

# **The Corporation of the City of Kawartha Lakes**

## **Agenda**

### **Kawartha Lakes Accessibility Advisory Committee Meeting**

**KLAAC2018-002**

**Thursday, February 15, 2018**

**1:30 P.M.**

**Lindsay Library Meeting Room**

**Lindsay Library**

**190 Kent Street West, Lindsay, Ontario**

#### **Members:**

**Councillor Stephen Strangway**

**Cathy Bell**

**Donald Brown**

**Sharon Coupland**

**Lynda DaSilva**

**Mary Ann Fitzpatrick**

**Dick Foster**

**Bill Huskinson**

**Jane McLean**

**Crystal Morrissey**

**Elizabeth Peeters**

**Norm Price**

**Joan Skelton**

Accessible formats and communication supports are available upon request.

1.	<b>Call to Order</b>	
2.	<b>Administrative Business</b>	
2.1	Adoption of Agenda	
	<b>That</b> the agenda for the February 15, 2018 Kawartha Lakes Accessibility Advisory Committee Meeting be adopted as circulated.	
2.2	Declaration of Pecuniary Interest	
2.3	Adoption of Minutes from Previous Meeting	
2.3.1	KLAAC2018-002.2.3.1	4 - 10
	Minutes, Kawartha Lakes Accessibility Advisory Committee meeting, January 18, 2018	
	<b>That</b> the minutes of the Kawartha Lakes Accessibility Advisory Committee meeting held on January 18, 2018, be adopted as circulated.	
3.	<b>Deputations/Presentations</b>	
4.	<b>Correspondence</b>	
5.	<b>News/Updates from Working Groups, Staff and Council</b>	
5.1	Accessibility Officer Update	
5.1.1	Terms of Reference	11 - 15
	Review, recommendations and update	
5.1.2	Public Accessibility and Visioning Exercise - February 1 and 8, 2018	
	Review of comments (separate handout)	
5.2	Public Awareness (Public Education/Employment/Information&Communication)	
5.3	Public Spaces (Parks, Built Environment and Transportation (Transit))	

5.4 Councillor's Update

That the reports provided under agenda items 5.1, 5.2, 5.3, and 5.4 be received by the Kawartha Lakes Accessibility Advisory Committee for information purposes.

6. **New or Other Business**

6.1 Terms of Office

7. **Next Meeting**

The next meeting will be held on March 15, 2018 at 1:30 p.m. in the Lower Level Boardroom at the Lindsay Public Library.

8. **Adjournment**

**The Corporation of the City of Kawartha Lakes**  
**Minutes**  
**Kawartha Lakes Accessibility Advisory Committee**  
**Meeting**

**KLAAC2018-001**

**Thursday, January 18, 2018**

**1:30 P.M.**

**Lindsay Library Meeting Room**

**Lindsay Library**

**190 Kent Street West, Lindsay, Ontario**

**MEMBERS:**

**Councillor Stephen Strangway**

**Cathy Bell**

**Donald Brown**

**Sharon Coupland**

**Lynda DaSilva**

**Mary Ann Fitzpatrick**

**Dick Foster**

**Bill Huskinson**

**Jane McLean**

**Crystal Morrissey**

**Elizabeth Peeters**

**Norm Price**

**Joan Skelton**

**Sharlene Marshall**

**Accessible formats and communication supports are available upon request.**

**1. Call to Order**

N. Price called the meeting to order at 1:35 p.m. Committee Members D. Brown, S. Coupland, L. DaSilva, M. Fitzpatrick, D. Foster, S. Marshall, J. McLean, C. Morrissey, E. Peeters, and Councillor S. Strangway were in attendance.

Staff present: B. Condie, Accessibility Officer, C. Ritchie, City Clerk, and M. Warren, Administrative Assistant and Recording Secretary.

Absent: C. Bell and B. Huskinson.

Late arrival: J. Skelton at 1:38 p.m.

**1.1 Appointment of Chair**

B. Condie called for nominations for the position of Chair.

D. Foster nominated N. Price. C. Morrissey seconded.

E. Peeters nominated C. Morrissey. J. McLean seconded.

B. Condie called a second and third time for nominations for the position of Chair. There were no more nominations.

Each nominated person was asked if they wished to let their name stand for Chair of the Committee. N. Price accepted the nomination. C. Morrissey declined.

