

## **Task Force Terms of Reference**

### **Name: Active Transportation Master Plan Task Force**

Date Established by Council: XXXX, XX, 2022

Task Force Completion/Reporting Date:

### **Mission:**

The Active Transportation Master Plan Task Force is a resource to the Project Team and a review body that provides advice and recommendations to Council and Staff on active transportation needs and infrastructure within the municipality. The Task Force will also review and provide comment on project deliverables throughout the duration of the ATMP development. The Task Force acknowledges that the ATMP will establish a strategy for safe, equitable and comfortable alternative methods of transportation for residents, tourists and visitors of the municipality.

### **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) To provide direct input to the Project Team and involvement in Project Meetings and Open Houses throughout the Project, as follows:
  - a. Phase 1: Review of Project objectives, Foundations Discussion Paper;
  - b. Phase 2: Review Recommendations & Priorities Discussion Paper;
  - c. Phase 3a: Review of Implementation, Costing, Maintenance & Operations Discussion Paper;
  - d. Phase 3b. Review of Draft ATMP and Final ATMP.
- c) Other – as recommended and approved by Council.

**Composition:**

The Task Force shall be comprised of a maximum of 15 members consisting of up to eight stakeholders, up to six members of the public and one Council representative all of whom will have full authority to debate and vote. Quorum is established with the majority of members in attendance. Task Force members will be appointed by Council in accordance with established policy.

**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 coinciding with the current term of Council and will end November 14, 2022. An extension to this Term shall be recommended to Council via the liaison department (DS-Planning) through a report once a new Term of Council begins with the final decision being that of Council.

**Resources:**

The DS-Planning Division 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 DS-Planning Division. 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 if held in-person. Meetings may be in-person or electronic as deemed appropriate given the circumstances associated with the COVID-19 pandemic.

**Meetings:**

The Task Force shall hold a minimum of four meetings during their term. The Chair, through the DS-Planning Division, 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.

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

**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 Planning Division 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 DS-Planning Division through a report to Council.

It will be the responsibility of the Task Force Chair to provide a memo to the DS-Planning Division 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:**

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.