



MUNICIPALITY OF CALLANDER

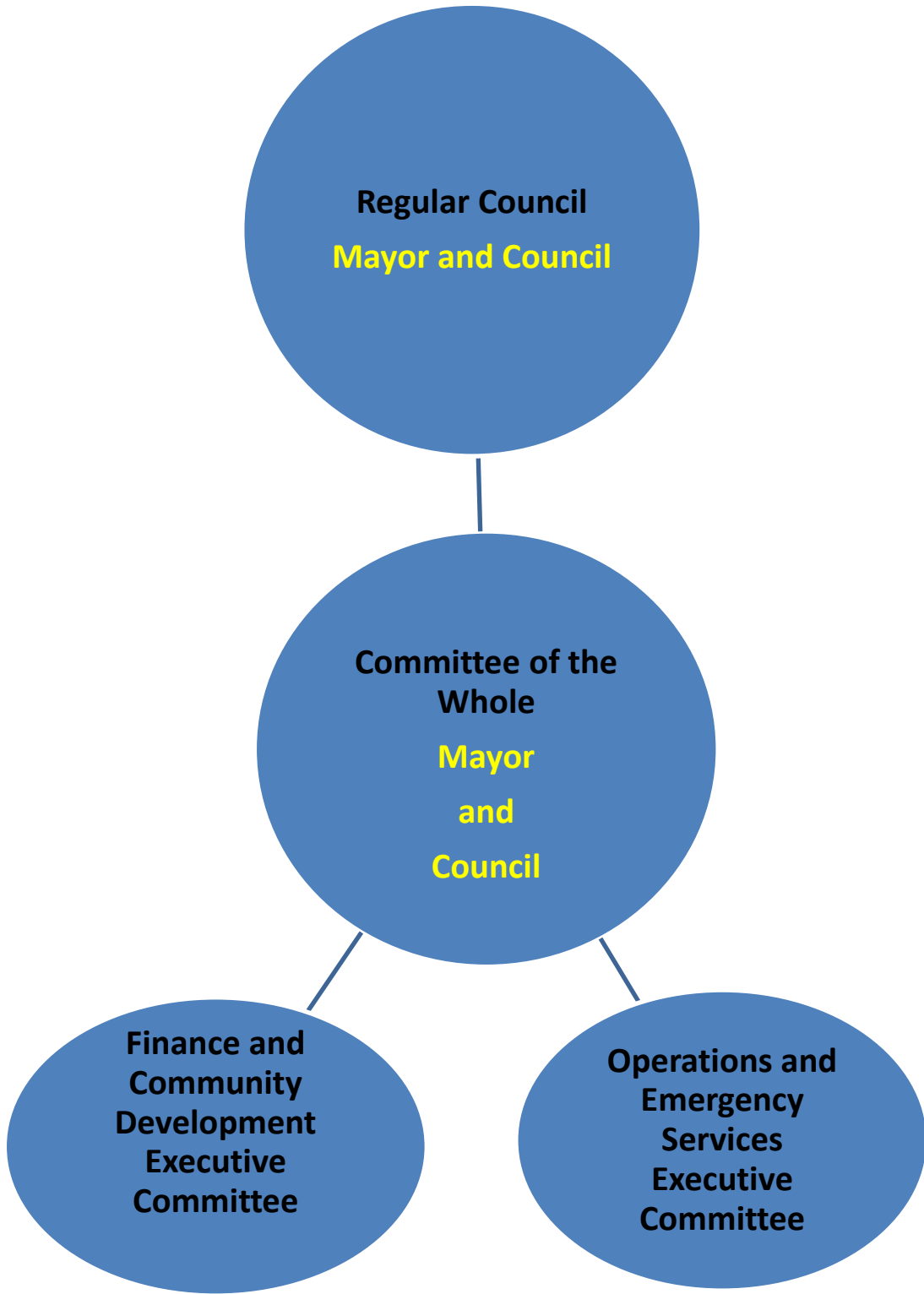
COUNCIL'S EXECUTIVE COMMITTEE STRUCTURE

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TERMS OF REFERENCE
FOR ALL BOARDS AND COMMITTEES OF COUNCIL, and VOLUNTEER
COMMUNITY GROUPS

We will enrich the community by providing strong leadership and delivering inclusive and fiscally responsible services while maintaining the unique qualities that make Callander such a desirable place to live, work and play.

