

The Corporation of the City of Kawartha Lakes

Agenda

Special Council Meeting

CC2020-04

Tuesday, April 28, 2020

Electronic Meeting - Open Session Commencing at 1:00 p.m.

Council Chambers

City Hall

26 Francis Street, Lindsay, Ontario K9V 5R8

Members:

Mayor Andy Letham

Deputy Mayor Patrick O'Reilly

Councillor Ron Ashmore

Councillor Pat Dunn

Councillor Doug Elmslie

Councillor Tracy Richardson

Councillor Kathleen Seymour-Fagan

Councillor Andrew Veale

Councillor Emmett Yeo

Note: This will be an electronic participation meeting and public access to Council Chambers will not be available. Please visit the City of Kawartha Lakes Youtube Channel to view the proceedings.

Accessible formats and communication supports are available upon request. The City of Kawartha Lakes is committed to accessibility for persons with disabilities. Please contact AgendaItems@kawarthalakes.ca if you have an accessible accommodation request.

1. **Call to Order**
2. **Adoption of Agenda**

That the Agenda for the Open Session of the Special Council Meeting of Tuesday, April 28, 2020, be adopted as circulated.
3. **Procedural By-law Amendment** 5 - 7

A By-law to Amend By-law 2020-001, being a By-law to Regulate Govern and Regulate the Proceedings of the Council of the City of Kawartha Lakes

That a by-law to amend by-law 2020-001, being a by-law to govern and regulate the proceedings of the Council of the City of Kawartha Lakes, be read a first, second and third time, passed, numbered, signed and the corporate seal attached.
- 3.1 Bill 187, An Act to Amend the Municipal Act, 2001 and the City of Toronto Act, 2006 8 - 10
4. **Disclosure of Pecuniary Interest**
5. **COVID-19 Pandemic**

Community Message - Mayor Andy Letham
- 5.1 CC2020-04.5.1
Moment of Silent Reflection
- 5.2 CC2020-04.5.2
Pandemic Response Update
Ron Taylor, Chief Administrative Officer
- That** the verbal report from Ron Taylor, Chief Administrative Officer, regarding the **Pandemic Response Update**, be received.
- 5.3 CC2020-04.5.3
Pandemic Recovery Update
Ron Taylor, Chief Administrative Officer
- That** the verbal report from Ron Taylor, Chief Administrative Officer, regarding the **Pandemic Recovery Update**, be received.

5.4	CC2020-04.5.4	11 - 12
	<p>Economic Recovery Task Force and Terms of Reference Ron Taylor, Chief Administrative Officer</p> <p>That the verbal report from Ron Taylor, Chief Administrative Officer, regarding an Economic Recovery Task Force, be received;</p> <p>That an Economic Recovery Task Force be established;</p> <p>That staff are directed to prepare the Economic Recovery Task Force Terms of Reference; and</p> <p>That the final terms of reference and update to Council on interested stakeholders and volunteers be provided at the May 26 Council meeting.</p>	
5.5	CC2020-04.5.5	13 - 18
	<p>Land Use Planning Interim Procedures Ron Taylor, Chief Administrative Officer</p> <p>That the Memo from Chris Marshall, Director of Development Services, regarding Land Use Planning Interim Procedures, be received; and</p> <p>That in order to expedite planning decisions due to the Declaration of Emergency (Provincial and Local) and to protect public health and safety, Council authorizes an interim modification to the Planning Advisory Committee's Terms of Reference that will provide for planning applications to be forwarded directly to Council for consideration and approval.</p>	
5.6	CC2020-04.5.6	19 - 25
	<p>Community Pandemic Recovery Task Force and Terms of Reference Ron Taylor, Chief Administrative Officer</p> <p>That the verbal report from Ron Taylor, Chief Administrative Officer, regarding a Community Pandemic Recovery Task Force, be received;</p> <p>That a Community Pandemic Recovery Task Force be established;</p> <p>That staff are directed to prepare the Community Pandemic Recovery Task Force Terms of Reference; and</p> <p>That the final terms of reference and update to Council on interested stakeholders and volunteers be provided at the May 26 Council Meeting.</p>	

6. By-laws

6.1 CC2020-04.6.1

26 - 26

By-law to Confirm the Proceedings of a Special Council Meeting of April 28, 2020

That a by-law to confirm the proceedings of a Special Council Meeting held Tuesday, April 28, 2020 be read a first, second and third time, passed, numbered, signed and the corporate seal attached.

