



## MUNICIPALITY OF LAMBTON SHORES Accessibility Advisory Committee Terms of Reference

### **Mandate:**

The Lambton Shores Accessibility Advisory Committee is a statutory committee required under the *Ontarians with Disabilities Act, 2001*, and the “*Accessibility for Ontarians with Disabilities Act, 2005*”.

The Committee will:

1. Advise Council in each year about the preparation, implementation and effectiveness of its accessibility plan
2. Provide advice to Council on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,
  - (a) that the council purchases, constructs or significantly renovates;
  - (b) for which the council enters into a new lease; or
  - (c) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 110 of the Municipal Act, 2001
3. Review matters referred to the Committee by Council and make recommendations as appropriate.

### **General Rules of Operation:**

The Lambton Shores' Accessibility Advisory Committee is subject to the control and direction of Council. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the committee shall be the majority of those appointed by Council as members of the committee.

At the first meeting of the year, the members shall appoint a Committee Chairperson, and determine the preferred date and time for Committee meetings.

If the committee refuses or neglects to give due consideration to any matter assigned to it or before it, it may, by Council resolution, be discharged of its responsibilities.

The committee shall submit reports through the staff liaison to Council with recommendations on all matters connected with their duties or matters referred to it by the Council.

## **Composition:**

### *Elected Officials:*

1 Elected Official as appointed by Council.

### *Public Stakeholders:*

Council shall appoint 6 public stakeholders to the Committee, with the majority of the members of the Committee being persons with disabilities as prescribed in the *Ontarians with Disabilities Act, 2001*. Members will be solicited in accordance with the Municipal Policy # 75: Recruitment and Appointments to Committees, Advisory Boards and Ad Hoc Committees.

## **Committee Chair:**

The Chair has no authority to make decisions on his or her own, he or she can only run a meeting in a fair and efficient manner so that the will of the majority prevails after the minority has had a fair chance to present its point of view.

The responsibilities and expectations of the chair are as follows:

- All of the responsibilities and expectations of committee members apply to the Chair, including voting on each application.
- Maintain decorum and ensure fairness and accountability, and adherence to the Municipal Procedural By-law requirements.
- Facilitate the meeting by identifying the order of proceedings and speakers.
- Generally, refrain from the discussion until all committee members have had an opportunity to speak on a matter.
- Ensure active participation by all committee members.
- Be open-minded and encourage a variety of opinions to be heard.
- Respect the individual worth and dignity of other committee members, and maintain a high degree of professionalism.
- Assist staff liaison when possible or when requested.
- Make presentations to Council on behalf of the committee.

## **Committee Resources:**

The Municipality of Lambton Shores will provide administrative support and supplies as may be necessary to assist the committee which shall include preparing and circulating the Committee's agenda, attending meetings, drafting minutes, assisting in the development of recommendations, data collection and compilation for the committee, and the preparation of the annual accessibility plan.

The municipal clerk shall submit a budget request each year to the Municipality of Lambton Shores Council for consideration and each year, Council will determine the amount of funding available for conferences, transportation and other related expenses.

**Remuneration:**

Members will be compensated \$ 100.00 per meeting, plus will be compensated for expenses incurred to attend meetings.

**Frequency of Meetings:**

The Committee will meet a minimum of twice per year at the Legacy Centre, 16 Allen Street, Thedford.

**Term:**

The term is for up to 3 years

Note: Nothing would preclude an existing committee member from reapplying when his/her term expired.