B. Condie declared N. Price as Chair of the Kawartha Lakes Accessibility Advisory Committee.

N. Price assumed the Chair and conducted the nominations for Vice Chair.

**1.2 Appointment of Vice Chair**

N. Price called for nominations for the position of Vice Chair.

J. McLean nominated C. Morrissey. D. Foster seconded.

M. Fitzgerald nominated L. DaSilva. E. Peeters seconded.

N. Price called a second and third time for nominations. There were no more nominations.

Each nominated person was asked if they wished to let their name stand for Vice Chair of the Committee. They both accepted the nomination.

The Committee completed the nomination of Vice Chair through secret ballot.

B. Condie declared C. Morrissey as Vice Chair of the Kawartha Lakes Accessibility Advisory Committee.

**KLAAC2018-001**

**Moved By** J. McLean

**Seconded By** M.A. Fitzpatrick

**That** the ballots for nomination of Vice Chair be destroyed.

**CARRIED**

### **1.3 Welcomes and Introductions**

Cathie Ritchie, City Clerk  
Sharlene Marshall, New Member

N. Price welcomed and introduced City Clerk C. Ritchie, and new member S. Marshall.

## **2. Administrative Business**

### **2.1 Adoption of Agenda**

**KLAAC2018-002**

**Moved By** L. DaSilva

**Seconded By** J. McLean

**That** the agenda be adopted with the following additions:

6.2 Transportation

6.3 Terms of Office

**CARRIED**

### **2.2 Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

## **2.3 Adoption of Minutes from Previous Meeting**

### **2.3.1 KLAAC2018-001.2.3.1**

Minutes, Kawartha Lakes Accessibility Advisory Committee Meeting  
November 16, 2017

**KLAAC2018-003**

**Moved By** L. DaSilva

**Seconded By** D. Foster

**That** the minutes of the Kawartha Lakes Accessibility Advisory Committee meeting held on November 16, 2017, be adopted as circulated.

**CARRIED**

## **3. Deputations/Presentations**

There were no deputations or presentations.

## **4. Correspondence**

### **4.1 KLLAC2018-001.4.1**

Alfred Spencer, Director, Accessibility Outreach, Education and Referral Branch,  
Accessibility Directorate of Ontario

Email

Consultation of Accessibility Advisory Committees

**KLAAC2018-004**

**Moved By** L. DaSilva

**Seconded By** C. Morrissey

**That** the December 6, 2017 correspondence from Alfred Spencer, regarding Consultation of Accessibility Advisory Committees, be received.

**CARRIED**

## **5. News/Updates from Working Groups, Staff and Council**

### **5.1 Accessibility Officer Update**

B. Condie, Accessibility Officer

Memo

January Update

B. Condie updated the Committee on several items - see attached memo. She asked members to RSVP to the Public Accessibility Presentation and Visioning Exercise on February 1 & 8.

She also announced that the City has received a \$25,000.00 grant for Age Friendly Business Engagement which will be mainly a summer project.

She circulated copies of an article from Municipal World, Canada's Aging Population Signals Need for More Inclusive, Accessible Transportation System, and offered to lend members a copy of the report mentioned in the article, Older Canadians on the Move by the Council of Canadian Academics.

Ms. Condie will contact Planning to discuss the Site Plan Review Process. Ms. Condie will send members synopses of the new working groups and ask for interest.

### **5.2 Public Awareness (Public Education/Employment/Information&Communication)**

E. Peeters reported that requests for Accessibility Awards nominations will be sent out on February 5th. The applications will be online or available through the City Clerk's Office. More details to follow.

### **5.3 Public Spaces (Parks, Built Environment and Transportation (Transit))**

N. Price reported on the recent Transit Board Meeting. He said that there will be an increase in gas tax funding due to an increase in ridership. The Lindsay Transit Master Plan report will be going to Council in the near future.