7. Adjournment

The Corporation of the City of Kawartha Lakes

By-Law 2020-XXX

A By-law to Amend By-law 2020-001, being a By-law to Govern and Regulate the Proceedings of the Council of the City of Kawartha Lakes

Recitals

1. Section 236(1) of the Municipal Act, 2001, S.O. 2001, C. 25, as amended from time to time (the “Municipal Act”), requires the council of a municipality to hold its meetings within the municipality or an adjacent municipality at a place set out in the municipality’s procedure by-law; however, in the case of an emergency, it may hold its meetings at any convenient location within or outside the municipality.
2. Section 238(2) of the Municipal Act, requires that every municipality and local board pass a procedural by-law for governing the calling, place and proceedings of meetings;
3. Subsection 238(3.3) of the Municipal Act permits a procedural by-law to provide for full electronic participation in council, local board or committee meetings, including in being counted in determining whether or not a quorum of members is present and during meetings that are closed to the public, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended from time to time; and
4. The Council of the City of Kawartha Lakes adopted By-law 2020-001, being a By-law to Regulate Govern and Regulate the Proceedings of the Council of the City of Kawartha Lakes, at the January 28, 2020 Regular Council Meeting

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2020-XXX.

Section 1.00: Definitions and Interpretation

1.01 Definitions:

All defined terms in this amending by-law take their meaning from By-law 2020-001 of the City of Kawartha Lakes with the addition of the following:

“Electronic Participation” includes telephone, video or audio conferencing or other interactive method whereby members, staff and the public are able to hear the member(s) participating by electronic means and the member(s) participating by electronic

means are able to hear other members, staff and other meeting participants.

1.02 Interpretation Rules:

(a) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

1.03 Statutes: References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.

1.04 Severability: If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

Section 2.00: Amendment Details

2.01 Amendment: That a new Section 5.06 be inserted after section 5.05 in By-law 2020-001 as follows:

5.06 Electronic Participation:

Where an emergency has been declared by the Head of Council or Premier of Ontario in all or part of the City of Kawartha Lakes under Section 4 or 7.0.1, respectively, of the Emergency Management and Civil Protection Act, and an Emergency Meeting or Special Council Meeting has been summoned by the Head of Council, the following procedural rules are established about electronic participation in such meetings for the duration of the emergency:

1. City Council, Local Board or Planning Advisory Committee members may participate in an open or closed session by electronic participation and be counted for the purpose of establishing quorum;
 - a. If a member loses electronic connection temporarily to the meeting, that member shall be treated as if they left the physical room of a traditional meeting and the time noted by the City Clerk or Recording Secretary.
2. All votes shall be by show of hands or by verbal consent (yes or no);
3. City Council shall have the discretion to consider any items previously considered by the Committee of the Whole, Planning Advisory Committee, any other Committee of Council, but not yet confirmed by City Council at the time the emergency was declared, as part of an emergency meeting called under Section 5.02;
4. That subject to direction from the Head of Council or Chair to the City Clerk or Recording Secretary, the meeting will proceed

without deputations. Written correspondence received from the public may be circulated to Council members prior to the start of the meeting electronically;

5. For public notice purposes, the location of the meeting published on the agenda shall be the physical location of the City Clerk or Recording Secretary during the meeting; If the location of the City Clerk can not be open to the public, the City Clerk shall provide notice to the electronic location of where the meeting can be viewed;
 - a. Members I shall be provided instruction by the City Clerk, Recording Secretary, Chief Administrative Officer, or their delegate how to access the meeting by means of electronic participation;
6. A recording of the open session of the meeting shall be preserved for a period of time determined by the Records Retention by-law for the public record; and
7. All members participating electronically in a Closed Session of Council shall declare to the Head of Council and the City Clerk, following the adoption of the Closed Session Agenda, that they are in a private room, where:
 - a. No other persons can overhear the deliberations; and
 - b. The internet connection is secure and not publically accessible.

