

Terms of Reference

Accessibility Advisory Committee

**Jointly Serving:
County of Lennox and Addington
Township of Addington Highlands
Town of Greater Napanee
Loyalist Township
Township of Stone Mills**

A. Mandate

The mandate of the Accessibility Advisory Committee is to advise the Councils of the County of Lennox and Addington, the Township of Addington Highlands, the Town of Greater Napanee, Loyalist Township and the Township of Stone Mills on the preparation and implementation of annual and multi-year accessibility plans in order to remove barriers for people with disabilities and ensure that no new barriers are created.

The role of the Accessibility Advisory Committee will include reviewing and advising the Councils on the following areas, as they pertain to accessibility:

- requirements under the Accessibility for Ontarians with Disabilities Act and any other legislation.
- site plans of new and existing municipal buildings.
- significant renovations to municipal facilities.
- leased facilities or any other facility used as a municipal building.
- goods and services provided by the municipality or agents providing services under contract with the municipality.

B. Membership

I. Appointment

The Accessibility Advisory Committee will be comprised of the following members appointed by County Council:

- two (2) members of County Council
- three (3) members from the County community with disabilities

II. Criteria

The following criteria will be used in the appointment of the Accessibility Advisory Committee members from the County community. Individuals to be considered shall:

- exhibit a strong commitment to the community in order to improve its

accessibility.

- be sensitive to the accessibility barriers experienced by individuals with disabilities
- demonstrate understanding of the municipalities' roles and service responsibilities
- demonstrate understanding of the County community's business, social and cultural interests and diversities.
- volunteer the necessary time to ensure full participation and interest.

III. Attendance

The Chairperson of the Accessibility Advisory Committee will require the resignation of any member who fails to attend two consecutive meetings without notice or reason.

IV. Term

A member of the Accessibility Advisory Committee from the County community will be appointed for a term of two (2) years, which may be repeated, to a maximum of four (4) years.

C. Auxiliary Panel

An auxiliary panel will provide support and advice to the Joint Accessibility Advisory Committee and will be comprised of the following members:

- one (1) staff representative from each of the five (5) partner organizations of the Joint Accessibility Advisory Committee
- up to three (3) representatives from the County community who are directly involved with services to improve accessibility and opportunities for citizens with disabilities.

Note: The three (3) representatives from the County community will be appointed for a term of two (2) years which may be repeated, to a maximum of four (4) years.

D. General

I. Chairperson and Vice-Chairperson

The Chairperson will be selected by the Accessibility Advisory Committee from the members of County Council within its membership at the commencement of each calendar year. The Vice-Chairperson will be selected by the Accessibility Advisory Committee from all members within its membership at the commencement of each calendar year.

II. Meetings

Meetings will be held 2-3 times per year, as required, or at the call of the Chairperson. An agenda for the meeting will be circulated in advance and a record of the proceedings will be maintained.

III. Report to Councils

Minutes of the Accessibility Advisory Committee meetings will be filed with the municipal councils on a regular basis. No action shall be taken on a recommendation until such time as it has been adopted by the respective councils.

IV. Quorum

A quorum for Accessibility Advisory Committee meetings will consist of three (3) members. A majority vote of members present will be used to reach a decision on the matter.