



Committee Handbook

January 9, 2024

Table of Contents

The Purpose of Committees.....	3
Types of Committees:.....	3
Advisory Committees Established by Council.....	3
Governing Documents	5
Council Strategic Plan	5
Terms of Reference.....	5
Committee Work Plan.....	6
Subcommittee Terms of Reference and Work Plan	6
Procedural By-Law	7
Code of Conduct	7
Parties Involved in the Committee Structure	9
Council	9
Committee Members	9
Staff.....	9
Roles, Responsibilities, and Rights of Committee Members and Staff	10
The Co-Chair.....	11
The Staff Liaison	11
The Clerk’s Office	12
Procedural Matters.....	14
Appointments to Committees.....	14
Attendance	14
Resignation from a Committee	14
Election of the Co-Chairs.....	15
Meeting Schedule.....	15
Open and Closed Meetings	16
Conflicts of Interest.....	17
Agendas	18
Delegations	18
Quorum	19
Motions and Recommendations	19
Minutes.....	20
Health & Safety Guidelines.....	21
Accessibility.....	21
MFIPPA and Records Retention.....	21

Public Engagement	21
Attachments	22
Attachment 1 – Council Strategic Plan.....	22
Attachment 2 - Terms of Reference.....	23
Accessibility Advisory Committee.....	25
Active Transportation and Health, Wellness, and Fitness Advisory Committee	28
Agriculture and Rural Affairs Advisory Committee.....	31
Heritage and Arts and Culture Advisory Committee	34
Community and Economic Development Advisory Committee (CEDAC)	37
Environmental Action Advisory Committee.....	41
Housing Advisory Committee	47
Mayor’s Youth Advisory Committee	54
Property Standards Committee	57
Attachment 3 - Committee Strategic Plan Template	59
Attachment 4 - By-Law 4-19A, A By-Law to Govern the Proceedings of Council & Committees of Council	61
Attachment 5 – By-Law 90-14, A by-law to amend the Code of Conduct policy for Members of Council	76
Attachment 6 - Agenda Template	89
Attachment 7 - Minutes Template	90
Attachment 8 – Committee Agenda Report	92

The Purpose of Committees

A committee provides advice to Council on matters within the committee's mandate as set out in the committee's terms of reference.

Committees foster civic engagement by:

- Implementing and facilitating the performance of Council's work plan and, where appropriate, departmental integrated work plans
- Bringing a diversity of perspectives to the decision-making process
- Enriching the organization's knowledge base on matters of a technical nature
- Assisting in the development of policies and programs to be recommended to Council
- Enabling Council and staff to obtain early feedback on issues affecting public policy
- Providing feedback on the implementation of policies once approved by Council

The establishment of advisory committees links directly to Council's work plan which includes a commitment to establishing and sustaining vibrant Municipal advisory committees.

The recommendations made by an Advisory Committee to Council are purely advisory; a committee does not have the authority to make decisions that bind Council or the Municipality.

Types of Committees:

Advisory Committees: an advisory committee is a group of persons appointed to provide knowledge, skills and non-binding advice on a specific issue or area of knowledge.

Ad-Hoc Committees: a committee or task force created by Council with a defined ending that reports directly to Council on a specific matter (for example, the Task Force on Affordable Housing).

Independent Committees and Boards: a committee or board created by Council operating as quasi-judicial body (for example, the Property Standards Committee, BIA, Committee of Adjustment, Police Services Board, and Public Library Board).

This Handbook is intended to assist with the efficient and effective operation of advisory committees. The operation of Ad-Hoc Committees and Independent Committees and Boards is outside the scope of this publication.

Advisory Committees Established by Council

- Active Transportation and Health Wellness and Fitness Advisory Committee
- Agriculture and Rural Affairs Advisory Committee
- Heritage and Arts and Culture Advisory Committee
- Accessibility Advisory Committee

- Community & Economic Development Advisory Committee
- Equity, Diversity, and Inclusion Advisory Committee
- Environmental Action Advisory Committee
- Housing Advisory Committee
- Indigenous Advisory Circle
- Mayor's Youth Advisory Committee
- Property Standards Committee
- Tourism Sub Committee

Governing Documents

Council Strategic Plan

Council has developed a strategic plan as an effective tool used to engage with the community and guide Council members' activities. It provides a means for Council to set priorities and measure success.

The Council Strategic Plan identifies six pillars to reflect the priorities of the community:

- Mayor, Councillor, and Staff one-on-one Interviews
- Mayor and Councillor Workshops
- Senior Management Workshops
- A Community Survey
- Public Consultations
- Community Focus Groups

A copy of the Council Strategic Plan is included in this Handbook as Attachment 1.

Terms of Reference

It is the role of Council to establish committees and terms under which they operate. In this respect, committees take their direction from Council.

Council sets out the operational framework of a committee in the terms of reference. The terms of reference include:

- The name of the committee
- The mandate, purpose, and objectives of the committee
- The responsibilities of the committee
- The ideal composition of committee members
- The frequency of meetings

An amendment to the terms of reference can be recommended by the committee but all amendments require Council's approval.

Each committee operates in accordance with its terms of reference and applicable legislation. While each committee is subject to the terms of the *Municipal Act, 2001*, there are certain committees which have additional legislative obligations and powers, for example the Accessibility Advisory Committee has certain roles and duties under the *Accessibility for Ontarians with Disabilities Act, 2005*.

