

Town of Arnprior Advisory Committee Terms of Reference

Membership

- The membership of each committee shall be a set number as determined by Council in the attached Appendix for each Advisory Committee and confirmed at the time of its appointment.
- Each committee shall select a Chair and Vice Chair from its members at its first meeting. The Vice-Chair must be a Member of Council and they will preside over meetings in the absence of the Chair.
- Citizen Members shall be residents or taxpayers of the Town of Arnprior who have skills, assets, and expertise in the particular field of the Committee they wish to participate on. These assets are identified in the committee-specific Appendices.
- Citizen Members and representatives serve on Advisory Committees on a volunteer basis.
- Members must have access to a personal computer and have an email address to receive meeting invitations and agenda packages with large files.
- A Citizen Member who misses attending 3 meetings per annum without approval of the Committee may be subject to forfeiting their seat upon recommendation of the Committee, at the discretion of Council; and if such seat is declared vacant, the Town will advertise the vacant seat to be filled in accordance with the Procedure By-Law.

Meeting Schedule and Location

Each Advisory Committee shall meet monthly between March and December of each year (except July, August and December). Meetings shall take place in Council Chambers and may be held in alternative formats in accordance with the Procedure By-Law.

Procedural Rules

Unless otherwise stated in these Terms of Reference, all of the Committees shall adhere to the procedures stated in the Procedural By-law.

Quorum

A quorum of this Committee shall constitute a majority of members. If no quorum is present fifteen (15) minutes after the time appointed for a meeting, the Chair of the meeting or the Recording Secretary may discharge the members present and may cancel or reschedule the meeting and notice for same shall be given in accordance with the Procedure By-Law.

Duties and Responsibilities

Chair

- Presides at all advisory committee meetings, and exercises authority and performs duties as required.
- Provides guidance and leadership to the committee in the completion of its mandate.
- Ensures that decorum is maintained at each meeting and that rules of procedure and conduct are observed.

All Members

Committee Members are expected to:

- Attend and actively participate in all advisory committee meetings;
- Contribute time, knowledge, skill and expertise to fulfill the Committee mandate, goals and objectives and responsibilities;
- Contribute to the development of the committee's workplan, agendas and discussions during meetings and outside of meetings;
- Attend Town of Arnprior and other community events and initiatives where appropriate and available;
- Understand their role and expectations;
- Must conform to all Municipal policies and procedures, including the Council Code of Conduct,
- Communicate using inclusive and non-discriminatory language, respecting the spirit of the Ontario Human Rights Code;
- Respect all decisions made by the committee as a whole; and
- Be cognizant of any conflict of interest or perceived conflict in terms of issues that may serve to benefit them personally and shall disclose accordingly.

Term

Public members shall be appointed to the Committee for a period to coincide with the term of Council ending on November 14th, 2026.

Administrative Support Staff

The Clerk's Office will book meetings, prepare and distribute agendas under the direction of the Chief Administrative Officer (CAO), and take minutes for all of the Committee meetings. The official copy of the minutes shall be filed in the Clerk's Office.

Community participation is key to the success of the Town's Advisory Committees. Additional Town staff and representatives from diverse groups will be invited to attend meetings as required to provide expertise.

Reporting:

- Staff Reports:
 - Applicable Staff Reports, as determined by the Chief Administrative Officer (CAO), shall normally be submitted to the Committee for input as part of the consultation process with any alternate points of view being noted in the Report to Council.
- Committee Reports to Council:
 - Committee reports which rise to Council shall be prepared by a Staff Advisor who will either provide concurrence along with the CAO; or alternatively, indicate staff comments.
- Committee Updates:
 - Council members of the Committee shall provide an update of Advisory Committee Activities to Council on a bi-annual basis in May and November of each year.

Agenda Format:

1. Call to Order
2. Roll Call
3. Land Acknowledgement
4. Adoption of Agenda
5. Disclosures of Pecuniary Interest
6. Approval of Previous Minutes
7. Presentations/ Delegations
8. Matters/ Tabled/ Deferred/ Unfinished Business
9. Staff Reports (by Department)
10. New Business
11. Adjournment

Appendices

1. **Appendix A** – Accessibility and Age Friendly Advisory Committee
2. **Appendix B** – Culture and Diversity Advisory Committee
3. **Appendix C** – Environmental Advisory Committee

Appendix A

Accessibility and Age Friendly Advisory Committee

Background

This document shall constitute the terms of reference for the Town of Arnprior Accessibility and Age Friendly Advisory Committee.

Mandate

The Accessibility and Age Friendly Advisory Committee will provide Council with sound advice and recommendations to Council related to the accessibility of Town programs, services and facilities for all users. They will also serve to promote and facilitate a barrier-free and age friendly community by assisting in the removal and prevention of barriers faced by persons with disabilities and the creation of programs and services that can be enjoyed by residents and visitors of all ages.

