

**COUNTY OF MIDDLESEX  
ACCESSIBILITY ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**1. MANDATE**

The County of Middlesex Accessibility Advisory Committee is established in accordance with Ontarians with Disabilities Act and shall assist County Council in improving opportunities for persons with disabilities to participate in County programs and services.

The Accessibility Advisory Committee will achieve this goal by advising Committee/Council each year on its annual Accessibility Plan as required by the Act with a focus on the identification and removal of barriers to persons with disabilities.

**2. COMPOSITION**

The County of Middlesex Accessibility Advisory Committee shall consist of five to nine members as follows;

- a) The majority of members must be persons with disabilities as defined under the Ontarians with Disabilities Act.
- b) The Warden shall be an ex-officio member.
- c) Two members of County Council.

And Council may, at its discretion, appoint one or both of the following:

- a) One Citizen at large who may not be disabled but who has special interest or expertise in the identification or removal of barriers or has specific expertise as a care giver to a person(s) with disabilities.
- b) A representative of an organization representing persons with disabilities.

Members will be appointed by County Council for the term of Council or until their successors are appointed. All appointments are at the pleasure of Council. Members are eligible for re-appointment.

A majority of members appointed including at least one elected member are required to constitute a quorum.

**3. COMPENSATION**

Members shall be compensated in accordance with the existing policies of the County of Middlesex.

#### **4. REIMBURSEMENT OF EXPENSES**

Members who are persons with disabilities will be provided at the County's expense with the resources related to their disability that are deemed necessary for them to fully participate in the Committee activities. The resources could include such things as transportation, sign language, Braille translation etc. Any equipment shall remain the property of the County of Middlesex.

#### **5. REPORTING STRUCTURE**

The County of Middlesex Accessibility Advisory Committee shall report to County Council through the Chief Administrative Officer. The presentation of Committee activities shall be in the form of Report containing a record of those present at the meeting, the items considered and the recommendations of the Committee. The Committee shall report to County Council on an annual basis.

#### **6. RESOURCES**

The County Clerk's Department will provide administrative support, including the preparation of reports to the Committee of the Whole, distribution of agendas and the general administrative co-ordination of the meetings. Other staff resources will be available as required.

#### **7. PROCEDURE**

All meetings will be conducted in accordance with the County of Middlesex Procedural By-law and practices.

The Committee does not have the authority to specifically direct the activities of County staff.

#### **8. CHAIR AND VICE CHAIR**

The Chair and Vice Chair of the Committee shall be elected at the first meeting of the Committee for the term of council. The Chair of the committee will be a person with a disability and shall be appointed Chair for the term of council.

#### **9. DUTIES**

The County of Middlesex Accessibility Advisory Committee shall;

- a) Work with County staff in the preparation of the County's Accessibility Plan in consultation with local municipalities for consideration by County Council.
- b) Advise Council on major accessibility issues related to the significant renovation, operation, purchase or lease of buildings or structures or parts of buildings or structures used as County and local municipal buildings with special attention to those that the public are encouraged to utilize through the review of site plans and drawings as described in Section 41 of the Planning Act.

- c) Identify any potential funding that could be available to assist with the removal of barriers for persons with disabilities.
- d) Research and report on specific matters referred to it by County Council.
- e) Perform other functions that are specified in the Regulations of the Ontarians with Disabilities Act and the Accessibility for Ontarians with Disabilities Act.
- f) Review site plans forwarded to the Committee by local municipalities.

10. **MEETINGS**

Meetings will be held on an as needed basis at the Call of the Chair or as directed by the Committee. The Committee will meet a minimum of two times per year.