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## **TOWN OF LASALLE - COMMITTEES**

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### **PURPOSE**

Advisory committees provide recommendations and advice to Town staff and Council. Committee members may contribute to the development of policies, programs, and initiatives that enhance the municipality's quality of life.

The goals, objectives, and purpose of the advisory committee will be contained in one or more of the following: the committee's terms of reference, by-law that established the committee, a Council report recommending the formation of the committee, or a resolution of Council.

Town of LaSalle has the following Committees:

- By-Law Enforcement Committee (Council members & administration)
- Citizen of the Year
- Committee of Adjustment (legislated/statutory) (Council members, administration and laypersons)
- Parks, Recreation & Events Committee (Council members & administration)
- Fire Committee (Council members & administration)
- LaSalle Accessibility Advisory Committee (legislated/statutory) (Council members, administration and laypersons)
- Municipal Election Compliance Audit Committee (legislated/statutory) (Administration and laypersons)
- Personnel Committee (Council members & administration)
- Planning Committee (Council members & administration)
- Remembrance Day Committee
- Strategic Planning Committee (Sub committees include: HR & Finance; Assessment; Environmental; and, Promotion/Communication)
- Water/Wastewater Committee (Council members & administration)

In addition, the Town also has membership on the Police Services Board, representation on Essex Power Corporation, ERCA, and the Essex County Library Board.

### **AUTHORITY**

Authority is noted within each Committee's Terms of Reference.

**APPOINTMENT OF LAY PERSONS**

The maximum length of time a lay representative may serve on a committee is consistent with two terms of council (eight years).

Committee lay person appointees are required to obtain a police clearance search at the expense of the Town.

**APPOINTMENT OF COUNCIL MEMBERS TO COMMITTEES**

The Mayor shall recommend appointment of members to committees and provide an Information report/synopsis to Council for consideration and approval of said appointments.

**MAYOR**

The Mayor is ex-officio to all committees.

**TERM OF OFFICE**

Each member is appointed for a specific term.

**ADVERTISING / NOTICE OF VACANCIES**

An advertisement shall be placed in the local newspapers seeking interested residents who wish to submit interest to sit on municipal committees, and that their name be placed in a "pool" that Council will have the ability to appoint as needed to various municipal committees.

**REPORTING**

Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council for adoption and approval of any recommendations.



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## **PARKS, RECREATION & EVENTS COMMITTEE TERMS OF REFERENCE**

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### **PURPOSE**

The purpose of the Parks, Recreation and Events Committee is to act as an advisory body and make recommendations to Council regarding matters pertaining to parks, recreation and events within the municipality.

### **AUTHORITY**

The Parks, Recreation and Events Committee is an advisory committee to Council and does not have any delegated authority.

### **COMMITTEE COMPOSITION**

The Committee shall consist of three (3) members of Council as appointed by the Mayor. The Committee shall also include the management staff for Culture & Recreation, Public Works and Finance (as required – dependent on agenda items).

### **TERM**

Members' term will be consistent with that approved by Council.

### **CHAIRPERSON**

The Chairperson of the Committee shall be appointed by the Mayor.

### **SCHEDULE OF MEETINGS**

The Committee shall meet monthly, or at the call of the Chair.

### **MANDATE**

The Committee will act in an advisory capacity and work in conjunction with Town staff to provide advice and present recommendations to Council for matter within the following areas:

- Consideration, development and review of policies and bylaws related to Parks, Recreation and Events
- Development and planning regarding all Town Events (including the Strawberry festival and any other large scale events) and Recreational programming;
- Input, development and implementation of the Parks Master Plan, Vollmer Master Plan and any other Park or Recreation based master or long term plan
- Review submissions from community associations, organizations, residents and user groups regarding the operation, enhancement or alteration of Parks, Recreation and Event services within the municipality;
- Implementation of partnership opportunities for fundraising and program development;
- Provide input and direction into development of the Town operating and capital budget

- Naming of municipal parks, having regard to established policies.
- Development and implementation of policies surrounding parks, parkland, municipal beautification, and tree planting & management;
- Establishment of a framework for the management of the Natural Areas/Greenspace;
- Other matters referred to the Committee by Council.

## **RESTRICTIONS**

The Parks, Recreation and Events Committee shall not become involved in, nor direct the Culture & Recreation and Parks personnel on the following:

- All human resources, which is the direct day-to-day contact with the employees in relation to managing/supervising/assignment of tasks.
- It shall be the sole responsibility of the department head/manager to operate within his department pursuant to the description of his/her duties without interference of the Festivals, Events & Recreation Committee.

