ACAT Terms of Reference, ACAT Member Guidelines, ACAT Subcommittee Guidelines, ACAT Meeting Protocols, Guidelines, and/or other pertinent documents.

**“APPENDIX B”**

**ADVISORY COMMITTEE ON ACCESSIBLE TRANSIT  
TERMS OF REFERENCE**

**September 2016**

*The Advisory Committee on Accessible Transit (ACAT) includes residents of Toronto who provide advice and recommendations to the Toronto Transit Commission (TTC) Board and TTC staff on matters pertaining to accessible public transit in the City of Toronto. Such matters include the removal of barriers to accessibility and improving the customer experience for persons with disabilities and seniors.*

**1. ACAT’s Role**

1.1 *Volunteer members of ACAT shall:*

- a. Represent the needs and concerns of persons with disabilities and seniors who use public transit provided by the TTC.
- b. Provide advice to the *TTC Board and TTC staff* for the provision of accessible public transit.
- c. Advise the *TTC Board and TTC staff* on necessary policy issues for service(s) which pertains to the interests of persons with disabilities and seniors.
- d. Support TTC staff in providing consultation, education, and advice to persons with disabilities, seniors, and the community at large.
- e. *Be familiar with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code, and related accessibility standards and/or guidelines and legislation as these pertain to public transit. - [Comment: Rational: ACAT members provide valuable lived experience, but it is also important for ACAT members to have strong knowledge of the AODA, Human Rights Code, and other accessibility standards.]*

1.2 *ACAT will address systemic issues only and not individual customer complaints. - [Comment: Rational: The purpose of ACAT is not to resolve individual complaints, but rather to provide advice on means to remove systemic barriers and improve the transit system for all customers.]*

## 2. ACAT Membership

- 2.1 Membership in ACAT shall be open to interested residents of the City of Toronto who use TTC services.
- 2.2 ACAT shall be comprised of fifteen (15) members including:
- a. *At least eight (8) persons with disabilities, as defined by the definition of “disability” under the Ontario Human Rights Code. Several kinds of disabilities may be represented by these persons including, but not limited to: physical or mobility, visual, hearing, communication, learning, mental health (psychological/psychiatric), and intellectual/developmental disabilities.*
  - b. A minimum of two (2) seniors.
  - c. A maximum of *three (3)* other persons exclusive of those identified *above (in Section 2.2, paragraph a) who are advocates for persons with disabilities or who have a demonstrated knowledge of and interest in accessible transit issues.*  
**[Comment: Rational: Ensure that advocates for people with disabilities, particularly customers with mental health or cognitive disabilities, can be appropriately represented at ACAT.]**
- 2.3 Members of ACAT shall be appointed for up to a three- year (3) term and one-third (1/3) of the membership shall be replaced each year.
- 2.4 Retired ACAT members may reapply for a subsequent term following a one-year absence from ACAT.
- 2.5 In addition to applicants appointed as ACAT members *each year*, other qualified applicants will be identified *as and appointed to a pool of qualified applicants (ACAT Pool for that year an ACAT Pool member may be called on by the ACAT Executive and TTC staff to fill a vacancy in the course of a year. An ACAT Pool member who fills a vacancy for less than twelve (12) months may reapply to be an ACAT member without serving the one (1) year absence from ACAT membership requirement.*

## 3. Selection and Appointment Process

- 3.1 The selection process for ACAT membership shall be undertaken through a solicitation to the public in local newspapers and/or other forms of communication available to the TTC.
- 3.2 *Applicants must attend an information session, in person, to be eligible to apply for ACAT membership.*

- 3.3 Persons with disabilities, seniors, and those who have *demonstrated* knowledge of and interest in accessible transit issues, and who are willing to make a commitment (of time) to attend and participate in ACAT and ACAT Subcommittee meetings, as well as other related activities, must submit a completed application form outlining their qualifications (and interest in joining ACAT) after attending an information session.
- 3.4 Selected applicants shall be interviewed and evaluated by a four- (4) member *selection* committee, including a *two* TTC staff representatives, personnel from the City of Toronto, and ACAT's Chair or Vice Chair. *The selection committee will evaluate applicants based on their relevant work and education experience, familiarity with public transit accessibility, and experience working with or on Boards and committees.* - **[Comment: Rational for change: Add criteria for selection.]**
- 3.5 The selection committee shall make its recommendations to the *TTC Board* whose members shall make the final decision and appointments to ACAT.
- 3.6 Individuals who are recommended for an appointment to ACAT will be invited to submit a brief biography for inclusion in information packages.
- 3.7 *Individuals, who are appointed to ACAT, will attend an orientation on the roles and responsibilities of ACAT. They will be provided with current information on ACAT Subcommittees and will be given the ACAT Terms of Reference, ACAT Member Guidelines, ACAT Subcommittee Guidelines, ACAT Meeting Protocols, and/or other pertinent documents.*