Issue Date – February 20, 2007
Revision 1 – April 2009
Revision II – June 2012
Revision III – September 2015



Executive Committees will plan, discuss matters referred from, and make recommendations to, the Committee of the Whole in order to effectively conduct the business of the Departments.

Meetings shall be conducted and scheduled in accordance with the Procedural By-law. Delegations may be made to Council or the Executive Committees as applicable.

COMMITTEE OF THE WHOLE

Members: Mayor Hector Lavigne – (Chair)
Councillor/Deputy Mayor Virginia Onley (Vice-Chair)
Councillor Maurice Turgeon
Councillor Heather Busch
Councillor Robb Noon

Required Attendees: Department Heads as required
Other Staff as required

Mandate: The role of the Committee of the Whole is to consider all initiatives and Reports to Council recommended by staff, Council or the applicable Executive Committee(s), which will require a formal vote or a decision to be made via quorum that will impact on the Municipality as a whole.

Areas of Responsibility:

Discussion of, and the making of recommendations to Council with respect to, all items requiring a resolution of, and/or further direction from Council.

Dealing with all “in camera” items for discussion, including legal opinions and advice.

Political Communications, Intergovernmental Affairs, Ceremonial Functions, Media Relations, and Policing – Mayor as spokesperson for Council with respect to non-Operational issues.

EXECUTIVE COMMITTEES OF COUNCIL

As soon as is practical upon taking office, the Mayor shall appoint Executive Committees of Council. Executive Committees shall be used to plan, discuss and make recommendations to Council through the Committee of the Whole with respect to municipal policy development. The make-up of each Executive Committee will include, at a minimum: 2 members of Council as Chair and Co-Chair.

Executive Committee members will run concurrent with the term of Council; however, this may be reviewed and revised annually if so desired. Council shall act upon the recommendations provided by its Executive Committees.

Executive Committee meetings shall be conducted in accordance with the current Municipal Procedural By-law 2012-1343, being a By-Law to govern the proceedings of Council and Committees, the conduct of its members and the calling of meetings; as amended and as it exists from time to time.

FINANCE and COMMUNITY DEVELOPMENT EXECUTIVE COMMITTEE

Members/Chairs: Councillor Heather Busch
Councillor Robb Noon

Required Staff Attendees: CAO or designate
Treasurer
Municipal Clerk or designate
Other Staff as required

**Chair and Co-Chair shall rotate each meeting.
Mayor may attend as an “ex officio”.**

Mandate: The role of the Finance and Community Development Executive Committee is to ensure the coordination of corporate resources, initiatives and operations in a manner that will make the most efficient use of existing infrastructure and resources. Further, this Executive Committee is to guide the sustainable development of the community, while preserving a high quality of life for residents, protecting important natural and cultural resources, and facilitating the efficient use of municipal services.

Areas of Responsibility:

Discussion of and the making of recommendations to the Committee of the Whole with respect to, the following areas:

FINANCE:

Departmental Budgeting
Asset Management and Capital Planning
Information Technology Services

Finance

Auditor/Banking/Investments/Loans
Council Remuneration and Expenses
Corporate Revenues
Development Charges
Financial Planning
Operations
Taxes and Appeals
Utility Billing and Rates

ADMINISTRATION:

Departmental Budgeting and overall Corporate Budget

Corporate Vision

Corporate Communications (Operational)

Ceremonial Functions
Complaint Tracking
Media Relations
Volunteer Appreciation

Clerk

Municipal Elections
Cemetery Administration
Council Support
Commission of Oaths and Affidavits
Corporate Policies and Procedures
Drafting By-laws
Customer Service