### **5.4 Councillor's Update**

Councillor Strangway thanked everyone for their efforts on the Committee, and welcomed Sharlene and Cathie. The City Budget was completed in December and includes a large number of accessibility items. He spoke in support of the monthly meeting schedule, which he thinks will increase momentum, but suggested that this could be reviewed in May or June. He explained that with the forthcoming decrease of Council to eight members, the review of Committees of



Council will assess each committee's needs in terms of Councillor members. Mr. Strangway has followed up on a request by a group in Fenelon Falls for an explanation of the committee's lack of financial support to fund the addition of a tactile surface to a ramp they had installed on their building. The group seemed satisfied with his response.

**KLAAC2018-005**

**Moved By** J. McLean

**Seconded By** L. DaSilva

**That** the reports provided under agenda items 5.1, 5.2, 5.3, and 5.4 be received by Kawartha Lakes Accessibility Advisory Committee for information purposes.

**CARRIED**

**6. New or Other Business**

**6.1 Committee Meetings**

The Committee will meet on the third Thursday of each month beginning at 1:30PM at the Lower Level Boardroom at the Lindsay Public Library save and except month of October when the meeting will be held on Wednesday, October 17, 2017. The Committee will recess for the months of July, August and December unless deemed necessary and called by the Chair.

**6.2 Transportation**

M. Fitzpatrick received a question from a friend who works on Spinal Cord research, wondering about transportation and activities for quadriplegics and paraplegics. Committee members gave various suggestions: the City's LIMO service and Community Care are available for transportation, and the Special Olympics is a good organization for activities.

**6.3 Terms of Office**

E. Peeters suggested having Terms of Office for the Chair and Vice Chair. N. Price advised that this would have to be approved by Council. C. Ritchie stated that with the review of committees coming up, it would be helpful to have a recommendation put to Council regarding Terms of Office for committees in general. This will be discussed further at the next meeting.

7. **Next Meeting**

The next meeting will be held on Thursday, February 15, 2018 at 1:30 p.m. in the Lower Level Boardroom at the Lindsay Public Library.

8. **Adjournment**

**KLAAC2018-006**

**Moved By** J. McLean

**Seconded By** L. DaSilva

**That** the Kawartha Lakes Accessibility Advisory Committee Meeting adjourn at 2:55 p.m.

**CARRIED**

## **Terms of Reference – Revised October 2015**

Name: **Kawartha Lakes Accessibility Advisory Committee (AAC)**

Date Established by Council: **January 15, 2003**

Regular Review Timeframe:

Date Committee Ends: **N/A(Provincially Legislated Committee of Council)**

### **Mission:**

The mission statement of the Kawartha Lakes Accessibility Advisory Committee (AAC) is  
**“Opening Doors to Accessibility by promoting a barrier free City of Kawartha Lakes.”**

### **Roles and Responsibilities:**

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct,
- the City Accountability and Transparency Policy
- the City Procedural By-law
- Other applicable City by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual member or the Committee as a whole has the authority to make direct representations of the City to Federal or Provincial Governments

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Committee will abide by any terms and conditions which may be set out by the City's Council, CAO, City Clerk, City Solicitor, Auditor and/or Insurer for any activities relating to Committee business.

**Activities:** The following represent the general activities of the Committee:

- a) To prepare, by September 15<sup>th</sup> of each year, a projected budget and/or annual workplan for the succeeding year, for Council approval during the budget

process. Workplan to include details on promotion of public education programs, review of other government reports, programs and legislation for any impacts on the City or its programs, and future City policy direction all with the view of advancing the City's adopted strategic priorities and the proposed budget.

- b) To make recommendations to Council on strategy, policies and various issues to achieve Council's strategic priorities relating to the Board/Committee's mandate.
- c) Prepare an annual written report to Council by the end of January of the following year to outline the Board/Committees achievements in line with the approved workplan.
- d) Provide advise to Council on the requirements and implementation of Accessibility Standards and the Preparation of Accessibility Reports.
- e) Provide advise to Council on the review and preparation of the City multi-year accessibility plan.
- f) review in a timely manner the site plans and drawings for buildings and facilities as described in Section 41 of the *Planning Act*
- g) promote public awareness.
- h) Provide advise to Council/City Staff as appropriate regarding accessibility issues and concerns.
- i) Other – as recommended and approved by Council.