Goals and Objectives

The Advisory Committee's goals and objectives are to provide advice and make recommendations to Council on:

- Promote and facilitate a barrier-free and age friendly Arnprior through active community engagement and through raising issues, concerns and opportunities for improvement;
- Developing and implementing a Diversity and Inclusion Strategy for the municipality to address inclusivity and diversity barriers faced by members of our community, in coordination with the Culture and Diversity Advisory Committee;
- Developing new policies and procedures related to accessibility and age friendly community planning;
- Reviewing existing Town policies and procedures with an inclusionary lens to eliminate barriers to Town programs and services for persons with disabilities;
- Acting as the Town's Accessibility Advisory Committee in accordance with the *Accessibility for Ontarians with Disabilities Act* and its regulations;
- Review and monitor the development, implementation and effectiveness of the Town's Multi-Year Accessibility Plan;
- Provide recommendations to Council and staff to improve accessibility at Town facilities through regular audits;
- Fostering a greater understanding and awareness of accessibility and age friendly community planning within the community through community partnerships;
- Facilitating opportunities to educate and celebrate persons with disabilities and age friendly community members; and
- Identifying resources and community outreach activities.

Membership

The Accessibility and Age Friendly Advisory Committee shall be comprised of the following membership:

- 2 Members of Council
- Up to 5 Community Members

Qualifications

Members must be Town of Arnprior residents.

Community Members appointed to this committee shall represent a broad range of individuals, including persons with disabilities, caregivers and other community members who have expertise in accessibility and/or age friendly community planning.

There shall be a minimum equal number of members who have a disability as compared to members who do not have a disability (50%).

The following asset qualifications will be considered for appointing community members to the advisory committee:

- Knowledge, living or lived experience with accessibility and age friendly community planning matters.
- Commitment as a change-agent in the accessibility community.
- Experience working in teams and/or with community groups, boards or organizations.

Appendix B

Culture and Diversity Advisory Committee

Background

This document shall constitute the terms of reference for the Town of Arnprior Culture and Diversity Advisory Committee.

Mandate

The Culture and Diversity Advisory Committee will provide sound advice and recommendations to Council related to cultural programs and activities and diversity, equity and inclusion across the Town of Arnprior and in the community. They will also advise the Town on actions that can be taken to build a more inclusive, respectful and safe community where everyone has equitable opportunities to thrive in our community.

Goals and Objectives

The Advisory Committee's goals and objectives are to provide advice and make recommendations to Council on:

- Developing and implementing a Culture Plan for the municipality to inform the development of cultural programming and services for the diverse community that the Town serves;
- Developing and implementing a Diversity and Inclusion Strategy for the municipality to address barriers to equitable inclusion faced by members of our community, in coordination with the Accessibility and Age Friendly Advisory Committee;
- Developing new policies and procedures related to culture, equity, diversity and inclusion;
- Reviewing existing Town policies and procedures with an inclusionary lens to eliminate barriers to Town programs and services for the diverse populations of our community;
- Fostering a greater understanding and awareness of culture, diversity, equity, and inclusion matters within the community through community partnerships and advocacy;
- Facilitating opportunities to educate and celebrate the diverse social, cultural and traditional elements that make up Arnprior;
- Implementing anti-racism and anti-discrimination initiatives;
- Identifying resources and community outreach activities; and
- Serving as the Museum Board for the purposes of strategic planning, program oversight and community engagement with the Arnprior and District Museum.

Membership

The Culture and Diversity Advisory Committee shall be comprised of the following membership:

- 2 Members of Council
- Up to 5 Community Members

Qualifications

Members must be Town of Arnprior residents.

Community Members appointed to this Committee shall represent a broad range of equity seeking groups including, but not limited to:

- Indigenous, Black, and People of Colour (IBPOC)
- Racialized people, people of diverse ethnic or cultural origin, and marginalized community members;
- 2SLGBTQ+ community members;
- Newcomers and New Canadians;
- Other groups as may be deemed appropriate by Council.

The following asset qualifications will be considered for appointing community members to the advisory committee:

- Knowledge of or living/lived experience with diversity, equity and inclusion matters.
- Commitment as a change-agent in diversity, equity and inclusion matters in the community.
- Experience working in teams, with community groups, boards or organizations.
- At least one member aged 25 or younger.

Appendix C

Environmental Advisory Committee

Background

This document shall constitute the terms of reference for the Town of Arnprior Environmental Advisory Committee.

Mandate

The Environmental Advisory Committee provides advice and guidance to Town Council and staff with respect to environmental issues including sustainable practices, conservation, alternative energy solutions and environmental regulations.

Goals and Objectives

The Advisory Committee's goals and objectives are to provide advice and make recommendations to Council on:

- Developing ways to further conserve and protect the natural environment, including improvements to existing and future Town programs, services, policies and planning.
- To request, where necessary, input from the public and community partners concerning areas of improvement and future protection of the natural environment.
- To ensure that the community engages in action-oriented strategies that are aligned with the principles of relevant Town and Regional strategies.
- Assist the Town in the preparation of a community energy plan, designed to improve energy efficiency, reduce greenhouse gas emissions and foster local sustainable energy solutions.
- The committee will work in alignment with other committees of Council.

Membership

The Environmental Advisory Committee shall be comprised of the following membership:

- 2 Members of Council
- Up to 5 Community Members

Qualifications

Members must be Town of Arnprior residents.

Community Members appointed to this committee shall represent a broad range of individuals with various skill sets, knowledge and experience.

The following asset qualifications will be considered for appointing community members to the advisory committee:

- Expertise in environmental matters and those applicants who have skills, assets, and expertise in the particular field;
- Experience working in teams, with community groups, boards or organizations.
- Relationships with community organizations.

A cross-section of members with experience representing as many of the following fields is desirable:

- Urban forestry or horticulture
- Water Resources
- Environmental studies
- Community outreach and public education
- Government policies, procedures, or budgets
- Municipal Planning
- Active Transportation
- Greenhouse gas emission reduction initiatives