



## MUNICIPALITY OF THAMES CENTRE

**REPORT NO.** AIAC-002-25

**TO:** Accessibility & Inclusivity Advisory Committee

**FROM:** Director of Legislative Services/Clerk

**MEETING DATE:** January 7, 2025

**SUBJECT:** Draft Terms of Reference

### RECOMMENDATION:

**THAT** Report No. AIAC-002-25 be received for information;

**AND THAT** the Accessibility and Inclusivity Advisory Committee **RECOMMENDS ADOPTION** of the Draft Terms of Reference as appended to this report.

### BACKGROUND & COMMENTS:

At the May 6, 2024 Accessibility & Inclusivity Advisory Committee meeting, the Committee passed the following resolution:

**Resolution: AIAC-11-2024**

**Moved by:** S. Rae

**Seconded by:** D. Lockie

THAT staff provide a draft Terms of Reference that models Wellington Centre for review at an upcoming meeting.

**Carried.**

Staff have prepared a Draft Terms of Reference for review by the Committee that is appended to this report. Once the Committee has provided their feedback on these Terms of Reference, the final approval authority for the Terms of Reference is Council.

In the discussion at the May 6, 2024 meeting there were a number of ideas identified to be considered in the Terms of Reference and staff did their best to keep to the already established outline for Terms of Reference within the Municipality of Thames Centre and to ensure that the updates discussed by the Committee are included, where appropriate.

Terms of Reference are meant to provide the framework for a committee outlining the role, mission, responsibilities, and composition of the committee.

The role of the committee was set as part of the creation of the Committee in March of 2021. The current Committee has expressed that they wish to expand its role from what was originally stated when the committee was created, this verbiage has been updated to ensure the role of the committee is clearly identified.

The Committee commented on having specifics for membership of various groups within the TOR, however this can be very limiting to a Committee when recruiting new members. It is advisable to instead, with the assistance of the committee, provide robust advertising for new members, through options such as social media, traditional ads in newspapers and possibly targeted emails to groups.

## **ATTACHMENTS:**

Current AIAC Terms of Reference  
Proposed AIAC Terms of Reference

Prepared by: Jana Nethercott, Director of Legislative Services/Clerk in consultation with Steve MacDonald, Director of Community Services & Facilities

Reviewed by: David Barrick, CAO