

## **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  
Lennox and Addington County General Hospital**

#### **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 and the Board of Governors of Lennox and Addington County General Hospital on the preparation and implementation of annual 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 and the Hospital Board on the following areas:

- site plans of new and existing municipal buildings.
- major capital purchases.
- 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
- four (4) members from the County community with disabilities
- one (1) member from the community with involvement in business

The members will be confirmed by the Councils of the Township of Addington Highlands, the Town of Greater Napanee, Loyalist Township and the Township of Stone Mills, as well as the Board of Governors of Lennox and Addington County General Hospital.

## **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.
- 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.

## **C. Auxiliary Panel**

An auxiliary panel will provide support and advice to the Joint Accessibility Advisory Committee and will be comprised of the following nine (9) members:

- one (1) staff representative from each of the six (6) partner organizations of the Joint Accessibility Advisory Committee
- 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 by the Joint Accessibility Advisory Committee for a term of two (2) years which may be repeated.

**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 3-4 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 and Hospital Board**

A report outlining the recommendations of the Accessibility Advisory Committee to the municipal councils and Hospital Board will be filed 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 four (4) members. A majority vote of members present will be used to reach a decision on the matter.