The terms of reference include certain procedural requirements, while the balance is found in the Procedural By-Law.

A copy of the Terms of Reference for each committee is included in this Handbook as Attachment 2.

Committee Work Plan

Each committee, with the assistance of staff, is required to develop a committee work plan. The committee work plan sets out the goals of the committee and how these goals align with the objectives of the Council Strategic Plan and the departmental integrated work plans. The committee work plan provides measurable objectives for the committee's success and is used to communicate the committee's priorities to Council and staff.

The committee's work plan is a living document and is intended to be reviewed from time to time to ensure the committee's work remains aligned with the Council Work Plan.

In developing the committee work plan, committee members should take into consideration that there are certain tasks that are outside the scope of the committee's mandate. Specifically:

- The assignment of work to staff, including administrative matters, projects, or other tasks requires the prior agreement of the staff member's Director or the Chief Administrative Officer
- Unless otherwise approved, Committees have a limited budget, do not incur expenditures directly and cannot contract on behalf of the Municipality (for example, the hiring of a consultant). Requests to expend funds must be addressed by recommendation to Council. The Committee may prepare an annual budget for individual projects or tasks to be undertaken in any year. The staff liaison will bring forward any budget requests of the committee as part of the Municipal budget process.
- A committee's recommendations are advisory in nature rather than binding
- Unless directed by Council to do so, Committees generally do not make recommendations or provide advice on matters already considered by Council during its term. Providing feedback on the implementation of policies once approved by Council is encouraged

A template of a committee work plan is attached to this Handbook as Attachment 3.

Subcommittee Terms of Reference and Work Plan

A committee may decide to establish a subcommittee to consider an issue in detail. In advance of the first subcommittee meeting, the terms of reference of the subcommittee must be established by the committee as a whole. The mandate of the subcommittee must align with both the Council Strategic Plan and the committee's terms of reference. A subcommittee shall develop a work plan to be shared with the committee, staff, and Council.

Procedural By-Law

The Municipality's Procedural By-Law contains the more detailed rules and procedures governing the conduct of the Committee. A number of the requirements of the Procedural By-Law have been set out in this Handbook.

Any questions concerning matters of procedure should be directed to the Clerk's Office.

A copy of the Procedural By-Law is included in this Handbook as Attachment 4.

Code of Conduct

The Code of Conduct for Members of Council strictly applies to committee members. A copy of the Code of Conduct is included in this Handbook as Attachment 5.

The purpose of the Code of Conduct is to:

- Promote high ethical standards among committee members
- Provide a general understanding of the obligations of committee members
- Promote healthy debate among committee members when discussing matters of public interest and require that such debate shall be conducted with dignity, decorum and respect for the opinion of others
- Ensure a level of respect and equality among committee members when fulfilling their roles
- Ensure committee members perform their duties with integrity, avoiding improper use of the influence of their office and conflicts of interest and promoting public confidence

The Code of Conduct ensures that committee members are aware that many staff members are bound by the requirements of their profession to a strict code of ethics in the delivery of their services. Staff make recommendations or provide advice based on their professional and technical expertise, taking into account the perspective of the Municipality as a corporate body. Staff members are employed by the Municipality and are to perform their role without undue influence from individual committee members.

Accordingly, committee members shall not:

- Maliciously or falsely injure the professional or ethical reputation of staff
- Compel staff to engage in partisan political activities or be subjected to threats of discrimination for refusing to engage in such activities
- Use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with staff duties
- Publicly criticize individual staff members in a way that casts aspersions on their professional competence and credibility.

Harassment is prohibited by law. Committee members shall not bully, threaten, coerce, or otherwise harass, or intimidate employees or volunteers of the Municipal organization, its contractors, members of the public, or his or her committee members. Committee members shall not engage in any form of slanderous, malicious, or demeaning communications regarding members of Council, other committee members, Municipal staff or the public.

All inquiries with respect to staff members should be directed to the Chief Administrative Officer or as they may direct.

Breaches of the Code of Conduct will not be tolerated and may result in the removal of a member from the committee.

Parties Involved in the Committee Structure

- Council
- Committee Members (including members of Council appointed to the Committee)
- Staff

Council

Council establishes the committees and sets their terms of reference. It is Council's role to resolve any questions concerning the functioning of the committees.

Council receives and considers recommendations made by advisory committees. When receiving the recommendations of a committee, Council may approve or amend the recommendation, refer it (often to staff) or propose further resolutions as Council determines is appropriate. In considering a committee's recommendation, the members of Council weigh many factors when making a decision –for example, financial considerations, statutory obligations, and the viewpoints and perspectives of other committees, local associations, and members of the public.

Council may review and make recommendations annually regarding the effectiveness of a committee or its Chair.

Committee Members

All committee members are voting members. Committee members have the relevant background or interest to provide local knowledge, advice, expertise and perspective on the matters governed by the committee.

Committee members help to keep the committee, and Council, informed regarding current community views.

Committee members are guided by the Council Strategic Plan, the committee's terms of reference, and the committee's work plan.

Staff

Staff members assigned to the committee are not committee members and do not vote. The staff liaison serves as the communication link between the committee, staff, and Council, as appropriate. Staff provide administrative support to the committee.

