



**ACCESSIBILITY ADVISORY
SUB-COMMITTEE**

**REVISED
TERMS OF REFERENCE**

TABLE OF CONTENTS

TABLE OF CONTENTS 2

MISSION STATEMENT 3

VISION 3

PURPOSE 3

COMMITTEE STRUCTURE 4

MEETINGS 5

QUORUM 5

REPORTING PROCESS 5

STAFF AND SUPPORT SERVICES 5

BUDGET 5

AUTHORIZATION 6

MISSION STATEMENT

To advise Council on how to make the Corporation of the County of Lanark more accessible to people with disabilities.

VISION

To improve the accessibility of Lanark County by removing existing barriers over time and by preventing new barriers from being created.

PURPOSE

In Accordance with the Ontarians with Disabilities Act, the purpose of the Accessibility Advisory Sub-Committee is to:

- Advise council on the preparation, implementation and effectiveness of its annual accessibility plan specifically the committee will review and advise council on the following areas:
 - Site plans of new and existing municipal buildings (section 41, planning act)
 - New and existing municipal by-laws
 - Purchases
 - Significant renovations
 - Leased facilities
 - Municipal capital facilities under the Municipal Act
 - Goods and services provided by the municipalities
- Advise council on other accessibility issues
- Respond to requests from local municipalities for consultation on accessibility issues
- To liaise with other municipal accessibility advisory committees
- To monitor federal and provincial directives and regulations
- To conduct research and collect information
- Host public forum workshops on accessible communities
- To perform all other functions that are specified in the regulations

COMMITTEE STRUCTURE

Voting Members

One (1) County Councilor

Warden – Ex-Officio

Five (5) Members
People with Disabilities

One (1) Member
Professional from the Stakeholder Community

One (1) Member
Citizen Volunteer

Staff Resources

One (1) Staff Advisor
Clerk/Deputy CAO or Designate

Five (5) Staff Development Committee Members
Director of Social Services or Designate (OW Supervisor)
Adult Protective Services Manager or Designate
Social Housing Manager or Designate
Client Services Manager – Lanark Lodge Representative
Public Works Representative

One (1) Staff Member
Committee Secretariat

MEETINGS

There will be a maximum of six (6) meetings per year. The meetings will be held the second Monday of the month at 2:00 p.m., at the call of the Chair. Generally there will be no meetings in the months of January, February or July; however the chair may use his/her discretion in scheduling meetings. The meetings will be held in a meeting room at the County of Lanark Administration Building, 99 Christie Lake Road, Perth, Ontario.

QUORUM

A quorum will be deemed as three (3) voting members of the Lanark County Accessibility Advisory Sub-Committee.

REPORTING PROCESS

The Lanark County Accessibility Advisory Sub-Committee is an advisory committee to the Corporate Services Committee. The Sub-Committee will ensure that people with disabilities are involved in identifying, removing and preventing barriers that impede their full participation in the life of the County. The Sub-Committee will consider issues referred to it by County Council or any of its standing committees. It will also consider issues brought to its attention by any member of the public or staff. The Chair of the Sub-Committee will report issues and recommendations to the Corporate Services Committee for their consideration. An annual Accessibility Plan will be submitted to the Corporate Services Committee as mandated by the Ontarians with Disabilities Act.

STAFF AND SUPPORT SERVICES

The Director of Clerk's Services/Clerk or Designate will provide assistance to the Sub-Committee. The Committee Secretariat will assist with the preparation of agendas and minutes, as well as other assistance as required. Other staff resources may be required as deemed necessary by the Sub-Committee.

BUDGET

Council remuneration will be paid in accordance with the Elected Official – Meeting and Professional Development Remuneration Policy. Lay Member remuneration will be paid in accordance with the Lay Member – Meeting and Professional Development Remuneration Policy. Travel reimbursement shall be paid in accordance with Travel Management and General Expenses Policy. All amounts will be expended to the Accessibility budget for salaries and wages and travel expenses.

The sub-committee's annual budget allocation shall be requested on an annual basis during the budget process, based on the goals and objectives of the sub-committee and subject to the adoption of the budget by Council.

AUTHORIZATION

Submitted By:

Date:

Chair,
Lanark County Accessibility Advisory Committee

Recommended By:

Date:

Chair,
Corporate Services Committee

Adopted By:

Date:

Warden,
Council
