

## **Accessibility Advisory Committee (AAC)**

### **Terms of Reference**

Adopted: October 14, 2026

## Background

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The Accessibility Advisory Committee (AAC) was established by County Council as required by the *Ontarians with Disabilities Act, 2001* (ODA) and *Accessibility for Ontarians Act in 2005* (AODA).

The province passed the AODA in 2005, building on the ODA in 2001 with the development, implementation and enforcement of five standards: customer service, employment, information and communication, transportation, and design of public space. Currently, municipalities are required to adhere to both the ODA & AODA.

*Ontario Regulation 191/11 Integrated Accessibility Standard* was approved on June 3, 2011, and amended on December 14<sup>th</sup>, 2012, to include *Ontario Regulation 413/12*.

The AODA requires that each municipality prepare and publish a Multi-Year Accessibility Plan. Municipalities with populations over 10,000 are also required to establish an Accessibility Advisory Committee to provide input into such plans.

## Purpose and Mandate

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- To provide input on developing a Multi-Year Accessibility Plan which identifies current barriers to be addressed and describes actions to be taken to measure and remove barriers;
- Monitor Federal and Provincial government directives and regulations;
- Keep Council and staff informed;
- Liaise with other lower-tier municipalities in Oxford County;
- Report to Council on the effectiveness of the Multi-Year Accessibility Plan;
- Conduct research on accessibility issues;
- Prioritize the disability issues; and
- Develop and conduct Education Awareness programs/events.

## Membership

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### Composition

The Committee shall be comprised of:

- a) Six (6) members of the public (the majority of whom shall be persons with disabilities); and
- b) One (1) member of County Council.

### Qualifications & Competencies

A person appointed to the AAC must be:

- A Canadian citizen;
- At least 18 years old

- A resident of Oxford County;
- Not a full-time employee of the County of Oxford;
- Commitment to equitable access, diversity and inclusiveness;
- Ability to seek and listen to input from all stakeholders and approach people and problems with an open mind;
- Ability to actively participate in discussion and deliberation and to attain positive outcomes;
- Leadership experience;
- Time and energy to devote to the work of the Board / Committee;
- A strong understanding of the needs and concerns of a broad spectrum of people with disabilities and seniors gained through personal or professional experience; and
- Availability to participate in meetings during business hours.

## **Term**

Members will be appointed by County Council for the term of Council. Members of the Public until successors are appointed. Members are eligible for re-appointment.

A member who has been appointed to fill a vacancy partway through the Advisory Committee term will be appointed for the balance of the existing term. Any replacement member must be approved by County Council.

## **Vacancies**

Vacancies on the Committee shall be filled in accordance with the County of Oxford Procedural By-law and applicable Council policies.

## **Selection of Chair and Vice Chair**

At the first meeting of each year, the Committee shall select a Chair and Vice Chair by a majority vote for the purpose of chairing meetings and overseeing the operation of the Committee.

## **Roles and Responsibilities**

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### **The Chair**

- Preside over all meetings;
- Ensure adherence to the Council approved Terms of Reference;
- Consult with Committee Secretary on matters for inclusion on Committee agendas; and
- Provide leadership to facilitate the effective conduct of Committee business.

### **Committee Members**

The Oxford County Accessibility Advisory Committee responsibilities include the provision of a forum for persons with disabilities to raise issues, concerns and to provide advice & guidance to Oxford County Council on matters relates to policies, practices & programs in the County.

The main activities of the Oxford County Accessibility Advisory Committee are:

- Advising municipal council as it relates to the AODA and the implementation of the accessibility standards and the preparation of the accessibility reports;
- Performing all other functions that are specified in regulation; and
- Provide advice on County-owned or leased buildings and facilities, including new construction and significant renovations, as part of the County's internal design and planning process.

## **County Staff**

The AAC is supported by the by the Diversity, Equity and Inclusion Officer. Additional resources may be assigned to the Oxford County Accessibility Advisory Committee as required.