Roles, Responsibilities, and Rights of Committee Members and Staff

All Committee members are expected to:

- Familiarize themselves with this Handbook (including its attachments) and the committee's work plan
- Understand the committee's advisory relationship to Council, including respecting the decisions made by Council
- Advise the Co-Chairs of items to be discussed to move the work plan of the committee forward
- Undertake any work assigned, including special projects and research
- Read all agendas and background information in advance of the meeting
- Attend and objectively participate in all scheduled meetings
- Be open and respectful of all members' opinions, understanding the need to take into account differing views and interests
- Exercise sound judgement with an open mind on the items presented
- Work in the spirit of cooperation, respecting other committee members and staff
- Maintain a high degree of professionalism
- Respect the role and responsibility of the Co-Chairs
- Respect that the recommendations made by the committee are those of the majority
- Identify any matters that involve a pecuniary interest before they are discussed and avoid participating in the associated discussion and vote
- When speaking publicly as a member of the Committee, obtaining the Co-Chair's permission to do so first, and representing the views of the committee rather than personal views. This includes making any statement using social media platforms, including Facebook. All statements shall first be reviewed by the Corporate Media Relations Officer.

Committee members have the following rights:

- The majority of the members have the right to decide
- The minority of members have the right to be heard
- All members have the right to information to make decisions, unless otherwise prevented by law (for example, where a pecuniary interest has been declared)
- Members have a right to an efficiently conducted meeting
- All members have the right to be treated with respect and courtesy
- All members have equal rights, privileges and obligations.

The Co-Chair

In addition to the responsibilities applicable to all committee members, the Chair has the following additional responsibilities:

- Conducts the meeting and determines the order of speakers
- Maintains the decorum of the committee
- Encourages the active participation of all members of the committee, recognizing differing abilities and comfort levels
- Ensures that all members have the opportunity to speak
- Assists the staff liaison when possible or upon request
- Works with the staff liaison to set the agenda
- When speaking publicly, represents the views of the committee rather than personal views
- Ensures the election of the Co-Chairs for the term of Council
- Provides to Council a written annual summary of the committee's achievements towards implementing its work plan
- Presents the committee's report and recommendation to Council, if required
- May call, cancel and/or reschedule a regular meeting or call a special meeting (an additional meeting) as necessary after conferring with the staff liaison/secretary to ensure that a rescheduled or additional meeting can be adequately staffed

The Staff Liaison

The staff liaison is responsible for:

- Providing guidance and general advice to the committee, including working with the committee to develop the committee's work plan
- Provide opportunity for committee input into the annual budget and the development of the departmental work plan pertaining to areas of interest to the committee
- Apprises the committee concerning the budget process, bringing forward any budget requests of the committee as part of the Municipality's budget process
- Having knowledge of the committee's work plan and advising the committee of any Municipal initiatives that fit within the committee's work plan

- Working closely with the Co-Chairs to develop the agenda. Once the agenda items are identified by the staff liaison and the Chair the staff liaison shall forward these agenda items to the Clerk's Office for the preparation, publishing and distribution of the agenda within the timelines set out in the Procedural By-Law
- Acting as the secretary for the meeting, including preparing the minutes of the meetings and provide them to the Clerk's Office so that the minutes can be published and distributed
- Providing administrative advice and policy advice, subject to direction from their Director and/or the Chief Administrative Officer. This may include advising the Co-Chairs and members when items need to be added to or removed from the agenda
- Working with the Co-Chairs to ensure that there is appropriate follow-up regarding any decisions made
- Remaining impartial with all members
- Refraining from voting -the staff liaison is not a committee member
- Advising the committee in the event that any of the recommendations proposed by the committee that may conflict with the Municipality's budget, by-laws, policies and procedures
- Reporting the resignation of any committee member to the Clerk
- Reporting any procedural irregularities of the committee to the Clerk for follow-up.

The Clerk's Office

The Clerk is available to answer questions and provide guidance and training as may be required to ensure the efficient functioning of the committee in compliance with the Procedural By-Law, the committee's terms of reference, and any legislative requirements.

The Clerk's Office:

- Schedules meetings by sending out calendar invitations to all committee and staff members. This is done immediately after the meeting schedule for the year is decided upon by the committee
- After items for an agenda have been identified and forwarded to the Clerk's Office by the Staff Liason, the Clerk's Office compiles the agenda and publishes it (along with any supporting materials) to the Municipality's website and circulates to the members of the committee. The Clerk's Office shall send any materials that are to be considered in a closed meeting by email to committee members
- Prepares any resolutions that may be required and ensure that they are signed

- Keeps all committee records, including all agendas, minutes and resolutions
- Carries out the direction of Council with respect to the recruitment of committee members and filling of vacancies
- Prepares the relevant documentation, information and notification to committees of any legislative changes that may impact the committee
- Distributes committee meeting minutes to Council
- Circulates any resolutions to the committee that are received by other municipalities that may be of interest to the committee.

Procedural Matters

Appointments to Committees

After a municipal election, Council passes terms of reference to establish the committees.

The Clerk provides notice calling for applicants to act as members of the committees. As set out in the terms of reference, the committee should reflect the diversity of the community. The notice will list the committees for which applicants are being solicited and will set a deadline for receiving applications. In some instances, there may be specific qualifications necessary to be successfully considered for an appointment.