Any direction given by the Parks, Recreation and Events Committee, to the Director of Culture & Recreation or Director of Public Works shall be done through the C.A.O.'s office, and reporting back shall follow the same order.

## **REPORTING (AGENDAS/MINUTES)**

Meeting agendas and minutes will be distributed to the Committee members by staff in accordance with our Procedure Bylaw.

Decisions of the Committee must be presented in the form of a recommendation to be referred to Council for consideration. Recommendations will be noted in the Committee minutes as adopted and presented by staff in a Council Report.



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## **FIRE COMMITTEE TERMS OF REFERENCE**

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### **PURPOSE**

The purpose of the Fire Committee is to make recommendations to Council regarding certain operational issues as they relate to the Fire Services Department.

### **AUTHORITY**

The Committee is an advisory committee to Council and does not have any delegated authority.

### **COMMITTEE COMPOSITION**

Membership shall consist of two (2) members of Council appointed by the Mayor in consultation with members of Council. The Committee will also include the Fire Chief, Deputy Fire Chief, C.A.O. and any other support staff as deemed necessary by the C.A.O.

### **TERM**

Members' term will be consistent with that approved by Council.

### **CHAIRPERSON**

The Chairperson shall be appointed by the Mayor.

### **SCHEDULE OF MEETINGS**

The Committee schedule will be established by the members of the Committee in consultation with the Fire Chief and C.A.O.

### **MANDATE**

The Fire Committee's mandate includes the following:

- Preview of recommendations to Council from the Fire Chief/Deputy Chief in regard to such operational issues as the purchase of equipment; Fire Department Activity Report; review of Health and Safety and training needs; facilities, etc.
- Review relevant governing legislation with Fire Department management.
- In consultation with the Fire Chief/Deputy Fire Chief, C.A.O. and Treasurer, assist in the preparation of the annual budget.
- In consultation with the Fire/Deputy Fire Chief, C.A.O., and Treasurer, assist in the preparation of the capital needs budget.
- Make recommendations to the Personnel Committee regarding additions to volunteer/full time staff.
- Make any recommendations they deem appropriate to assist in the smooth operation of the department.

## **RESTRICTIONS**

- The Fire Committee shall not direct the Fire Chief/Deputy Fire Chief or other Personnel in the day-to-day operation of employees in relation to managing/supervising/assignment of tasks.
- It shall be the sole responsibility of department head/manager to operate within his department pursuant to the description of his/her duties without interference of the Fire Committee.
- Any direction given by the Fire Committee, to the Fire Chief or Deputy Chief, shall be done so through the C.A.O.'s office, and reporting back shall follow the same order.

## **REPORTING**

Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council for adoption and approval of any recommendations.



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## **PERSONNEL COMMITTEE TERMS OF REFERENCE**

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### **PURPOSE**

The purpose of the Personnel Committee is to make recommendations to Council regarding certain personnel issues as they relate to the operations of the Corporation of the Town of LaSalle.

### **AUTHORITY**

The Personnel Committee is an advisory committee and does not have any delegated authority, except as noted in the Town's Recruitment Policy.

### **COMMITTEE COMPOSITION**

Composition shall consist of the Mayor, Deputy Mayor, appointed Member of Council, the Chief Administrative Officer, Director of Council Services and the Human Resources Manager.

### **TERM**

Members' term will be consistent with that approved by Council.

### **CHAIRPERSON**

The Chairperson shall be appointed by the Mayor.

### **SCHEDULE OF MEETINGS**

Meetings shall be scheduled at the call of the Chair.

### **MANDATE**

The Personnel Committee's mandate shall encompass the following:

- The authority to review and approve changes to the organization structure and operation/philosophy of any municipal department, in consultation with the applicable department head/manager.
- Approve and recommend human resources policies in consultation with the Chief Administrative Officer, and any other operational issue that the Committee shall deem appropriate as reported by the C.A.O. or Human Resources Manager.
- Embrace an approach/strategy in relation to the negotiation of collective agreements.
- Members of the Personnel Committee have an opportunity to participate in on specific interviewing of candidates for municipal positions in accordance with the Recruitment Policy.

- Shall make any recommendations they deem appropriate to assist in the smooth operation of the municipality.

