

TERMS OF REFERENCE

JOINT MUNICIPAL ACCESSIBILITY ADVISORY COMMITTEE THE CORPORATION OF THE COUNTY OF ELGIN AND THE MUNICIPALITY OF CENTRAL ELGIN

1. Definitions:
 - (a) "Committee" means the Joint Elgin/Central Elgin Municipal Accessibility Advisory Committee;
 - (b) "County" means The Corporation of the County of Elgin;
 - (c) "County Council" means the Council of the Corporation of the County of Elgin;
 - (d) "Municipality" means the Corporation of the Municipality of Central Elgin; and
 - (e) "Municipal Council" means the Council of the Corporation of the Municipality of Central Elgin.
2. A municipal accessibility advisory committee known as the Joint Elgin/Central Elgin Municipal Accessibility Advisory Committee is hereby established in conjunction with the Corporation of the Municipality of Central Elgin.
3. The Committee shall consist of five (5) members and shall be composed of
 - (a) four persons eligible to be electors in the County of Elgin;
 - (b) either the Mayor or Deputy Mayor of the Municipality;
 - (c) the majority of members of the Committee must have a disability as defined by the Ontarians with Disabilities Act, 2001 or the Accessibility for Ontarians with Disabilities Act.
4. All members of the Committee shall be appointed by both the County Council and the Municipal Council.
5. The County Council and the Municipal Council may, by resolution, replace members or appoint from time to time such new members, as they consider advisable.
6.
 - (a) The members of the Committee shall serve a four-year term.
 - (b) Notwithstanding subsection 6(a), at least one member of the initial Committee shall be appointed to serve a two-year term, at least one member of the initial Committee shall be appointed to serve a three-year term, and at least one member of the initial Committee shall be appointed to serve a four-year term.
 - (c) No member of the Committee shall serve more than two consecutive terms.

Amendment October 2007 –

 - (d) *Should a member of the Committee be absent for three successive meetings, without being authorized to do so by a resolution of the Committee, said Member's seat on the Committee will be declared vacant and membership shall be sought for the vacant position.*
7. The Committee shall elect, at its first meeting of each year, a Chairperson and Vice-Chairperson from its membership.

8. (a) The County and the Municipality shall provide a staff person from each municipality to act as secretary to the Committee, as well as advisory staff as required.
- (b) The secretary shall make all arrangements for meetings and truly record without note or comment resolutions, decisions, and other proceedings of the Committee.
9. The duties of the Committee shall be as follows:
 - (a) provide advice to the County Council and the Municipal Council regarding the preparation, implementation and effectiveness of a Municipal Accessibility Plan for the County and the Municipality, which shall include:
 - (i) a report on the measures the respective municipality has taken to identify, remove and prevent barriers to persons with disabilities;
 - (i) the measures in place to ensure that the respective municipality assesses its proposals for by-laws, policies, programs, practices and services to determine their effect on accessibility for persons with disabilities;
 - (ii) a list of the by-laws, policies, programs, practices and services that the respective municipality will review in the coming year in order to identify barriers to persons with disabilities;
 - (iii) the measures that the respective municipality intends to take in the coming year to identify, remove and prevent barriers to persons with disabilities; and
 - (iv) all other information that the regulations prescribe for the purpose of the plan;
 - (b) provide advice to the County Council and the Municipal Council on the accessibility for persons with disabilities to a building, structure or premises or part of a building, structure or premises,
 - (i) the County Council or the Municipal Council purchases, constructs, or significantly renovates;
 - (ii) for which the Council enters into a new lease; or
 - (iii) that a person provides as municipal capital facilities under an agreement entered into with the Council in accordance with section 210.1 of the *Municipal Act, 2001*;
 - (c) review in a timely fashion the site plans and drawings described in section 41 of the *Planning Act* that the committee may select;

Amendment August 2003 –

Site plans may be delivered to the home of the Chair or Vice Chair and one other member for signature in the event that a scheduled meeting date would cause undue delay for the municipality or the contractor. The Chair or Vice Chair would review the actions with the committee at the next scheduled meeting for approval.

- (d) perform all other functions as specified by regulation; and
- (e) provide the County Council and the Municipal Council with the minutes of meetings once adopted by the Committee and to make annual presentations to the County Council and the Municipal Council regarding its activities if required.

Not requested by the Committee to include this yet - Meeting dates and times shall be established by the Committee Members. To accommodate members, Committee meetings may be conducted by conference call at the discretion of a majority of the Committee Members.