## **Committee Secretary**

An employee of the County shall serve as Recording Secretary to the Committee and shall:

- Prepare and distribute meeting agendas in accordance with the County's Procedure By-Law;
- Record and maintain meeting minutes and Committee records;
- Post approved minutes on the County website;
- Prepare draft minutes for consideration at the next Committee meeting; and
- Forward approved minutes to the County Clerk for inclusion on a Council agenda, or as required.

## **Meetings**

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### **Meeting Frequency**

Meetings will be held five (5) times a year. Additional meetings are at the call of the Chair.

The meeting schedule will be established on an annual basis. Meetings are subject to change in consultation with the AAC.

All meetings of the AAC shall be open to the public, except for those portions of a meeting held in closed session in accordance with applicable legislation.

### **Meeting Location**

Meetings will be held in person at the Oxford County Administration Building and can be held electronically or a combination of the two.

## **Rules of Procedure**

The Committee will conduct its meetings in accordance with the County of Oxford Procedural By-law.

## **Quorum**

Quorum shall consist of a majority of the Committee's appointed members, including the Chair (e.g. 4 out of 6 members is quorum).

If no quorum is present fifteen (15) minutes after the time appointed for a meeting of the Committee, the Secretary shall record the names of the members present and the meeting shall stand adjourned until the next regular or special meeting.

## **Agendas and Minutes**

Meeting agendas, including minutes of the previous meeting, shall be distributed to Committee Members in advance of each meeting. Minutes shall be approved by the Committee at its next scheduled meeting and, once approved, posted on the County's website in accordance with the County of Oxford Procedural By-law.

The order of procedure for meetings of the Committee shall generally be as follows:

- Call to Order
- Approval of Agenda
- Disclosure of Pecuniary Interest and the General Nature Thereof
- Adoption of Minutes
- Delegations/Presentations
- Reports from Departments (including presentations)
- Other Business
- New Business
- Next Meeting
- Adjournment

## **Sub-Committees or Working Groups**

Sub-committees and working groups may be established by the Committee as required. Such groups shall be advisory only, shall report to the Committee, and shall not constitute a quorum of the Committee.

## **Compensation and Expenses**

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Committee members will receive remuneration as per the policies of the County of Oxford, as amended from time to time and shall be reimbursed by the County for County business related expenses incurred, payable in accordance with Employee Expense Policy No. 6.02.

| Half-day meeting<br>3.5 hours or less                        | Full-day meeting |
|--------------------------------------------------------------|------------------|
| \$100                                                        | \$175            |
| <b>Compensation applies to Public Member Appointees only</b> |                  |

Education learning opportunities available by way of accessible conferences, forums, webinars, & in-person meetings.

## Reporting and Review

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The Committee serves in an advisory capacity and does not have the decision-making authority of Council. All Committee decisions shall be made in the form of recommendations to Council, unless otherwise authorized by Council through resolution or by-law. Recommendations shall be forwarded by the Committee Secretary to the Clerk for inclusion on the agenda of the next Council meeting.

The AAC Terms of Reference shall be reviewed during each Council term, with any proposed revisions submitted to Council for adoption prior to the appointment of a new Committee.

At the conclusion of each Council term, the AAC shall submit a report to the Clerk summarizing its activities and accomplishments during the term.

## Relevant Policies and Procedures

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All employees and committee members will be guided by the County of Oxford's policies, procedures and relevant Provincial legislation and policies including, but not necessarily limited to, the following:

- Council's Code of Conduct Policy
- County Procedural By-law
- *Accessibility for Ontarians with Disabilities Act (AODA)*
- *Ontarians with Disabilities Act (ODA)*
- *Ontario Human Rights Code (OHRC)*
- *Oxford County Facility Design Standards (FADS)*
- *Accessibility Standards for Customer Service – Oxford County*
- *Municipal Conflict of Interest Act (MCIA)*
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*