Corporate Management

Procurement Policies
Accessibility Policies

Human Resources

Employee Benefits and Compensation
Human Resources Policy
Professional Development

Intergovernmental Affairs (Operational - excludes political communications amongst the various level of government)

Animal Control Services

Policing (Contractual)

Appointments to Committees and Boards

Terms of Reference
Procedural By-law

Risk Management

Insurance Claims

ECONOMIC DEVELOPMENT:

Departmental Budget
Strategic Plan
Economic Development and Community Development Initiatives
Branding and Marketing
Funding and Grant Applications
Business Recruitment/Retention
Partnerships and Joint Ventures
Contract Development and Administration
Sustainability
Website Content
Downtown Waterfront Revitalization Strategy

PLANNING:

Source Water Protection
Species At Risk
Planning Initiatives and Programs
Official Plan
Community Improvement Plan
Land Use Planning
Consents/Easements/Right of Ways
Minor Variances
Commercial Signage
Official Plan Amendments
Planning Applications
Plans of Subdivision
Site Plan Approval
Source Water Protection
Species At Risk
Zoning By-Law Amendments

COMMUNITY SERVICES:

Recreational Programming, Funding and Facilities Usage
Events and Festivals
Trail Systems
Cultural Services (including Museum)

OPERATIONS AND EMERGENCY SERVICES EXECUTIVE COMMITTEE

Members/Chairs: Councillor Virginia Onley
Councillor Maurice Turgeon

Required Staff Attendees: CAO or designate

Fire Chief
Manager of Operations
Municipal Clerk or designate
Other Staff as required

**Chair and Co-Chair shall rotate each meeting.
Mayor may attend as an “ex officio”.**

Mandate: The role of the Operations and Emergency Services Executive Committee is to plan and provide safe, secure and reliable road, water, wastewater, parks, and facility maintenance services in a sustainable, cost-effective, and environmentally conscious manner. Further, this Executive Committee is charged with ensuring a safe and healthy quality of life in the Municipality through the provision of protective services, and health and safety services, for residents and visitors.

Areas of Responsibility:

Discussion of and the making of recommendations to Committee of the Whole with respect to, the following areas:

OPERATIONS:

Departmental Budgeting
Asset Management
Corporate Policies
 Service Levels
 Complaint Tracking
 Standard Operating Procedures
Building Department
Capital Planning and Scheduling
Engineering
Energy
Procurement, including Tender Specifications
Contract Negotiation, Tracking and Administration
Project Management
Environmental Services
 Wastewater and Stormwater Systems –
 Maintenance/Repair
 OCWA – Water Treatment and Wastewater Operation and Facilities
 Recycling/Waste Management
 Stormwater Management
Fleet Management
Sidewalks/Curbs/Gutters
Utilities
 Extension of Services

Gas/Hydro

FACILITIES and PARKS:

Budgeting
Cemetery Maintenance
Building and Parks Maintenance
Beautification and Horticulture
Infrastructure Management & Planning
Playgrounds
By-law Enforcement

ROADS:

Budgeting
Roads/Streets/Lanes
Construction/Repair/Maintenance
Drainage
Parking/Speed Limit Regulations
Planning/Design
Road Signs
Salt Management Plan
Street Lights

FIRE & EMERGENCY SERVICES:

Departmental Budgeting
Corporate Policies
Health and Safety Policies
Health
Callander Health Centre
Homes for the Aged
Land Ambulance
North Bay Parry Sound District Health Unit
Social Services
Churches
District Social Services Administration Board
Schools
Service Clubs
Social Housing
Emergency Management
Community Control Group
Fire and Emergency Services
Public Education
Fire Prevention and Response
Crossing Guards

Police Services (Response and Coordination with Fire)

OTHER COMMITTEES OF COUNCIL

As soon as is practical upon taking office, or as otherwise required during the Term of Council, Council shall appoint members to Sub-Committees in order to provide – advisory support, or to carry out specific tasks on behalf of, Council. These Sub-Committees shall be comprised of individuals who shall provide advice and expertise within specific jurisdictions, and on particular issues, as defined within their respective Council-approved Objectives. Council shall appoint two (2) Council members to each of the Sub-Committees, who shall attend ALL Sub-Committee meetings. The Mayor is an “ex-officio” for all Sub-Committees. All Sub-Committees shall be subject to Terms of Reference, which shall be effective upon approval by Council.

