



Grand River Accessibility Advisory Committee (GRAAC) Agenda

Thursday, April 24, 2025, 1:30 p.m. - 4:00 p.m.
Region of Waterloo - 99 Regina Street South
99 Regina Street South
Waterloo, ON N2J 4V3

The Grand River Accessibility Advisory Committee shall assist the participating municipalities in fulfilling the purpose of the Accessibility for Ontarians with Disabilities Act by providing vision and advice regarding the removal of barriers.

People interested in participating in this meeting can email Administrative Coordinator, Janis McKenzie at Janis.McKenzie@kitchener.ca. Please refer to the delegation section on the agenda below for the registration deadline. Written comments received will be circulated to the Committee prior to the meeting and will form part of the public record.

Accessible formats and communication supports are available upon request. If you require assistance to take part in a city meeting or event, please call 519-741-2345 or TTY 1-866-969-9994

Coordinating Municipality - Kitchener

Co-Chairs - Tamara Cooper, Alyssa Clelland

Pages

1. Commencement

1.1 Land Acknowledgement

We would like to begin by acknowledging the land on which we gather today, recognizing that the land is the traditional territory of the Haudenosaunee, Anishnawbe and Chonnonton peoples. We would also like to acknowledge the enduring knowledge, presence and deep-rooted traditions of the First Nations, Metis and Inuit who continue to enrich our community to this day.

2. Minutes for Approval

3. Disclosures of Pecuniary Interests

Members of Council and members of the City's local boards/committees are required to file a written statement when they have a conflict of interest. If a conflict is declared, please visit www.kitchener.ca/conflict to submit your written form.

4. Delegations

Pursuant to Council's Procedural By-law, delegations are permitted to address the Committee for a maximum of five (5) minutes. All Delegations must register by 10:00 a.m. on April 24th, 2025, in order to participate in the meeting.

5. Discussion Items

5.1 Roll Call - Introductions

5.2 GRAAC Minutes & Agendas - Use of the Chat Function 5 m

Dianna Saunderson, Manager of Council/Committee Services & Deputy Clerk, Corporate Services, City of Kitchener will lead a discussion on this item.

5.3 Schneider's Creek Multi-Use Trail 10 m 4

Jeff Nyenhuis, Senior Engineer, Transportation Expansion, Region of Waterloo will lead a discussion on this item.

5.4 Let's Roll Countdown to Carts, Residential Waste Collection 25 m

Allison Covert, Project Coordinator & Deanna Dakin, Supervisor Projects & Policy, Waste Management, Region of Waterloo will present on this item.

5.5 Draft Terms of Reference - Committee Feedback Summary, CSD-2025-181 25 m 15

LoriAnn Palubeski, Manager, Program & Resource Services, City of Kitchener will continue with the discussion of the Draft Terms of Reference.

6. Recess and Reconvene

7. Discussion Items (Cont'd)

7.1 Community Engagement Review 25 m 37

Huda Rosic, Service Improvement Specialist, Sue Weare, Community Engagement Consultant, & Jaclyn Rodrigues, Interim Manager Service Coordination, City of Kitchener will lead the discussion on this item.

7.2 Long Term Parking Strategy 20 m

Alastair Pinto, Project Manager, Parking Operations, City of Kitchener will lead a discussion on this item

8. The Built Environment Sub Committee Report 20 m

9. Information Items

9.1 Code of Conduct for Members of Council, Local Boards & Advisory Committees 46

9.2 National Accessibility Week (NAAW) - Events 69

10. Adjournment

Please send regrets to Janis McKenzie - janis.mckenzie@kitchener.ca

Schneider's Creek Multi-Use Trail



Region of Waterloo

Project Overview

Purpose: To construct approximately 1.3 km, 3 meter wide asphalt multi-use trail that will complete a missing section of the TransCanada Trail. The trail will be used for walking, cycling and other recreational modes of transportation. The project is proposed to include the following:

- A pedestrian/cycling bridge over Schneiders Creek.
- An at grade CN railway crossing.
- Connection to existing adjacent trails.

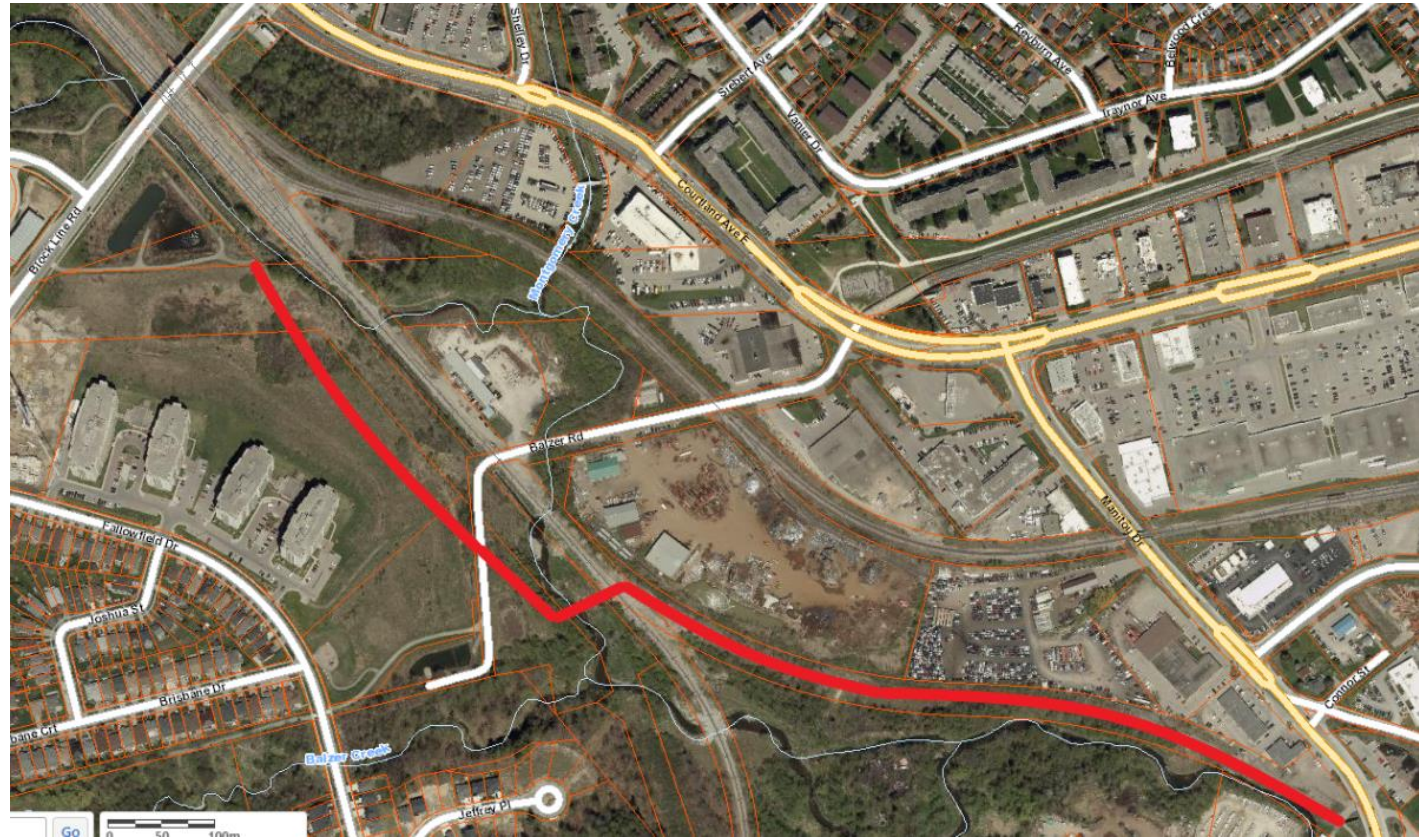


Figure 1: Proposed alignment of Schneider's Creek MUT from Manitou Drive to Block Line Road in Kitchener.

Connection to adjacent trails

- Proposed trail to provide an alternative Accessible Transportation facility that can not be accommodated on Courtland Ave due to the ION tracks and limited Right of Way on Courtland Ave. Proposed trail will also provide connection to:
- Trails under Block Line Road
- Peter Hallman Ball Yard
- St. Mary's High School
- Fallowfield Towers
- Trail in Fallowfield Park
- Balzer Road
- Balzer Greenway East Natural Area
- Trails under Manitou Drive

Figure 2: Existing trails adjacent to Schneider's Creek MUT.



Option A

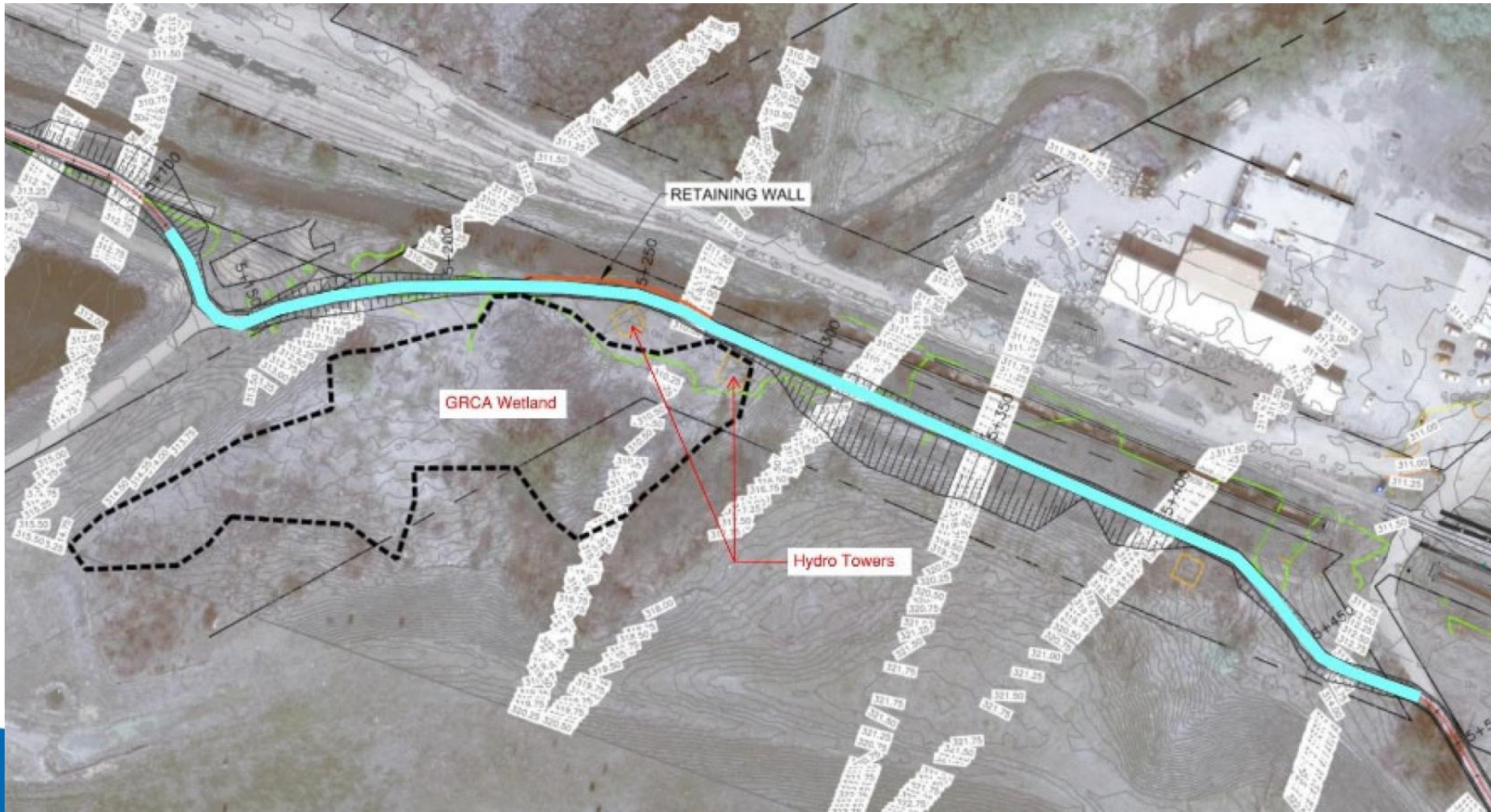


Figure 3: Proposed alignment of Schneider's Creek MUT within Hydro One Corridor.