#### **4. Attendance and Vacancies**

- 4.1 *ACAT members are expected to attend all meetings held within a year, unless they provide "reasonable cause" for missing a meeting that is acceptable to members of ACAT's Executive and TTC staff. Reasonable cause includes, but is not limited to, illness or injury, specialist appointments that cannot be rescheduled, employment-related travel, the death or serious illness of a family member, and breakdown of a member's mobility device.* - **[Comment: Rational for change: Clarify and outline attendance expectations for ACAT members before discussing vacancies later in this section. Include new exemption for employment-related travel]**

- 4.2 *Members will make reasonable efforts to ensure that employment, volunteer, and other personal responsibilities do not interfere with their commitment to attend ACAT General meeting and ACAT Subcommittee meetings. - [Comment: Rational for change: Emphasize that attendance at ACAT meetings is important and to consider employment obligations when a person is applying for ACAT membership.]*
- 4.3 *Members shall advise the ACAT Chair and TTC staff of their anticipated absence prior to a scheduled meeting. - [Comment: Rational for change: Formalize existing practice.]*
- 4.4. A vacancy may be declared at such time that:
- a. An ACAT member submits a letter of resignation or is otherwise unable to complete *their* term,
  - b. An ACAT member has been removed *from ACAT* having missed three (3) ACAT General meetings *or more than 25% of Subcommittee meetings* within a year without providing reasonable cause acceptable to the ACAT Executive and TTC staff, *as noted above in section 4.1.*
  - c. An ACAT member is found to be in violation of the ACAT Terms of Reference, *ACAT Member Guidelines, ACAT Subcommittee Guidelines, ACAT Meeting Protocols, and/or other pertinent documents.*

#### 4.4 Removal Process

- 4.4.1 The member *in question* will meet with the ACAT Chair or *their* designate, and TTC staff *representative(s)* and *be* is given the opportunity to resign *before being removed from ACAT.*

#### 4.5 Appeal Process

- 4.5.1 If the member wishes to appeal *their* removal from ACAT, a meeting will be arranged *prior to the next ACAT General meeting* between the member *and an appeal panel consisting of the ACAT Executive, and TTC staff representative(s)*- The appeal panel may decide to:
- a. *Reverse the decision to remove the member;*
  - b. *Uphold the decision to remove the member;*
  - c. *Reinstate the member with the condition that subsequent transgressions, including missing meetings without reasonable cause, will result in the permanent removal from ACAT;*

d. *Formulate an alternate resolution that is reasonable in the circumstances.*

4.5.2 The member will be advised of the decision, in writing, and signed by the members of the appeal panel.

#### **4.6 Member Vacancies**

4.6.1 Vacancies on ACAT shall be filled *by a member of the ACAT Pool, as determined by the ACAT Executive and TTC staff*, as soon as possible, and the new member shall serve for the balance of the term of the member being replaced.

#### **4.7 Executive Vacancy**

4.7.1 *If ACAT Executive vacancies occur as a result of resignation, death, or removal, the following process will be followed to fill the vacancy:*

a. Chair: One of the two ACAT Vice Chairs will become ACAT Chair, based on discussion between the two Vice Chairs and TTC staff. The decision as to who becomes ACAT Chair will be based on the individual's length of service, available time, and accompanying skills, as agreed by *both Vice Chairs and TTC staff*. Vice Chairs may agree to co-chair should that best serve the needs of ACAT.

b. Vice-Chairs: To ensure continuity and to allow for members to gain experience on the ACAT Executive, if one or both of the positions of Vice Chair become vacant, a replacement will be elected (from the membership) by ACAT.