Sub-Committee meetings shall be conducted in accordance with the current Municipal Procedural By-law.

VOLUNTEER COMMUNITY GROUPS

As soon as is practical upon taking office, or as otherwise required during the Term of Council, Council shall appoint members to Volunteer Community Groups in order to provide advisory and staffing support to Responsible Staff. These Community Groups shall report to Responsible Staff and shall be composed of individuals who shall provide advice and expertise within specific jurisdictions, and on particular issues, as defined within their respective Council-approved Objectives. Council may appoint Council members to each of the Community Groups; however, these Council members shall be non-voting. The Mayor is an “ex-officio” for all Community Groups. All Community Groups shall be subject to Terms of Reference, which shall be effective upon approval by Council.

APPENDICES:

- **APPENDIX “A”:** Terms of Reference for All Other Committees of Council (excluding Executive Committees of Council)
- **APPENDIX “B”:** Description of Current Other Committees, including Objectives and Members
- **APPENDIX “C”:** Terms of Reference for All Volunteer Community Groups
- **APPENDIX “D”:** Description of Current Volunteer Community Groups, including Objectives and Members
- **APPENDIX “E”:** Councillor Representation on External Boards and Committees
- **APPENDIX “F”:** Terms of Reference for All *Planning Act*, R.S.O 1990, c.P.13, Sub-Committees of Council

1. Callander Public Library Board

Pursuant to the *Public Libraries Act*, R.S.O. 1990, CHAPTER P.44 (“*PLA*”), a Public Library shall be “under the management and control of a Board” (s.3 (3)). Each Public Library Board shall be comprised of at least 5 members appointed by Council (s.9 (1)). The term of the board shall run concurrently with the Term of Council (s.10 (3)). The proceedings and powers of the Board are as described in the *PLA*. Council shall be responsible for approving annual library budgets, which shall be adopted by the Board (s.24). The Board will liaise with the Chief Administrative Officer. The administration and human resources aspects of Library operations shall be as identified in a Services Agreement as developed between the Municipality and the Board, in a form acceptable to the Chief Administrative Officer.

APPENDIX “A”

Terms of Reference for ALL Sub-Committees of the Executive Committees of Council

TERMS OF REFERENCE FOR ALL SUB-COMMITTEES (Does Not Include Planning Act Sub-Committees):

Definitions:

“Standing Sub-Committees” – those Sub-Committees that run concurrently with the Term of Council, which are created to deal with specific Objectives throughout the Term of Council.

“Special Purpose Sub-Committees” – those Sub-Committees that are created in order to deal with a specific project, event or other specific instance, whose Term is for a set period of time that may be less than the Term of Council.

Composition of Sub-Committees and Term of Appointment

- Sub-Committees shall be established by Council as required – either as Standing Sub-Committees or Special Purpose Sub-Committees.
- Sub-Committees shall be comprised of individuals with expertise or knowledge relevant to the Objectives of a particular Committee. The criteria for each Sub-Committee shall be established by Council. At a minimum, all Sub-Committee members shall be of good moral character and when required, shall provide a satisfactory Criminal Reference Check (including Vulnerable Sector Search if potentially working with children).
- No one shall be appointed to a Sub-Committee who does not meet this criteria or who otherwise does not comply with the application process established for a given Sub-Committee.
- All members of the Sub-Committee shall sign a Confidentiality and Conflict of Interest Agreement provided by the Municipality, in a form(s) acceptable to the CAO. Any breach of this Agreement shall result in the immediate removal of the offending member from the Sub-Committee.
- The Term of any Sub-Committee shall be no longer than the Term of Council appointing said Sub-Committee.