The term of appointment is concurrent with the term of Council.

Council will review the list of candidates in closed session, followed by a resolution in open session to announce the successful candidates. Council will pass a resolution to appoint the committee members.

Where there are vacancies on a committee, either because the number of initial applicants for a committee is insufficient or where members have resigned or otherwise become incapable of filling the role, the Clerk will provide a subsequent notice calling for applicants to fill these vacancies. Committee members are encouraged to identify individuals within the community who may be interested to serve on the committee and encourage these interested individuals to submit an application for Council's consideration.

Attendance

If a member is unable to attend a meeting, the Co-Chairs, Clerk and staff liaison should be informed in advance of the meeting as it may affect the ability to meet quorum (if quorum is not met, the meeting cannot proceed).

From time to time, where the absence is for a limited time, accommodation may be made. In the event that a committee member is seeking a leave of absence, the committee member should discuss same with the Co-Chairs and the Clerks' Office. The Clerk will advise Council of the request for a leave of absence and Council will determine how the vacancy will be managed, including (i) appointing a member to the Committee to temporarily fill the vacancy, or (ii) leaving the position unfilled for the period of the vacancy; or (ii) appointing a new member to permanently fill the vacancy.

Resignation from a Committee

Any committee member no longer able to serve shall submit a letter of resignation in writing to the Co-Chairs of the committee in a timely manner and inform the Clerk.

If a member is absent from three (3) consecutive regularly scheduled meetings without making arrangements in advance, the member shall be deemed to have resigned and

the Clerk shall inform Council and the Chair that the position is vacant and the Clerk should proceed to fill the vacancy as required.

Election of the Co-Chairs

The Co-Chairs are elected at the committee's first meeting. The staff liaison assigned to the Committee will act as the Secretary and is responsible for (among other things) taking the minutes of the meeting.

- The staff liaison will chair the nomination and election process to determine the Co-Chairs.
- The floor is opened for nominations for the position.
- A member of the Committee moves to nominate an individual and may nominate themselves. A seconder is required. If the motion is seconded, the member is permitted to briefly speak.
- The Chair will call for further nominations.
- If there are no other nominations, the Chair will call a motion to close the nominations and declare the singular nominee the unanimous choice.
- If there is more than one nominee, then an election is required.
 - The nominees may briefly address the meeting
 - The Chair calls for a motion to close nominations
 - The Chair distributes, collects and counts the ballots. The ballots are kept in confidence.
 - The Chair announces the results.

The Co-Chairs will serve for the balance of the committee term.

Below is a sample of a motion to appoint the Chair:

That the Accessibility Advisory Committee appoints Jane Doe as the Chair of the Accessibility Advisory Committee for the period ending November 14, 2026.

In the absence of the Co-Chairs, the committee appoints an Acting Chair. The Acting Chair presides over the meeting until the arrival of the Co-Chair.

Meeting Schedule

At the first meeting of the committee, the regular meeting schedule for the balance of the calendar year is established by way of resolution.

The meeting dates for each committee are confirmed at the end of each year for the year following. The committee schedule is published on the Municipality's website.

The public is required to be given notice of committee meetings at least 3 days in advance of the meeting. Notice is given by posting the agenda to the Municipality's website and by contacting local media to advise them of the meeting.

If it is proposed that there is a change to the meeting schedule, the Co-Chairs shall advise the Clerk's Office as soon as possible.

If it is necessary to cancel a meeting -for example, in the event of inclement weather, or a lack of quorum, the Co-Chairs shall notify the Clerk's Office and the other members, immediately. This notification can be provided by e-mail.

Electronic meetings are permitted. If a meeting is to be held virtually and a committee member does not have adequate internet access or hardware, the member should contact the Clerk's Office as soon as possible to determine if alternate arrangements can be made.

Open and Closed Meetings

To meet legislative requirements, the expectation is that all committee meetings will be held in open session. The public are encouraged to attend committee meetings, whether held in person or virtually.

Rarely, it may be necessary to hold a meeting in closed session where the public and press are not able to attend. In accordance with the provisions of the *Municipal Act, 2001*, committees are permitted to hold all or part of a meeting in closed session if the subject matter relates to:

- The security of the property of the municipality or local board
- Personal matters about an identifiable individual, including municipal or local board employees
- A proposed or pending acquisition or disposition of land by a 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
- Being permitted by another Act to hold a closed meeting
- Education and training of the members and no member discusses or deals with a matter that materially advances the business or decision making of the board/committee.

Voting is not conducted while in closed session unless it is for procedural matters only – the purpose of a closed meeting is to receive information or give direction or instructions to staff.

If the Co-Chairs determine that there is a matter on the Agenda which may be required to be held in a closed session the Co-Chair shall contact the Clerk's Office immediately for advice.

Conflicts of Interest

A member of a committee must declare at the beginning of the meeting any direct or indirect pecuniary (financial) interest that he or she may have in any matter before the committee, whether the meeting is open or closed. If not otherwise declared at the beginning of the meeting, a member may declare a pecuniary interest when the matter comes before the committee for consideration.

A pecuniary interest applies to a member if their spouse, child or parent is affected by the matter to be considered by the committee.

