

DISTRICT OF LAKE COUNTRY
ACCESS AND MOBILITY COMMITTEE

TERMS OF REFERENCE

1. Purpose

The Access & Mobility Committee (AMC) is formed to advise the District of Lake Country (DLC) Council on issues pertaining to seniors and people of all ages with all types of disabilities. The Committee is an advisory committee established and appointed by Council under Section 142 of the *Community Charter* (select committee).

2. Mandate

The mandate of the Committee is to enhance access to DLC services for people of all ages with all types of disabilities, and to identify and suggest solutions to gaps and barriers that impede their full participation in all aspects of life in the DLC. Without limiting the generality of the foregoing the committee may:

- (a) Provide Council with information on issues of concern to seniors and people with disabilities;
- (b) Provide input on, monitor and contribute to DLC policies, programs and reports that affect people with disabilities and seniors;
- (c) Act as a resource and work collaboratively with DLC staff on initiatives/projects to enhance accessibility for people with disabilities and seniors;
- (d) Work cooperatively with other civic agencies whose activities affect seniors and people with disabilities;
- (e) Engage in outreach to the communities of people with disabilities and seniors to disseminate information and encourage participation;
- (f) Act as a conduit for feedback from seniors and people with disabilities on civic matters affecting them; and
- (g) Liaise with other community groups, such as community associations, sport associations or special interest groups who are dealing with access and mobility related matters concerning public property, private property to which the public has access or events that may be of interest and benefit to the community as a whole.
- (h) Recommend to Council methods of informing the community on issues and concerns related to access and mobility

3. Establishment

- (a) The membership of the committee shall be comprised of not less than one (1) Councillor plus seven (7) members from the community at large which includes representation from neighbourhood constituencies, youth and seniors;
- (b) Community members shall be appointed by resolution of Council for a three (3) year term;
- (c) If a member fails to attend three (3) consecutive meetings of the Committee, Council may revoke the appointment unless such absence is authorized by resolution of the Committee;
- (d) Council may, at any time, by a vote of two-thirds of its members, revoke the appointment of a member of the Committee; and
- (e) Where a member resigns or otherwise ceases to be a member of the Committee, Council may appoint another qualified person to complete the balance of the term of the former member.

4. Meeting Procedures

- (a) A Chairperson shall be appointed by a majority of the committee members at the first committee meeting after October 1st of each year. In the absence of the appointed Chairperson, an Acting Chairperson shall be appointed for each meeting by those members present. The Chairperson shall preside over meetings and is entitled to vote at all meetings;
- (b) The Chair shall be responsible for the scheduling of meetings, presentation of reports to Council, when required, and be the chief liaison with DLC staff members;
- (c) A majority of the members of the Committee shall constitute a quorum (4);
- (d) The Committee shall meet as it deems necessary to plan and implement projects and/or special events, or as referrals from Council or DLC staff may require;
- (e) The Committee meetings shall be open to the public and held at the DLC office;
- (f) The Committee shall report to Council in May of each year to update Council and the public as to their projects, upcoming events, and any other issues that may concern them;
- (g) An agenda for every meeting of the Committee shall be prepared by the Chair in collaboration with a DLC staff member, and each meeting agenda shall be available to members not less than 5 days before the date of the meeting. A minimum of 48 hours notice to the Committee membership is required for a meeting to be scheduled and convened;

- (h) A matter which is not on the adopted agenda for a meeting shall not be considered at that meeting except with the approval of the majority of the committee members present;
- (i) If there is no quorum present within 30 minutes after the time appointed for the meeting, the names of the members present shall be recorded and the meeting shall stand adjourned;
- (j) Minutes of each Committee meeting shall be kept by DLC staff. Minutes shall record motions and recommendations to Council, be secured at the DLC Office and be signed by the Chair of Access & Mobility Committee and by the person taking the minutes;
- (k) Recommendations of Access & Mobility Committee must be adopted by Committee resolution prior to presentation to Council;
- (l) Every recommendation of the Committee shall be recorded in the minutes of the meeting at which it is adopted, and those minutes shall be provided to the Clerk within fourteen (14) days of such meeting. The Clerk shall ensure that the recommendations are placed before Council for its consideration;
- (m) Council and staff referrals to the Committee shall be dealt with, in the form of a recommendation to Council within 30 days of the referral unless otherwise noted or extended by Council or DLC staff;
- (n) The Committee may receive and consider representation from such individuals, groups, or organizations as it considers appropriate and consistent with the duties of the Committee; and
- (o) Committee members must abide by the conflict of interest provisions of the Community Charter and the DLC Council Procedures Bylaw. If a committee member attending a meeting of access & mobility considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any other reason, the member must declare this and state the general nature of why he or she considers this to be the case and immediately leave the meeting or the part of the meeting during which the matter is under consideration.

5. Remuneration and Expenses

Members shall serve without remuneration, but may be reimbursed for reasonable and necessary expenses that are directly related to the performance of their duties and in accordance with DLC policies. Any expenses must be pre-approved by the Director of Finance.

6. Staff Support

The DLC shall provide administrative, technical and clerical staff support as required. Typical support functions include the following:

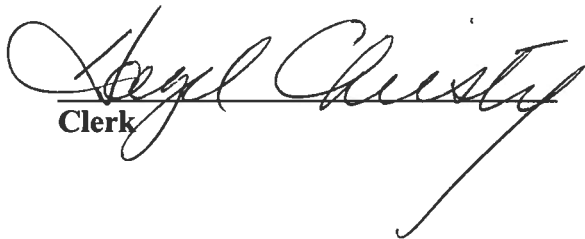
- a) Organizing and preparing the agenda in conjunction with the Committee Chairperson and staff liaison;
- b) Distributing the agenda packages to Committee members;
- c) Forwarding the agenda to Corporate Services for posting as a public notice;
- d) Mailing or delivering all meeting notices and agendas;
- e) Receiving all correspondence and preparing correspondence and reports on behalf of the Committee;
- f) Taking and preparing draft minutes and providing the final minutes to Corporate Services and Committee members;
- g) Managing the files of the Committee as necessary; and
- h) Maintaining a list of outstanding issues for Committee action.

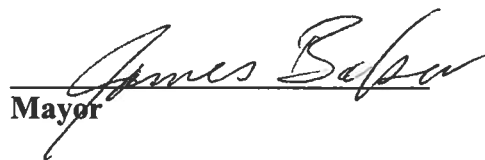
Endorsed by Council Resolution: 09.03.106

Date: March 17, 2009

Approved by Mayor James Baker

Date: March 19, 2009


Clerk


Mayor