- The Term of a Special Purpose Sub-Committee shall be as determined upon creation of the Sub-Committee, and shall be no longer than as is required to meet its Objectives, and in any event, may not exceed the Term of Council appointing said Sub-Committee.

Council Representation

- The Chairs Identified in Appendix “B” shall attend all Sub-Committee meetings. The Mayor may also attend meetings in an “ex-officio” capacity.
- Membership on any Sub-Committee shall include at least two (2) Council members, which shall comprise 50% of the membership of a given Sub-Committee, unless otherwise specified in applicable legislation.

Relationship of Committee to Council/Making Recommendations

- Sub-Committees will make recommendations to the Committee of the Whole. Should the Sub-Committee require the assistance of Staff in order to present ideas and Reports to Council (“RTC”), then such requests shall be made to the CAO. The CAO shall determine the level of staff support and or assistance to be provided.
- No actions may be taken by a Sub-Committee member on behalf of the Municipality, nor shall any member of the Sub-Committee hold himself or - herself out as representing the Municipality, unless specifically authorized by Council Resolution. Any actions resulting from Council approved projects shall be overseen and implemented by Staff at the direction of the CAO. Any breach of this requirement shall result in the immediate removal of the offending member from the Sub-Committee.
- Sub-Committees shall not have individual Budgets. Recommendations for specific projects requiring taxpayer-funded expenditures will be subject to the annual budget process as established by Council and the CAO.
- Council may authorize funding so long as the project is generally in accordance with the Objectives of the Sub-Committee.

Staff Support

- Municipal Staff may provide administrative support to the Sub-Committee as appropriate and in accordance with priorities of projects as determined by the CAO. For support on the implementation of specific projects, specific Council approval is required prior to taking any substantive action.

Rules of Procedure to be followed by the Sub-Committee

- In general, all Council-appointed Sub-Committees are expected to follow accepted Rules of Order for public organizations (such as Bourinot's Rules of Order). The Sub-Committee shall also comply with the provisions of the Municipal Procedural By-law, as amended from time to time.

Compensation

- Unless otherwise specified, members are volunteers without compensation.

Last Date of Review of these Terms of Reference

- June, 2012
- September 2015

APPENDIX “B”

Current Sub-Committees of the Executive Committees of Council

REPORTING TO COMMITTEE OF THE WHOLE:

Human Resources Committee (Special Purpose – Council only)

Council Members: Mayor H. Lavigne
Councillor M. Turgeon
Councillor R. Noon

Objectives:

- To meet as required in order to deal with, and make recommendations to Council with respect to, all Staff and Council disciplinary Human Resources issues that involve the CAO.
- To meet as required to discuss and review the Municipality’s Human Resources Policies and/or proposed changes to said policies, Municipal Benefits and any other employer related obligation of the Municipality.
- To serve the role described in the Municipality’s Human Resources Policies, as they exist from time to time.
- In the event any member of this Committee is the subject of a complaint or investigation or other Human Resources’ issue, Council shall select another Council member to sit as a member with respect to that issue.

Budget Committee (Special Purpose – Council only)

Council Members: Mayor H. Lavigne
Councillor V. Onley
Councillor H. Busch

Objectives:

- To meet as required in order to deal with, and make recommendations to Council with respect to, the annual Budget Process and proposed Capital, Operating and Water and Wastewater Budgets.

- To provide financial oversight and guidance to staff as required through the implementation of the annual budget.

Economic Development Committee (Standing– Council only)

The Committee will assist in fostering and promoting a positive community image, a viable community and sustainable business environment. In addition, the Committee will liaise with existing businesses and facilitate the development of new enterprises through support and provision of opportunities for new economic development to enhance the quality of life and prosperity in our community.