Section 3.00: Administration and Effective Date

3.01 **Administration of the By-law:** The City Clerk is responsible for the administration of this by-law.

3.02 **Effective Date:** This By-law shall come into force on **April 28, 2020**.

By-law read a first, second and third time, and finally passed, this 28th day of April, 2020.

Andy Letham, Mayor

Cathie Ritchie, City Clerk

Legislative
Assembly
of Ontario



Assemblée
législative
de l'Ontario

1ST SESSION, 42ND LEGISLATURE, ONTARIO
69 ELIZABETH II, 2020

Bill 187

(Chapter 4 of the Statutes of Ontario, 2020)

An Act to amend the Municipal Act, 2001 and the City of Toronto Act, 2006

The Hon. S. Clark

Minister of Municipal Affairs and Housing

1st Reading	March 19, 2020
2nd Reading	March 19, 2020
3rd Reading	March 19, 2020
Royal Assent	March 19, 2020



EXPLANATORY NOTE

This Explanatory Note was written as a reader's aid to Bill 187 and does not form part of the law. Bill 187 has been enacted as Chapter 4 of the Statutes of Ontario, 2020.

The *Municipal Act, 2001* and the *City of Toronto Act, 2006* are amended to provide that, during emergencies, should they choose to, members of councils, local boards and committees who participate electronically in open and closed meetings may be counted for purposes of quorum.

The *Municipal Act, 2001* is also amended to allow the Lieutenant Governor in Council to make regulations imposing limits and conditions on the powers of a municipality under section 129 of the Act.

An Act to amend the Municipal Act, 2001 and the City of Toronto Act, 2006

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

Municipal Act, 2001

1 Section 238 of the *Municipal Act, 2001* is amended by adding the following subsections:

Electronic participation, emergencies

(3.3) The applicable procedure by-law may provide that, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*,

- (a) despite subsection (3.1), a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and
- (b) despite subsection (3.2), a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public.

Same, procedure by-law

(3.4) A municipality or local board may hold a special meeting to amend an applicable procedure by-law for the purposes of subsection (3.3) during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act* and despite subsection (3.1), a member participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting.

2 Subsection 451.1 (1) of the Act is amended by striking out “sections 9, 10 and 11” and substituting “sections 9, 10, 11 and 129”.

City of Toronto Act, 2006

3 Section 189 of the *City of Toronto Act, 2006* is amended by adding the following subsections:

Electronic participation, emergencies

(4.2) The applicable procedure by-law may provide that, during any period where an emergency has been declared to exist in all or part of the City under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*,

- (a) despite subsection (4), a member of city council, of a local board of the City or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and
- (b) despite subsection (4.1), a member of city council, of a local board of the City or of a committee of either of them can participate electronically in a meeting that is closed to the public.

Same, procedure by-law

(4.3) The city council or a local board of the City may hold a special meeting to amend an applicable procedure by-law for the purposes of subsection (4.2) during any period where an emergency has been declared to exist in all or part of the City under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act* and despite subsection (4), a member participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting.

Role of head of council

(4.4) Despite anything in this or any other Act, only the head of council may call a special meeting of city council for the purposes of subsection (4.3).

Commencement

4 This Act comes into force on the day it receives Royal Assent.

Short title

5 The short title of this Act is the *Municipal Emergency Act, 2020*.

Kawartha Lakes Economic Recovery Taskforce

Draft

Guiding Principles:

Local economic development is a process by which public, business and non-governmental sector partners work collectively to create better conditions for economic growth and employment generation. Local economic development is thus about communities continually improving their investment climate and business enabling environment to enhance their competitiveness, retain jobs and improve incomes (World Bank & FCM)

The municipality is a catalyst for, and a facilitator of, local economic development. In the current economic climate, the actions of the municipality in supporting the recovery of local businesses and resilience of the local economy are crucial.

As the Taskforce works towards the municipal goal of reviving A Vibrant and Growing Economy, the Kawartha Lakes Strategic Plan (Strategic Plan) established four guiding principles to be the foundation for the work;

Fiscally responsible, open and transparent, partner and collaborate, service excellence

Problem statement:

The COVID-19 pandemic has created unprecedented challenges to the economy. In March, 2020, the Canadian economy lost one million jobs. This was the largest decline in history with the majority of jobs concentrated in accommodations, food service, retail trade and cultural industries and is only considered to be the beginning.

