



## **Accessibility Advisory Committee Mandate**

Date: September 28, 2026  
Adopted: October 13, 2026

## **1. Mandate**

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The Saugeen Shores Accessibility Advisory Committee was formed to comply with the *Accessibility for Ontarians with Disabilities Act, 2005* which requires every municipality having a population of not less than 10,000 to establish an Accessibility Advisory Committee.

The Town of Saugeen Shores' Accessibility Plan establishes the following mission statement:

*To manage the identification, removal, and prevention of barriers in a consistent manner, the Town of Saugeen Shores and the Accessibility Advisory Committee will conduct annual reviews of identified barriers to establish a strategy to improve accessibility and decrease barriers.*

## **2. Membership**

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The Committee shall have a minimum of five (5) members and a maximum of seven (7) members, two (2) of which shall be Council Members. It is ideal if volunteer members represent persons with disabilities.

An alternate member of Council shall also be appointed to fill the vacancy of an appointed Council representative. An alternate member can participate in all Committee discussions but is only able to vote when a primary Council representative is absent.

## **3. Member Qualifications**

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The following qualifications should be considered for appointing members to the Committee:

- Awareness of the Accessibility for Ontarians with Disabilities Act and associated Legislation and the Committee's Mandate.
- Ability to provide technical or subject matter expertise to inform decision making.
- Ability to contribute to work products/deliverables that have been committed by Council.
- Awareness and knowledge of accessibility in the Town.
- Relevant work and volunteer experience, demonstrated expertise and interest and participation in accessibility.
- Ability to attend regular meetings.

#### **4. Term**

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Members shall be appointed for a two (2) year term until their successors are appointed.

#### **5. Chair**

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The Chair of the Committee shall be the appointed Council representative.

The Chair will preside at all meetings and will ensure adherence to the Council approved Mandate.

The Chair will consult with the Committee's Coordinator on items of business intended for inclusion for the Committee agendas and will make linkages to other matters/issues being taken by Council.

#### **6. Vice-Chair**

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The Vice-Chair shall be appointed every other year by a vote of the members present at the first meeting of the year.

The Vice-Chair shall act as Committee Chair in the absence of the Chair.

#### **7. Role of Committee Member**

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Committee Members are to attend every meeting where possible. Members should be prepared for the meeting by reading the meeting agenda package contents ahead of the meeting and work together to advance the workplan and/or any strategic objectives as set out as part of the mandate for this Committee.

#### **8. General Responsibilities**

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Following the *Accessibility for Ontarians with Disabilities Act 2005*, the Committee shall:

- Advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and other matters for which Council may seek its advice
- Review, in a timely manner, the site plans and drawings described in Section 41 of the Planning Act. Appropriate site plans will be recommended by Staff for the Committee to complete their review.
- Perform all other functions that are specified in the Regulations.

The following are additional responsibilities of the Committee:

- Communicate with other Accessibility Advisory Committees, government, and local stakeholder groups on accessibility issues, policies, and guidelines
- Annually review the Accessibility Plan to ensure that it includes identifying, removing, and preventing barriers in the Town's By-laws, policies, programs, practices, and services
- Provide input into priority setting, development, monitoring, and evaluating the Accessibility Plan annually
- Provide comments and recommendations on how the needs of persons with disabilities can be better served through the Town's purchasing of goods and/or services
- Advise Council of fundraising initiatives for accessibility projects that are located in Saugeen Shores
- Fundraise for approved projects, as required.
- To set out clear goals for the Committee for the term.

## **9. Sub-Committees**

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The Committee may, by resolution, establish sub-committees to address specific projects, initiatives, or tasks that align with the Committee's mandate.

Sub-committees shall:

- Have clearly defined Mandate approved by the Committee;
- Report to the Committee and provide recommendations for consideration;
- Not exercise independent decision-making authority unless specifically authorized by Council.

Membership on sub-committees may include:

- Members of the Committee; and
- Individuals who are not Committee members, but who possess relevant expertise, knowledge, or lived experience that would assist the sub-committee in fulfilling its purpose.

Non-Committee members appointed to a sub-committee shall:

- Be appointed by resolution of the Committee;
- Comply with applicable municipal policies including the Code of Conduct, the Municipal Conflict of Interest Act, and confidentiality requirements;
- Serve for the duration of the specific project or task unless otherwise determined by the Committee.

Sub-committees shall dissolve upon completion of their assigned mandate unless otherwise extended by the Committee.

## **10. Role of Staff**

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A representative of the Clerks Office to act as the Committee Co-ordinator and will correspond with members of the Committee.

The Committee Co-ordinator will prepare agenda packages in cooperation with the Chair for delivery to all members at least two (2) days prior to the meeting. The agenda package should include the previous minutes and copies of any information for discussion. The Committee Co-ordinator will give notice of meetings and prepare all correspondence as directed by the Committee.

The Committee Co-ordinator will monitor and update the Committee Workplan for each year and will act as a resource personnel member for Town policies and procedures.

## **11. Meetings**

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Meetings will be held January, March, May, July, September, November-or at the call of the Chair. Meeting days and times will be determined by consensus of the Committee.

Meetings may be cancelled or additional meetings may be held depending on the workload of the Committee which will be determined by the Chair, taking into account the consensus of the Committee. Notice of additional meetings will be provided at least two (2) days in advance.

Committee minutes are to be provided to the Clerk's Office for insertion on the Council's agenda.

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

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Recommendations for Council's consideration are to be presented to Council in report format.

The Committee does not have the authority to specifically direct the activities of Town Staff.

Committee Members shall comply with the Town's Code of Conduct, the Municipal Conflict of Interest Act, the Freedom of Information and Protection of Privacy Act, the RZone – Respect and Responsibility Policy, the Respectful Workplace Policy, and all other applicable Town by-laws and policies.

### **13. Procedure**

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The Committee shall follow the Town's Rules of Procedure By-law. The provisions of these Mandate prevail to the extent of any conflict.

### **14. Confidentiality**

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Members of the Committee may be permitted to access confidential information. All Members are required to hold in strict confidence all confidential information concerning matters dealt with by the Committee.

### **15. Resignation and Dismissal**

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Any member who fails to attend three (3) consecutive meetings without notice will be considered to have resigned from the Committee.

For the purposes of this section, "notice" means informing the Committee Chair or Committee Coordinator of an expected absence at least forty-eight (48) hours before the scheduled meeting, where reasonably practicable. Notice may be provided by email, telephone, or another communication method acceptable to the Committee.

### **16. Financial Planning**

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The Committee's proposed Business Plan items are to be submitted by July 15<sup>th</sup> of each year for consideration.