Option B



Figure 4: Proposed alignment of Schneider's Creek MUT passing through GRCA Regulated Area. (Reduced grading impacts)

Option C

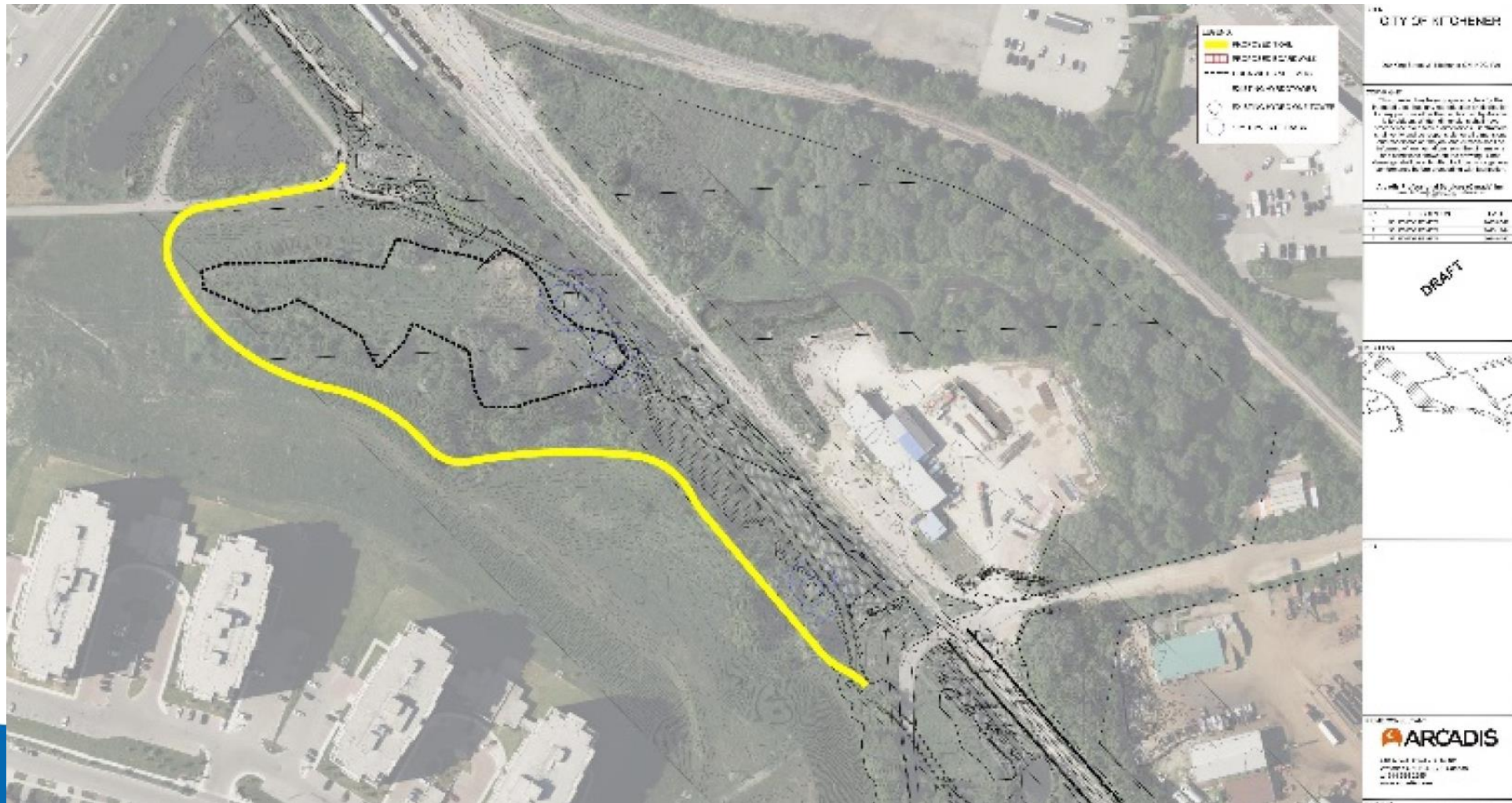


Figure 5: Proposed alignment of Schneider's Creek MUT passing around GRCA Regulated area on Adjacent property. (Reduced property impact, increased grading impacts)

Option D

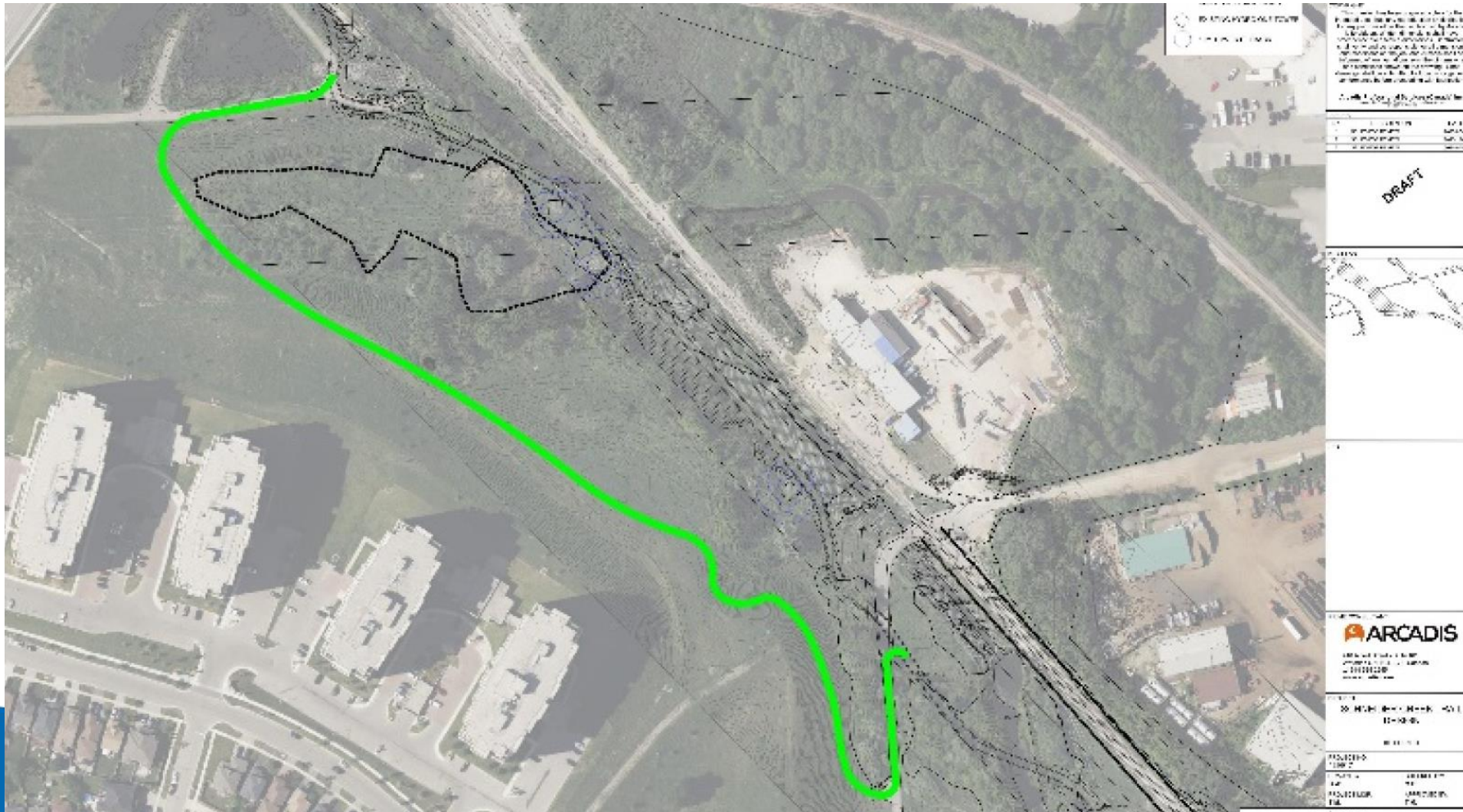


Figure 6: Proposed alignment of Schneider's Creek MUT passing around GRCA Regulated area on Adjacent property. (Increased property impact)

Key Milestones

Stage 1&2 AA – completed 2023

Heritage Impact Assessment – completed 2023

Public Engagement – Winter 2025

Property Acquisition – if required

Detailed design – 2025 -2026 (planned completion)

Proposed Construction start in 2026 (pending approvals and property)

Public Engagement

- Planned for Winter 2025
- Key info to be presented:
 - Considerations taken when selecting a proposed alignment of the Multi-Use Trail
 - Option recommended by the project team

Construction

- Construction is anticipated to start in 2026 (depending on need for adjacent property acquisition)
- More details will be shared as we progress with our design

The Project Team requests endorsement from GRAAC for the proposed design of the Schneider's Creek Multi-Use Trail.

More Information

Jeff Nyenhuis

jnyenhuis@regionofwaterloo.ca

Staff Report

Community Services Department



www.kitchener.ca

REPORT TO: Grand River Accesibility Advisory Committee

DATE OF MEETING: April 24, 2025

SUBMITTED BY: LoriAnn Palubeski, Manager Program & Resource Services, 519-783-8058

PREPARED BY: LoriAnn Palubeski, Manager Program & Resource Services, 519-783-8058

WARD(S) INVOLVED: N/A

DATE OF REPORT: March 28, 2025

REPORT NO.: CSD-2025-181

SUBJECT: 2025 Terms of Reference Review – Summary of Committee Feedback

RECOMMENDATION:

That the Terms of Reference identified as ‘Attachment A’ of Community Services Department report CSD-2025-181 be approved and forwarded to all of the participating municipalities Council’s for adoption.

REPORT HIGHLIGHTS:

- The purpose of this report is to summarize the discussion that was had at the March 27th 2025 Grand River Accessibility Advisory Committee meeting (GRAAC) and share the changes that have been incorporated into the draft since that meeting.
- This report supports the delivery of core services.

REPORT:

At the March GRAAC meeting, staff presented the draft Terms of Reference for committee feedback and comment. A copy of the draft, as well as the current version, was distributed with the March agenda package for the committee’s review prior to the meeting.

Staff provided a summary of the updates which included:

- Grammatical changes and the use of plain language
- Additional definitions
- Clarifying Committee Membership
- Standardizing the Committee Term to match the term of Council
- Committee Appointment Process
- Clarifying Meeting format
- Committee Honourariums and Reimbursement

Staff prepared the following based on the discussion and questions received at the meeting:

*** This information is available in accessible formats upon request. ***
Please call 519-741-2345 or TTY 1-866-969-9994 for assistance.

