

The Corporation of the Municipality of West Grey

By-law Number 119 - 2018

Being, a By-law to establish Terms of Reference and Mandates for certain advisory and local committees of the Corporation of the Municipality of West Grey;

Whereas, Chapter 25, Municipal Act, S.O. 2001, S. 224, provides Councils of municipalities with the authority to carry out the duties of council under this or any other Act;

Now Therefore the Council of the Corporation of the Municipality of West Grey hereby enacts as follows:

1. That the Terms of Reference and Mandates for certain advisory and local committees of the Corporation of the Municipality of West Grey, attached as Appendices A, B, C, D & E, and forming part of this by-law, are hereby approved.
2. This By-law shall come into force and effect on the 1st day of January, 2019.

Read a first and second time this 15th day of October, 2018.

Read a third time and finally passed, this 15th day of October, 2018.

(Signed)
Kevin Eccles, Mayor

(Signed)
Mark Turner, Clerk

West Grey Advisory Committees

Terms of Reference - General

Purpose

To advise and provide perspective guidance to West Grey Council on matters related to the long-term vision, prosperity and vitality of the municipality.

Principles

Principles that guide the work of West Grey's Advisory Committees include:

- A commitment to enhancing the quality of life in West Grey
- A commitment to responsible and sustainable community development
- A commitment to ensuring opportunity for successive generations of residents
- A commitment to collaborative partnerships and communication to achieve common objectives
- A commitment to supporting existing initiatives and fostering innovative opportunities

Membership – General

West Grey's Advisory Committees are to be representative of the community, achieved by specific selection criteria for members:

- One non-voting paid representative from West Grey Council, with a term expiring on November 30 of an election year. The Mayor will be ex-officio member of all West Grey committees and working groups. The Mayor will have the right to take part in discussion, but will not be included to make up quorum and will not have the right to vote.
- One non-voting paid West Grey staff liaison will be appointed by the CAO to serve as Staff Committee Administrator (SCA) and sit on the Committee as a non-voting member. The SCA will prepare the agenda and work with the Committee Recording Secretary to ensure minute accuracy and timely distribution.
- Committees may have a minimum of five and a maximum of 13 citizen representatives with pertinent background, experience, skills or the interest to learn.
- Members will be appointed by Council for a four-year term, ending on December 31 of an election year. Members may be appointed for a shorter term if special consideration is warranted, such as student appointments.
- Committee Members shall attend and actively participate in all meetings, and devote time between meetings to work on matters pertaining to Committee projects.
- The Committee may, from time to time, invite resource persons to attend a meeting.
- Each Committee Member will vote on all questions put forward. A motion shall be carried when a majority of the members present and voting have expressed agreement on the question put forward.

- A member may resign from the Committee at any time in writing to the Chair of the Committee. If a Committee member is unable to complete the term, a new Committee member will be appointed by Council.
- By majority vote, the Committee may recommend to Council the dismissal of a member if the member has missed three consecutive meetings (subject to consideration, pending circumstances surrounding the absences). Members may request a temporary leave of absence in writing to the Chair 30 days prior to such action.
- If at any time the Committee membership drops below quorum, the Committee may recommend new members to be approached. If the recommended individual accepts the invitation the Committee shall recommend to Council to appoint the new member to the Committee. The Committee may also choose to advertise for new public application from time to time, in accordance with municipal procedures.

Role of the Officers of the Committee

- A Chair, Vice-Chair and Recording Secretary will be nominated by a Committee member and then elected by a majority vote among members at the first meeting every year and no more than annually. The election is to be recorded in the Committee minutes.
- In accordance with the Municipality's Procedural By-law on matters requiring votes, the Committee shall strive for consensus. Committee minutes will reflect the collective decision.
- The Chair shall preside over the meetings of the Committee.
- The Chair may be requested by the Committee to present to Council on any matters relating to the Committee. The Chair must present the Committee's official position on a particular matter.
- The Vice-Chair shall assume the authority and perform all duties of the Chair in the absence of the Chair, whether a planned absence or if the Chair is 15 minutes late for a scheduled meeting.
- The Recording Secretary is responsible for recording minutes and providing draft minutes to the Staff Committee Administrator (SCA) for review. The SCA is responsible for circulating the draft minutes in accordance with the municipal procedural by-law and ensuring both draft and approved minutes are posted to the municipal website.

