

Corporation of the City of Clarence-Rockland Policy 2015-78

Accessibility Advisory Committee Terms of Reference – Schedule B

Administration

Section 1 – Objectives and Responsibilities

- 1.1 The mission of the Accessibility Advisory Committee is to advise the Council in the development and the implementation of the provincially legislated required Accessibility Plan that will satisfy the needs of all the citizens with the emphasis on the citizens with disabilities.
- 1.2 The mandate of the Accessibility Advisory Committee is to develop an awareness and understanding of issues and concerns of the citizens with disabilities, with a goal to improving the quality of life for those with disabilities.
- 1.3 The Accessibility Advisory Committee's main responsibilities are to:
 - a) Provide a forum for persons with disabilities to raise issues and concerns;
 - b) Provide advice to the Council on the preparation, implementation and effectiveness of the provincially legislated required Accessibility Plan;
 - c) Provide advice and guidance to the Council, through the Community Services, on matters pertaining to policies, practices and programs in the City, that affect persons with disabilities;
 - d) Conduct advocacy on behalf of persons with disabilities;
 - e) Provide feedback to Council on the effectiveness of the City's policies and practices as they affect citizens with disabilities;
 - f) Monitor and provide advice on the development and implementation of bylaws and regulations which have an impact on citizens with disabilities (e.g. parking, zoning, sidewalk ramping, obstructions on sidewalks, etc) and work closely with City staff and/or City Council as appropriate;
 - g) Raise issues and make recommendations regarding policies and programs which promote equal access to municipal services for citizens with disabilities in the areas of delivery of goods, services accommodations, employment, membership and participation within the City;
 - h) Coordinate the dissemination of information to persons with disabilities and the public at large regarding the Advisory Committee and any pertinent Corporate decisions;
 - i) Consult with the community, groups and organizations to capture and communicate emerging issues to City Council and the City administration;
 - j) Raise the awareness of the citizens and the public sector to issues impacting persons with disabilities;
 - k) Provide advice to the Council on the accessibility for persons with disabilities to a building, structure or premises or part of a building:
 - I. That the Council purchases, constructs or significantly renovates;
 - II. For which the Council enters into a lease; or
 - III. That a person provides as municipal capital facilities under an agreement entered into with section 210.1 of Municipal Act

- l) Review in a timely manner site plans and drawings described in section 41 of the Planning Act that the committee selects;
 - m) Provide advice to the Public transportation when required as per section 14 of the Act.
- 1.4 The Advisory Committee is considered the official citizens' voice regarding the decision process.

Section 2 – Committee Members

2.1 The Committee, which is appointed by resolution of the Municipal Council shall be formed by the following:

- a) A maximum of eight (8) residents at large will represent the full range of disabilities i.e. blind/visually impaired; mobility limited; deaf/hearing impaired; developmentally delayed; learning disabled, mental health disability; and environmental sensitivity;
- b) A maximum of one councillor of the City of Clarence-Rockland.

2.2 At least five (5) of the eight (8) members shall personally have a disability

2.3 The committee shall nominate a Chairperson and Vice-chairperson.

2.4 No member of Council or municipal employees can be appointed to the position indicated in item 2.3

Section 3 – Quorum

3.1 The quorum cannot be less than fifty percent plus one (50%+1) of the appointed members. The president only votes when there is a tie.

Section 4 – Responsible Department/Resource Person

4.1 The Clerk or his/her substitute shall act as resource person to the Accessibility Advisory Committee:

4.2 The Clerk's Department will act as the responsible department. The Department shall:

- Convene the Committee's meetings;
- Prepare the agendas;
- Process the minutes of all meetings;
- Follow-up with the correspondence;
- Keep the minutes of all meetings and any files related to the applications as well as to the decisions taken and all official documents of the Committee.

Section 5 – Preparation of the Agenda

5.1 The Clerk's Department should send the documentation for members of the committee no later than Friday preceding the committee meeting. The service should ensure that the agenda is available for the public during that day on the City's website.

Section 6 – Frequency of Meetings

6.1 The meetings will be held on a bimonthly basis (two months), as established by the committee's responsible service.

Section 7 – Procedures and Guidelines

7.1. All procedures and guidelines stated in Policy C2015-001 or in a later version apply to this committee, unless otherwise indicated in the law. In case of disparity between the present terms of reference and

this policy, the latter shall prevail.

7.2. The committee must respect the rules of procedure as prescribed by the existing procedural by-law.