### **RESTRICTIONS**

The Personnel Committee shall not become involved in, nor direct department heads/management personnel on the following:

- All human resources, that is, the direct day-to-day contact with employees in relation to managing/supervising/assignment of tasks.
- The general operation of a Department Head's duties
- Recruitment decisions unless otherwise stipulated in the Recruitment Policy.

Any direction given by the Personnel Committee shall be done through the C.A.O.'s office, then to the applicable department head. Reporting back shall follow the same order.

### **REPORTING**

Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council for adoption and approval of any recommendations.





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## **PLANNING COMMITTEE TERMS OF REFERENCE**

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### **PURPOSE AND MANDATE**

The purpose and mandate of the Planning Committee is to hold public information meetings, in order to obtain public input as early as possible and to allow information to be shared with the public for all Planning Act applications that require public hearings to be held before Council decisions are made. The Planning Committee can also be used to hold other public information meetings on matters that Council deems appropriate.

### **AUTHORITY**

The Planning Committee is an advisory committee created by Town of LaSalle Council.

### **COMMITTEE COMPOSITION AND ADMINISTRATIVE SUPPORT**

The Committee shall consist of three (3) members of Council, appointed by the Mayor. The Director of Development and Strategic Initiatives and the Director of Public Works shall also be members of this committee. Other Town staff from the Development and Strategic Initiatives Department and the Public Works Department will be available as resources to the Planning Committee. Administrative support to this committee will be provided by staff from the Department of Development and Strategic Initiatives, which support will include the preparation and circulation of agendas and committee minutes.

### **TERM**

Members' term will be consistent with that approved by Council.

### **CHAIRPERSON**

The Director of Development and Strategic Initiatives shall be the Committee Chair.

### **SCHEDULE OF MEETINGS**

Committee Meetings shall be held monthly.

### **RESTRICTIONS**

The Planning Committee shall not become involved in, nor direct department heads/management personnel on the following:

- All human resources, that is, the direct day-to-day contact with the employees in relation to managing/supervising/assignment of tasks.
- It shall be the sole responsibility of the department head/manager to operate within his/her department pursuant to the description or his/her duties without interference of the members of the Planning Committee.

**REPORTING**

Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council and information that is obtained at the public information meetings will be incorporated into the staff reports for the respective Planning Act applications, to be used by Town staff and Council, as part of the information that is considered when making recommendations/decisions pertaining to individual applications.



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## **WATER/WASTEWATER COMMITTEE TERMS OF REFERENCE**

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### **PURPOSE**

The Water/Wastewater Committee is created by the Town of LaSalle Council, and is authorized to make recommendations to Council regarding “water supply and wastewater collection” issues as they relate to the delivery of services to the residents within the corporate limits of the Town of LaSalle.

### **AUTHORITY**

The Committee has delegated authority.

### **COMMITTEE COMPOSITION**

Shall consist of all members of Council and shall include administration resources from the Public Works Department, Finance Department and the Council Services Department.

### **TERM**

Members’ term will be consistent with that approved by Council.

### **CHAIRPERSON**

The Chairperson shall be appointed by the Mayor.

### **SCHEDULE OF MEETINGS**

Committee meetings shall be at the call of the Chair.

### **MANDATE**

The Water/Wastewater Committee's mandate shall encompass the following:

- Review the water distribution needs and water quality procedures to assure the safe delivery of water to the residents of the Town of LaSalle.
- Establish policies in relation to construction/repair/maintenance of the water and wastewater system.
- Make recommendations to the Personnel Committee in relation to any staff additions to the Water/Wastewater Division of the Public Works Department.
- In consultation with the Director of Public Works, Manager of Water and Wastewater, and Town Treasurer, prepare a yearly estimate of costs for the operation of the water and wastewater divisions, and same shall be submitted as part of the budget process.
- Review any capital needs of the divisions, and same shall be contained in the budget process.

**RESTRICTIONS**

The Water/Wastewater Committee shall not become involved in, nor direct department heads/management personnel on the following:

- All human resources, that is, the direct day-to-day contact with employees in relation to managing/supervising/assignment of tasks.
- It is the sole responsibility of the department head/manager to operate within his/her department pursuant to the description of his/her duties without interference of the Water Committee and/or Council member.

**REPORTING**

Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council for adoption.



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## **BY-LAW ENFORCEMENT COMMITTEE TERMS OF REFERENCE**

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### **PURPOSE AND DELEGATED AUTHORITY**

The By-law Enforcement Committee was established by By-law 6799 passed on April 24, 2007 in accordance with Section 23.1 of the Municipal Act, 2001, as amended, by the Town of LaSalle Council, and is authorized to make decisions on By-law Enforcement matters on behalf of Council of the Town of LaSalle.

