



Planning Advisory Committee Memorandum

Date: February 6, 2019

To: Planning Advisory Committee

From: Joel Watts, Deputy Clerk and Recording Secretary

Re: Committee Requirements and Responsibilities

Recommendation

That the memorandum dated February 6, 2019 from Deputy Clerk and Recording Secretary J. Watts regarding Committee Requirements and Responsibilities, be received.

Rationale

The City of Kawartha Lakes Council Committee, Board and Task Force Policy CP2018-017, and the Planning Advisory Committee Terms of Reference outline several requirements and responsibilities for members of City committees including the Planning Advisory Committee.

It is the responsibility of committee members to review, agree, adhere to the following documents and material:

- Planning Advisory Committee Terms of Reference
 - Attached as Appendix A
- Code of Conduct and Ethics – Members of Committees, Board & Task Forces (Council Policy CP2018-018)
 - Attached as Appendix B
- Waiver for Volunteers (regarding insurance and risk management)
 - Attached as Appendix C
- Accessible Customer Service Requirements
 - “May I Help You” Accessible Customer Service Guide
 - Attached as Appendix D
 - Accessible Customer Service Training Video
 - Available online at:
<https://www.youtube.com/watch?v=Gv1aDEFIXq8>



Attachments



Memorandum
Appendix A.pdf



Memorandum
Appendix B.pdf



Memorandum
Appendix C.pdf



Memorandum
Appendix D.pdf