Kitchener as the Coordinating Municipality:

Grand River Accessibility Advisory Committee (GRAAC) was established 20 years ago and since its inception, Kitchener has been serving as the municipal lead (coordinating municipality) for the Committee. Prior to the commencement of the Terms of Reference review in June 2024, it was raised with the staff coordinating committee and unanimously reaffirmed that Kitchener should continue to serve as the municipal lead (coordinating municipality) for the GRAAC. The AODA requires that each municipality have an accessibility committee but does also allow for multiple municipalities to strike a “joint” committee to address their legislated compliance. While the Committee is administered by Kitchener, there is oversight by all of the participating municipalities Council’s, participation in the joint committee is voluntary and to date has been seen as a benefit by all municipalities who participate.

City of Cambridge Participation:

At the March GRAAC Committee meeting questions were raised about the City of Cambridge and their participation in the joint Committee. Staff reached out to Clerk’s staff in Cambridge in the Fall of 2024 to determine if there may be interest in joining the Committee. Cambridge staff advised that their committee was very active, and they could not speak to future interest in joining GRAAC at that time. They noted they would be interested in following along with the Terms of Reference review process and would be willing to have further discussions in 2026 when they conduct a governance review of all of their committees prior to the new term of Council. Kitchener committed to keeping them up to date on the progress of the Terms of Reference review and advised if pending their review, they were potentially interested in joining, efforts would be made to support that transition. As previously noted, there is a legislated requirement under the Accessibility for Ontarians with Disabilities Act (AODA) to have an accessibility committee, but it is voluntary to participate in a joint committee, a decision that is based on the willingness of Council and staff to confirm that the legislated requirements are being adequately addressed.

Sub-Committees:

Questions were raised about the use of sub-committees and the potential for the Committee to establish a sub-committee to address work that may be larger in scope and unable to be completed by the Committee as a Whole and within the time constraints of the monthly meetings. The comments raised were fair and an additional section has been included within the draft Terms of Reference to allow for the creation of sub-committees, pending consultation with staff that they are within the Committees scope and that staff would be able to assist in providing additional staff resources if needed.

Amendments made to the Terms of Reference:

At the March meeting, several smaller amendments were requested, including the addition of definitions for intersectionality and decolonialization. With support from the Equity Team in Kitchener, the definition of intersectionality has been added to the Terms of Reference. However, after further consideration, it was determined that decolonialization falls outside the scope of the legislated requirements of the AODA (Accessibility for Ontarians with Disabilities Act).

Confirming the Process with regards to the Nominating Committee:

To help clarify the differences between the current appointment process and proposed appointment process, staff have prepared the chart below:

Current Appointment Process	Proposed Process
<p>Open Recruitment</p> <p>Applications forwarded to the Staff Coordination Committee through the Committee Administrator (Kitchener)</p>	<p>Open Recruitment</p> <p>Applications are forwarded to the Nominating Committee (Kitchener), plus the addition of an accessibility individual/professional who will consider the applications</p>
<p>Staff Coordination Group – Reviews Applications using a scoring card, based on the following:</p> <ul style="list-style-type: none"> • GRAAC experience; • Person with a disability; • Caregiver of a person with a disability; • Knowledge of barrier free initiatives and accessibility issues in the community; • Represent a racialized or marginalized population; • Ability to commit to the volunteer time; • Place of residency; and, • References 	<p>Nominating Committee would review the applications using a scoring card, based on the following:</p> <ul style="list-style-type: none"> • Minimum Qualifications; • Committee-specific Qualifications (Including consideration for a broad range of disability representation); • Lived Experience; • Demographic Data (gender equity, racialized or marginalized population); • Place of Residency; and, • Participating Municipality representation
<p>The Staff Coordinating Committee would make recommendation for appointment. <i>(previously reference checks were conducted, this process was eliminated in 2024)</i></p>	<p>The Nominating Committee would make recommendation for the slate of members to be appointments</p>
<p>The full slate of names would be forwarded to all of the participating municipalities for appointment</p>	<p>Staff would provide a covering memo that would include the full committee list for appointment to all of the participating municipalities.</p> <p>The Memo would include additional information related to the recommended appointment for each municipality (i.e. summarize the names that are being recommended for appointment for Woolwich as an example)</p>
<p>The participating Councils are requested to approve the slate of ALL candidates.</p>	<p>For any participating municipality that is being recommended for member appointment, those applications, as well as any applications for individuals not being recommended (who reside in their municipality) for appointment would be shared with the participating municipalities. (e.g. 5 people who applied reside in Kitchener, only 2 people were recommended for appointment, Kitchener Council would get to see all 5 applications)</p> <p>Each of the participating municipalities, likely through a closed session, would have the opportunity to review the applications and confirm proceed with their standard appointment process if preferred. (i.e. share those applications with Member of Council in</p>

	<p>Closed Session for review and to complete the appointment process)</p> <p>If the participating municipality wished to substitute an individual recommended for appointment, they would have the opportunity to do so at this time.</p>
<p>Kitchener to ensure all those individuals who were appointment are advised of their membership on the Committee and will be included in all correspondence related to the Committee and the Committee meetings would commence.</p>	<p>Each of the Participating Municipal Councils would then confirm and approve their appointments at an open session meeting.</p>
	<p>The approvals would then be forwarded back to Kitchener to ensure all those individuals who were appointment are advised of their membership on the Committee and will be included in all correspondence related to the Committee and the Committee meetings would commence.</p>

This process was discussed by the participating municipalities and while full consensus was not achieved, there was agreement that the majority of municipalities would be willing to pilot the appointment process as proposed and further acknowledged that the Council's of the participating municipalities would actually have greater participation in the appointment of the members who will act as representatives for their municipalities on the Committee. While the Nominating Committee may make a recommendation for a member's appointment, if it was the will of the participating municipalities interest to approve an alternative appointment, it would be in their ability to do so.

Staff are pleased to present an updated Terms of Reference for the Committee's approval. The updated document provides clarity around the Committee's mandate and purpose and reflects the unique nature of GRAAC as a joint committee. Following the Committee's approval the Terms of Reference will be forwarded to all of the participating municipalities Council's for final approval.

STRATEGIC PLAN ALIGNMENT:

This report supports the delivery of core services.

COMMUNITY ENGAGEMENT:

INFORM – This report has been posted to the City's website with the agenda in advance of the council / committee meeting.

CONSULT – The Grand River Accessibility Advisory Committee meeting (GRAAC) was provided a draft of the proposed Terms of Reference to provide feedback on and discuss. The feedback from that meeting was received and the Terms of Reference was amended based on that feedback, the attachment included with this report is the revised document.

COLLABORATE – The staff working group for Grand River Accessibility Advisory Committee meeting (GRAAC) conducted two working group meetings starting in October 2024 to review the draft Terms of Reference. Feedback was received and incorporated as requested. Following those meetings, the Chief Administrative Officers of each of the participating municipalities were further consulted on the Terms of Reference, including the Committee Appointment process and proposed honourariums. The feedback from that engagement has also been incorporated into the draft Terms of Reference that was presented to GRAAC at the March 2025 Committee meeting. Feedback from the Committee was received and the matter was being brought forward at the April GRAAC meeting for further consideration. Following the Committee’s approval the approved Terms of Reference is due to be forwarded to all of the participating municipalities for Council consideration and adoption.

PREVIOUS REPORTS/AUTHORITIES:

- *Accessibility for Ontarians with Disabilities Act, 2005*

POLICY		CAT-SUB-####	
[Policy Title]		Category Choose an item.	Sub-category Choose an item.
Approval Type COUNCIL	Department/Division Community Services Department	Author and Position LoriAnn Palubeski, Manager, Program and Resource Services	
Date Approved Click here to enter a date.	Last Reviewed/Amended Click here to enter a date.	Next Review Date Click here to enter a date.	

Related Policies or Procedures

- [Title with embedded link]

Policy Purpose

The Committee will be known as the Grand River Accessibility Advisory Committee or "GRAAC".

These terms of reference were developed under the guidance of the Accessibility for Ontarians with Disabilities Act, 2005 as outlined in section 29 of the Act.

The Accessibility for Ontarians with Disabilities Act is in place to improve opportunities for persons with disabilities by including lived experience and knowledge of disability experience in the identification, removal and prevention of barriers to their full participation locally.

Definitions

"Accessibility for Ontarians with Disabilities Act" is legislation that sets out a process for developing and enforcing accessibility standards.

"ad hoc" means something that is formed or used for a special or immediate purpose.

"Advisory Committee" is a board or committee appointed by Council (s) to act in an advisory capacity to Council (s) on operational and strategic issues.

"Agency" is a business or community organization with a focus is to serve and/or support people with disabilities that are located in The Region of Waterloo.

"Barrier" is anything that prevents a person with a disability from fully participating in all aspects of society, such a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a systemic barrier, a policy or practice.

"Co-Chair" means the presiding officer for the meetings, they provide leadership to move forward business outlined on the meeting agenda, ensures decorum is maintained at meetings, and the rules of procedure and conduct are observed.

"Committee Administrator" is a staff member from the Coordinating Municipality who provides administrative support to the Committee to complete tasks including but not limited to the agenda and minutes.

"Coordinating Municipality" is the participating municipality that is identified by the staff coordination group as the lead in the coordination of the committee.

"Councils" are the elected councils of the participating municipalities/townships.

"Disability" is defined in legislation as set out in section 10 of the Human Rights Code, R.S.O 1990 c. H.19., more broadly that means and/or reflects any degree of physical, sensory, emotional, cognitive, intellectual or mental condition. It can include illnesses and/or injuries. Disability can occur at any point in a person's life (some people are born with a disability, while others develop a disability later in life), and it can be permanent, temporary, or episodic.

"Diversity" is the presence of different and multiple characteristics that make up individual and collective identities, including race, gender, age, religion, sexual orientation, ethnicity, national origin, socioeconomic status, language, and physical ability.

"Equity" is creating an approach that would provide fair and equal access and opportunity for everyone, by addressing discrimination, exclusion and barriers experienced by distinct groups. Equity is not the same as equality, nor is it the same as inequality.

"Ex-officio" means that by virtue of holding office (Regional Chair or Mayor) may step in as the representative on behalf of their municipality in the absence of their appointed member.

"Integrated Accessibility Standards Regulation (IASR)" is Provincial Legislation that provides set of standards established under the Accessibility for Ontarians with Disabilities Act (AODA) in Ontario, Canada, which outlines requirements for organizations to make their services, facilities, and communication accessible to people with disabilities across various areas like customer service, employment, transportation, and design of public spaces; aiming to create an accessible Ontario by 2025.

"Inclusion" is an environment in which all individuals are treated fairly and respectfully, have equal access to opportunities and resources.

“Intersectionality” means the interactions and cumulative effects of multiple forms of discrimination affecting the daily lives of individuals, the term also refers more broadly to understanding how various aspects of individual identity—including race, gender, social, class, and sexuality - interact to create unique experiences of privilege or oppression.

"Legislation" means the Accessibility for Ontarians with Disabilities Act, 2005, as amended, or it's associated Regulations, as applicable.

“Municipal Staff Representatives/Liaisons” means a staff member from a participating municipality who attends meetings to provide advice and assist the Committee in reaching decisions. Each of the participating municipalities, where possible, will have a staff person in attendance at each Committee meeting and at coordination meetings.

“Ontario Building Code” is Provincial Legislation that detailed technical and administrative requirements and minimum standards for building construction.

"Participating Municipalities" is one of the municipalities listed in Schedule 'A' of the document.

“Pecuniary interest” means that an individual has a reasonable likelihood or expectation financial loss or gain related to a matter that is before the Committee for consideration.

“Quorum” is the minimum number of members in attendance at a meeting to advance the business of the Committee.