A pecuniary interest is defined in the Code of Conduct as an interest having a direct or indirect *financial* impact, including:

- Any matter in which the member has a financial interest
- Any matter in which the member is a shareholder in, or a director or senior officer of a corporation that does not offer its securities to the public and such corporation has a financial interest in the matter
- Any matter in which the member has a controlling interest in, or is a director or senior officer of, a corporation that offers its securities to the public and such corporation has a financial interest in the matter
- Any matter in which the member is a member of a body and such body has a financial interest in the matter
- Any matter in which a parent, spouse, partner, or any child the member has a financial interest, if known to the member.

The committee member is required to identify the matter to which they had a conflict and state the nature of the conflict. The declaration will be recorded in the minutes.

If the meeting is an open meeting, the member *may* remove themselves while the matter is being considered (including waiting in the digital waiting room in the event of a virtual meeting). If the meeting is a closed meeting the committee member must leave the meeting. The member *shall* not discuss or vote on the matter for which the conflict has been identified.

If a member discovers after the meeting that they had a direct or indirect pecuniary interest, then at the next meeting the member shall declare the interest and the declaration recorded in the minutes.

It is the member's responsibility to determine if they have a pecuniary interest. If uncertain, the member is advised to seek their own legal advice. Staff cannot provide this advice. The Clerk's Office is available to provide general advice concerning what constitutes a pecuniary interest.

Agendas

Agendas set out business relevant to the business of the committee and follow a prescribed order -see Attachment 6.

To allow for consistency among committee, members of Council and staff, two weeks prior to the agenda deadline, the staff liaison will send out an initial email to the chair, all other members of the committee, and the Clerk's Office asking for agenda items. The chair, the staff liaison and other committee members will identify any items that they wish to have added to the agenda by responding to the initial email sent out by the staff liaison. Agenda items should relate to matters within the committee's terms of reference and work plan and shall be accompanied by a brief report as set out in attachment 7.

If the staff liaison does not receive any agenda items, the staff liaison will inform the Co-Chairs and the staff liaison and the Co-Chairs can decide whether to proceed with the meeting. It is recommended that the Co-Chairs and staff liaison meet to discuss the status of the agenda.

The Clerk's Office will place any agenda items received on the draft agenda and send the draft agenda by email to the Co-Chairs and staff liaison for review and approval. This email will include the date by which the Co-Chairs are required to provide comments, if any, and to confirm the agenda. If the Co-Chairs do not respond by the date and time set out the Clerk's Office will finalize the agenda and post it to the Municipality's website.

If agenda items are received after the agenda deadline for the meeting, these items will be added to the following agenda. Items should only be added to the agenda, by way of an addendum, after it has been published in extraordinary circumstances. It is possible for a committee to discuss items not on the agenda as new business if the majority of members vote to do so.

The agenda process may be subject to amendment as agreed to between the Co-Chairs and the staff liaison provided that the timelines as set out in the committee's terms of reference are complied with. The terms of reference provide that agendas are to be finalized and posted to the Municipality's website one week in advance of the meeting.

Delegations

From time to time, members of the public may wish to appear and address a committee (a "delegation"). These members of the public must register with the Clerk's Office in advance of the finalization of the agenda.

The Clerk's Office will work with Co-Chairs and staff liaisons to ensure that the delegation is appropriate for the Committee. All delegation submissions should be accompanied by a presentation and/or general brief.

Quorum

Quorum is a majority of the number of committee members as originally established - regardless of whether there are vacancies. For example, if the committee is comprised of 10 members as set out in the terms of reference and there are 2 vacancies, the quorum remains 6 members.

If a meeting is held and a quorum is not present, no business can be transacted. If, within 15 minutes quorum has not been met, the staff liaison/secretary records the names of the members present, the Chair adjourns the meeting and the staff liaison/secretary records in the minutes that the Co-Chairs adjourned the meeting due to lack of quorum after waiting the required 15 minutes.

If, 15 minutes after time the meeting is scheduled to start the Co-Chairs are not present but there is quorum, the staff liaison/secretary shall call the members to order. The members are required to pass a resolution appointing an Acting Chair until a Co-Chair arrives.

If during the meeting quorum is lost, the meeting must stop. If after 15 minutes quorum has not been reinstated, the staff liaison/secretary calls the roll, records the names of those present at the meeting and the meeting is adjourned until the next meeting of the committee.

Motions and Recommendations

When a motion is passed, it becomes a resolution. Voting by proxy, email or telephone is not permitted. Resolutions may be signed electronically and then become recommendations to Council.

Recommendations made by a committee must not contradict Municipal policies and by-laws.

Communications of a policy nature recommended to Council shall proceed to be communicated to Council with sufficient information to permit Council to make an informed decision. This may require research and guidance from the staff liaison.

A discussion does not require a motion. Decisions require motions. When a motion is passed it becomes a resolution. Although a motion requires a mover, it does not require a seconder (the purpose of a seconder is to indicate that another member feels the proposal is worth discussing).

A motion can be verbal and is recorded in the minutes. A member can speak more than once with respect to a motion, but has to wait until every committee member who wishes to speak has done so.

Motions are passed by majority vote. In the event of a tie vote, the motion is lost.

