

COMMITTEE TERMS OF REFERENCE

21.5 CHILD CARE COMMITTEE

- 21.5.1 Responsibilities:** This committee shall oversee all municipal child care operations. Members appointed to the Child Care Committee by Council will:
- 21.5.1.1** provide quality child care programs to all children with access preference given to residents of the Town
 - 21.5.1.2** expand programs as appropriate only if it is feasible to fund the new program through user fees
 - 21.5.1.3** continue to have users (and provincial grants) fund operations
 - 21.5.1.4** pursue provincial support for parents in need
 - 21.5.1.5** arrange to fund local share of support if absolutely necessary, and
 - 21.5.1.6** support keeping the facilities well maintained, adopting a 5 year capital plan, which is updated annually
- 21.5.2 Membership:** A group of 6 to 8 parents
- 21.5.3 Secretary:** Child Care Director
- 21.5.4 Meeting Time:** Monthly or as determined by the Committee
- 21.5.5 Reporting Responsibility:** Minutes of the Child Care Committee are forwarded to the Community Issues Committees.

21.6 MUNICIPAL HERITAGE COMMITTEE

- 21.6.1 Responsibilities:** This Committee shall research and recommend to Council properties for designation under the *Ontario Heritage Act*. The Municipal Heritage Committee shall continue to cooperate and seek efficiencies between the Historical Society, the Roy Brown Society and other similar groups, through the Joint Heritage Committee.
- 21.6.1.1** support the preservation or architecturally and historically significant buildings with the owner's cooperation, and
 - 21.6.1.2** support the continuing restoration of the Town Hall.
 - 21.6.1.3** maintain a list of historically significant properties.
 - 21.6.1.4** review and comment on any renovation projects proposed on properties on the above list.

- 21.6.2 Membership:** In accordance with By-law 10-98
- 21.6.3 Secretary:** Appointed by the Committee
- 21.6.4 Meeting Time:** As determined by the Committee
- 21.6.5 Reporting Responsibility:** Minutes of the Carleton Place Municipal Heritage Committee are forwarded to the Community Issues Committee.

21.7 URBAN FOREST/RIVER CORRIDOR ADVISORY COMMITTEE

21.7.1 Responsibilities: This Committee will provide Council with comments on river corridor activities and/or urban forest as deemed appropriate. Members appointed to the Urban Forest/River Corridor Advisory Committee by Council will have the following responsibilities:

- 21.7.1.1** communicate with the Town Council/staff on proposed development and maintenance, which will affect the river corridor and/or urban forest within the Town of Carleton Place
- 21.7.1.2** participate in reviewing development proposals in the river corridor and giving advice to Town Council on their effect upon trees
- 21.7.1.3** provide recommendations to Town Council on environmental issues, which may affect the river corridor and/or the forest
- 21.7.1.4** review projects, which will be undertaken by the Town staff within the river corridor, and provide comments on their effect upon trees
- 21.7.1.5** work with the Town Council to educate residents, developers and staff on appropriate environmental procedures to be undertaken to protect the integrity of the river corridor, trees, and
- 21.7.1.6** encourage and assist associated community environmental groups to be active in the committee's purpose, and to be aware of the committee's work

21.7.2 Membership: One member of Council and 6-9 members of the public

21.7.3 Secretary: Appointed by the Committee

21.7.3.1 Staff Contact: Manager of Development Services

21.7.4 Meeting Time: As determined by the Committee

21.7.5 Reporting Responsibility: Community Issues Committee

21.8 ACCESSIBILITY ADVISORY COMMITTEE (AAC)

21.8.1 Responsibilities:

Town's Responsibility: Under Section 29., of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) the Town shall:

- 29 (1)** The Council of every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force.
- 29 (2)** The Council of every municipality having a population of less than 10,000 may establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force.

Under Section 29. (5) and (6) of the AODA the Duties of the Council shall be to:

- (5) The Council shall 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 Council in accordance with section 110 of the Municipal Act, 2001.
- (6) Supplying site plans: When the committee selects site plans and drawings described in section 41 of the Planning Act to review, the Council shall supply them to the committee in a timely manner for the purpose of the review.

Advisory Committee's Strategic Priorities and Responsibilities

Under Section 29(4) of the AODA the Duties of the Committee shall be to:

- (a) Advise the Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the Council may seek its advice under subsection (5);
- (b) Review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects; and
- (c) Perform all other functions that are specified in the regulations.