“Staff Coordination Group” is the group of staff that is consulted to support the overall coordination of the committee.

“Sub-Committee” is a smaller appointed committee, composed of some members of the larger committee, that is assigned to focus on a particular task within the committee's jurisdiction, and have a responsibility of reporting to the larger committee.

“Waterloo Region” is the geographic area which encompasses all of the participating municipalities as outlined in Schedule 'A' of the Terms of Reference.

Policy Scope

This policy shall apply to the advisory committee members who are appointed to the Committee. Any member of the Committee who does not comply with the policy may be removed by the Council who approved the appointment of the member, from the Committee.

Application

- Employees** *(Indicate below which categories apply: All employees, Permanent full-time, Temporary full-time, Continuous part-time, Casual, Probationary, Student, Management, Non-union)*
- Unions** *(Indicate below which categories apply: All Unions, CUPE 68 Civic, CUPE 68 Mechanics, CUPE 791, IATSE, IBEW, KPFFA)*
- Council (s)**
- Specified Positions:** [Click or tap here to enter text.](#)

Other: Local Boards and Advisory Committees

Policy Content

4.1 Purpose of the Committee

GRAAC will provide advice to Council and staff for all of the participating municipalities on accessibility matters pursuant to Section 29 of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

4.2 Governance

GRAAC is governed by procedures detailed in the Municipal Act, the Accessibility for Ontarians with Disabilities Act, 2005, the Municipal Conflict of Interest Act, the coordinating municipality's Code of Conduct, and any other applicable legislation.

The Committee will rely on the Procedural By-law of the Coordinating municipality as the default for procedural guidance.

4.3 Mission

GRAAC assists the participating municipalities in fulfilling the purpose of the Accessibility for Ontarians with Disabilities Act (AODA) by providing advice in regard to the identification, prevention and removal of barriers.

4.4 Mandate

GRAAC will provide advice and recommendations to Council and staff from the participating municipalities about facilities, public spaces and other infrastructure, programs, services, activities and policies to improve inclusiveness and accessibility for individuals with disabilities as per the regulations and standards outlined in the AODA.

4.5 Legislated Responsibilities

- a. Advise Council and staff of the participating municipalities regarding the preparation, implementation and effectiveness of municipal accessibility plans.
- b. Advise Council and staff of the participating municipalities on the accessibility of buildings, structures or premises that the municipality maintain, lease, purchase, construct or significantly renovate.
- c. Review and advise on the accessibility of site plans and drawings as described in Section 41 of the Planning Act, as selected and discussed at GRAAC meetings or sub-committee meetings, including all municipal projects for the participating municipalities.
- d. Perform all other functions that are specified in the Integrated Accessibility Standards Regulation (IASR) (O. Reg. 191/11).

4.6 Other Duties / Responsibilities

- a. Consult with persons with disabilities, community groups and organizations representing persons with disabilities in order to capture and communicate emerging issues to participating municipalities.
- b. Provide advice to staff and Council of the participating municipalities on ways to address issues for the inclusion of persons with disabilities relating to the provision of the services provided by the municipalities.
- c. Participate in consultation opportunities as they relate to the review of relevant legislation, regulations, and standards (such as AODA, Ontario Building Code, IASR).
- d. Advise on existing and proposed procurement processes as requested by staff of the of the participating municipalities, with respect to the purchase of good or services with regard to accessibility where deemed appropriate.

Suggest relevant agenda items to be added to a future agenda. In between Committee meetings, members can request additional agenda items by notifying the coordinating municipality, Co-Chair or participating municipality staff liaison. Agenda item requests are not guaranteed to be added to a future agenda but will be considered by the Staff Coordination Group on a case-by-case basis.

4.7 Committee Composition

Voting Members

GRAAC shall have a minimum of 14 members and a maximum of 16 members appointed to be on the committee, with full voting privileges, the majority whom shall be persons with disabilities, as per Section 29 (3) of the AODA. Membership may be comprised of a combination of the following:

- Up to 4 representatives who reside within the townships, identified as a participating municipality as outlined in Schedule 'A', with an overall goal of appointing a representative from each of the townships;
- Up to 8 representatives who reside within the participating municipalities; and,
- Up to 4 representatives from agencies/organizations with mandates to serve and/or support people with disabilities and who serve Region of Waterloo residents;

Committee Members shall have experience and knowledge in the field of disability, have a lived disability experiences or are agencies serving persons with disabilities.

Of the membership listed above where a committee member is being recommended for appointment to represent one of the participating municipalities, the Nominating Committee recommendation will be forwarded to the respective Municipal Clerk to be brought forward to their Council for appointment.

A full list of appointed members will be shared with the Regional Clerk for the Region of Waterloo, who may then share that information with Regional Council, through correspondence or an information report.

Non-Voting Members

Each of the participating municipalities may also appoint a member of Council as a representative on the committee, they may attend all meetings and may liaise on issues relating to their municipalities and communicate their municipalities perspective, but will serve as non-voting members. The Mayor of the participating municipalities and the Regional Chair will serve as non-voting ex-officio members of the committee.

4.8 Quorum

A quorum shall consist of a majority of the Voting Members appointed to the Committee. Quorum shall be reduced when a member has formally resigned from the Committee or when fewer than maximum number of members have been appointed to the Committee. If quorum is not achieved at a meeting, the meeting may continue but no decisions may be made, and no resolutions may be passed. Any items on the Agenda requiring a decision or resolution of the Committee will be referred to the next scheduled meeting. For any member participating virtually, where possible cameras are encouraged to be on, to ensure quorum is maintained.

4.9 Voting

Every member of the committee is required to vote, including the Co-chairs. Those members who are present at a Committee meeting when a decision is rendered shall vote, except if they are disqualified from voting because of a pecuniary interest or is absent from the meeting during the vote. Any member who refuses to vote will be recorded as voting in the negative (opposed). In the event of a tied vote, the motion being voted on is deemed to be lost.

4.10 Committee Member Attendance and Expectations

Any member of the Committee who fails to attend three successive regular meetings, without communicating with the coordinating municipality, or designate, may be removed from the Committee. Committee member attendance may be taken into consideration when considering members for reappointment.

4.11 Committee Term

The Committee shall serve for a two-year term and, representatives will remain members of the Committee until new members (successors) are appointed. The term of the Committee will align with the term of Council. If a member is no longer able to volunteer on the Committee and must resign before the expiration of their term, the coordinating municipality may proceed with the recruitment process, if required, with the use of the Nominating Committee to appoint a new person or agency to complete the remaining balance of the unexpired term. Members would have no limit to the number of consecutive terms they would be eligible for reappointment; where a member has been appointed for 8 consecutive years, the length in which a member has been on the Committee may be taken into consideration in the reappointment process.

4.12 Committee Appointment Process

Applications for the Committee will be received by the coordinating municipality. All participating municipalities are encouraged to advertise the recruitment process through their preferred communication methods. Once the recruitment process has closed, the applications will be vetted through the City of Kitchener Nominating Committee as outlined in Policy GOV-BOA-010 - Nominating Committee, along with the support of the Municipal Clerk or designate, in consultation with an accessibility professional identified by the City Municipal Clerk.

Once the Nominating Committee completes their review based on a number of factors, including but not limited to: qualification; committee-specific qualification; lived experience; residing within the Region of Waterloo; diversity; and, demographic/spectrum data, to make a recommendation for the slate of members to be appointed to the Committee. For the list of members that are recommended for appointment, the proposed members applications and unselected applicants will be forwarded to the Municipal Clerks office for the participating municipalities in which they reside, and the Council's for the participating municipalities will then consider the Nominating Committee recommendation and confirm the member appointments for their municipality. It would be the final decision of the respective municipality to confirm their representative.

If an agency is recommended for appointment, they would be referred to the Council of the coordinating municipality to consider and approve their appointment.

Once all the participating municipalities finalize their appointments, the Regional Clerk for the Region of Waterloo will be provided with the full list of approved membership, that can then be forwarded on to Regional Council through correspondence or an information report.

4.13 Meeting Schedule and Location

GRAAC will generally meet on a monthly basis ten (10) times per year, on the fourth Thursday of the month. There are no meetings in July and/or August. The Coordinating Municipality will prepare an annual schedule that will be added to all participating municipality's websites. The date and location of the meeting can be modified at the discretion of the Coordinating Municipality in consultation with the Staff Coordination group. Notice of any modified meeting dates will be updated on all participating municipalities websites. Staff will aim for all meetings to be in a hybrid meeting format, with an in-person and virtual option. When hybrid is not possible the default will be virtual. Notice of the meeting format will be shared on the meeting agenda.

4.14 Open Meetings

All meetings are open to the public save and except for reasons outlined under the Section 239 of the Municipal Act, as amended. No person will be excluded from meetings except for improper conduct, as defined by the Coordinating Municipality's Procedural By-law. When a matter is considered in a closed meeting, members shall maintain confidential of the subject matter.

4.15 Coordinating Municipality

The Coordinating Municipality will be the lead in administering and coordinating the committee. The Coordinating Municipality will be responsible for matters including but not limited to: preparing the annual committee calendar; preparing the agenda and any necessary agenda setting meetings; minutes; attendance management; coordinating recruitment; coordinating committee training, and coordinating the committee budget and payment of committee meeting expenses/reimbursements.

4.16 Staff Coordination Group

All participating municipalities will have a staff liaison assigned as a primary representative and/or designate, identified to support the coordination of the committee. The staff liaisons will be part of a staff coordination group that will support the committee's operation. The staff coordination group will be consulted on process and procedures related to committee operations, including committee orientation. The Staff Coordinators will be the primary contact for the Coordinating municipality for matters related to the respective participating municipality.

4.17 Staff Liaison - Roles and Responsibilities

Each of the participating municipalities should prioritize having a staff liaison in attendance at meetings to receive committee advice and assist the Committee in reaching decisions. The staff liaison can be a member of the staff coordination group or a designate.

Staff liaisons will also work with the coordinating municipality to bring forward matters to the agenda from their respective municipalities for the Committees consideration, and will report back to their Councils on any matters that may require ratification.

Staff liaisons will take a collaborative approach where there may be a matter that has implications across municipal boundaries, to confirm any necessary approval processes for the affected municipality, prior to scheduling the matter on a Committee agenda.

4.18 Co-Chairs

Co-Chairs will be appointed annually by the Committee at the first meeting of the new year. The Co-Chairs will lead meetings and act as a liaison between the Committee and staff where members may wish to bring forward items for consideration on a future agenda. The Co-Chairs will notify the staff coordination group of any agenda items requested by the members in between Committee meetings.

Members who are appointed as a Co-Chair would not be permitted to also chair a sub-committee.

4.19 Built Environment - Advisory Work

The Committee is required by legislation to review and advise on the accessibility of site plans and drawings as described in Section 41 of the Planning Act, as selected and discussed at GRAAC meetings or sub-committee meetings, including all municipal projects for the participating municipalities. Where possible the Committee will try to appoint a member to help lead and organize the advisory work related to the built environment, the appointed member if not available can appoint a designate. If

the Committee for whatever reason is not able to appoint a lead, the participating municipalities may request assistance from the entire committee to support the built environment advisory work. A routine item will be included on the monthly agenda to ensure any built environment work completed throughout the month is reported back to the committee and a tracking sheet summarizing the work completed will be included in the agenda for reference.

Built Environment - Advisory work will be eligible for a daily honourarium allocation and mileage expenses as outlined in the Committee Honourarium and Reimbursement section of this policy.