Locally, the Kawartha Lakes economy has been challenged with essential workplace lists and physical distancing impacting the ability for local businesses to operate. A resilient community, many local businesses have made tremendous efforts to reorient and adapt their business processes. However, this is not enough. There is a need for a municipal response to partner with provincial and federal initiatives to strategically work towards economic recovery.

Mission:

The mission of this Taskforce is to equip the municipality to stimulate local economic recovery.

Immediate priorities of the Taskforce are to focus on strategic initiatives in three areas:

- a) Critical Infrastructure Investments

- b) Planning and Development Stimulus
- c) Business Recovery and Support

Activities:

The activities of the Taskforce are focused on the strategic initiatives in three areas:

- a) Critical infrastructure investments:
 - Identification of, and refocusing to, critical infrastructure projects that will stimulate further economic recovery including;
 - Active Municipal Construction Projects
 - Potential Upcoming Construction work
 - Development Driven Construction
- b) Planning and Development stimulus:
 - Identification of shovel ready planning and development projects
 - Retooling and focusing of the planning, development and building permit processes and resources to;
 - fast track approvals to support summer and fall construction projects
 - encourage new development to simulate economic growth
- c) Business Recovery and Support
 - Survey of the local business community to identify strategic areas for support and stimulus
 - Provide resources, information and direct support to help small businesses access funding from all levels of government
 - Re-focus municipal programs to support the recovery of local businesses and sectors

Composition:

The Taskforce will comprise of xx members and be lead by the Mayor and Deputy Mayor. Membership will include Councillors and business representatives with a direct knowledge of the impact of COVID-19 on local business and the economy. Composition may include Local business organizations (Chambers, BIA, KLCFDC), industry associations, and community members representing a broad range of industry sectors. Sectors to be considered for the Taskforce include; agri-business, construction, culture, manufacturing, retail, services, and tourism.

The Taskforce will be supported by a team of Resource Staff from the municipality led by Development Services and may also include the Health Unit, regional Provincial Staff or others as deemed necessary by the Taskforce.



Council Memorandum

Date: April 28, 2020

To: Council

From: Chis Marshall

Re: Land Use Planning Interim Procedures

Recommendation

That the Memo from Chris Marshall, Director of Development Services, regarding Land Use Planning Interim Procedures be received; and

That in order to expedite planning decisions due to the Declaration of Emergency (Provincial and Local) and to protect public health and safety, Council authorizes an interim modification to the Planning Advisory Committee's Terms of Reference that will provide for planning applications to be forwarded directly to Council for consideration and approval.

Rationale

In order to expedite planning decisions already in process, and where a Statutory Public Meeting under the Planning Act has already been held, an interim amendment to the current Planning Advisory Committee terms of reference is necessary. This will allow planning decisions to occur while minimizing the steps required to reach a decision.

Staff are reviewing options for electronic Planning Advisory Committee meetings, but at this time and during the local and provincial states of emergency, conventional public meetings and notice are not feasible.

Attachment – PAC Terms of Reference



Planning Advisory
Committee Terms of F

Terms of Reference

Name: Planning Advisory Committee

Date Established by Council: September 28, 2018 (Amended Procedural Bylaw)
(Terms of Reference approved December 11, 2018)

Mission:

The Planning Advisory Committee is established as per the requirements of Section 8(1) of the Planning Act that requires all single-tier municipalities to appoint a Planning Advisory Committee. The objective of the Planning Advisory Committee is to provide recommendations to Council on all Planning applications and policies including holding Statutory Public meetings.

Roles and Responsibilities:

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

- the City Code of Conduct for Committee Members;
- the City Procedural By-law;
- Other applicable City by-laws and policies;
- Municipal Act;
- Municipal Freedom of Information and Protection of Privacy Act; and,
- 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 any pecuniary interest to the Recording 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 in keeping with the Committee's Terms of Reference and established Policies.

