

Accessibility Advisory Committee

Terms of Reference

December 2017

Purpose of the Committee:

The purpose of the Accessibility Advisory Committee is:

- provide advice to Counties Council on the requirements and implementation of the accessibility standards
- meet with legislative requirements of the *Accessibility for Ontarians with Disabilities Act 2005*

Membership:

- not less than 5 and not more than 10 residents of the United Counties of Leeds and Grenville
- in addition, two members of Counties Council appointed annually
- the Warden is an ex-officio member of this Committee
- a majority of the members shall be persons with disabilities

Meetings:

- the Committee shall appoint a Chair and Vice-Chair annually at the first meeting of each calendar year
- the Committee shall meet quarterly, or more often if deemed necessary by the Committee
- the Committee shall follow accepted practices for municipal meetings as outlined in the Counties adopted procedural by-law

Duties of the Committee:

- advise Council on requirements and implementation of accessibility standards, accessibility plans and policies
- provide advice to Council on accessibility matters relating to buildings/premises when the Counties is purchasing, constructing or significantly renovating, including new leases or capital facilities
- prepare an annual report to be presented to Council
- anything else as directed by Council

- provide advice to Council and management on 5 to 10 year plans for Counties-owned buildings where public has access

Resources:

- the Chief Administrative Officer shall provide staff support for the purposes of Committee meetings, including the preparation of any agenda, research, reports, minutes and correspondence
- other resources shall be made available subject to approved budgets and staff resources