4.20 Sub-Committees

Where the Staff Coordination Committee, in consultation with GRAAC feels a sub-committee is required, they may be created. All such committees will be ad hoc in nature and should have a specific, clearly articulated mandate. All sub-committees will report on their work to the larger committee and any direction required, shall be considered by the Committee as a whole. All sub-committees shall be reviewed annually by the Staff Coordination Group in consultation with the Committee to determine if the mandate is still accurate and whether the sub-committee is still required.

Where the Staff Coordination Group in consultation with the Committee determines additional expertise may be required on a sub-committee to complete the mandate of their work, membership on a sub-committees may be expanded, if required, to include individual or organizations with a particular area of expertise who are not Committee members.

Where a sub-committee is deemed required, membership on the sub-committee will be one less than the overall committee's quorum.

Staff Representatives and Council Liaisons shall not be voting members of sub-committees, their role is to serve in a resource capacity and to provide input on matters related to their respective municipalities.

4.21 Committee Honourarium and Reimbursement

All participating municipalities are committed to removing any barriers that would prohibit an individual's interest in participating in the Committee, that may include support through technology, transportation and childcare. The goal is to continue developing and fostering a community where equity, inclusion, and anti-racism are core principals of policies programs and procedures.

Members can reach out to the coordinating municipality to seek reimbursement (payment and/or in-kind services) to cover the following:

1. Honourarium Committee meeting:

Membership is voluntary and a public service; however, members will receive an honorarium for regular monthly meetings. Agency representatives, where it is the agency that is appointed as a member to the committee, will not be eligible for an honourarium.

Members will be provided \$150. honourarium per committee meeting attended, by cheque or electronic fund transfer/monthly.

2. Honourarium Built Environment - Advisory Work:

Members will be provided \$50. daily rate/honourarium for sub-committee work related to the built environment, in addition to travel costs outlined below.

3. Travel Costs:

- **Public transit pass:**

Committee members will be eligible to have their bus or LRT expenses covered for travel to and from the Committee meeting, on the date of the meeting, through the form of complimentary passes provided by the coordinating municipality.

- **Parking:**

Committee members will be eligible to park at the Municipal facility where the Committee meeting is held, on the day and time of the meeting, at no cost through the form of complimentary parking passes. Committee members requiring a parking pass will be required to advise the Committee Administrator of this need and will be provided with the parking pass at the meeting.

- **Alternative Transportation Arrangements**

Committee members who require an alternative form of transportation to the Committee meeting, can reach out to the Committee Administrator who can assist to support transit needs to attend a committee meeting(s).

- **Mileage**

Committee members will be eligible for mileage for all sub-committee related work to the built environment advisory work, at the mileage rate determined by the Canada Revenue Agency (CRA) effective January 1st of each year. Mileage will be reimbursed from the site of departure direct to the arrival site, including the direct return trip.

4. Childcare

The costs of childcare that committee members incur, to participate in monthly committee meetings, will be reimbursed on an as-needed basis. The maximum payable amount and additional information are provided in the Standard Operating Procedure (SOP) and will be communicated to Committee members.

5. Technology

The Committee Administrator will support reasonable technology requests made by Committee members to assist in removing barriers for participation (such as loan of laptop)

The participating municipalities are committed to accommodating the needs of committee members under the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA).

All reimbursement requests should be arranged directly with the coordinating municipality.

4.22 Conflict of Interest

The Municipal Conflict of Interest Act outlines a primary set of ethical rules for Council, Committee and local board members. These rules apply if members have a pecuniary (financial) interest in a matter that is before them at a meeting. The legislation requires a member with a pecuniary interest to:

- disclose the interest and its general nature before the matter is considered at the meeting;
- complete any required form(s) that are necessary by the municipal conflict of interest act;
- not take part in the discussion or voting on any question in respect of the matter;
- not attempt to influence the voting, during or after the meeting; and
- immediately leave the meeting if the meeting is closed to the public.

4.23 Code of Conduct

Members are expected to follow the Code of Conduct for the Coordinating Municipality. Persons in violation of the Code of Conduct may be referred to their appointing municipality and participating municipality staff liaison to consider whether the member will be permitted to maintain their appointment.

Each member will receive a copy of the Coordinating Municipalities Code of Conduct as part of their Committee Orientation at the start of each term.

4.24 Dissolution of the Committee

Dissolution of the Committee requires a resolution from each Council. Dissolution of the committee may be triggered by one of the following:

- Expiration of term
- Completion of task or mandate
- Resolution of issues
- Legislative requirement no longer exists
- Merger with another committee
- Recommendation by the GRAAC, staff or Council
- Direction from the Province of Ontario

4.25 Participating Municipalities

1. Region of Waterloo
2. City of Waterloo
3. City of Kitchener

4. Township of Wellesley
5. Township of Wilmot
6. Township of Woolwich
7. Township of North Dumfries

5. HISTORY OF POLICY CHANGES

The Terms of Reference was previously approved in 2016. An extensive review of the Terms of Reference was completed in Q3/Q4 2024 & Q1 2025.

The participating municipalities shall endeavour to review the Terms of Reference every second term.

The Council of the Participating Municipalities approved the Terms of Reference on the dates as outlined below:

- Region of Waterloo
- City of Waterloo
- City of Kitchener
- Township of Wellesley
- Township of Wilmot
- Township of Woolwich
- Township of North Dumfries

Results of Review

- No Edits Required
- Housekeeping Edits
- Substantial Edits
- Repeal/Replace

Policy History

Administrative and Housekeeping Changes

Date	Nature of Change
yyyy-mm-dd	Departmental re-organization/Titling changes/ Standing Committee restructuring.

Substantial Changes

Date	Council/CLT Directive
yyyy-mm-dd	As Per Council/CLT Directive - Report #

GRAAC

Draft Terms of
Reference

Discussion

April 24th 2025

Current State:

- The staff would like to express their gratitude to the Committee for the constructive discussion last month.
- A summary of the discussion has been included in the staff report within the April agenda package, along with a revised Terms of Reference.
- Additionally, the staff have provided further information regarding the honorariums and their potential impacts on Committee members receiving monthly support benefits.

Report Summary Highlights:

- Coordinating Municipality: Kitchener
- City of Cambridge Participation
- Revised Terms of Reference: Clarification on Sub-Committees
- Added Definitions
- Confirming the Process of the Nominating Committee

Discussion Questions:

1. Is there any additional feedback on the proposed Terms of Reference that members feel need additional clarification?
2. Would someone be able to make the motion?

Next Steps:

- Each of the Participating Municipalities will be requested to approve the Terms of Reference;
- The Schedule at the bottom of the Terms of Reference will include the approval date of each of the municipalities.

Community Engagement Review

Grand River Accessibility Advisory Committee

GRAAC

Thursday, April 24, 2025

Agenda

- Welcome and Introduction – 2 minutes
- Project Overview – 5 minutes
- Our Approach to Engagement – 5 minutes
- Your Feedback – 10 minutes
- Closing Remarks – 2 minutes

Project Overview

- 2023-2026 Strategic Plan Action Item: Enhance the City's Engagement Practices
 - ✓ Phase 1: Internal engagement with leadership and staff
 - **Phase 2: External engagement with the community**
 - Phase 3: Public input analysis
 - Phase 4: Council approval and launch of revised policy, framework and a new strategy

Our Approach to Engagement

Engagement Purpose:

- Identify current engagement experiences, and areas of excellence and improvement
- Identify barriers to participation and measures to address
- Describe the vision for engagement in Kitchener
- Evaluate the newly revised principles and values of engagement
- Identify how best to communicate about engagement (to participate and report back)

Our draft values

- Accountable and Transparent
- Relationship Building
- Evaluate and Improve
- Deliberately Inclusive
- Purposeful (the right issues)
- Respectful (safe and healthy)

Engagement Opportunities

- Online
 - EngageKitchener (ongoing from April 29 to June 30)
 - Online workshop on May 14
- In person events
 - Booths at events and community spaces
 - Feedback Fairs
- Resident led
 - Host Your Own event kits (ongoing from April 29 to June 30)

Your Feedback

What might we have missed?

What other opportunities do you see?

www.engagewr.ca/AtTheTable

Thank You

Community Engagement Consultant – Sue Weare

sue.weare@kitchener.ca

POLICY		GOV-COU-005	
CODE OF CONDUCT FOR MEMBERS OF COUNCIL, LOCAL BOARDS & ADVISORY COMMITTEES		Category GOV - Governance	Sub-category BOA - Board & Committee
Approval Type COUNCIL	Department/Division Finance & Corporate Services Department, Legislated Services	Author and Position City Clerk	
Date Approved October 6, 2008	Last Reviewed/Amended November 18, 2024	Next Review Date June 1, 2027	

Related Policies or Procedures

-

Policy Purpose

A written Code of Conduct reinforces the City of Kitchener’s Accountability and Transparency Policy and other relevant legislation within which all members of Council, local boards and advisory committees must operate. It ensures that those members share a common integrity base and through adherence to its principles, the Code of Conduct serves to enhance public trust.

The key principles that underline the Code of Conduct are as follows:

- all members to whom this Code of Conduct applies shall serve in a conscientious and diligent manner;
- members shall be committed to performing their functions with integrity and to avoiding the improper use of the influence of their office, and conflicts of interest, both real and apparent;
- members are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;
- members are responsible for making honest statements and no member shall make a statement when they know that statement is false, or with the intent to mislead other members or the public;
- members are responsible for conducting their duties and responsibilities in a manner that is consistent with the City of Kitchener’s commitment to equity, inclusion and anti-racism, whereby racism and oppression are not permissible at either an individual or systemic level, in accordance with policy GOV-COR-2025 (Equity, Inclusion and Anti-Racism); and;
- members shall seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario

Legislature, and Kitchener City Council.

Definitions

“Anti-Racism” – shall mean understanding and dismantling racism. It is a change and transformation focused practice and requires action. It’s not anti-racism if a conversation isn’t followed by concrete actions and accountability.

“Code of Conduct” - shall mean the City of Kitchener Code of Conduct for Members of Council, Local Boards and Advisory Committees.

“Complaint” - shall mean a purported contravention of the Code of Conduct.

“Equity” – shall mean the conditions for fair and equal access and opportunity for everyone, by addressing discriminations, exclusions and barriers experienced by distinct groups. Equity is not the same as equality, nor is it the same as inequality.

“Frivolous” - shall mean of little or no weight, worth, or importance; not worthy of serious notice.

“Good faith” - shall mean accordance with standards of honesty, trust, sincerity.

“Inclusion” – shall mean the achievement of a work environment in which all individuals are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organization’s success.

“Integrity Commissioner” - shall mean the Integrity Commissioner appointed by the Council of the City of Kitchener to provide independent and consistent complaint investigation and resolution, respecting the application of the Code of Conduct.

“Immediate relative” - shall mean a parent, spouse, child, sister, brother, sister-in-law, brother-in-law, father-in-law, mother-in-law as well as step-relationships; spouse shall mean the person to whom a person is married or with whom the person is living in a conjugal relationship outside marriage.

“Lobby” - shall mean to communicate with a member outside of a public process about matters of interest or benefit to the lobbyist and their client / business / organization. Communication may be about a by-law or resolution on any matter that requires a decision by City Council, a local board or delegated decision maker. This includes matters regarding policies or programs, the purchase of goods and services and the awarding of contracts, applications for a service, grant, planning approval or other licence.

“Lobbyist” - shall mean a person who communicates for payment with public office holders, a person who lobbies on a volunteer basis for a business or a not-for-profit professional, business, industry, trade or labour organization or a consultant or voluntary lobbyist who arranges meetings between a member and any other person for the purpose of lobbying.