To have a motion voted on, it is:

- Moved -a proposal from the floor
- Stated -by the Co-Chair or staff liaison/secretary
- Discussed -every member who wishes to speak addresses the Co-Chair and must speak only to the motion/amendment on the floor
- Amended -if required, changing the wording of the motion by: adding or deleting words, replacing with different words
- Called -after sufficient discussion, either a motion to end the debate or a vote is called at the discretion of the Co-Chair.
- Restated -ensure that everyone knows what is being voted on
- Voted -Co-Chair calls each option: “All in favour”, “opposed”?
- Declared -the Co-Chair announces if the vote was “carried” or “defeated”

Any communication of a policy nature must be recommended to Council for its ratification.

Minutes

Minutes provide an account of the meeting and must be clear and accurate. Minutes provide a permanent and official record.

Minutes are not recorded verbatim.

The meeting may be recorded (audio/visual) if the secretary/staff liaison advises.

At a minimum, the minutes should include the following:

1. Name of the committee
2. Meeting date and time
3. Where the meeting was held (virtually by Zoom or Teams)
4. Who was present/absent
5. Adoption of last meeting’s minutes
6. Matters discussed and any decisions made:
 - a. Record the motions -the mover, seconder, whether it as carried or defeated, and any members who wished to be recorded as opposed to the motion
 - b. General discussion

The secretary/staff liaison is responsible for recording, without note or comment, all proceedings and decisions of the meeting.

Draft minutes are to be provided to the committee within 5 days after a meeting by the staff liaison. The staff liaison/secretary shall forward the minutes to the Clerk’s Office within 1 week of the meeting. The minutes are included with the immediately following agenda package for approval. No changes shall be made to draft minutes until the

meeting in which the minutes are brought forward for committee approval. Any changes to draft minutes shall be recorded in the resolution to approve the minutes.

Once approved, the minutes are included in the next Council agenda package.

A minutes template is attached as Attachment 8.

Health & Safety Guidelines

Committee members must comply with all health and safety guidelines.

Accessibility

The Municipality shall ensure that the need of persons with disabilities are met, including meeting formats, communications, and conduct of meetings.

Should any committee member or citizen require accommodation, please advise the Clerk so that we may best assist you.

MFIPPA and Records Retention

The *Municipal Freedom of Information and Privacy Act* applies to committees. This legislation governs the retention and release of information by the Municipality.

Agendas, minutes, and by-laws are all public records and will be released upon request.

The Committee is required to retain all records and shall only dispose of the records in accordance with the Municipality's Records Retention By-Law. This includes notes and materials collected to conduct the business of the committee. The information is to be forwarded to the Clerk's Office where it will be kept in accordance with the Municipality's statutory requirements.

Public Engagement

Advisory Committee members shall not publicly speak on behalf of the Committee unless prior approval to do so is obtained from the Director of Client Services. It is generally expected that the Council member appointed to the Committee will speak on behalf of the Committee but is not required to do so.

The first point of contact for media is Director of Client Services who shall work with the Co-Chairs and the Council members appointed to the committee.

Letters of thank-you or recognition or correspondence of an administrative nature related to the mandate of the Committee are not required to be approved by Council.

Attachments

Attachment 1 – Council Strategic Plan

The Council Strategic Plan is available on the North Grenville website at:

https://www.northgrenville.ca/council-government/resources/north-grenville-strategic-plan_an or

https://www.northgrenville.ca/component/edocman/10-year-community-strategic-plan/viewdocument/13?Itemid=0_nville.ca.

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

BY-LAW NO. 23-23

A By-Law to Establish the Committees of Council and Adopt the Terms of Reference

WHEREAS the Municipal Act 2001 enables a municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS the Municipality of North Grenville passed Procedural By-Law No. 4-19, as amended, to govern the proceedings of Council and Committees of Council;

AND WHEREAS the Council of the Corporation of the Municipality of North Grenville deems it expedient to supplement the procedural by-law through policy, to establish terms of reference for committees and to set procedures regarding committees and appointments of Council;

NOW THEREFORE the Council of the Corporation of the Municipality of North Grenville enacts as follows:

1. General Procedures for Committees of Council, Ad Hoc Committees and Board and Agency Representatives, attached as Schedule "A" and forming part of this by-law, be adopted.
2. Terms of Reference for Committees of Council and Ad Hoc Committees, attached as Schedule "B" and forming part of this by-law, be adopted.
3. By-Law 47-19 is hereby repealed.
4. The Clerk of the Municipality of North Grenville is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantic or descriptive nature or kind to this by-law and schedules as may be deemed necessary after passage of this By-Law, where such modifications or corrections do not alter the intent of the By-Law.

5. This By-Law shall come into force and effect on the day of its passing.

PASSED AND ENACTED

THIS 28TH DAY OF FEBRUARY, 2023.

Original signed by

NANCY PECKFORD

Mayor

Original signed by

JESSICA WORKMAN

Clerk

Accessibility Advisory Committee

Purpose

The *Accessibility for Ontarians with Disabilities Act* requires the Council of the Municipality of North Grenville to establish a municipal accessibility advisory committee.

The North Grenville Accessibility Advisory Committee shall assist the Municipality in an advisory capacity to:

- a) carry out the duties as outlined in the *Accessibility for Ontarians with Disabilities Act*;
- b) consult with community members, stakeholder groups and other persons on matters relating to accessibility;
- c) in conjunction with staff, participate in building and facility audits and reports;
- d) in conjunction with staff, participate in the preparation of the Municipal accessibility plan and its presentation to Council;
- e) in conjunction with staff, review existing policies and procedures from an accessibility lens and recommend any necessary amendments
- f) in conjunction with staff, participate in the preparation of annual or other accessibility standard reports;
- g) in conjunction with Planning and Development staff, review site plans as required.