Conflict of Interest

- Committee members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by a matter before the Committee where there may be a perceived interest in the matter under consideration by the Committee. Members shall declare the interest at the beginning of the meeting and shall not discuss or vote on the particular matter. Members may also declare should matters arise through the course of the meeting. All declared conflicts must be put in writing and the Staff Committee Administrator (SCA) will ensure the written conflict is provided to, and retained by the Municipal Clerk.

Meetings

- The Committee shall normally meet once every month at a prescribed date and time or at the call of the Chair with adequate notice to be given to all members.
- All Committee meetings are public.
- Quorum for a full Committee meeting will be 50% of the current membership plus one. West Grey Council and staff do not count toward quorum.
- If the quorum for a Committee is not present within 30 minutes then the meeting shall be cancelled. The Committee Recording Secretary shall record the names of the present members.

Agendas and Minutes

- An agenda for the upcoming Committee meeting will be coordinated by the Staff Committee Administrator (SCA) and e-mailed to Committee members one week in advance of the meeting. The SCA will ensure agendas are posted on the municipal website in advance of the meeting.
- Draft and formal minutes of the Committee meeting will be prepared by the Recording Secretary and reviewed for accuracy by the SCA. The SCA will then email the draft minutes to Committee members within 10 days following the meeting. These minutes will be considered draft until approved by the Committee at their next meeting. The draft minutes will be posted on the municipal website.
- Once approved by the Committee, the SCA will ensure the approved minutes are posted on the municipal website.

Reporting

- The Advisory Committees are established by Municipal Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and are responsible to Municipal Council.

Financing

- Committee fundraising will reflect the values and expectations of the community and Council.
- Committee fundraising will be initiated by the Local Committees and funds will be held in reserve by the Municipality of West Grey. Spending of fundraised dollars will be disbursed through a committee vote.
- Any tax-funded financial support must be requested from Council as part of the Municipality's regular budget preparation process.
- The municipal staff appointed as Staff Committee Administrator (SCA) will manage all budgets and approve expenditures in accordance to the municipal purchasing procedures. The Treasurer for the Municipality of West Grey oversees all municipal budgets.

Amendments

- The Committee may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.
- Amendments to the Terms of Reference must be approved by Council.

West Grey Parks, Recreation & Culture Advisory Committee - Terms of Reference

Purpose

As the governing committee, the West Grey Parks, Recreation & Culture (PRC) Advisory Committee advises Council and makes recommendations on active and passive recreation, community events and festivals, programs and services related to recreational, open space and cultural opportunities, as recommended by the Parks, Recreation & Culture Local Committees (Durham and area, Neustadt and area and Ayton and area). The PRC Advisory Committee assists in bringing together other community groups and volunteers as opportunities arise.

Membership

The members of the PRC Advisory Committee shall be appointed by Council in accordance with the General Terms of Reference. The committee will be comprised of:

- One non-voting paid member of Council
- One non-voting paid staff member appointed by the CAO as Staff Committee Administrator (SCA)
- The Chair or the Vice-Chair
- One alternate from each of the Parks, Recreation & Culture Local Committees.

Volunteer members may have the following experience/skills or the interest in:

- Knowledge, experience or interest in parks, recreation or culture:
- Knowledge, experience or interest in active recreation, (e.g.: coaching or participating in sports)
- Knowledge, experience or interest in passive recreation, arts and culture
- Knowledge, experience or interest organizing and participating in community fundraising events
- Knowledge, experience or interest in horticulture
- Representation will be reflective of all communities of West Grey

Reporting

The members of the West Grey PRC Advisory Committee will:

- advise Council on community activities, including any budgetary requirements;
- not represent themselves as having any authority beyond that which Council delegates;
- forward minutes as per the procedural by-law and the General Terms of Reference guidelines;
- at least once a year, assist the Staff Committee Administrator (SCA), with preparing a Report for Council that summarizes activities and achievements, and outlines its goals and objectives for the coming year. There is no expectation of the Chair, Vice-Chair and Committee Members to attend this presentation, however, all Committee Members are welcome to attend.

West Grey Economic Development Advisory Committee -Terms of Reference

Purpose

The West Grey Economic Development Advisory Committee (EDAC) advises Council and the citizens of West Grey on matters related to the long term prosperity of the community.