#### **Composition:**

The Accessibility Advisory Committee shall be comprised of a maximum of (15) fifteen members consisting of (14) members of the public of which the majority must be people with a disability and (1) Council representative(s). Committee members will be appointed by Council in accordance with established policy. The Councillor appointed by the Council will be ex-officio on the Committee and have full authority to debate and vote. The Committee shall, at its first meeting in each year, elect from its membership a Chair, and Vice-Chair. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All committee members are considered volunteer positions. Mileage costs and other minor expenses related to committee activities may be eligible for reimbursement subject to budget approvals by Council. No attendance at conferences or workshops shall be allowed by a volunteer member unless clearly identified in the workplan/budget and approved by Council.

#### **Term of Appointment:**

Unless exempted by legislation, members will be appointed to varying terms to a maximum of a three year term. An equal number of appointees will be for a one year term and two year term with the balance appointed to a three year term for the first appointees. Successive appointments will be for a three year term to

ensure knowledge succession and that there be no complete turnover of membership in any given year.

**Resources:**

The Accessibility Coordinator, Clerk's Department will provide support in the form of advice, day-to-day liaison with the City, updates on program and promotional ideas and initial assistance in their implementation to the degree resources are available. The Department will also assist in the preparation and submission of budget requests/grant submissions, if needed and attend meetings of the committee upon request.

**Timing of Meetings:**

Meetings will be held on a set day and time as may be determined by the Committee/Board or at the call of the Chair.

**Meetings:**

The Committee shall hold a minimum of (6) six meetings in each calendar year. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

Working meetings throughout the year to advance the efforts of the workplan shall be held at the call of the Chair with the Chair providing notice of the working meetings to all members of the Committee a minimum of three (3) business days prior to the date of each meeting. No formal minutes are required to be taken at working meetings, however, notes shall be taken.

Any member of the Committee who misses three consecutive formal business meetings, without being excused by the Committee, may be removed from the Committee in accordance with adopted policy.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

**Procedures:**

Procedures for the formal business meetings of the Committee shall be governed by Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

**Closed Meetings:**

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed

session in order to discuss sensitive personal issues or legal matters. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison and visiting members of Council, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with Section 239 of the Municipal Act. Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what section of the Municipal Act applies. The Committee shall maintain a record of the meeting which will be stored in the lead department. Formal minutes are not required for working meetings.

### **Agendas and Minutes:**

A copy of the Agenda shall be provided to the City Clerk's office at the same time it is provided to Committee Members. The City Clerk's office will distribute the agenda to Council members as per established policy and have it posted on the website. At the first meeting of each year, an Orientation Session shall be held for new members.

Minutes of all formal business meetings and notes from working meetings of the Committee/Board shall be forwarded to the Clerk's Department not later than two weeks after the meeting. Minutes of all formal business meeting of the Committee/Board shall be forwarded to the City Clerk's Office not later than two weeks after the meeting. Action items requested of staff and/or Council will be brought to the attention of the Accessibility Coordinator at that time. The City Clerk's Office will electronically circulate the formal business meeting minutes to all members of Council for their information. The City Clerk's Office will maintain a set of printed minutes on file for public review.

### **Reports:**

Two written reports are required per year from the Board/Committee, being the workplan/budget and the annual report. If there are recommendations of the Kawartha Lakes AAC that fall outside of these two reports, they are to be forwarded to Council in a formal written report on the City report template. It will be the responsibility of the Committee to identify those recommendations to the Accessibility Coordinator, Clerk's Department for final preparation of the report.

### **Location of Meetings:**

The location of the meetings will be set by the Committee.

### **Purchasing Policy:**

This Committee has no purchasing or procurement responsibilities

### **Insurance:**

The members of this Committee are appointed by Council and are covered by the Corporate Insurance policy.

**Expulsion of Member:**

The Committee may recommend to Council the expulsion of a member or Council may remove a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Board/Committee or other legal issues. The process for expulsion of a member is outlined with Policy Number 028 CAO 002.

**Terms of Reference:**

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference for this Committee/Board at any time. Any changes proposed to these Terms of Reference by the Committee/Board shall be recommended to Council via the Director through a report to the appropriate Committee of Council.

**At the discretion of Council or upon the mandate of the Board/ Committee being fulfilled, the Committee may be dissolved by resolution of Council.**