



MUNICIPALITY OF CALLANDER

COUNCIL'S EXECUTIVE COMMITTEE STRUCTURE

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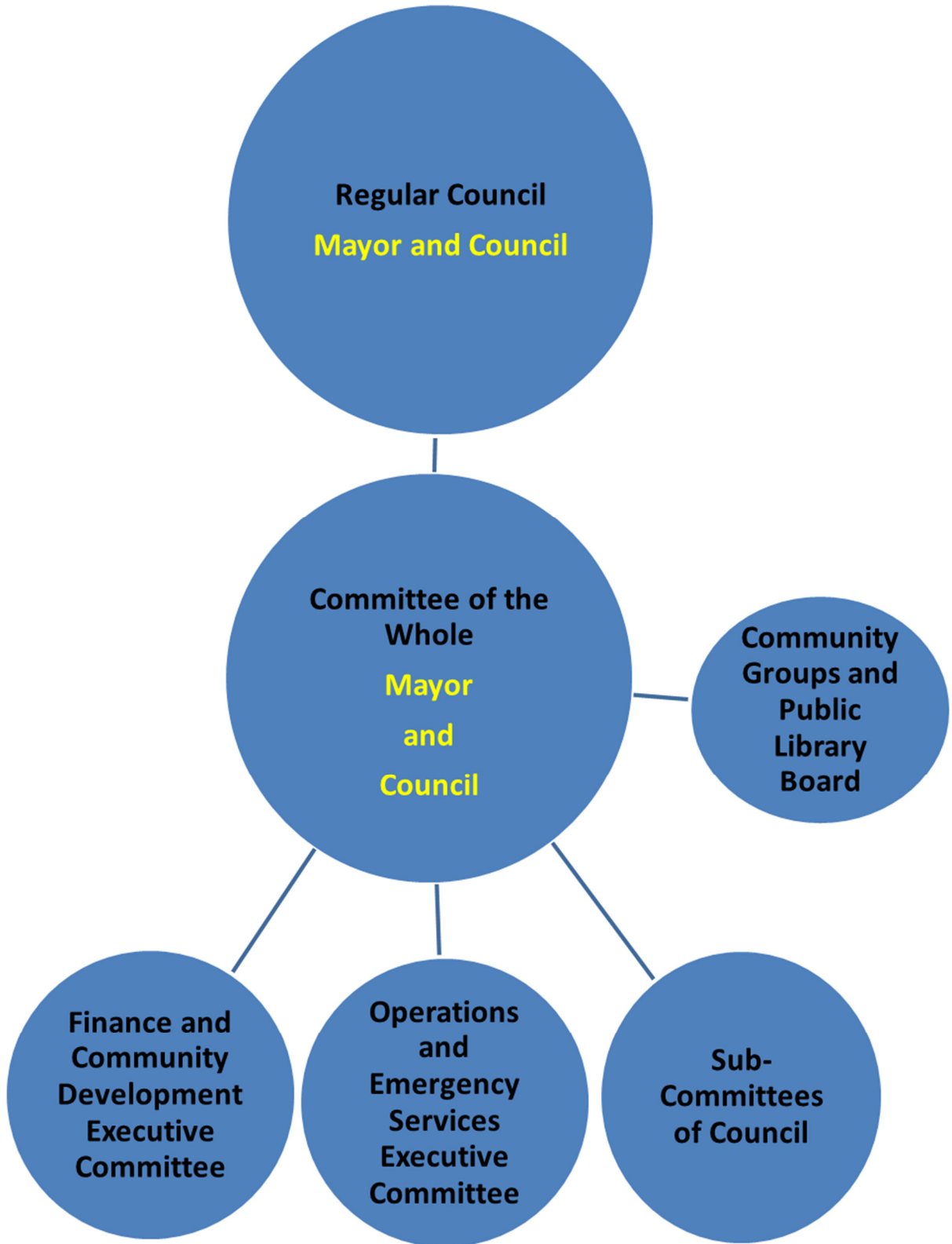
TERMS OF REFERENCE

**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
Revision IV – December 2018

OVERVIEW:



Committee of the Whole is made up of all Members of Council, sitting as a committee, to facilitate more informal discussion than had at a Regular Council meeting.

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

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

Other Committees, Community Groups and the Public Library Board are appointed by Council and operate as outlined in this Terms of Reference.

COMMITTEE OF THE WHOLE

Members:

All Members of Council

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. The Committee of the Whole may move “in camera” to discuss items in accordance with Section 239 of the Municipal Act.

Process: At the Committee of the Whole, such matters shall be considered and direction given to staff for the draft Resolutions and By-laws to be brought to a Regular Council Meeting for the vote. When there are matters of an urgent nature, the Committee of the Whole may move to regular council in order to deal with such matters.

EXECUTIVE COMMITTEES OF COUNCIL

As soon as is practical upon taking office, the Mayor shall appoint Executive Committees of Council. When matters with respect to Council business require further research or refinement, they may be referred to the appropriate Executive Committee to work on, discuss and make recommendations to Council through the Committee of the Whole. At the discretion of the Mayor or Chief Administrative Officer, Council business of an urgent nature may go directly to the Executive Committee before the Committee of the Whole to expedite the process if the timing so warrants.

Recommendations to the Committee of the Whole for each matter considered by an Executive Committee shall be submitted in a written memo or report or, if applicable, in a covering memo to a staff report. Staff may prepare the written submission upon request of the Committee Chair, but the recommendations shall be formulated by the Executive Committee.

