



POLICY & PROCEDURE MANUAL

SECTION	COUNCIL RELATED POLICIES	POLICY NUMBER	1-2-2
SUB-SECTION	COUNCIL PROCEDURES	EFFECTIVE DATE	July 9, 2015
SUBJECT	Committee Structure and Mandates		
AUTHORITY	General Government Services – June 23, 2015 Council – July 9, 2015		

PURPOSE:

To determine the appropriate number of Committees, their membership, terms of reference and reporting practices.

STATEMENT:

The business of the Council of the County of Dufferin is conducted through Standing Committees. There are currently three standing committees that report to Council. As well, there are ad hoc committees struck to deal with a specific matter with a start and finish time. Statutory committees are also required by statute from time to time such as the Accessibility Advisory Committee and Planning Advisory Committee.

PROCEDURE:

Most matters appear before committee prior to Council unless they are time sensitive or do not fit into a specific committee function. The committee structure and the mandates are outlined below.

General Government Services

Composition: 4 plus the Warden

Quorum: Majority of Members

Considers matters pertaining to Administration, Human Resources, Clerk’s, IT, Finance, Land Ambulance, Property, Building & By-laws

Public Works

Composition: 4 plus the Warden

Quorum: Majority of Members

Considers matters relating to: Public Works including Roads and Waste Management

Community Services/Dufferin Oaks

Composition: 4 plus the Warden

Quorum: majority of members

Considers matters pertaining to: Dufferin Oaks Homes for the Aged, Social Services and Emergency Management, County Forest and Museum

Statutory Committees

Where required by legislation, Council shall appoint, by resolution, members to a committee which is fully funded and financed through the County.

There is currently a statutory committee, Access Dufferin legislated by the *Ontarians With Disabilities Act*. The terms of reference are attached as Schedule A. The committee considers matters relating to accessibility for those with disabilities and reports through the Community Services Committee.

Ad Hoc Committees

Council may constitute an Ad Hoc Committee to consider and report on a specific subject, project or undertaking. When an ad hoc committee has been appointed by Council, a mandate shall be established. When an ad hoc committee has completed its work and made its final report to Council, the ad hoc committee will be dissolved.

Remuneration

No remuneration will be paid for committee members; however, mileage and travel expenses will be covered.
Note: Access Dufferin receives \$100 honourarium per meeting. This will continued until the end of 2015.

SCHEDULES:

1 – Terms of Reference – Access Dufferin

SCHEDULE A
TERMS OF REFERENCE
Access Dufferin

Citizen members –	up to 9 members - A majority of members must have a disability
Quorum:	A majority of its members
Term of Chair:	The positions of Chair shall be elected annually by the Committee at the first meeting of each year.
Staff Resources:	Emergency Management/Accessibility Co-ordinator provides support to committee and updates them on the legislative requirements Committee Secretariat provided by Clerk's staff
Staff Liaisons:	Chief Building Official - relating to the accessibility to County facilities Social Services – relating to the social housing component of the Ontarians With Disabilities Act. Other staff members would be available as required for example if the Committee wishes to discuss snow plowing, the Director of Public Works would be available.

Goals and Objectives:

The Goals of the Accessibility Advisory Committee are to encourage and facilitate accessibility on behalf of all challenged persons by:

1. promoting public awareness and sensitivity;
2. encouraging co-operation among all service and interest groups to ensure a better community for all persons;
3. identifying and documenting relevant issues and concerns;
4. improving access to housing, transportation, education, recreation and employment, which are the qualities of a five star community in so far as these activities are within the areas of responsibility of the County of Dufferin;
5. improving communication among all levels of government and service agencies to make recommendations re: policy and legislation; and
6. recognizing that the needs of all persons are constantly changing.

Duties and Functions:

Access Dufferin assists Council by advising, reviewing and making comment and recommendations of interest to people with disabilities and dealing with community issues relevant to disabled persons within the framework of the goals and objectives.

Some of the items that may be reviewed by the Committee include:

- Providing advice each year about the preparation, implementation and effectiveness of the accessibility plan
- Commenting on accessibility to county-owned or leased facilities
- Commenting on how the needs of persons with disabilities can be better served through the municipality's purchasing of goods and/or services.
- Commenting on any municipal decisions relating to the purchase, construction, renovation or lease of new municipal facilities.
- Monitoring federal and provincial government directives and regulations and advising Council regarding same.
- Conducting research on accessibility issues
- Liaising with other municipalities, local municipalities and local stakeholder groups on accessibility issues.
- Recruiting new members

The Committee acts as an advisory body to Council for the preparation, implementation and effectiveness of its accessibility plan.

Council will seek advice from the committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises:

- (a) that the Council purchases, constructs or significantly renovates
- (b) for which the council enters into a new lease; or
- (c) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with the Municipal Act.

Member Absences: If a Committee member is absent for three consecutive meetings they have forfeited their membership unless the Committee deems their absence is justifiable.

Frequency: To be determined