### **5. Agreement**

5.1 Individuals appointed to membership in ACAT or its Pool, agree to:

a. Adhere to and respect TTC personnel and TTC policies, *procedures and regulations*.

b. Respect ~~for~~ ACAT colleagues.

c. Adhere to ACAT's Terms of Reference, *ACAT Member Guidelines, ACAT Subcommittee Guidelines, ACAT Meeting Protocols, and/or other pertinent documents*.

d. *Adhere to the Conflict of Interest provisions in the City of Toronto Public Service By-law - [Comment: Rational for change: While already included in ACAT Committee Protocols, this emphasizes up front that Conflict of Interest provisions must be agreed to.]*

- e. *Keep confidential any TTC information, documents, or other materials identified as confidential that are not in the public domain and are provided to facilitate the work of ACAT.* - **[Comment: Rational for change: Formalize existing practice.]**

## 6. Executive

- 6.1 The *ACAT Executive* shall consist of a Chair and two (2) Vice Chairs. *They* shall be elected by the ACAT membership at its first January meeting of the calendar year. For each position, the member with the most votes on a single secret ballot *is will be* declared elected.
- 6.2 In the event there is a tie, a second vote will take place. If there is still a tie, then the Chair will be determined by drawing straws (longer straw wins).
- 6.3 Given the complexity of the Chair position and *the fact* that *ACAT members are appointed for three (3)-year terms, while the Executive positions are voted for annually*, the Chair shall be an individual that has served on the current ACAT Committee for a minimum of one (1) year.
- 6.4 The Chair shall preside at all ACAT General and Special meetings, attend *TTC* Board meetings, and represent *ACAT* at public functions. The Vice Chairs shall serve in the absence of the Chair.
- 6.5 *The ACAT Executive will meet with the Chair of the TTC Board and the TTC's CEO on a quarterly basis.*

## 7. Meetings

- 7.1 General *ACAT* meetings shall be held monthly or at the call of the Chair. The exception will be in the month of January where two (2) meetings will be held to facilitate the election of the *ACAT Executive*.
- 7.2 Eight (8) *ACAT* Members *shall* constitute a quorum for every ACAT General or Special meeting.



- 7.3 *As per City of Toronto procedural by-laws, ACAT members must attend in person to be counted as present and to participate in meetings.*
- 7.4 Each ACAT member is entitled to one vote on each motion.
- 7.5 ACAT will entertain deputations from *members of the public*, with respect to issues pertaining to accessible transit for persons with disabilities and seniors. Each deputation shall not exceed five (5) minutes in length.
- 7.6 *A member of the public* must make their request for a deputation *at least* ten (10) days prior to an upcoming ACAT meeting, and must provide a brief written overview of the topic/s to be addressed.

## **8. TTC Staffing**

- 8.1 The Head of Wheel-Trans and appropriate *Wheel-Trans* staff will provide ongoing support, liaison, and administration to ACAT and shall attend all ACAT meetings.
- 8.2 Clerical support shall be assigned by Wheel-Trans staff for the purpose of recording and distributing ACAT and ACAT Subcommittee minutes, meeting notices, correspondence, etc.
- 8.3 TTC staff shall act as a liaison and resource to ACAT and ACAT Subcommittees, as mutually agreed upon to ensure expedient responses to recommendations and areas of concern.
- 8.4 *A staff liaison for each ACAT Subcommittee shall attend all ACAT General meetings.* Other TTC staff will also be called upon to attend as issues warrant.
- 8.5 Support will be provided at ACAT General and Subcommittee meetings, as required and requested (including, but not limited to, personal support workers), to assist with the accommodation of the ACAT members and the *members of the public*.

## **9. Amendments**

- 9.1 Recommendations for amending the ACAT Terms of Reference may be made by submission in writing to the Chair by any member of ACAT. *Recommendations for amending the ACAT Terms of Reference may also be made by TTC Staff.* Only recommendations approved by a majority vote of the Advisory Committee shall be forwarded to the TTC Board for consideration.

## **10. ACAT Representation on Other Committees**

- 10.1 *From time-to-time ACAT may be asked to designate a representative to serve on other transit-related committees to advise on accessibility matters.*
- 10.2 *ACAT representatives to other transit-related committees shall:*

- a. *Be elected on an annual basis by ACAT members at the first January meeting of the calendar year, or at other meetings as required, following the procedures set out above in Section 6.*
- b. *Prepare a report or a summary of activities undertaken at the other transit-related committees to be presented on a regular basis at ACAT General meetings.*

## **11. Governance Procedures**

- 11.1 ACAT and its ACAT Subcommittees meetings are governed, for purposes of process and procedures by *the ACAT Terms of Reference, ACAT Member Guidelines, ACAT Subcommittee Guidelines, ACAT Meeting Protocols, Guidelines, and/or other pertinent documents.*