Membership

The members of the West Grey EDAC shall be appointed by Council in accordance with the General Terms of Reference, which includes one non-voting paid member of Council and one non-voting paid staff member appointed as a Staff Committee Administrator (SCA). Volunteer members of the EDAC ideally may include one representative from the following sectors, where possible;

1. Commercial/Retail
2. Industrial
3. Agricultural
4. Education/Health
5. Manufacturing
6. Creative Economy

Responsibilities

The members of the West Grey EDAC will strive to:

- Identify business retention, attraction and expansion opportunities.
- Provide advice and recommendations to Council regarding economic and tourism development.
- Promote the municipality as an attractive environment for existing and prospective businesses.
- Oversee the development of policies and plans around economic and tourism development.
- Ensure that communication regarding economic development is publically shared through the development of an Economic Development Strategy.

Reporting

Council is the approving authority for Committee initiatives and activities and will support economic development programs with annual budget allocations. To that end,

- The West Grey EDAC Staff Committee Administrator shall report annually to Council as an update on budget, activities, and priorities for upcoming year. There is no expectation of the Chair, Vice-Chair and Committee Members to attend this presentation, however, all Committee Members are welcome to attend.
- Financial support (tax-funded budget allocation) will be reviewed annually through the municipal budget process. The Staff Committee Administrator will be responsible for administering the budget in accordance with the municipal procurement process. The EDAC will identify priorities and make recommendations for Council's direction regarding budget expenditures. The Treasurer for the Municipality of West Grey is responsible for, and oversees, all municipal budgets.

West Grey Parks, Recreation & Culture Local Committees - Mandate

Purpose

The three West Grey Parks, Recreation & Culture (PRC) Local Committees advise the PRC Advisory Committee on active and passive recreation, community events and festivals, fundraising initiatives, programs and services related to recreational, open space and cultural opportunities, in their respective communities. The recommendations of the Local Committees will guide the Advisory Committees' recommendations to Council.

Membership

The members of the Local Committees shall be appointed by Council in accordance with the General Terms of Reference. The committees will be comprised of a pre-determined amount of volunteers required to complete the work plan, and one paid staff appointed by the CAO as Staff Committee Administrator (SCA). Each of the Local Committees will appoint a Chair & Vice-Chair. The Chair or the Vice-Chair and one alternate will sit on the Advisory Committee.

Volunteer members may have the following experience/skills or interest:

- Knowledge, experience or interest in parks, recreation or culture:
- Knowledge, experience or interest in active recreation (such as coaching or participating in sport)
- Knowledge, experience or interest in passive recreation, arts and culture
- Knowledge, experience or interest in organizing/participating in community fundraising events
- Knowledge, experience or interest in horticulture
- Representation shall be reflective of the respective communities of West Grey

Reporting

The members of the West Grey Local Committees will report to the Advisory Committee and will:

- advise the Advisory Committee regularly on parks, recreation and culture initiatives, including budgetary needs to complete the approved work;
- not represent themselves as having any authority beyond that which Council delegates;
- forward minutes as per the procedural by-law and the General Terms of Reference guidelines;
- contribute to the Advisory Committee's annual reporting to Council, summarizing activities, and achievements and outlining objectives for the coming year.

West Grey Commercial Beautification Committee - Mandate

Purpose

The West Grey Commercial Beautification Committee (CBC) is a supporting committee to the West Grey Economic Development Advisory Committee. The CBC works to enhance the visual appearance of the commercial cores and entry signage of West Grey's four urban areas: Ayton, Durham, Elmwood and Neustadt. The seasonal plantings and maintenance program is an important initiative for community pride, tourism and marketing purposes.

Membership

The members of the CBC shall be appointed by Council and report to the members of the West Grey EDAC. The Staff Committee Administrator (SCA) of EDAC will provide support to the members of the CBC to ensure communication flow and transparency.

Volunteer members of the West Grey CBC should be able to, or interested in, planning, planting and maintaining entry sign space and seasonal commercial beautification. This could be a combination of seasonal baskets, hanging baskets, bridge baskets, street planters, banners, lighting and winter scape greenery etc.

Reporting

The members of the CBC will actively share and:

- advise EDAC regularly on beautification initiatives, including budgetary needs to complete the approved work;
- not represent themselves as having any authority beyond that which Council delegates;
- forward minutes as per the procedural by-law and the General Terms of Reference guidelines;
- contribute and assist SCA to the EDAC with an Annual Report to Council, summarizing activities, and achievements and outlining objectives for the coming year.