

## Terms of Reference

Accessibility Advisory  
Committee  
July 2018

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### **BACKGROUND**

The goals of the Accessibility Advisory Committee are as follows:

- To promote public awareness and sensitivity about accessibility issues for persons with disabilities;
- To encourage co-operation among all service and interest groups;
- To communicate with all relevant levels of government and service agencies and make recommendations on policy and legislation;
- To identify and document relevant issues and concerns;
- To create a community which provides access to housing, transportation, education, recreation and employment;
- To recognize that the needs of all persons are constantly changing, growing and in need of refinement; and

### **PURPOSE/MANDATE**

- To provide input to develop 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;
- Develop and conduct Education Awareness programs/ events.

### **COMPOSITION**

- Term of committee appointments to coincide with the term of Council;
- Committee to be comprised of seven (7) members; six (6) members of the public (the majority of whom shall be persons with a disability) and one (1) County Councillor;
- Each public member to be a resident of Oxford County, 18 years of age or older; not a full-time employee of the County of Oxford;
- Chair and Vice-Chair to be elected from among the Committee members annually;
- Replacement members to be approved by County Council.

## ***RULES OF PROCEDURE***

The Committee shall select a Chair and Vice Chair from among their members for the purpose of chairing meetings and overseeing the operation of the Committee.

Quorum for the Committee shall comprise a majority of the Committee members, including the Chair/Vice Chair.

Meetings shall be held at least six times per year;

Meetings shall be open to the public;

Oxford service organizations such as CCAC, CNIB, MS Society, shall be made aware of the meeting dates through notices posted on the web or other mean

## ***COMMITTEE FUNDING***

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.

<b>Committee/Board</b>	<b>Compensation for Layperson Appointees</b>
Land Division Committee	\$100 per diem
Accessibility Advisory Committee	60% of Land Division Committee per diem rate
Agricultural Advisory Committee	60% of Land Division Committee per diem rate
Library Board	60% of Land Division Committee per diem rate

**Compensation shall be set and remain in effect for the term of County Council – commencing December 9, 2014**

**Expenses shall be paid in accordance with Oxford County's Employee Expense Policy No. 6.20 as amended**

ToR Adopted by Council Report No. CAO 2018-15  
July 11, 2018