Council Members: *Mayor H. Lavigne*
Councillor V. Onley
Councillor R. Noon

Objectives:

- To meet as required to discuss and provide recommendations to Council with respect to Economic Development including the attraction, development and retention of business within the Municipality.
- To seek out and identify opportunities to help the Municipality achieve its Economic Development goals including assisting with various economic development initiatives approved through the Budget process.
- To assist in the development and identification of policies, market trends, programs and initiatives to strengthen and enhance both Community and Economic Development within the Municipality.
- To liaise with local businesses, community partners, other economic development organizations and various levels of government to promote and market the Municipality and explore opportunities for investment into the Municipality.
- In the event any member of this Committee is the subject of a complaint, conflict of interest or investigation relating to their role on this Committee, Council shall select another Council member to sit as a member with respect to that issue.

**** Operation of the Following Advisory Committees is subject to the *Planning Act*, R.S.O. 1990, CHAPTER P.13; as amended and as it exists from time to time (“*Planning Act*”).**

Planning Advisory Committee (Standing)

Council Member: Councillor Heather Busch

Objectives:

- To provide advice and recommendations to Council with respect to the applications under the *Planning Act* – for example: re-zoning, site plan control agreements, Official Plan amendments, subdivision developments and review of subdivision agreements, and other land use changes under the *Planning Act*.
- Other duties include review of the Official Plan when needed (not more than once in five years) and review of Zoning By-laws to ensure currency.

Members: Rob Bain
Doug Brydges
Ron Hurley
Lorence Reed
AnneMarie Rhindess
Susan Weiskopf

Committee of Adjustment (Standing)

Objectives:

- The Committee of Adjustment will deal with lot creation by severance of lands under the Consent Policy as stated in the Official Plan. In addition the Committee will deal with issues such as the creation and establishment of rights of way, the creation of easements over properties, the alteration of lot boundaries, and changes to Zoning By-Laws by means of a “minor variance” under the *Planning Act*.

Members: Bob Alkins
Donna Harrison
Ron Hurley
Bruce Mills
Lorence Reed
Lorraine Rochefort

**** Operation of the Following Advisory Committee is subject to the *Building Code Act, 1992*, R.S.O. 1993, CHAPTER 23; as amended and as it exists from time to time (*“Building Code”*)**

Property Standards Committee (Standing)

Objectives:

- To hear and make decisions with respect to an Order to Comply issued under By-law No. 2008-1099 being a By-law to amend the Property Standards By-law.
- To fulfill to the role of the Property Standards Committee as identified in the *Building Code Act*, S. O, 1992 c. 23, as amended.

Members: Brian East
Bruce Mills
Irene Smit

APPENDIX “C”

Terms of Reference for All Volunteer Community Groups

Composition of Volunteer Community Groups and Term of Appointment

- Community Groups shall be established by Council as required, in consultation with the CAO.
- Community Groups shall be comprised of individuals with expertise or knowledge relevant to the Objectives of a particular Community Group. The criteria for each Community Group shall be established by Council. At a minimum, all Community Group members shall be of good moral character and when required shall provide a satisfactory Criminal Reference Check (including Vulnerable Sector Search if potentially working with children).
- No one shall be appointed to a Community Group who does not meet this criteria or who otherwise does not comply with the application process established for a given Community Group.
- All members of the Community Group shall, when required, sign a Confidentiality and Conflict of Interest Agreement provided by the Municipality, in a form(s) acceptable to the CAO. Any breach of this Agreement shall result in the immediate removal of the offending member from the Community Group.
- The Term of any Community Group shall be no longer than the Term of Council appointing said Community Group.
- The Term of a Community Group shall be as determined upon creation of the Community Group, and shall be no longer than as is required to meet its Objectives, and in any event, may not exceed the Term of Council appointing said Community Group.

Council Representation

- The Mayor may choose to appoint a Council Liaison(s) to a Community Group; however, they shall be non-voting member(s). Further, Council Liaisons may not make any decisions on behalf of the Community Group nor by-pass the Responsible Staff with respect to Community Group initiatives. The Mayor may also attend meetings in an “ex-officio” capacity.

