

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 15th 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.