



# **Middlesex Accessibility Advisory Committee (MAAC)**

## **Terms of Reference**

Date: December 9, 2025

Adopted: December 9, 2025

## 1. Mandate

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The County of Middlesex Accessibility Advisory Committee (the “Committee”) is established in accordance with the *Accessibility for Ontarians with Disabilities Act* (AODA) and shall assist Middlesex County Council and local municipal councils in improving opportunities for persons with disabilities to participate in County programs and services.

The Accessibility Advisory Committee will achieve this goal by advising Middlesex County Council and local municipal councils on the development and implementation of a multi-year accessibility plan as required by the *Act* with a focus on the identification and removal of barriers to persons with disabilities.

Participating municipalities include: the County of Middlesex, the Township of Adelaide Metcalfe, the Township of Lucan Biddulph, the Municipality of Middlesex Centre, the Municipality of North Middlesex, the Municipality of Southwest Middlesex, the Municipality of Strathroy-Caradoc, the Municipality of Thames Centre and the Village of Newbury.

## 2. Definitions

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In this document, the following terms have the following meanings:

- 2.1 “**Barrier**” means anything that prevents a person with a disability from fully participating in all aspects of society because of their disability, including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier or policy barriers.
- 2.2 “**Disability**” means
- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
  - A condition of mental impairment;
  - A condition of a developmental disability;
  - A learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
  - A mental disorder; or,
  - An injury for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*;

### **3. Membership**

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Membership of the Committee shall be organized as follows, with a total maximum membership between five and nine:

- a. In accordance with the requirements of the *Act*, a majority of members (minimum three) shall be persons with disabilities;
- b. The Membership shall also include two (2) members of County Council.
- c. The Warden shall be an ex-officio member and shall have the same rights as other members, including the right to vote.

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.

### **4. Chair**

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The Chair of the Committee shall be elected at the first meeting of the Committee for the term of council.

### **5. County Staff**

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The following County staff may be involved by the Committee, but are not members of the Committee:

- County Clerk and/or delegate(s) as set out in writing;
- Deputy Clerk / Legislative Services Coordinator; and
- Other staff as approved by the Committee.

The County's Legislative Services 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.

### **6. General Responsibilities**

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The County of Middlesex Joint Accessibility Advisory Committee shall;

- Work with County staff in the preparation of the Joint Multi Year Accessibility Plan in consultation with local municipalities for consideration by Middlesex County Council and local municipal councils.
- Advise Councils about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the participating Councils may seek its advice.

- Review municipal site plans described in Section 41 of the *Planning Act* that the Committee selects.
- Perform other functions that are specified in the Regulations of the *Ontarians with Disabilities Act* and the *Accessibility for Ontarians with Disabilities Act*.
- Advise Councils on the accessibility for people with disabilities to a building, structure or premise that the council purchases, constructs or significantly renovates, or for which the council enters into a new lease.

## **7. Schedule and Location of Meetings**

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The Committee shall meet four times per year (February, April, September and November) on dates determined by County Council in accordance with the County of Middlesex Procedural By-law.

Meetings shall take place at the Middlesex County Administration Building or at such other location as directed by the Chair.

## **8. Authority, Decision-Making and Reporting Relationship**

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The Committee shall report to County Council through the County Clerk or Deputy Clerk. The presentation of Committee activities shall be in the form of written reports containing the items considered and the recommendations of the Committee.

## **9. Procedure**

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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.

## **10. Compensation**

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Members shall be compensated for attendance at Committee meetings in accordance with the applicable County Policies.

## **11. Reimbursement of Expenses**

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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 translation, Braille transcription etc. Any equipment shall remain the property of the County of Middlesex.

## **12. Resignation and Dismissal**

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If any Committee member is absent from three consecutive meetings, without justification, the Chair of the Committee, in consultation with the staff liaison, will ask the member whether or not they wish to attend meetings and remain on the Committee or resign.

Committee members wishing to resign their appointment shall submit a letter of resignation which shall be forwarded as soon as possible to the County Clerk. Upon acceptance of the resignation, the County Clerk in consultation with the County Staff Liaison will initiate the aforementioned appointment process to fill the vacancy.