



Municipality of Lakeshore
Accessibility Advisory Committee
Terms of Reference

Mandate

The powers and functions of the Committee are as provided in the *Accessibility for Ontarians with Disabilities Act, 2005* and related regulations.

The Committee shall advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and other matters for which the Council may seek its advice. The Committee shall also review selected site plans and drawings as described in the *Planning Act*.

Administration must consult with the Committee in relation to the following items:

- a) When establishing, reviewing and updating the Municipality's multi-year accessibility plan. The plan must be reviewed at least every five years.
- b) When developing accessible design criteria in the construction, renovation or placement of bus stops and shelters.
- c) When determining the proportion of on-demand accessible taxicabs required in the community.
- d) On the need, location and design of accessible on-street parking spaces when building new or making major changes.
- e) Before building new or making major changes to existing recreational trails to help determine particular trail features.
- f) On the needs of children and caregivers with various disabilities in their community when building new or making major changes to existing outdoor play spaces.
- g) On the design and placement of rest areas along the exterior path of travel when building new or making major changes to existing exterior paths of travel.
- h) On accessible voting places in accordance with the *Municipal Elections Act, 1996*.

Term

The term of office of the Committee and the members of the Committee is the same as the term of office of the Council that takes office following the next regular election.

Composition

The Committee shall be composed of five members who are residents, the majority of which have disabilities, and one member of Council. The Mayor may participate in the Committee meetings as ex-officio member.

The Division Leader – Building Services shall act as Municipal Liaison for the Committee and provide administrative and procedural support.

Qualifications for Membership

Members of the Committee shall be:

- a) Residents of the Municipality of Lakeshore;
- b) At least 18 years old; and
- c) Available and willing to attend meetings.

A majority of members shall be persons with disabilities.

Preference will be given to persons who have demonstrated experience working on committees, task forces or similar working groups.

Employees or officers of the Municipality of Lakeshore will not be permitted membership on the Committee.

Meetings

Meetings shall be open to the public and shall be held in accordance with the Lakeshore's Procedure By-law.

Chair

The Committee shall elect a Chair and Vice-Chair at its first meeting. The Council representative shall not be elected as Chair.

Proposed Meeting Schedule

The Municipal Liaison shall call the initial meeting of the Committee and chair the meeting until a Committee Chair is elected. The Committee shall meet four times per year. Additional meetings may be held at the call of the Chair.

Reports to Council

The Committee will submit an annual report to Council at the beginning of each year outlining the Committee's activity in the previous year and well-defined goals and objectives for the following year.

Conflict of Interest

Members shall comply with the *Municipal Conflict of Interest Act* and Municipality of Lakeshore's Procedure By-law.

Remuneration

Members shall be remunerated \$125.00 for each meeting attended.