Relationship of Community Group to Responsible Staff and Council

- Community Groups shall meet regularly or as required in order to fulfill their Objectives.
- The Chair(s) of the Community Group shall meet with respective Responsible Staff as required, and at least on a bi-monthly basis for longer term appointments.
- Community Groups shall report ideas and recommendations to Responsible Staff, who will determine whether to investigate said ideas in order to prepare a Report to Council (“RTC”) through the applicable Executive Committee or Committee of the Whole. Responsible Staff shall respond to all Community Group recommendations.
- No actions may be taken by a Community Group member on behalf of the Municipality, nor shall any member of the Community Group hold himself or herself out as representing the Municipality, unless specifically authorized by Council Resolution, or under the direction and authority of Responsible Staff. Any actions resulting from Council approved projects shall be overseen and implemented by Staff at the direction of the CAO. Any breach of this requirement shall result in the immediate removal of the offending member from the Community Group.
- Community Groups shall not have individual Budgets. Recommendations for specific projects requiring taxpayer-funded expenditures will be subject to the annual budget process as established by Council and the CAO.

Rules of Procedure to be followed by the Community Group

- In general, each Community Group shall establish its own procedures at the direction of Responsible Staff. Once established these procedures shall be made publicly available.

Compensation

- Unless otherwise specified, members are volunteers without compensation.

Last Date of Review of these Terms of Reference

- June, 2012
- September 2015

APPENDIX “D”

Current Volunteer Community Groups

REPORTING TO THE CHIEF ADMINISTRATIVE OFFICER:

Sports, Recreation, Festivals and Events Group

Council Liaison: Councillor Maurice Turgeon

Responsible Staff: Recreation and Community Events Co-ordinator or designate

Members:

The membership of the Sports, Recreation, Festivals and Events Community Group changes depending on the event or municipal initiative. The names and contact information for individuals interested in volunteering for the Municipality with respect to sports, recreation, festivals and events is maintained by the Recreation and Community Events Co-ordinator. Details and information regarding upcoming initiatives and volunteer opportunities are communicated to interested parties on a Regular basis. Group meetings are scheduled as required by the Recreation and Community Events Co-ordinator.

Objectives:

- To recommend to, and support, Responsible Staff in implementing tasks related to local sports, recreation, leisure, and cultural programs, projects and facilities.
- To foster high levels of communication between Responsible Staff, the Community Group, and the community partners regarding local recreation, leisure and cultural programs and community events.

Culture and Heritage Group

Council Liaison: Mayor Hector Lavigne

Responsible Staff: Chief Administrative Officer or designate

Members: Donald Clysdale
Linda Masson
Pauline Thuler
Garry Besserer

Objectives:

- To promote, and to educate citizens and visitors with respect to, Callander's, and the surrounding areas, rich cultural and artistic heritage.
- To develop and promote new cultural activities, facilities and resources in order to move forward culturally and artistically.
- To promote, and to educate citizens and visitors, with respect to The Callander Bay Heritage Museum (CBHM), established in 1979 and to preserve historical artifacts.
- To promote, and to educate citizens and visitors, with respect to The Alex Dufresne Art Gallery (ADG) and to support local artists.

Community Beautification Group

Council Liaison: *Councillor Robb Noon*

Responsible Staff: *Chief Administrative Officer or designate*

Members: *Joanne Alkins
George Alkins
Andrew Busch
Li-Ching Shen
Sen Hu
Hal Falk
Darlene Davis
Joanne Perrin*

Objectives:

- To recommend to, and support, Responsible Staff in implementing tasks related to beautification and enhancement of aesthetics within the community.
- To encourage the beautification of, and promote citizen pride in our community.