Activities:

The following represents the general activities of the Committee:

1. Make recommendations to Council on all planning applications, policy initiatives and By-laws and general planning information.
2. Hold Statutory Public meetings as per Sections 17, 34 and 51 of the Planning Act.

Composition:

The Planning Advisory Committee shall consist of seven (7) Members, being the Mayor, three (3) Members of Council, and three (3) Members of the public. Two (2) alternate Council Members for the Planning Advisory Committee are to be identified and called upon to attend to ensure that a quorum is met when it becomes apparent that a member is not able to attend.

Appointment of Officers:

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.

Term of Appointment:

Unless exempted by legislation, Members will be appointed for the term of Council. Members shall continue to serve beyond the end of their term until the appointments of their successors have been approved by Council.

Resources:

The Development Services Department will provide support in the form of advice, day-to-day liaison with the Committee.

A member of staff shall be designated as Recording Secretary by the City Clerk's Office. The Recording Secretary shall prepare and publish agendas, attend all formal business Committee Meetings for the purpose of taking Minutes, and prepare and publish minutes in an accessible format acceptable to the City Clerk's Office.

The liaison department shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk's Office and is posted on the City website.

Timing of Meetings:

Regular Committee Meetings will generally be held on Wednesdays, as per the Council adopted annual calendar, commencing at 1:00 p.m. Special Committee Meetings will be held on a set day and time as may be determined by the Head of Council or at the call of the Chair.

Location of Meetings:

The Committee meetings will be held in Council Chambers, City Hall, or alternatively at another accessible City facility.

Meetings:

Council shall adopt an annual calendar for each year setting the Regular Planning Advisory Committee Meeting Dates. . The Head of Council or the Chair may at any time, summon a Special Committee Meeting with twenty-four (24) hours' Notice through the City Clerk's office to the Members.

The Chair, through the City Clerk's Office shall cause notice of the meetings, including the agenda for the meetings, to be provided to Members of the Committee and posted to the City website not later than the Wednesday preceding the week in which the Meeting is to be held. Where that Wednesday is a statutory holiday, the material shall be distributed on the preceding Tuesday through the Recording Secretary.

For Special Planning Advisory Committee Meetings, the City Clerk shall forward to Members all Agendas a minimum of one business day in advance of the Meeting through the Recording Secretary.

Quorum for meetings shall consist of a majority of the Members of the Committee. No meeting shall proceed without quorum.

At the first meeting of each year, an Orientation Session shall be held for all new Committee Members.

Procedures:

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

Closed Meetings:

The Committee shall not be permitted to hold Closed 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 procedures.

Minutes of all formal business meetings of the Committee shall be forwarded to the liaison department, and to the City Clerk's Office, not later than one week after the meeting. The City Clerk's Office will electronically circulate the formal business meeting minutes to all Members of Council by including them on a Regular Council Meeting agenda. The City Clerk's Office will maintain a set of printed minutes on file for public review.

The Recording Secretary shall ensure that all Committee Agendas and Minutes are posted to the City website at the same times as they are circulated to the City Clerk's Office.

Reports:

If there are recommendations of the Planning Advisory Committee that fall outside of their delegated decision-making scope, they are to be forwarded to Council, through the liaison department in a formal written report on the City report template. It will be the responsibility of the Committee Chair to provide a memo to the liaison department identifying the Committee recommendations for final preparation of the report.

Purchasing Policy:

This Committee has no purchasing or procurement responsibilities.

Insurance:

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to this Committee and its Members. The applicable insurance policies extend to Committee Members while in the performance of his/her duties and to those activities authorized by the City of Kawartha Lakes and Council. Members must adhere to the policies

and procedures of the City of Kawartha Lakes and Council, including this Terms of Reference.

The Committee must provide, via the liaison department an annual updated listing of all Members, including member positions, to the City of Kawartha Lakes to ensure the applicable insurance coverage remains in force.

Committee Members are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

Expulsion of Member:

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.

Any member of the Committee may be removed from the Committee at the discretion of Council for reasons including, 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 or the Code of Conduct for Committee Members; disrupting the work of the Committee; or other legal issues. The process for expulsion of a Committee member is outlined in the City's **Council Committee, Board and Task Force Policy**.

