



## **County of Bruce Accessibility Advisory Committee Terms of Reference**

### **Mandate**

The County of Bruce Accessibility Advisory Committee is established as an advisory committee to Bruce County Council. The Committee shall advise and assist the County in promoting and facilitating a barrier-free County for citizens of all abilities (universal accessibility), including persons with disabilities. This aim shall be achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by persons with disabilities.

### **Scope of Responsibilities**

1. Advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and other matters for which the Council may seek its advice.
2. Advise Council on the implementation and effectiveness of the Accessibility Plan to ensure that it addresses the identification, removal and prevention of barriers in the County's by-laws, policies, programs, practices, services and facilities.
3. Review in a timely manner the site plans and drawings described in Section 41 of the Planning Act of new and existing municipal buildings that the Committee selects and where the County of Bruce requires approval.
4. Advocating for the elimination of barriers including physical, attitudinal, and social for citizens with disabilities.
5. Perform all other functions as specified in the Regulations of the Ontarians with Disabilities Act and the Accessibility for Ontarians with Disabilities Act.

### **Reporting Structure**

The County of Bruce Accessibility Advisory Committee shall report to Council.

## 5. Definitions

Within this Terms of Reference the term:

**“Barrier”** means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including physical barrier, architectural barrier, information or communications barrier, attitudinal barrier, technological barrier, a policy or practice. (“obstacle”)

**“Disability”** means

- a. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b. A condition of mental impairment or a developmental disability;
- c. A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d. A mental disorder; or
- e. An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

## Committee Membership

1. The County of Bruce Accessibility Advisory Committee will be comprised of five (5) voting members as follows:
  - i. **Elected Members**
    - i. 2 Members of Council
  - ii. **Non-Elected Members**
    - i. Three persons with disabilities with consideration to reflect the range of communities in the County for adequate representation.
2. A Chair and Vice-Chair shall be elected from among Committee members on an annual basis at the first meeting of the year. The term of the Chair and Vice-Chair shall coincide with the calendar year.
3. A majority of the members of the Committee shall be persons with disabilities.

4. The Clerk, or Clerk's designate, shall serve in an administrative advisory capacity to the Committee. Additional staff members, or external resources, may serve in an advisory capacity to the Committee, as required.
  - i. Administrative advisory support includes the preparation of reports, distribution of agendas, recording of minutes and the general administrative coordination of the meetings.
5. If a Committee member is absent for three consecutive meetings they will be deemed to have forfeited their membership, unless their absence is deemed justifiable by the Committee.

## **Appointment Process**

1. Vacancies for appointments shall be publicly advertised on the County of Bruce website. Applicants will be required to complete and submit an application form, which is available from the County Office or the County's website.
2. The Striking Committee will review the list of applicants and conduct private interviews if necessary.
3. Once the application(s) have been reviewed by the Striking Committee, a report recommending the appointment(s) will be forwarded to Council for approval.

## **Meetings**

1. All meetings will be conducted in accordance with the County of Bruce Procedure By-law.
2. Meetings will be held on an as needed basis at the Call of the Chair or as directed by the Committee. At least two meetings will be held annually and scheduled at the beginning of each year.
3. The Committee will be governed by the Municipal Conflict of Interest Act.

## **Remuneration**

Each Committee member will be compensated at the same rate as the half day per diem and mileage as stipulated in the Bruce County Remuneration By-law.