



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Melissa Lawr, Deputy Clerk - Legislation

DATE: May 5, 2025

REPORT NO.: ADMIN-2025-011

SUBJECT: Membership Appointment – Accessibility Advisory Committee

RECOMMENDATION:

THAT Report No. ADMIN-2025-011 dated May 5, 2025 regarding Membership Appointment – Accessibility Advisory Committee be received;

AND FURTHER THAT the Mayor and Clerk be authorized to enact the necessary by-law (Appendix A) to appoint the members to the Town's Accessibility Advisory Committee for the remainder of the 2022-2026 term.

KEY POINTS:

The following are key points for consideration with respect to this report:

- A member of the Accessibility Advisory Committee resigned leaving a vacancy on the Committee
- Town staff advertised for a membership vacancy as outlined in the [Advisory Committees of Council – Public Appointment Policy](#)
- Two successful applicants are being appointed to the Accessibility Advisory Committee for the remainder of the term

BACKGROUND AND DISCUSSION:

A member of the Accessibility Advisory Committee resigned, leaving the Committee with six members. As per the Committee's Terms of Reference (Appendix B), the Committee shall be composed of a maximum of twelve members, including two Council representatives.

Town staff posted the membership vacancy from February 27th until March 31st on the [Town's Advisory Committees of Council](#) page which was also shared on Town social accounts.

The Chair and Vice Chair reviewed all applications that were received. Two new members will be appointed for the remainder of the 2022-2026 term.

Successful candidates have been notified and will be contacted again upon their appointment by Council.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

The Accessibility Committee Clerk and the Chair and Vice Chair of the Accessibility Committee were involved in the application review process.

FINANCIAL IMPLICATIONS:

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Valerie Petryniak, Town Clerk & Director of Legislative Services

Chris Mills, Chief Administrative Officer