



Report to County Council

From: Councillor Todd Noble, Member of Joint Accessibility Advisory Committee

Date: July 11, 2024

Subject: Updates to Joint Accessibility Advisory Committee Terms of Reference

Recommendation(s):

RESOLVED THAT Council approve the proposed changes to the Joint Accessibility Advisory Committee Terms of Reference as recommended by the Joint Accessibility Advisory Committee; and

THAT these Terms of Reference come into effect upon approval by Elgin County Council and Central Elgin Council.

Introduction:

The Joint Accessibility Advisory Committee is recommending several adjustments to the current Joint Accessibility Advisory Committee Terms of Reference to accurately reflect current job titles and to adjust the required number of annual meetings.

Background and Discussion:

The current Joint Accessibility Advisory Committee Terms of Reference indicate that the Committee is required to meet at a minimum, four (4) times a year, with the option to meet more frequently as required. If there are no current accessibility projects underway and no requests for consultation before the Committee, it can be difficult to generate content to fill Committee meeting agendas. The Committee is recommending that the Terms of Reference be changed to require the Committee to meet two (2) times a year, with the option to meet more frequently as required. This would ensure that the meetings held have sufficient content, and are a prudent use of Committee Members' valuable time. Reducing the required number of meetings would not preclude the Chair from calling meetings as frequently as required to deal with consultation issues as they may arise.

Other changes to the Terms of Reference reflect that the position of Accessibility Coordinator is no longer filled at the County of Elgin. Accessibility will now be the responsibility of the Manager of Human Resources within the Human Resources Department. This change is reflected in the revised Terms of Reference.

The Terms of Reference have also been updated to indicate that meetings will be held at the Elgin County Administration Building or virtually unless otherwise indicated.

This is a joint committee with the Municipality of Central Elgin so these terms of reference have been sent to Central Elgin Council for consideration as well.

Proposed revisions are indicated in red in the attached Terms of Reference. Should Council approve these proposed revisions,

Financial Implications:

None.

Alignment with Strategic Priorities:

Serving Elgin	Growing Elgin	Investing in Elgin
<input type="checkbox"/> Ensuring alignment of current programs and services with community need. <input type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input type="checkbox"/> Fostering a healthy environment. <input checked="" type="checkbox"/> Enhancing quality of place.	<input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

Local Municipal Partner Impact:

Central Elgin Council will be required to approve changes to the Terms of Reference

Communication Requirements:

None.

Conclusion:

Changes to the Joint Accessibility Advisory Committee Terms of Reference are proposed to reflect staffing changes and to reduce the number of required meetings from four (4) annually, to two (2) annually, retaining the option to call meetings as needed.

All of which is Respectfully Submitted

Approved for Submission

Todd Noble,
Councillor/Committee Member

Blaine Parkin
Chief Administrative Officer/Clerk