The Committee shall have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

Membership

The Committee shall be comprised of a minimum of four (4) and a maximum of nine (9) volunteer members, the Mayor as an ex-officio member, and up to two (2) members of Council, all of whom have voting rights. A staff person(s) from Corporate Services may also attend meetings as a liaison(s) to the Municipality. The majority of members shall be persons with a disability.

In considering the appointment of members to the Committee, Council shall consider the following:

- a) influential decision makers (current and retired) from various business/industry sectors;
- b) individual members willing to take on specific responsibilities for specific areas of the program;
- c) the individual's qualifications and commitment as they relate to the Council adopted programs/policies; and

- d) availability of members to participate in the programs/policies and attend Committee meetings.

The Municipality of North Grenville is committed to advancing equity, diversity, and inclusion in every aspect of its work, including appointments to advisory committees. An increase in diversity can assist in promoting equal opportunities and memberships with a diversity of lived experiences. A more diverse membership will contribute to the work of each advisory committee. Each advisory committee shall endeavour to have balanced representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based and spiritual group members, and youth.

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

Committee Chair

The Committee shall elect a Co-Chair from among its volunteer members. The position will be elected by a secret ballot by a majority of the voting members of the Committee. A Member of Council will act as a Co-Chair.

The Co-Chairs will have a concurrent four-year term. In the absence of the Co-Chairs, the Committee shall appoint an Acting Chair.

The Co-Chairs will present the Committee's reports and recommendations to Council, as required with staff support.

Advisory Experts

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings in order to meet its mandate.

Meetings

The Committee shall meet at least quarterly – either in person or via an accessible virtual platform. Additional meetings shall be held at the call of the Co-Chairs.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Clerk's division within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed members.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

Department Jurisdiction

Corporate Services - The Municipal Clerk is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

Staff Contact

Municipal Clerk

Administrative Support

The Clerk shall provide minute taking and agenda preparation and distribution in conjunction with the Co-Chairs. The Clerk's division will post the agenda on the Municipal website and via the meeting calendar invitation.

Budget

The Committee will prepare an annual work plan including budget requests ahead of the budget cycle. The Director of Corporate Services shall bring forward budget requests of the Committee as part of the Municipal budget process.

Active Transportation and Health Wellness and Fitness Advisory Committee

Purpose

The mandate of the Active Transportation and Health, Wellness, and Fitness Advisory Committee is to implement the integrated trails strategy within the Municipality and to develop, deliver, evaluate, and sustain a healthy community in areas that relate to the Municipality.

The Active Transportation and Health, Wellness, and Fitness Advisory Committee shall:

- a) Research and gather information on best practices for trails development and opportunities for external funding;
- b) Provide awareness raising initiatives for the residents of North Grenville related to health, well-being, and fitness topics
- c) Recommend the maintenance or development of all trail systems and any other trail systems within or connecting Municipal parks (existing or proposed), including signage or trail markers, including connecting to other trail systems within the County or to neighbouring Counties/Cities;
- d) Recommend promotional materials and organize/participate in events to promote trail use;
- e) Assist in prioritization of trail development;
- f) Provide input to the Council, regarding health trends and initiatives in the community and beyond;
- g) Act as Wellness Champions, leading by example;
- h) Review pedestrian connectivity to existing pedestrian facilities;
- i) Review and provide recommendations to update the Master Transportation Plan;
- j) Review and provide recommendations to update the Parks and Recreation Master Plan;
- k) Provide support to our community stakeholders, and work to build community partnerships in achieving a community of health, wellbeing & fitness including trail development or other recreational facilities/mechanisms; and
- l) Receive items for information, discuss trails-related matters and make written recommendations to Council.

The Committee shall have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

Membership

The Committee shall be comprised of a minimum of four (4) and a maximum of nine (9) volunteer members, the Mayor as an ex-officio member, and up to two (2) members of Council, all of whom have voting rights. A representative from the Ferguson Forest Centre and the Kemptville Campus Education and Community Centre may be appointed at the discretion of Council. A staff person(s) from Parks, Recreation, and Culture may also attend meetings as a liaison(s) to the Municipality.

In considering the appointment of members to the Committee, Council shall consider the following:

- a) influential decision makers (current and retired) from various business/industry sectors;
- b) individual members willing to take on specific responsibilities for specific areas of the program;
- c) the individual's qualifications and commitment as they relate to the Council adopted programs/policies; and
- d) availability of members to participate in the programs/policies and attend Committee meetings.

The Municipality of North Grenville is committed to advancing equity, diversity, and inclusion in every aspect of its work, including appointments to advisory committees. An increase in diversity can assist in promoting equal opportunities and memberships with a diversity of lived experiences. A more diverse membership will contribute to the work of each advisory committee. Each advisory committee shall endeavour to have balanced representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based and spiritual group members, and youth.

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

Committee Chair

The Committee shall elect a Co-Chair from among its volunteer members. The position will be elected by a secret ballot by a majority of the voting members of the Committee. A Member of Council will act as a Co-Chair.