The Committee believes that the Town's regulatory by-laws should reflect its community and be respectful of its residents while providing a regulatory framework to ensure fairness and consistent application.

### **MANDATE**

On behalf of Council to:

- review by-law enforcement and compliance matters whether initiated by a ratepayer complaint or otherwise;
- hear ratepayers complaints and evidence about by-law violations that concern them;
- make final decisions as to whether or not to take steps to enforce a by-law;
- to decide the method by which the by-law is to be enforced and by whom, including the retention of outside legal counsel;
- decide whether to continue or discontinue any investigation or enforcement proceeding that had been started at a previous time;
- conduct a review of existing regulatory by-laws in effect and to recommend to Council any amendments and repeals to the by-laws to ensure compliance with current legislation and enforcement standards which reflect current standards and the reality of the local community.

### **COMMITTEE COMPOSITION**

Shall consist of three members of Council appointed by Mayor and shall include administration resources from the Department of Development & Strategic Initiatives, from the Department of Council Services, and from in-house Legal Services.

Development and Strategic Initiatives staff and in-house Legal staff will attend meetings in an advisory capacity, and for the purpose of seeking direction on compliance and enforcement matters. Administrative support for this Committee will be provided by Council Services staff. Other staff members may attend if a by-law violation/update involves their specific department.

#### **TERM**

Members' term will be consistent with that approved by Council.

#### **CHAIRPERSON**

The members of the Committee shall elect from among them a Chairperson.

#### **MEETINGS AND PUBLIC HEARING PROCESS FOR DELEGATIONS**

The Committee will meet once a month, at open public meetings, at a standard time and place to be set by the Committee Chairperson and more frequently should the Chairperson deem it necessary and/or if required by the volume or nature of compliance matters being addressed by Administration.

A quorum of the Committee shall be considered to be two (2).

The Committee shall establish operating procedures it deems necessary and appropriate to conduct its business.

Decisions of the Committee are final and will be issued by resolution, except where by-laws are being recommended for amendment or repeal, in which case, authority for passing all by-laws would remain with Council.

The rules for delegations appearing before the Committee shall be consistent with Council's Procedure By-law wherein five minutes are granted to delegations to present their item, and a five-minute extension may be granted at the discretion of the Chair. Persons initiating a presentation to the Committee shall be heard first, and after delegations for the opposition are heard, shall have the right to reply. The time limit for reply is limited to five minutes, with an extension of a maximum of one further period of up to five minutes, which may be permitted at the discretion of the Chair. Delegations consisting of more than one person shall be limited to two speakers, each of which is restricted to the time limitations outlined above. Delegations are required to provide any documents they deem necessary to the Committee in support of their position prior to the meeting. Documentation is to be given to the Clerk for inclusion on the Committee agenda.

The rules of decorum of Committee members and the public shall be consistent with those set out in Section 7 of Council's Procedural By-law No. 6647.

After hearing delegations, the Committee may elect to call for a vote and make a decision with all parties present or may elect to reserve its decision if the subject matter, or a portion thereof, qualifies under the closed meeting provisions of the Municipal Act, 2001 as amended. Interested parties appearing at the Committee meeting will be notified in writing of the Committee's decision in all instances.

## **RESTRICTIONS**

The By-law Enforcement Committee shall not become involved in, nor direct personnel on the following:

- All human resources, that is, the direct day-to-day contact with employees in relation to managing/supervising/assignment of tasks.
- It is the sole responsibility of the department head/manager to operate within his/her department pursuant to the description of his/her duties without interference of the By-law Enforcement Committee and/or Council member.



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## MUNICIPAL ELECTION COMPLIANCE AUDIT COMMITTEE TERMS OF REFERENCE

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### **PURPOSE**

The purpose of the Municipal Election Compliance Audit Committee is to deal with any applications for an audit from each regular election and any by-elections during the term of the municipal council.

### **AUTHORITY**

The Municipal Election Compliance Audit Committee is created by the Town of LaSalle Council, and is authorized to hear and determine all applications filed in accordance with section 81 of the Municipal Election Act (MEA) in accordance with the procedures established by the Municipal Clerk under the provisions of the MEA. Any application which does not meet the legislative deadline for submission will not be presented to the Committee for review.

### **ENABLING LEGISLATION**

The *Municipal Elections Act*, 1996 as amended (MEA) - compliance audit committee states that a council or local board shall, before October 1 of an election year, establish a committee for the purposes of section 81.