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. Executive Committees shall be scheduled to meet monthly as per the Procedure By-law; however, a monthly meeting may be cancelled at the discretion of the Co-Chairs if there is no ongoing business or new business referred to the Committee.

In order to provide committee minutes to Council in a timely manner, the draft minutes of the Executive Committees shall be included on the next Committee of the Whole agenda.

Quorum for Executive Committees shall be one member.

FINANCE and COMMUNITY DEVELOPMENT EXECUTIVE COMMITTEE

Members/Chairs: Two Councillors appointed by the Mayor.

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 provide advice and recommendations to the Committee of the Whole within its Areas of Responsibility with respect to policies and other Council business that would ensure the coordination of corporate resources, initiatives and operations in a manner that will make the most efficient use of existing infrastructure and resources; and with respect to ensuring that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council. Further, this Executive Committee may make recommendations to the Committee of the Whole with respect to guiding 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: Two Councillors appointed by the Mayor

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 provide advice and recommendations to the Committee of the Whole within its Areas of Responsibility with respect to policies and other Council business that relate to planning and providing safe, secure and reliable road, water, wastewater, parks, and facility maintenance services in a sustainable, cost-effective, and environmentally conscious manner; and with respect to ensuring that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council. Further, this Executive Committee may make recommendations to the Committee of the Whole with respect to 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.

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* and in the Municipality of Callander's By-law 2018-1599. Council shall be responsible for approving, or amending and approving, annual estimates of all sums required by the library, 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.

APPENDICES:

- **APPENDIX “A”:** Terms of Reference for All Other Committees of Council (Except Building Code Act and Planning Act Sub-Committees)
- **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”:** Terms of Reference for All *Building Code Act and Planning Act*, R.S.O 1990, c.P.13, Sub-Committees of Council
- **APPENDIX “F”:** Councillor Representation on External Boards and Committees
- **APPENDIX “G”:** Currently Appointed Members on all Committees, Boards and Community Groups

APPENDIX “A”

Terms of Reference for ALL Sub-Committees of Council **(Except Building Code Act and 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, with the exception of Building Code and Planning Act Committees, shall be comprised of at least two (2) Council members.

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.

APPENDIX “B”

Current Sub-Committees of Council

REPORTING TO COMMITTEE OF THE WHOLE:

Human Resources Committee (Special Purpose – Council only)

Council Members: Mayor
Two Councillors

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
Two Councillors

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.
- Periodically throughout the year, the Treasurer shall meet with the Mayor to review budget to actual to determine any matters of significance to bring to the attention of Council.

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 make recommendations to Council to facilitate the development of new enterprises to enhance the quality of life and prosperity in our community.

The Economic Development committee may invite members of the public and/or business community to meet with them to discuss ideas for Economic Development.

Council Members: *Mayor*
Two Councillors

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.

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.

APPENDIX “D”

Current Volunteer Community Groups

REPORTING TO THE CHIEF ADMINISTRATIVE OFFICER:

Sports, Recreation, Festivals and Events Group

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

Members: Members of the public appointed by Council. May include a Council Liaison appointed by Council.

The core membership of the Sports, Recreation, Festivals and Events Community Group is appointed by Council; however, depending on the event or municipal initiative, the group may create subcommittees, which may include additional volunteers as may be needed for a particular event. 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. Additional volunteers may be required, as appropriate, to provide a satisfactory Criminal Reference Check (and shall be required to provide a Vulnerable Sector Check if potentially working with children).

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

Responsible Staff: *Chief Administrative Officer or designate*

Members: *members of the public as appointed by Council*

Objectives:

- To promote, and to educate citizens and visitors with respect to, Callander's, and the surrounding area's, rich cultural and artistic heritage.
- To develop and promote new cultural activities, facilities and resources in order to move forward culturally and artistically, within the budget allocated by Council.
- 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: *members of the public as appointed by Council*

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”

Terms of Reference for *ALL Planning and Building Act* Sub-Committees of Council

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

** 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”).

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.

OBJECTIVES:

Planning Advisory Committee (Standing)

- 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.

Committee of Adjustment (Standing)

- The Committee of Adjustment is a quasi-judicial body, appointed by Council to make decisions on applications for lot creation by severance of lands under the Consent Policy as stated in the Official Plan. In addition, the Committee will consider applications for 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.

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; shall provide a satisfactory Criminal Reference Check and shall take individual or group training as required.

- 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.

**** 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: 3 members of the Public appointed by Council

APPENDIX “F”

Council Representation on External Boards and Committees

North Bay Parry Sound District Health Unit Board of Health

One Member from the respective Councils jointly appointed to represent Powassan, Nipissing, South River, Sundridge, Machar and Callander

Eastholme

Two Members from the respective Councils jointly appointed to represent Powassan, Nipissing, South River, Sundridge, Machar and Callander

District of Parry Sound Social Services Administration Board (DSSAB)

Two Members jointly appointed to represent Powassan, Nipissing and Callander

District of Parry Sound Municipal Association Executive Ward 6 Representative

One Member from the respective Councils jointly appointed to represent Callander, Chisholm, Nipissing and Powassan

EMS Advisory Committee

One Member from the respective Councils jointly appointed to represent Callander, Nipissing and Powassan

North Bay-Mattawa Conservation Authority and Source Protection Policy Group

One Council Member appointed by Council to both

Waste Management Liaison Committee (North Bay)

One Council Member appointed by Council

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

One Council Member appointed by Council