



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.



Municipality of Lakeshore

Committee of Adjustment

Terms of Reference

Mandate

The powers and functions of the Committee are as provided in the *Planning Act* and related regulations.

The Committee shall hold hearings in accordance with the *Planning Act* with respect to minor variances, consents, enlargements, extensions or changes to legal non-conforming uses; consent to mortgages, partial discharge of mortgages, validation of title, access right-of-ways, easement and leases over 21 years.

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 Secretary-Treasurer, as appointed in Lakeshore's Delegation of Authority By-law, shall act as Municipal Liaison for the Committee and provide administrative and procedural support.

The Division Leader – Community Planning and Team Leader – Development Approvals shall provide professional opinions on applications to the Committee and shall be appointed as alternate Secretary-Treasurer.

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.

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.

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 monthly. 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.

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.



Municipality of Lakeshore

Drainage Board

Terms of Reference

Mandate

The powers and functions of the Board are as provided in the *Drainage Act* and related regulations.

The Board shall act as the facilitator in carrying out the procedures under the *Drainage Act* and shall sit as a Court of Revision for drainage matters and appeals.

Term

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

Composition

The Board shall be composed of five members who are residents.

The Drainage Superintendent shall act as Municipal Liaison for the Board and provide administrative and procedural support.

Qualifications for Membership

Members of the Board shall be:

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

Preference will be given to persons with knowledge of the *Drainage Act* or 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 Board.

Meetings

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

Chair

The Board shall elect a Chair and Vice-Chair at its first meeting.

Proposed Meeting Schedule

The Municipal Liaison shall call the initial meeting of the Board and chair the meeting until a Board Chair is elected. The Board shall meet monthly. Additional meetings may be held at the call of the Chair.

Reports to Council

The Board will submit an annual report to Council at the beginning of each year outlining the Board's activity in the previous 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.



Municipality of Lakeshore

Hearing Committee

Terms of Reference

Mandate

The Committee shall conduct hearings to any appeal to Council pursuant to statute and regulatory by-laws for the Municipality of Lakeshore where provided by by-law.

The Hearing Committee shall be the Property Standards Committee required under section 15.6 of the *Building Code Act, 1992*.

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 Division Leader – Civic Affairs 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.

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 Board.

Meetings

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

Chair

The Board shall elect a Chair and Vice-Chair at its first meeting.

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 as needed to conduct hearings in accordance with the relevant by-law to the appeal.

Reports to Council

The Board will submit an annual report to Council at the beginning of each year outlining the Board's activity in the previous 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.



Municipality of Lakeshore

Heritage Committee

Terms of Reference

Mandate

The powers and functions of the Committee are as provided in the *Ontario Heritage Act* and related regulations.

The Committee shall advise Council on the designation, or repeal of designation, of properties or districts under the Act.

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 four members who are residents and one member of Council.

The Team Leader – Development Approvals 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.

Preference will be given to persons who have knowledge of historical matters within the Municipality of Lakeshore or 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.

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.

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.



Municipality of Lakeshore

Police Services Board

Terms of Reference

Mandate

The powers and functions of the Board are as provided in the *Police Services Act* and related regulations.

Term

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

Composition

The Board shall be composed of:

- Two members of Council
- One community member
- Two members appointed by the Lieutenant Governor in Council.

The Corporate Leader – Strategic & Legal Affairs shall act as Municipal Liaison for the Board and provide administrative and procedural support.

Qualifications for Membership

Members of the Board shall be:

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

Preference will be given to persons with knowledge of the *Police Services Act* or 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 Board.

Meetings

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

Chair

The Board shall elect a Chair and Vice-Chair at its first meeting.

Proposed Meeting Schedule

The Municipal Liaison shall call the initial meeting of the Board and chair the meeting until a Board Chair is elected. The Board shall meet bi-monthly. Additional meetings may be held at the call of the Chair.

Reports to Council

The Board will submit an annual report to Council at the beginning of each year outlining the Board's activity in the previous 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.



Municipality of Lakeshore
Mayor's Arts Awards Committee
Terms of Reference
2022-2026

Mandate

The Committee provides an advisory role only, providing advice and recommendations to the Mayor regarding applications for the annual Mayor's Arts Awards.

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, representing a balance amongst various aspects of the arts, and the Mayor.

The Division Leader – Community 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.

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.

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 as needed for the evaluation and recommendation of applications for the annual awards.

Reports to Council

The Committee will submit an annual report to Council each year identifying the winners of the Mayor's Arts Awards.

Conflict of Interest

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

Remuneration

This is a volunteer committee and members shall not receive remuneration for participation.



Municipality of Lakeshore

Community Services Advisory Committee

Terms of Reference

2022-2026

Mandate

The Committee provides an advisory role only, providing advice and recommendations on specific policy initiatives and service delivery strategies relating to parks and recreation in the Municipality of Lakeshore.

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 six members who are residents, each representing one ward of the Municipality, and one member of Council. The Mayor may participate in the Committee meetings as ex-officio member.

The Division Leader – Community 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.

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

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.

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

This is a volunteer committee and members shall not receive remuneration for participation.



Municipality of Lakeshore

Youth Advisory Committee

Terms of Reference

2022-2026

Mandate

The Committee provides an advisory role only, providing advice and recommendations on specific policy initiatives and service delivery strategies that affect youth in the Municipality of Lakeshore.

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 a maximum of nine youth who are residents, between the ages of 13 and 23, and one member of Council. The Mayor may participate in the Committee meetings as ex-officio member.

The Division Leader – Community 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) Between 13 and 23 years old; and
- c) Available and willing to attend meetings.

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.

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

This is a volunteer committee and members shall not receive remuneration for participation.



Municipality of Lakeshore

Flood Prevention Task Force

Terms of Reference

2022-2026

Mandate

The Task Force provides an advisory role only, providing advice and recommendations on specific policy initiatives and service delivery strategies relating to flooding in the Municipality of Lakeshore.

Term

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

Composition

The Task Force shall be composed of a maximum of nine residents, representing different geographic areas across the Municipality, and one member of Council. The Mayor may participate in the Task Force meetings as ex-officio member.

The Division Leader – Engineering & Infrastructure Services shall act as Municipal Liaison for the Task Force 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.

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 Task Force shall elect a Chair and Vice-Chair at its first meeting.

Proposed Meeting Schedule

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

Reports to Council

The Task Force will submit an annual report to Council at the beginning of each year outlining the Task Force'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

This is a volunteer committee and members shall not receive remuneration for participation.