### **COMMITTEE COMPOSITION**

The committee shall be composed of not fewer than three (3) and not more than seven (7) members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board; or
- (c) any persons who are candidates in the election for which the committee is established.

The Committee shall consist of three (3) members plus one (1) alternate as appointed by Council possessing the required skills and qualifications.

The committee shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established or family members or employees of same, or any persons connected to a candidate through an employment, contractual, business or partnership relationship;
- (d) any persons who is or intends to volunteer or seek employment to assist any candidate in the election for which the committee is established.



Qualifications include the skills, knowledge, and experience committee members need to contribute effectively to the accomplishment of the committee's objectives such as accounting and audit experience, academic qualifications (college or university professors with expertise in political science or local government administration), legal professionals and those with knowledge of campaign financing rules under the MEA, 1996. In addition to the restricted membership criteria referred to above, to avoid possible conflicts of interest, any accountants appointed to the committee are not permitted to prepare the financial statement of any candidate running for office on Council and any auditor or accountant appointed to the committee must agree in writing not to undertake the audits or preparation of the financial statements of any candidates seeking election to Council. Failure to adhere to this requirement will result in the individual being removed from the committee.

The following Town of LaSalle staff resources will be required for the successful operation of this committee:

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| Staff #1 | Director of Council Services and Clerk |
| Staff #2 | Administrative Assistant to the Clerk  |
| Staff #3 | Town Solicitor (as required)           |

### **TERM**

The committee shall be established before October 1 of an election year. The term of appointment is from December 1, of a regular election year to November 30, of the next regular election year.

### **CHAIRPERSON**

The Chairperson shall be determined by the Committee at the first committee meeting.

### **ROLE OF CHAIRPERSON**

To be determined by the Committee at first meeting.

### **ROLE OF SECRETARY**

The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under the *MEA* to implement the committee's decisions.

### **COSTS**

The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities.

### **SCHEDULE OF MEETINGS**

The committee shall meet as required to consider any applications for audit that have been filed in accordance with the legislation. Meetings will be conducted in accordance with the open meeting provisions of the *Municipal Act, 2006* and the closed meeting rules as Outlined in Section 239 of the *Municipal Act* shall apply. The frequency and duration of meetings will be determined by the committee in consultation with the Clerk. Meeting notices, agendas and minutes will be posted to the Town of LaSalle website.

## **MANDATE**

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of the *MEA* relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances.

The mandate of the Municipal Election Compliance Audit Committee is to hear and determine all applications filed in accordance with section 81 of the *MEA* in accordance with the procedures established by the municipal clerk under the provisions of the *MEA*. Any application which does not meet the legislative deadline for submission will not be presented to the committee for review.

The Committee is required by legislation to:

- 1) Review any applications for a compliance audit of any candidate who ran for election to LaSalle Town Council, if the application was received in accordance with the legislation requirements.
- 2) Determine whether the application should be granted or rejected within 30 days of receipt of such application.
- 3) Where an application is granted, appoint an auditor licensed under the *Public Accounting Act*, 2004 or other prescribed person to conduct a compliance audit of the candidate's election campaign finances.
- 4) Consider the report of the auditor within 30 days of receipt and may,
  - a) if the report concludes that the candidate appears to have contravened a provision of the *MEA* relating to election campaign finances, commence a legal proceeding against the candidate for the apparent contravention;
  - b) if the report concludes that the candidate does not appear to have contravened a provision of the *MEA* relating to election campaign finances, make a finding as to whether there were reasonable grounds for the application.

## **RESTRICTIONS**

Any restrictions would be in accordance with the *MEA*.

## **PROCEDURES AND APPLICABLE TIMEFRAMES**

### Filing of an Application

An application for a compliance audit shall be made in writing to the Clerk of the municipality or the secretary of the local board for which the candidate was nominated for office; and it shall be in writing and shall set out the reasons for the elector's belief.

The application must be made within 90 days after the latest of:

- (a) The filing date under section 78;
- (b) The candidates' supplementary filing date, if any, under section 78;
- (c) The filing date for the final financial statements under section 79.1; or
- (d) The date on which the candidate's extension, if any, under subsection 80 (1) expires

#### Application to be forwarded to committee

Within 10 days after receiving the application, the Clerk of the municipality or secretary of the local board, as the case may be, shall forward the application to the committee and provide a copy to the council or local board.