APPENDIX “E”

Councillor Representation on External Boards and Committees

Mayors Action Group

Mayor Hector Lavigne

North Bay Parry Sound District Health Unit Board of Health

Councillor Heather Busch

Eastholme

Deputy Mayor/Councillor Virginia Onley

District of Parry Sound Municipal Association Executive Ward 6 Representative

Deputy Mayor/Councillor Virginia Onley

EMS Advisory Committee

Councillor Maurice Turgeon

North Bay-Mattawa Conservation Authority

Councillor Robb Noon

Source Protection Policy Group

Councillor Robb Noon

Sturgeon-Nipissing-French River Water Management Citizen’s Group

Councillor Robb Noon

APPENDIX “F”

Terms of Reference for *ALL Planning Act*, R.S.O 1990, c.P.13, Sub-Committees of Council

TERMS OF REFERENCE FOR ALL *Planning Act* SUB-COMMITTEES:

DEFINITIONS:

“Planning Act Sub-Committees” means the Planning Advisory Committee or Committee of Adjustment as established by Council in accordance with the *Planning Act*, R.S.O 1990, c.P.13, as amended from time to time.

Composition of Sub-Committees and Term of Appointment

- Planning Act Sub-Committees shall be established by Council as required.
- Planning Act Sub-Committees shall be comprised of individuals with expertise or knowledge relevant to the Objectives of a particular Committee. The criteria for each Planning Act Sub-Committee shall be established by Council. At a minimum, all Planning Act Sub-Committee members shall be of good moral character and shall provide a satisfactory Criminal Reference Check.
- No one shall be appointed to a Planning Act Sub-Committee who does not meet this criteria or who otherwise does not comply with the application process established for a given Planning Act Sub-Committee.
- All members of the Planning Act Sub-Committee shall sign a Confidentiality and Conflict of Interest Agreement provided by the Municipality, in a form(s) acceptable to the CAO. Any breach of this Agreement shall result in the immediate removal of the offending member from the Planning Act Sub-Committee.
- The Term of any Planning Act Sub-Committee shall be no longer than the Term of Council appointing said Planning Act Sub-Committee.

Council Representation/Membership

- The Mayor shall appoint one (1) member of Council to the Planning Advisory Committee.
- The Mayor may attend all Planning Sub-Committee meetings in an “ex-officio” capacity.

- Council shall appoint at least five (5) community members to a Planning Sub-Committee.
- At least two (2) members of the Planning Advisory Committee, excluding a member of Council, shall also be appointed to the Committee of Adjustment and vice versa.
- No member of Council shall be appointed to the Committee of Adjustment.

Relationship of Committee to Council/Making Recommendations

- The Planning Advisory Committee shall make recommendations to Council by providing a Resolution to the Committee of the Whole.
- The Committee of Adjustment decision making process is independent of Council.
- No actions may be taken by a Planning Act Sub-Committee member on behalf of the Municipality, nor shall any member of the Planning Act Sub-Committee hold himself or herself out as representing the Municipality, unless specifically authorized by Council Resolution. Any actions resulting from Council approved projects shall be overseen and implemented by Staff at the direction of the CAO. Any breach of this requirement shall result in the immediate removal of the offending member from the Planning Act Sub-Committee.
- Planning Act Sub-Committees shall not have individual budgets. Recommendations for specific projects requiring taxpayer-funded expenditures will be subject to the annual budget process as established by Council and the CAO.

Staff Support

- Municipal Staff may provide administrative support to the Planning Advisory Committee and the Committee of Adjustment as appropriate and in accordance with priorities of projects as determined by the CAO. For support on the implementation of specific projects, specific Council approval is required prior to taking any substantive action.

Rules of Procedure to be followed by the Sub-Committee

- In general, all Council-appointed Sub-Committees are expected to follow accepted Rules of Order for public organizations (Bourinot's Rules of Order). The Sub-Committee shall also comply with the provisions of the Municipal Procedural By-law, as amended from time to time.

Compensation

- Members of a Planning Act Sub-Committee shall receive \$60.00 per meeting for expense to visit sites and attend evening meetings.

Last Date of Review of these Terms of Reference

- August, 2012
- October, 2013
- September 2015