Other Goals

Other Priorities and Responsibilities of the Committee will include to:

1. Consult with the disabled community and groups, organizations and service agencies to provide a forum for the communication of issues.
2. Identify and advocate with "Best Practices" in the removal of all

barriers for persons with disabilities.

3. Raise public awareness of disabilities issues through the organization of initiatives and activities. Also in partnership with the Town of Carleton Place.

- 21.8.2 Membership:** The Accessibility Advisory Committee (AAC) may consist of up to 12 members. One member of Council, two members who are citizen volunteers, and two professionals from the community representing organizations with interests in disability issues.
- However, under Section 29, of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA): 29(3) A Majority of the members of the Committee shall be persons with disabilities.
- 21.8.3 Secretary:** To be appointed by the Committee
- 21.8.3.1 Staff Contact:** Town Clerk
- 21.8.4 Meeting Time:** At least quarterly and/or at the call of the chair
- 21.8.5 Reporting Responsibility:** Community Issues Committee

21.10 ENVIRONMENTAL ADVISORY COMMITTEE

21.10.1 Responsibilities: Preamble

The Corporation of the Town of Carleton Place and its residents recognize the importance of a healthy natural environment in preserving community values and enhancing quality of life and has previously stated its objective for sustainable development. In order to better balance and integrate protection and enhancement of the environment with the social and economic interests of the community, Council wishes to establish an Environmental Advisory Committee.

Role and Purpose

The Town of Carleton Place Environmental Advisory Committee's job is to provide environmental advice, recommendations and information to Council concerning all aspects of environmental issues related to public policies, programs and projects.

CPEAC has no powers of either approval or veto over any activity or program. CPEAC exists to advise Carleton Place Council through the Physical Environment, Planning and Protection and Policy Review Committees.

Scope of Studies and Advice

CPEAC will provide information, general advice and/or specific recommendations to Council:

- a) with respect to any matter or question Council may specifically refer to it; and,

- b) with respect to any other environmental matter which CPEAC may determine that it wishes to bring to Council's attention, with Council's blessing.

Duties of the Corporation of the Town of Carleton Place, Staff and Council

Council and staff of the Town of Carleton Place shall:

- a) exercise diligence to provide an appropriate level of information and documentation on environmental matters and concerns to CPEAC as fall in advance as possible so the Committee can provide analysis, comment or advise as practicable;
- b) provide the CPEAC with ongoing staff support and to facilitate such activities as agenda preparation and distribution and minute-taking; and
- c) provide meeting rooms for CPEAC.

Budget

CPEAC shall develop programs and assess costs in consultation with the Physical Environment Committee. Council shall approve a budget for the CPEAC on a yearly basis.

21.10.2 Membership:

Committee Structure

CPEAC will consist of 8–10 members, including 1 councillor. The 7 non-elected members may be residents of the Town of Carleton Place, representing a cross-section of our community with expertise in environmental related matters and shall include, but not be limited to representation from the business community, professional community, residential community and youth community, business owners, taxpayers and residents as eligible members. Further, one member may be from Mississippi Mills and another member may be from Beckwith Township.

The Committee may make appointments of additional members of the public to service on subcommittees of CPEAC while not serving as one of the 7 full members. The term shall be the same as those for members of the full committee or shorter if the sub-committee is disbanded upon completion of its work.

Administrative Matters

As soon after taking office as practicable, and annually thereafter, CPEAC shall elect, from amongst its membership, a permanent Chair.

It will organize its work program each year and establish and dissolve, as and when appropriate, such functional sub-committees as it may deem expedient to better carry out detailed or more intensive work.

It shall ensure that members of the full committee shall make up at least half of the total membership in each sub-committee.

When CPEAC is looking for public participation on various matters, they may advertise in Municipal Matters.

21.10.3 Secretary:

To be appointed by the Committee

21.10.4 Meeting Time:

Committee Meetings and Reporting

CPEAC shall meet once monthly, with such meetings open to the public and report through the Physical Environment Committee to Council. Minutes of each CPEAC meeting shall be forwarded to the Physical Environment Committee for approval.

Rendering of advice or information shall normally be through the meeting minutes. The minutes shall be provided to staff for inclusion on the Physical Environment Committee Agenda. The Chair and/or an authorized representative of the Committee may appear as a delegation to a Physical Environment Committee meeting or full Council.

21.10.5 Reporting Responsibilities: Reports to the Physical Environment Committee