Terms of Reference:

The Recording Secretary shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk's Office and is posted on the City website.

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 at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the liaison department through a report to Council.

Task Force Terms of Reference Template Revised 2018

Terms of Reference

Name: Community Pandemic Recovery Task Force

Date Established by Council:

Task Force Completion/Reporting Date:

Mission:

The Community Pandemic Recovery Task Force is established to provide advice and recommendations to Council and Staff on resources and support required to ensure community recovery from the COVID-19 Pandemic. This will include:

- Compilation of a comprehensive list of community support services
- Identification of funding opportunities and mobilization of appropriate resources to obtain funding
- Recommendations for partnerships and working groups in order to best leverage existing programs and services
- Identification of gaps in service delivery and recommendations to address them

Roles and Responsibilities:

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

- the City Code of Conduct for Task Force Members
- 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 Task Force 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 any 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 Task Force 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 Task Force business in keeping with the Task Force's Terms of Reference and established Policies.

Activities:

The following represent the general activities of the Task Force:

- a) To make recommendations to Council and Staff on strategy, policies and various issues to achieve Council's strategic priorities relating to the Task Force's established scope of work as defined in the Terms of Reference.
- b) Developing and undertaking a broad community engagement strategy to build on the members' awareness of local risks, vulnerable groups and protective factors.
- c) Developing and maintaining a dynamic data set, and ensuring its ongoing accuracy as new sources of information become available.
- d) Identify funding opportunities and mobilize appropriate resources to obtain funding
- e) Determining the priority risk(s) that the plan will focus on based on available data, evidence, community engagement feedback and capacity.
- f) After priority risks have been identified, all actions going forward should be designed to reduce these risks, or at least protect the vulnerable groups from the risks.
- g) Based on community capacity, developing an implementation plan or selecting, recruiting and instructing a small number of key individuals to do so to address the selected priority risk(s) identified in the plan.

Composition:

The Task Force shall be comprised of a maximum of **W** members consisting of up to **X** members of the public and **Y** Council representative(s) all of whom will have full authority to debate and vote. The Task Force shall consist of a minimum of **Z** members. Task Force members will be appointed by Council in accordance with established policy.

- Council members as appointed
- A person who represents the local health integration network, or an entity that provides physical or mental health services
- A person who represents an entity that provides educational services;
- A person who represents an entity that provides community or social services in the municipality, if there is such an entity;
- A person who represents an entity that provides community or social services to children or youth in the municipality, if there is such an entity;
- A person who represents an entity that provides custodial services to children or youth in the municipality, if there is such an entity;
- An employee of the municipality or a member of municipal council
- A representative of a police service board or, if there is no police service board, a detachment commander of the Ontario Provincial Police (or delegate)

To be added if stakeholders are members:

All appointed voting members may be represented at meetings by a designated alternate (if applicable). A designated alternate must be formally designated by an appointed member in writing to the Task Force to represent them. Designated alternates must be approved by the Task Force and are subject to all of the requirements and criteria set out in the Terms of Reference.

Appointment of Officers:

The Task Force shall, at its first meeting, elect from its membership a Chair, and Vice-Chair. It is acknowledged that there are no per diems for any Task Force positions and it is acknowledged that none of the above positions shall be paid for their services. All Task Force members are considered volunteer positions.

Term of Appointment:

Task Force members will be appointed for a term ending upon final recommendation to Council/Staff and prior to **(Insert Date)**. Any extension to this Term shall be recommended to Council via the liaison department through a report to Council prior to the expiration date with the final decision being that of Council.

Resources:

The Human Services Department and Kawartha Lakes Fire Rescue Service will provide support in the form of advice, day-to-day liaison with the City and information sharing.

A member of staff shall be designated as Recording Secretary by the liaison department. The Recording Secretary shall prepare and publish agendas; attend all formal business Task Force Meetings for the purpose of taking Minutes; and prepare and publish minutes in an accessible format acceptable to the City Clerk's Office.

The Recording Secretary shall ensure that a current Terms of Reference for the Task Force has been provided to the City Clerk's Office and is posted on the City website.

Timing of Meetings:

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

Location of Meetings:

The location of the meetings will be set by the Task Force and must be held in an accessible City facility.