#### Decision

Within 30 days after receiving the application, the committee shall consider the application and decide whether it should be granted or rejected.

#### Appeal

The decision of the committee may be appealed to the Ontario Court of Justice within 15 days after the decision is made and the court may make any decision the committee could have made.

#### Appointment of Auditor

If the committee decides to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. Only auditors licensed under the Public Accounting Act, 2004 or prescribed persons are eligible to be appointed.

#### Duty of Auditor

The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of the Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate.

#### Who receives report

The auditor shall submit the report to:

- (a) The candidate
- (b) The Council or local board, as the case may be
- (c) The Clerk with whom the candidate filed his or her nomination
- (d) The secretary of the local board, if applicable
- (e) The applicant
- (f) The committee

#### Report to be forwarded to committee

Within 10 days after receiving the report, the Clerk of the municipality or the secretary of the local board shall forward the report to the Election Compliance Audit Committee.

#### Powers of auditor

For the purpose of the audit, the auditor,

- (a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
- (b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit

#### Powers of committee

The committee shall consider the report within 30 days after receiving it and may:

- (a) if the report concludes that the candidate appears to have contravened a provision of this Act relating to election campaign finances, commence a legal proceeding against the candidate for apparent contraventions;
- (b) if the report concludes that the candidate does not appear to have contravened a provision of this Act relating to election campaign finances, make a finding as to whether there were reasonable grounds for the application.

#### Immunity

No action or other proceeding for damages shall be instituted against an auditor appointed by the committee for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith.

#### Saving provision

This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances.

#### Role of Clerk

The clerk of the municipality or local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions.

### **BUDGET AND RESOURCES**

Members of the committee shall receive a per diem for attendance at each meeting.

The Town is responsible to pay for any audit costs relating to decisions of the committee.

### **CODE OF CONDUCT**

Committee members will be guided by the Town of LaSalle's Accessible Customer Service Policy, Workplace Violence and Harassment Policies, and the Municipal Freedom of Information and Protection of Privacy Act and Municipal Elections Act.

### **COMPLETION CRITERIA**

The mandate of the Municipal Election Compliance Audit Committee will be considered complete at the end of each four-year term of council at which time, a successor committee shall be appointed.



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## **LASALLE ACCESSIBILITY ADVISORY COMMITTEE TERMS OF REFERENCE**

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### **MANDATE**

The mandate of the Accessibility Advisory Committee is to advise LaSalle Town Council on the preparation and implementation of accessibility plans in order to remove barriers for people with disabilities and ensure that new barriers are eliminated and to promote accessibility in the community.

The role of the Accessibility Advisory Committee will include reviewing and advising Council on the following areas:

- Site plans of new and existing municipal buildings where approval is required by the Town of LaSalle (as described in section 4.2 of the Planning Act);
- Significant renovations to municipal facilities
- Leased facilities or any other facility used as a municipal building
- Goods and services provided by the Town of LaSalle or agents providing services under contract with the Corporation as defined under the new *Accessibility for Ontarians with Disabilities Act 2005*, (AODA).
- Rules and Regulations under the *Accessibility for Ontarians Disability Act* (AODA)

### **AUTHORITY**

The *Ontarians with Disabilities Act* (ODA) requires municipalities with a population of 10,000 or more to establish an accessibility advisory committee whose primary purpose is to help prepare and implement annual accessibility plans. A majority of the members of a municipal accessibility advisory committee must be persons with disabilities.

### **COMMITTEE MEMBERSHIP**

The membership is comprised one (1) or more members of Council who shall be appointed from time to time by the Mayor and act as Chair and a minimum of four (4) members from the Town of LaSalle. Council Services staff will attend meetings in an advisory capacity and record without note or comment all decisions and comments of the advisory committee.

### **CRITERIA**

The following criteria will be used in the appointment of the Accessibility Advisory Committee members from the LaSalle community. Individuals to be considered shall:

- exhibit a strong commitment to the community in order to improve its accessibility
- be sensitive to the accessibility barriers experienced by individuals with disabilities
- demonstrate understanding of the municipality's roles and service responsibilities
- demonstrate understanding of the Town's community, business, social and cultural interests and diversities
- volunteer the necessary time to ensure full participation and interest

Note: A minimum of 50% of the membership must have a disability.

**MEETINGS**

The LaSalle Accessibility Advisory Committee (LAAC) meets at Town Hall every other month. Meeting dates and times are published regularly on Town Council Agendas and on the Town's website. All Committee meetings are open to the public.