“Local board” - for the purposes of the Code of Conduct a local board shall mean one of the following boards / quasi-judicial committees established by Kitchener City Council:

- Belmont Village Business Improvement Area
- Kitchener Downtown Business Association (KDBA)
- Animal / Dog Designation Appeal Committee
- Committee of Adjustment
- Property Standards Appeal Committee

“Oppression” – shall mean the social act of placing restrictions on an individual or group by those in positions of power. The oppressed individual or group is devalued, exploited and/or deprived of rights and privileges by the individual or group who has more power.

“Private advantage” - for the purposes of the Code of Conduct private advantage does not include a matter:

- a) that is of general application or considered to be an interest in common generally with the electors within the jurisdiction of an area; or,
- b) that concerns the remuneration or benefits of a member of Council.

“Racism” – shall mean the marginalization and/or oppression of Black, Indigenous and other racialized people based on a socially constructed racial hierarchy that privileges white people. Racism can be openly displayed in racial jokes and slurs or hate crimes, but it can be more deeply rooted in attitudes, values and stereotypical beliefs. Racism operates at individual, systemic and societal levels.

“Vexatious” - shall mean instituted without sufficient grounds and serving only to cause annoyance to the defendant; troublesome; annoying: a vexatious situation.

Policy Scope

Application

- Employees** *(Indicate below which categories apply: All employees, Permanent full-time, Temporary full-time, Continuous part-time, Casual, Probationary, Student, Management, Non-union)*
 - [Click or tap here to enter text.](#)
- Unions** *(Indicate below which categories apply: All Unions, CUPE 68 Civic, CUPE 68 Mechanics, CUPE 791, IATSE, IBEW, KPFFA)*
 - [Click or tap here to enter text.](#)
- Council**
- Specified Positions:** [Click or tap here to enter text.](#)
- Other:** [Local Boards and Advisory Committees](#)

Policy Content

ROLES AND RESPONSIBILITIES

This Code of Conduct operates along with and as a supplement to the existing statutes governing conduct. Five pieces of Federal and Provincial legislation govern the conduct of members of Council, those being:

- the *Criminal Code of Canada*;

- the *Municipal Conflict of Interest Act*, as amended;
- the *Municipal Elections Act, 1996*, as amended;
- the *Municipal Freedom of Information and Protection of Privacy Act*; and,
- the *Municipal Act, 2001*, as amended.

Part VI (Practices & Procedures) of the *Municipal Act, 2001* prescribes the following as the roles of a municipal council, the head of council and the head of council as chief executive officer:

It is the role of council:

- to represent the public and to consider the well-being and interests of the municipality;
- to develop and evaluate the policies and programs of the municipality;
- to determine which services the municipality provides;
- to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- to maintain the financial integrity of the municipality; and,
- to carry out the duties of council under this or any other Act.

It is the role of the head of council:

- to act as chief executive officer of the municipality;
- to preside over council meetings so that its business can be carried out efficiently and effectively;
- to provide leadership to the council;
- to provide information and recommendations to the council with respect to the role of council described in Sections 224.(d) and (d.1) of the *Municipal Act, 2001*;
- to represent the municipality at official functions; and,
- to carry out the duties of the head of council under this or any other Act.

As chief executive officer of a municipality, the head of council shall,

- uphold and promote the purposes of the municipality;
- promote public involvement in the municipality's activities;
- act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and,
- participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

APPLICATION

Part 2 of the Code of Conduct shall apply to all members of Council and local boards. In recognizing that advisory committees are comprised largely of volunteers from across the City of Kitchener who have been appointed by Council to provide special advice and expertise; some of the provisions outlined in Part 2 may not be applicable to those members. Accordingly,

the conduct of advisory committee members shall be governed by the provisions of the Advisory Committee Members' Code of Conduct, attached hereto as Appendix 'A'.

BUSINESS RELATIONS

No member shall act as a lobbyist before Council, its committees, or an agency, board or commission of the City except in compliance with the terms of the *Municipal Conflict of Interest Act*. A member shall not refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.

This does not prohibit activities in which a member would normally engage on behalf of constituents in accordance with the duties of their office.

CONDUCT AT MEETINGS

At all meetings members shall conduct themselves with decorum in accordance with the provisions of *Kitchener Municipal Code Chapter 25 (Procedure)* and in a manner that is consistent with the City's commitment to equity, inclusion and anti-racism, in accordance with policy GOV-COR-2025 (Equity, Inclusion and Anti-Racism) Respect for delegations, fellow members and staff requires that all members show courtesy and not distract from the business of the City during presentations and when other members have the floor.

CONDUCT OF A POLITICAL NATURE

No member shall use City facilities, services, or property for their election or re-election campaign. No member shall use the services of City employees for their election or re-election campaign, during hours in which the employees are in the paid employment of the City. *Council Policy ADM-ELE-226 (Elections - Use of Corporate Resources for Political Campaign Purposes)* applies.

MANDATORY AND ONGOING EQUITY & ANTI-RACISM TRAINING

Members of City Council and volunteer members of local boards are expected to complete all mandatory equity and anti-racism training required as per their position as outlined in the corporate-wide Equity and Anti-Racism Training Strategy. Members of Council are required to complete all mandatory training within one Council term (4 years). Once all mandatory training is complete, Council members are expected to take part in ongoing training opportunities throughout subsequent Council terms, as provided by the City. Volunteer members of local boards are required to complete all mandatory training within one appointment term (2 years); once all mandatory training is complete, board members are expected to take part in ongoing training opportunities throughout subsequent appointment terms as provided through the City.

CONDUCT RESPECTING STAFF

Members shall be respectful of the fact that staff work for the City as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual member or group of members. Members shall be respectful of the fact that staff carry out directions of Council

and administer the policies of the municipality, and are required to do so without any undue influence from any individual member or group of members. Accordingly, no member shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff, and all members shall show respect for the professional capacities of the staff of the City of Kitchener.

Council has delegated responsibility to the Chief Administrative Officer (CAO) for the administration of the affairs of the City in accordance with the decisions adopted by Council. This means that under the direction of the CAO, staff have the responsibility and the authority to provide consultation, advice and direction to Council and to implement Council approved policy. To fulfill this role, staff establishes the appropriate administrative policies, systems, structures and internal controls to implement the goals and objectives of Council, and to manage implementation within the resources at their disposal. Council therefore should expect a high quality of advice from staff based on political neutrality and objectivity irrespective of party politics, the loyalties of persons in power, or their personal opinions.

No member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities. Nor shall any member use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

CONDUCT WHILE REPRESENTING THE CITY

Members shall make every effort to participate diligently in the activities of the agencies, boards, committees and commissions to which they are appointed.

CONFIDENTIAL INFORMATION

Pursuant to *Kitchener Municipal Code Chapter 25 (Procedure)* and authorized under Section 239 of the *Municipal Act, 2001*, where a matter discussed at an in-camera (closed) meeting remains confidential, no member shall disclose the content of that matter, or the substance of the deliberations of an in-camera meeting. Members shall not permit any persons, other than those who are entitled thereto, to have access to confidential information. Members shall not disclose or release by any means to any member of the public either in verbal or written form any confidential information acquired by virtue of their office, except when required to do so by law.

- Particular care should be exercised in ensuring the confidentiality of the following types of information:
- the security of the property of the municipality or local board;
- personnel matters about an identifiable individual, including municipal or local board employees;
- a proposed or pending acquisition or disposition of land by the municipality or local board;
- labour relations or employee negotiations;
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- items under negotiation, or personnel matters;
- information that infringes on the rights of others (e.g. sources of complaints where the identity of a complainant is given in confidence);
- price schedules in contract tender or Request For Proposal submissions if so specified;
- information deemed to be “personal information” under the Municipal Freedom of Information and Protection of Privacy Act;
- statistical data required by law not to be released (e.g. certain census or assessment data);
- information supplied in confidence to the municipality by another level of government;
- third-party information supplied in confidence to the municipality (e.g., a trade secret or scientific, technical, commercial, financial or labour relations information);
- information (e.g., a trade secret or scientific, technical, commercial, or financial information) that belongs to the municipality and has monetary value;
- a position, plan, procedure, criteria or instruction to be applied to negotiations; and,
- any and all statements that have been provided in confidence or in-camera.

The above list is provided as an example and is not exclusive. Requests for information will be referred to appropriate staff to be addressed as either an informal request for access to municipal records, or as a formal request under the *Municipal Freedom of Information and Protection of Privacy Act*.

DISCREDITABLE CONDUCT

Harassment may be defined as any behaviour by any person that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, disability, sexual orientation, marital status, or family status and any other grounds identified under the *Ontario Human Rights Code*.

All members have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure that their work environment is free from racism, discrimination and harassment. The *Ontario Human Rights Code* applies, as does HUM-WOR-120 (*Employment - Human Rights*).

EMPLOYMENT OF COUNCIL RELATIVES

Immediate relatives of elected officials shall not be employed by the City; and to this, the provisions of HUM-HR-110 (*Employment of Relatives of Staff Members and Elected Officials*) applies.

FAILURE TO ADHERE TO COUNCIL POLICIES AND PROCEDURES

A number of the provisions of this Code of Conduct incorporate policies and procedures adopted by Kitchener City Council. More generally, members are required to observe the terms of all policies and procedures established by Council. However, this provision does not prevent a member from requesting that Council grant an exemption from a policy, other than this Code of Conduct.

GIFTS AND BENEFITS

No member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of their duties of office, unless permitted by the exceptions listed below. Notwithstanding the exceptions listed, no member shall accept monies or any instrument that can be converted into monies unless authorized by law. For these purposes, a fee or advance paid to, or a gift or benefit provided by a third party with the member's knowledge to a member's spouse, child (who is under the age of 18 years), is deemed to be a gift to that member.

The following are recognized as exceptions:

- a) compensation authorized by by-law;
- b) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
- c) a political contribution otherwise reported by law;
- d) services provided without compensation by persons volunteering their time;
- e) a suitable memento of a function honouring the member;
- f) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them; and, by the Federal government or the government of a foreign country;
- g) food, beverages and / or admission fees provided for banquets, receptions or similar events, if:
 - i. attendance is resultant to protocol or social obligations that accompanies the responsibility of office; and,
 - ii. the person extending the invitation or a representative of the organization is in attendance;
- h) communication to the offices of a member, including subscriptions to newspapers and periodicals.

In the case of categories **(b) (e) (f) (g) and (h)**, if the value of the gift or benefit exceeds \$100, or if the total value received from any one source over any 12 month period exceeds \$300, the member shall within 30 days of receipt of the gift or reaching the annual limit, file a disclosure statement with the Office of the City Clerk.

The disclosure statement must indicate:

1. The nature of the gift or benefit;
2. Its source and date of receipt;
3. The circumstances under which it was given or received;
4. Its estimated value;
5. What the recipient intends to do with the gift; and,
6. Whether any gift will at any point be left with the City.

All disclosure statements shall be a matter of public record.

IMPROPER USE OF INFLUENCE

No member shall use the influence of their office for any purpose other than for the exercise of their official duties. No member shall seek or obtain by reason of their office any personal privilege or private advantage with respect to City services not otherwise available to the general public and not consequent to their official duties.

Examples of prohibited conduct are the use of one's status to improperly influence the decision of another person to the private advantage of oneself, or one's immediate relative, staff members, friends, or associates, business or otherwise. This would include attempts to secure preferential treatment beyond activities in which members normally engage on behalf of their constituents as part of their official duties. Also prohibited is the holding out of the prospect or promise of future advantage through a member's supposed influence in return for present actions or inaction.