Meetings:

The Task Force shall hold a minimum of **#** meetings during their term. The Chair, through the liaison department, shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Task Force and posted to the City website a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary. Quorum for meetings shall consist of a majority of the members of the Task Force. No meeting shall proceed without quorum.

or

The Task Force shall hold a minimum of two (2) formal business meetings – one to start the work of the Task Force and to set the work plan and one to conclude the work of the Task Force. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Task Force a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary. Quorum for formal business meetings shall consist of a majority of the members of the Task Force. No meeting shall proceed without quorum. Work of the Task Force can be done through working groups.

At the first meeting of the Task Force, an Orientation Session shall be held for members.

Working meetings throughout the term to advance the efforts of the work plan shall be held at the call of the Chair with the Chair providing notice of the working meetings to all members of the Task Force a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary. No formal minutes are required to be taken at working meetings; however, notes shall be taken.

Procedures:

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

Closed Meetings:

The Task Force shall not be permitted to hold Closed 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 Task Force Members. The City Clerk's office will distribute the agenda to Council members as per established procedures.

Minutes of all formal business meetings and notes from working meetings of the Task Force shall be forwarded to the liaison department, and 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 Human Services Department 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.

The Recording Secretary shall ensure that all Task Force Agendas and Minutes are posted to the City website at the same times as they are circulated to the City Clerk's Office.

Reports:

The Task Force recommendations shall be brought forward to Council via the liaison department through a report to Council.

It will be the responsibility of the Task Force Chair to provide a memo to the liaison department identifying the Task Force recommendations for final preparation of the report.

Purchasing Policy:

This Task Force has no purchasing or procurement responsibilities.

Insurance:

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to this Task Force and its members. The applicable insurance policies extend to Task Force members while in the performance of his/her duties and to those activities authorized by the City of Kawartha Lakes and Council. Members must adhere to the policies and procedures of the City of Kawartha Lakes and Council, including the Terms of Reference.

The Task Force must provide, via the liaison department an annual updated listing of all members, including member positions, to the City of Kawartha Lakes to ensure the applicable insurance coverage remains in force.

Task Force members are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

Expulsion of Member:

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

Any member of the Task Force may be removed from the Task Force at the discretion of Council for reasons including, 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 or the Code of Conduct for Task Force Members; disrupting the work of the Task Force; or other legal issues. The process for expulsion of a Task Force member is outlined in the City's **Council Committee, Board and Task Force Policy**.

Terms of Reference:

The Recording Secretary shall ensure that a current Terms of Reference for the Task Force has been provided to the City Clerk's Office and is posted on the City website.

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 Task Force at any time. Any changes proposed to these Terms of Reference by the Task Force shall be recommended to Council via the liaison department through a report to Council.

At the discretion of Council the Task Force may be dissolved by resolution of Council.

The Corporation of the City of Kawartha Lakes

By-law 2020-XXX

A By-Law to Confirm the Proceedings of a Special Meeting of Council, Tuesday, April 28, 2020

Recitals

1. The Municipal Act, 2001, S.O. 2001 c. 25 as amended, provides that the powers of a municipal corporation are exercised by its Council.
2. The Municipal Act, also provides that the Council's powers must be exercised by by-law.
3. For these reasons, the proceedings of the Council of The Corporation of the City of Kawartha Lakes at this meeting should be confirmed and adopted by by-law.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2020-XXX.

Section 1.00: Confirmation

- 1.01 The actions of the Council at the following meeting:

Tuesday, April 28, 2020, Open Session, Special Council Meeting

and each motion, resolution and other action passed or taken by the Council at that meeting is, except where prior approval of the Ontario Municipal Board is required, adopted, ratified and confirmed as if all such proceedings had been expressly embodied in this By-law.

- 1.02 The Mayor and the proper officials of the City are authorized and directed to do all things necessary to give effect to the actions of the Council referred to in Section 1.01 of this By-law. In addition, the Clerk is authorized and directed to affix the corporate seal to any documents which require it.

Section 2.00: General

- 2.01 This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 28th day of April 2020.

Andy Letham, Mayor

Cathie Ritchie, City Clerk