
Mayoral Decision

Mayoral Decision Number: 03-2024

Under the Authority: Part VI.1 (Special Powers and Duties of Head of Council) of the Municipal Act, 2001, Section 284.8 (Powers re: Committees), the Mayor is assigned the power, subject to Ontario Regulation 530/22, Section 4, to establish committees that consist solely of members of Council. Therefore, I, Doug Elmslie, Mayor of the City of Kawartha Lakes, establish the Roads Task Force as follows:

1. The four (4) member Roads Task Force shall be comprised solely of Council members, and myself in an ex-officio capacity as Mayor;
2. The Terms of Reference for the committee are established as attached as Appendix A to this Mayoral Decision.

Appendix A



Appendix A to
Mayoral Decision 03

Dated this 19th day of July, 2024

A handwritten signature in black ink that reads "D. J. Elmslie". The signature is written in a cursive style and is positioned above a horizontal line.

Doug Elmslie, Mayor

Appendix A to Mayoral Decision 03-2024

Terms of Reference

Name: Roads Task Force

Date Established by Mayoral Decision: July 19, 2024

Purpose:

The Roads Task Force is established to provide recommendations to Council regarding a process(es) for budgeting and prioritizing road improvements to accompany and support actions recommended by the City's 5-Year Roads Plans in accordance with powers and duties as described by Part VI.1 (Special Powers and Duties of Head of Council) of the Municipal Act, 2001.

Roles and Responsibilities:

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct for Committee 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 Roads 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 Recording Secretary and absent themselves from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Roads 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, Insurer and/or Mayoral

Decision or Directive for any activities relating to Task Force business in keeping with the Task Force's Terms of Reference and established Policies.

Activities:

The following shall represent the general activities of the Roads Task Force:

- a) To make recommendations to Council regarding the process of allocating any surplus budget for additional roads improvements.
- b) To recommend a process(es) to Council for annual prioritization of roads improvements over and above what has been budgeted for, in accordance with, or supplemental to, the City's 5-Year Roads Needs Plans.
- c) To make recommendations to Council regarding a policy process(es) for road upgrades and upgrade programs (i.e. changing the composition of any given road).
- d) To make recommendations to Staff concerning resident education programs regarding road maintenance and improvement programs (e.g. the Lifecycle Extension Program etc.) and the promotion of annual achievements and challenges.
- e) To consult with the Mayor, Councillors, other municipalities, and the public.

Composition:

The Roads Task Force shall be comprised of a maximum of four (4) members consisting of four (4) Council representatives all of whom have the full authority to debate and vote. Task Force members will be appointed by Mayoral Decision. The Mayor may attend meetings in an ex-officio capacity only.

Appointment of Officers:

The Task Force shall have the officers of Chair and Vice-Chair established and named by Mayoral Decision. It is acknowledged that there are no per diems for any Task Force positions.

Term of Appointment:

The Term of Appointment for the Task Force members will continue until the release of the Mayor's 2026 Proposed Budget or otherwise revised by Mayoral Decision.

Resources:

The Public Works and Engineering and Corporate Assets Departments will provide support in the form of advice, day-to-day liaison with the Task Force. The liaison departments will also attend the meetings of the Roads Task Force.

The EA to Mayor and Council shall be designated as Recording Secretary. The Recording Secretary shall prepare and publish Agendas; attend all formal business Task Forced 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. Meetings shall be called on dates and times when all members are available to attend.

Location of Meetings:

The location of the meetings will be set by the Chair and must be held in an accessible City facility. If meetings are held virtually, these shall be held in accordance with all City policies and procedures.

Meetings:

The Roads Task Force shall hold a minimum of four meetings during their term. The Chair 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 five (5) 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. For clarity, quorum for a four person committee shall be three members. No sub-committees or working teams shall be permitted.

Closed Meetings:

The Roads Task Force shall not be permitted to hold Closed Meetings.

Procedures:

Procedures for the formal business meetings of the Roads Task Force shall be governed by the City's Procedural By-law (except Section 11.08) and Legislation or, where both of these are silent, by Robert's Rules of Order.

For clarity, as there are only four members on the Roads Task Force, the Chair may move and/or second a motion. The Chair, except where disqualified from voting by reason of interest or otherwise, may vote with the Members on all questions. In the event of a tie vote on a motion, the will motion fail.

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 of the Task Force shall be forwarded to the liaison departments 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 liaison department(s) 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 Roads Task Force Agendas and Minutes are posted to the City website at the same time as they are circulated to the City Clerk's Office.

Reports:

It will be the responsibility of the Roads Task Force Chair to provide a memo to the liaison departments identifying the Task Force recommendations for final preparation of the report. The Chair should also advise the liaison departments of an expected timeline for this report to Council.

The Task Force recommendations shall be all be addressed in a Report to Council via the liaison departments.

Purchasing Policy:

This Task Force has no purchasing or procurement authority or 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 departments 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 Roads Task Force who misses three consecutive formal business meetings, without being excused by the Roads Task Force, may be removed from the Roads Task Force in accordance with adopted policy.

Any member of the Roads Task Force may be removed from the Task Force at the discretion of the Mayor or City 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 Committee 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. The Mayor may, at their discretion, change the Terms of Reference for this Roads Task Force at any time. Any changes proposed to these Terms of Reference may be made by Mayoral Decision.

The Roads Task Force may be dissolved at any time through a Mayoral Decision.