USE OF CITY PROPERTY, SERVICES AND OTHER RESOURCES

No member shall use for personal purposes any City property, equipment, services, supplies or services of consequence other than for purposes connected with the discharge of City duties or associated community activities of which City Council has been advised. No member shall use information gained in the execution of their duties that is not available to the general public for any purposes other than their official duties. No member shall obtain financial gain from the use of City developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the City of Kitchener.

No member shall use City property, services or other city-funded / city-sponsored / city-supported resources (e.g., Councillor columns, social media accounts) for the purposes of election campaigning, as outlined in *Council Policy ADM-ELE-226 (Elections - Use of City Facilities for Political Campaign Purposes)*. This does not include the use of personal social media/networking accounts registered publicly in the member's name.

COMPLAINT PROTOCOL

The complaint protocol shall not retroactively apply to any alleged transgressions occurring prior to the date on which the Code of Conduct was formally adopted by Council.

In accordance with Section 223.4.1 (3) of the *Municipal Act, 2001* no application for an inquiry under this section shall be made to the Commissioner during the period of time starting on nomination day for a regular election, as set out in section 31 of the *Municipal Elections Act, 1996* (the MEA) and ending on voting day in a regular election, as set out in section 5 of the MEA.

In accordance with Section 223.4.1 (4) of the *Municipal Act*, an application may only be made within six weeks after the applicant became aware of the alleged contravention.

In accordance with Section 223.4.1 (5) of the Municipal Act, despite subsection (4), an application may be made more than six weeks after the applicant became aware of the alleged contravention if **both** of the following are satisfied:

- (1) The applicant became aware of the alleged contravention within the period of time starting six weeks before nomination day for a regular election, as set out in section 31 of the *Municipal Elections Act, 1996*, and ending on voting day in a regular election, as set out in section 5 of that Act.
- (2) The applicant applies to the Commissioner under subsection (2) within six weeks after the day after voting day in a regular election, as set out in section 5 of the *Municipal Elections Act, 1996*.

INTEGRITY COMMISSIONER

Pursuant to Section 223.3 (1) of the *Municipal Act, 2001*, the City of Kitchener shall appoint an Integrity Commissioner who reports to Council and is responsible for performing the following duties in an independent and consistent manner:

- i. Advice: providing written advice to members of council, upon request, on their obligations under the Code; procedures, rules or policies of the municipality; and, the *Municipal Conflict of Interest Act*.
- ii. Complaint Investigation: having the power to assess and investigate formal written complaints respecting alleged contraventions of the Code of Conduct;
- iii. Complaint Adjudication: determining whether a member of Council or local board has in fact violated a protocol, by-law or policy governing their ethical behaviour; with the final decision making authority resting with Council as to whether the recommendation(s) of the Integrity Commissioner are imposed;
- iv. Annual Reporting: providing Council, through the City Clerk, with an annual report on findings of complaint cases;
- v. Launch Proceedings: having the power to launch its own proceedings to a judge against a member with respect to section 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*; and,
- vi. Education: providing educational information to members, the municipality and the public about the municipality's code of conduct and the *Municipal Conflict of Interest Act*.

REQUESTS FOR ADVICE/EDUCATIONAL INFORMATION

A request by a member of Council or of a local board for advice from the Commissioner shall be made in writing and emailed to integrity@adr.ca.

If the Commissioner provides advice to a member of Council or of a local board, the advice

shall be in writing and emailed to the member.

If the Commissioner provides educational information to the public, the Commissioner may summarize advice they have provided but shall not disclose confidential information that could identify a person concerned. Requests for educational information for the public should be made to the City Clerk.

INFORMAL COMPLAINT PROCEDURE

Individuals (e.g., municipal employees, members of the public, members of Council or local boards) or organizations, who have identified or witnessed behaviour or an activity by a member of Council, local board or advisory committee that they believe is in contravention of the Code of Conduct could address the prohibited behaviour or activity themselves as follows:

- (1) advise the member that their behaviour or activity appears to contravene the Code of Conduct;
- (2) encourage the member to stop the prohibited behaviour or activity;
- (3) keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information;
- (4) if applicable, confirm to the member that you are satisfied with the response you received; or advise the member of your dissatisfaction with the response;
- (5) consider the need to pursue the matter in accordance with the formal complaint procedure, or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.

Individuals and organizations are encouraged to initially pursue this informal complaint procedure as a means of stopping and remedying a behaviour or activity that is prohibited by the Code of Conduct.

Note: A person is not required to undertake the informal complaint procedure prior to pursuing the formal complaint procedure.

FORMAL COMPLAINT PROCEDURE

1. Application

- (1) All the provisions of this Section apply to a request for an inquiry by an individual or an organization other than a local board or Council as a whole.
- (2) Subsection 1(1) does not preclude individual members of Council or individual members of a local board from filing a formal written complaint.
- (3) Sections 5 to 11, except Subsections 6(1) (b) and 7(3), apply to a request for an inquiry made by a local board or Council as a whole.

2. Complaint

- (1) A request for an investigation of a complaint that a member has contravened the Code of Conduct (the “complaint”) shall be in writing.
- (2) All complaints shall be signed by an identifiable individual (which includes the authorized signing officer of an organization).
- (3) A complaint shall set out reasonable and probable grounds for the allegation that the member has contravened the Code of Conduct and includes a supporting affidavit (attached hereto as Appendix ‘B’) that sets out the evidence in support of the complaint.
- (4) Any commissioners for taking affidavits are authorized to take the supporting affidavit.

3. File with Clerk

- (1) The request for an investigation shall be filed with the City Clerk who shall forward the matter to the Integrity Commissioner for initial classification to determine if the matter is, on its face, a complaint with respect to non-compliance of the Code of Conduct; and not covered by other legislation or other Council policies as described in Subsection 3(3).

Deferral

- (2) If the complaint does not include a supporting affidavit, the Integrity Commissioner may defer the classification until an affidavit is received.
- (3) If the complaint, including any supporting affidavit, is not, on its face, a complaint with respect to non-compliance with the Code of Conduct or the complaint is covered by other legislation or a complaint procedure under another Council policy, the Integrity Commissioner shall instruct the City Clerk to advise the complainant in writing as follows:
 - a) if the complaint on its face is an allegation of a criminal nature consistent with the Criminal Code of Canada, the complainant shall be advised that if they wish to pursue any such allegation, they must pursue it with the appropriate police force;
 - b) if the complaint on its face is with respect to non-compliance with the *Municipal Conflict of Interest Act*, the complainant shall be advised to review the matter with their own legal counsel;
 - c) if the complaint on its face is with respect to non-compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, the complainant shall be advised that the matter will be referred to the Manager of Corporate Records for review;

- d) if the complaint on its face is with respect to non-compliance with a more specific Council policy with a separate complaint procedure, the complainant shall be advised that the matter will be processed under that procedure; and,
- e) in other cases, the complainant shall be advised that the matter, or part of the matter, is not within the jurisdiction of the Integrity Commissioner to process, with any additional reasons and referrals as the Integrity Commissioner considers appropriate. For example, a complaint regarding a member of Kitchener City Council relating to their actions while serving on Regional Council would not be within the jurisdiction of the Integrity Commissioner, as the Region of Waterloo is a separate level of government; and the Integrity Commissioner will advise accordingly.

Reports

- (4) The Integrity Commissioner may report to Council or a local board that a specific complaint is not within the jurisdiction of the Integrity Commissioner.
- (5) The Integrity Commissioner shall report annually to Council on complaints within the jurisdiction of the Integrity Commissioner, but shall not disclose information that could identify a person concerned.
- (6) Should no complaints be received within a calendar year, the Clerk shall report to Council accordingly and no annual report shall be made by the Integrity Commissioner.

4. Refusal to Conduct Investigation

- (1) If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation, or, where that becomes apparent in the course of an investigation, terminate the investigation.
- (2) Complaints referred that are repetitious in nature, not germane to the Code of Conduct, deemed frivolous, vexatious, or without substance in the opinion of the Integrity Commissioner; shall not be advanced to an investigation stage.
- (3) Other than in exceptional circumstances, the Integrity Commissioner will not report to Council or a local board on any complaint described in Subsections 4(1) and 4(2) except as part of an annual or other periodic report.

5. Investigations

- (1) If a complaint has been classified as being within the Integrity Commissioner's jurisdiction and not rejected under Section 4, the Integrity Commissioner shall investigate and may attempt to settle the complaint.

Public Inquiries Act

- (2) Under Section 223.4(2) of the *Municipal Act, 2001*, the Integrity Commissioner may elect to investigate a complaint by exercising the powers of a commission under Parts I and II of the *Public Inquiries Act*.
- (3) When the *Public Inquiries Act* applies to an investigation of a complaint, the Integrity Commissioner shall comply with the procedures specified in that Act and this complaint protocol, but, if there is a conflict between a provision of the complaint protocol and a provision of the *Public Inquiries Act*, the provision of the *Public Inquiries Act* prevails.

Complaint - Gifts and Benefits

- (4) Upon receiving a formal written complaint, not deemed to be frivolous or vexatious, that a gift or benefit was received contrary to the conditions set out herein, the Integrity Commissioner shall examine the disclosure statement to ascertain whether the receipt of the gift or benefit might, in their opinion, create a conflict between a private interest and the public duty of the member. In the event that the Integrity Commissioner makes that preliminary determination, they shall call upon the member to justify receipt of the gift or benefit.
- (5) Should the Integrity Commissioner determine that receipt of the gift or benefit was inappropriate, he/she may recommend that Council direct the member to return the gift, reimburse the donor for the value of any gift or benefit already consumed, forfeit the gift or remit the value of the gift or benefit already consumed to the City; or such other action as the Integrity Commissioner deems to be appropriate.

6. Opportunity to Comment

- (1) The Integrity Commissioner will proceed as follows, except where otherwise required by the *Public Inquiries Act*:
 - a) serve the complaint and supporting material upon the member whose conduct is in question with a request that a written response to the allegation be filed within ten days; and,
 - b) serve the complainant with a copy of the member's written response with a request that the complainant provide a written reply within ten days.
- (2) If necessary, after reviewing the written materials, the Integrity Commissioner may speak to anyone relevant to the complaint, access and examine any of the information described in Section 223.4(2) of the *Municipal Act, 2001* and may enter any municipal or local board work location relevant to the complaint for the purposes of investigation and settlement.
- (3) The Integrity Commissioner shall not issue a report finding a violation of the Code of Conduct on the part of any member unless the member has had 10 days notice of the basis for the proposed finding and any recommended sanction and an opportunity to

respond in writing, within the same said 10 days, to the Integrity Commissioner on their findings and any recommended sanction.

Interim Reports

- (4) The Integrity Commissioner may make interim reports to Council where necessary and as required to address any instances of delay, interference, obstruction or retaliation encountered during the investigation; or as otherwise deemed necessary by the Integrity Commissioner.

7. Final Report

- (1) The Integrity Commissioner shall report the general findings of their investigation to the complainant and the member no later than 90 days after the making of the complaint. That report shall indicate when the Integrity Commissioner anticipates presenting their recommended corrective action(s) for Council's consideration.
- (2) Where the complaint is sustained in whole or in part, the Integrity Commissioner shall also report to Council or the local board, or both, outlining the findings, and/or recommended corrective action(s).
- (3) Where the complaint is dismissed, other than in exceptional circumstances, the Integrity Commissioner shall not report to Council or the local board except as part of an annual or other periodic report.

Lawful recommendations

- (4) Any recommended corrective action must be permitted in law and shall be designed to ensure that the inappropriate behaviour or activity does not continue.
- (5) Section 223.3 of the *Municipal Act, 2001* authorizes Council to impose either of two penalties on a member of Council or local board following a report by the Integrity Commissioner that, in their opinion, there has been a violation of the Code of Conduct:
 - a) a reprimand; or,
 - b) suspension of the remuneration paid to the member in respect of his or her services as a member of Council or local board, as the case may be, for a period of up to 90 days.

The Integrity Commissioner may also recommend that Council or a local board take the following actions:

- c) removal from membership from an advisory committee or local board;
- d) removal as Chair of a Committee or local board;
- e) repayment or reimbursement of moneys received;

- f) return of property or reimbursement of its value; or,
- g) a request for an apology to Council, the complainant, or both.

8. Member not Blameworthy

If the Integrity Commissioner determines that there has been no contravention of the Code of Conduct or that a contravention occurred although the member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner shall so state in the report and shall recommend that no penalty be imposed.

9. Report to Council

The City Clerk shall process the Integrity Commissioner's report for the next meeting of Council or local board, or both. Said report shall remain confidential until the matter has received complete and final disposition by the Integrity Commissioner and has been reported out to the members of Council through the City Clerk.

10. Duty of Council / Local Board

Council or a local board shall consider and respond to the report within 90 days after the day the report is laid before it.

11. Confidentiality

A complaint will be processed in compliance with the confidentiality requirements in Section 223.5 of the *Municipal Act, 2001*, which are summarized in the following subsections:

- a) the Integrity Commissioner and every person acting under their instructions shall preserve secrecy with respect to all matters that come to their knowledge in the course of any investigation except as required by law in a criminal proceeding or in accordance with the provisions of Section 223.5(1) of the *Municipal Act, 2001*.
- b) pursuant to Section 223.5(3) of the *Municipal Act, 2001*, this Section prevails over the *Municipal Freedom of Information and Protection of Privacy Act*.
- c) if the Integrity Commissioner reports to the municipality or to a local board their opinion about whether a member of Council, a local board or advisory committee has contravened the applicable Code of Conduct, the Integrity Commissioner may disclose in the report such matters as in the Integrity Commissioner's opinion are necessary for the purposes of the report.
- d) the municipality and each local board shall ensure that reports received from the Integrity Commissioner by the municipality or by the board, as the case may be, are made available to the public upon the matter being reported out to the members of Council. Neither the Integrity Commissioner nor any person acting under the

instructions of the Integrity Commissioner is a competent or compellable witness in a civil proceeding in connection with anything done under this Part.

- e) if the Integrity Commissioner, when conducting an inquiry, determines that there are reasonable grounds to believe that there has been a contravention of any other Act or of the *Criminal Code of Canada*, the Integrity Commissioner shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting police investigation and charge have been finally disposed of, and shall report the suspension to Council through the City Clerk.

12. Integrity Commissioner Vacancy

Should the office of Integrity Commissioner become vacant, the Code of Conduct remains in effect and all members shall abide by the provisions set out therein. When a vacancy occurs, all formal complaints shall be held in abeyance until such time as a new Integrity Commissioner has been appointed; or an interim measure enacted to enable the complaint to be addressed within a reasonable amount of time. For example the City could engage the services of an Integrity Commissioner from another local municipality as a potential interim measure.

REPRISALS AND OBSTRUCTION

Members shall respect the integrity of the Code of Conduct and investigations conducted under it. Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information to the Integrity Commissioner is therefore prohibited. It is also a violation of the Code of Conduct to obstruct the Integrity Commissioner in the carrying out of their responsibilities, as, for example, by the destruction of documents or the erasing of electronic communications.

Results of Review

- No Edits Required
- Housekeeping Edits
- Substantial Edits
- Repeal/Replace

Policy History

Administrative and Housekeeping Changes

Date	Nature of Change
2016-06-01	I-005 policy template re-formatted to new numbering system and given number GOV-COU-005.

Substantial Changes

Date	Council/CLT Directive
2009-11-02	As Per Council/CLT Directive.
2019-06-24	As Per Council/CLT Directive.
2024-11-18	As Per Council/CLT Directive – Report COR-2024-018

APPENDIX 'A'

Advisory Committee and Local Board Members' Code of Conduct

The purpose of an advisory committee is to provide informed advice and guidance, as well as to facilitate public input to City Council on programs and policies. In recognition of the impartial and objective advice received from advisory committees, as well as the challenges and inherent restrictions placed upon these same individuals in assessing and recommending various options in a conscientious and ethical manner, the following Code of Conduct is provided as a general standard for all advisory committee members to ensure they are acting in a manner that is appropriate with regard to their committee.

The Advisory Committee Members' Code of Conduct shall be applicable to all members of the City of Kitchener's advisory committees, being:

- Arts and Culture Advisory Committee;
- Compass Kitchener;
- Cycling and Trails Advisory Committee;
- Downtown Action and Advisory Committee;
- Economic Development Advisory Committee;
- Environmental Committee;
- Equity and Anti-Racism Advisory Committee;
- Heritage Kitchener; and
- Safe and Healthy Community Advisory Committee.

1. Advisory committee members shall, when conducting committee business, preparing written correspondence, interacting with the media, members of Council, staff or members of the public, act in a manner that accomplishes the following:
 - a) fulfils the mandate and mission statement of his or her advisory committee;
 - b) respects due process and the authority of the Chair, Vice-Chair or Presiding Officer;
 - c) demonstrates respect for all fellow committee members, Council, staff and the public;
 - d) respects and gives fair consideration to diverse and opposing viewpoints;
 - e) demonstrates due diligence in preparing for meetings, special occasions, or other committee-related events;
 - f) demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the committee;

- g) conducts their duties and responsibilities in a manner that is consistent with the City of Kitchener's commitment to equity, inclusion and anti-racism, whereby racism and oppression are not permissible at either an individual or systemic level, in accordance with policy GOV-COR-2025 (Equity, Inclusion and Anti-Racism);
 - h) conforms with all relevant legislation, by-laws, policies and guidelines; and,
 - i) contributes in a meaningful manner, offering constructive comments to Council, staff and fellow committee members.
2. A member of an advisory committee shall not:
- a) place them self in a position where the member is under obligation to any person who might benefit from special consideration or favour on their part or who might seek in any way preferential treatment;
 - b) accord, in the performance of his or her official duties, preferential treatment to relatives or to organizations in which the member, his or her relatives have an interest, financial or otherwise;
 - c) deal with an application to the City for a grant, award, contract, permit or other benefit involving the member, his or her immediate relative;
 - d) place them self in a position where the member could derive any direct benefit or interest from any matter about which they can influence decisions; and,
 - e) benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public.
3. Advisory committee members shall complete all mandatory equity and anti-racism training required as per their position as outlined in the corporate-wide Equity and Anti-Racism Training Strategy. Volunteer members of advisory committees are required to complete all mandatory training within one appointment term (2 years); once all mandatory training is complete, advisory committee members are expected to take part in ongoing training opportunities throughout subsequent appointment terms as provided through the City.
4. A member of an advisory committee shall disclose immediately to the committee or the Committee Administrator, who would disclose to the committee, that the member could be involved in either a real or perceived conflict of interest as prohibited by the Code; and shall abide by any decision made by the committee, with respect to such conflict of interest without recourse.

If a member is perceived or known to have a conflict of interest as prohibited by the Code and has not disclosed this to the committee; then that matter may be brought forward for the committee's consideration. When such a matter has been brought forward, the committee, through a majority vote, would determine if the member is in a conflict position in accordance with the provisions of Section 2 of this Code.

5. Where an advisory committee member believes or has been advised by the committee that they have a conflict of interest in a particular matter, he/she shall:
 - a) prior to any consideration of the matter, disclose his or her interest and the general nature thereof;
 - b) leave the room for the duration of time that the matter is being considered;
 - c) not take part in the discussion of, or vote on any question or recommendation in respect of the matter; and,
 - d) not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.
6. Where the number of members who, by reason of conflict, are incapable of participating in a meeting such that the remaining members no longer constitute a quorum, as set out in *Kitchener Municipal Code Chapter 25 (Procedure)*; then the remaining members shall be deemed to constitute a quorum provided there are not less than two members present.
7. Notwithstanding Section 2(c), members of Heritage Kitchener who own property designated under Part IV or Part V of the *Ontario Heritage Act* and are seeking consideration of a Heritage Permit Application (HPA) for said property are permitted to address the committee regarding their HPA; but, are prohibited from taking part in the committee's deliberation and / or voting regarding that matter.
8. Should a member of an advisory committee breach any of the clauses set out herein, the City Clerk may refer the matter to Council who will consider whether to take any of the possible corrective actions, as outlined under Part 3 Subsection 7(5) of the Code of Conduct for Members of Council, Local Boards and Advisory Committees.

APPENDIX 'B'

CODE OF CONDUCT COMPLAINT FORM

Applicant Information:

_____ *[Name]*

_____ *[Address]*

_____ *[Phone]*

_____ *[Email]*

I, _____, of the _____
[Full name] *[City, Town, etc. of]*

in the _____
[Municipality of Residence]

in the Province of Ontario have personal knowledge of the facts as set out in this complaint form, because

[Insert reasons - e.g. I work for . . . or I attended the meeting at which . . . etc].

I have reasonable and probable grounds to believe that a member of Kitchener City Council or local board, _____
[Specify name of member],

has contravened section(s) _____ of the Code of Conduct.
[Specify section(s)]

The particulars of which are as follows:

[Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space, please use the attached Schedule 'A' form and check the appropriate box below. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit A, B, etc. and attach them to this Complaint Form.]

Please see the attached Schedule ‘A’ ()

Please read the following before signing: If the Integrity Commissioner launches an inquiry into the complaint, the content of this form, including the Applicant’s identity, may be shared with the Member who is the subject of the complaint. At the end of the inquiry the Integrity Commissioner may issue a public report that includes information about the complaint, including the identities of the parties involved. Only sign this complaint form if you understand and accept the potential for disclosure of your identity and the information provided. I, the undersigned, request that this matter be reviewed by the Integrity Commissioner for the City of Kitchener.

[Signature of Complainant]

[Date]

Schedule 'A'
To the Complaint Form

[If more than one page is required, please photocopy this blank page and mark each additional page as 2 of 2, 2 of 3, etc. at the top right corner.]

[Signature of Complainant]

National AccessAbility Week Kick Off



Breaking Barriers, Building Community

Saturday, May 24, 2025

10 a.m. - 2 p.m.

Cambridge City Hall, 50 Dickson Street

Information booths, giveaways, light refreshments and more!
Accessible parking available.

For more information visit cambridge.ca/accessibility



Hosted by the Cambridge Accessibility Advisory Committee

Accessibility Tradeshow

The Waterloo Region National AccessAbility Week Planning Committee is excited to announce the upcoming Accessibility Tradeshow and Conference!

Join us for an exciting event that brings together innovators, professionals, and experts to explore the latest advancements in accessibility.

When: May 28, 2025

Time: 10 a.m. – 8 p.m.

Location: RIM Park in Waterloo

More details coming soon!

Stay tuned for speakers, registration, and other event information.

For more information, or to reserve your place as a vendor, please email accesstradeshow@ilwr.ca.

[Visit our Facebook page.](#)

ACCESSIBILITY TRADESHOW

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 **May 28th, 2025**

 **10 am - 8 pm**

 **RIM Park, Waterloo**

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Save the Date