The Co-Chairs will have a concurrent four-year term. In the absence of the Co-Chairs, the Committee shall appoint an Acting Chair.

The Co-Chairs will present the Committee's reports and recommendations to Council, as required with staff support.

Advisory Experts

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings in order to meet its mandate.

Meetings

The Committee shall meet at least six times a year – either in person or via an accessible virtual platform. Additional meetings shall be held at the call of the Co-Chairs.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Parks, Recreation, and Culture department within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

Department Jurisdiction

Parks, Recreation, and Culture - The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

Staff Contact

Parks, Recreation, and Culture Clerk

Administrative Support

The Clerk delegates authority to the Parks, Recreation, and Culture Executive Assistant to provide minute taking. Agenda preparation and distribution will be done by the Parks, Recreation, and Culture Executive Assistant in conjunction with the Co-Chairs. The Clerk's division will post the agenda on the Municipal website and via the meeting calendar invitation.

Budget

The Committee will prepare an annual work plan including any budget requests ahead of the budget cycle. The Director of Parks, Recreation, and Culture shall bring forward budget requests of the Committee as part of the Municipal budget process.

Agriculture and Rural Affairs Advisory Committee

Purpose

To assist the Municipality of North Grenville in its efforts to identify, review, discuss and make recommendations to Council on agricultural and agricultural-related issues.

The Committee shall:

- a) Assist the Municipality in the implementation of its agricultural goals, objectives and policies;
- b) Provide advice, comments and recommendations on issues and concerns of farmers and agricultural organizations;
- c) Identify key issues of concern for farmers which can be addressed by Municipal government;
- d) Provide advice, comments and recommendations on alternative solutions, approaches, plans or studies dealing with agriculture and related rural issues which are within the responsibilities and financial capabilities of the Municipality;
- e) Monitor and report on changes within the agricultural industry including agricultural land inventory;
- f) Identify and implement programs which encourage public awareness, land stewardship and education of agricultural and rural issues;
- g) Inform individuals, groups and businesses of the Municipality's agricultural goals, objectives and policies;
- h) Provide advice, comments and recommendations regarding the potential expansion of settlement areas;
- i) Provide advice, comments and recommendations regarding any updates to the Official Plan;
- j) Investigate and evaluate the development of **a Rural CIP**
- k) Provide advice, comments and recommendations as requested by Municipal Council on miscellaneous matters as they arise;
- l) Consult with other community groups and committees on issues of mutual interest.

The Committee shall have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

Membership

The Committee shall be comprised of a minimum of four (4) and a maximum of nine (9) volunteer members, the Mayor as an ex-officio member, and up to two (2) members of Council, all of whom have voting rights. A representative from the Kemptville Campus Education and Community Centre may be appointed at the discretion of Council. Staff person(s) from the Planning and Development department may also attend meetings as a liaison(s) to the Municipality.

In considering the appointment of voting members to the Committee, Council shall consider the following criteria for members of the Committee:

- a) Appropriate representation of various farming interests (dairy, beef, apple, greenhouse, cash crops, etc.),
- b) Individuals who are prepared to commit to the responsibilities and duties required of them in their work on the Committee,
- c) Highly experienced individuals who possess unique skills and/or experience which will benefit the work of the Committee,
- d) Community members who have a very good or unique understanding of the current local agricultural climate; and
- e) Individuals who understand that a strong commitment to this Committee is required, which means attending the majority of meetings of the Committee.

The Municipality of North Grenville is committed to advancing equity, diversity, and inclusion in every aspect of its work, including appointments to advisory committees. An increase in diversity can assist in promoting equal opportunities and memberships with a diversity of lived experiences. A more diverse membership will contribute to the work of each advisory committee. Each advisory committee shall endeavour to have balanced representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based and spiritual group members, and youth.

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

Committee Chair

The Committee shall elect a Co-Chair from among its volunteer members. The position will be elected by a secret ballot by a majority of the voting members of the Committee. A Member of Council will act as a Co-Chair.

The Co-Chairs will have a concurrent four-year term. In the absence of the Co-Chairs, the Committee shall appoint an Acting Chair.

The Co-Chairs will present the Committee's reports and recommendations to Council, as required with staff support.

Advisory Experts

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings in order to meet its mandate.

Meetings

The Committee shall determine the frequency of meetings – either in person or via an accessible virtual platform.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Planning and Development department within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed members.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

Department Jurisdiction

Planning and Development – The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

Staff Contact

Planning Clerk

Administrative Support

The Clerk delegates authority to the Planning Clerk to provide minute taking. Agenda preparation and distribution will be done by the Planning Clerk in conjunction with the Co-Chairs and Clerk's division. The Clerk's division will post the agenda on the Municipal website and via the meeting calendar invitation.

Budget

The Committee will prepare an annual work plan including budget requests ahead of the budget cycle. The Director of Planning and Development shall bring forward budget requests of the Committee as part of the Municipal budget process.

Heritage and Arts and Culture Advisory Committee

Purpose

To provide an avenue for a two-way exchange to occur between the arts and culture community and the Municipality of North Grenville.

There is general acknowledgement that the prolific arts and cultural activities in North Grenville have a significant economic impact. The Committee will support the role of staff in completing research and reports to qualify and quantify this impact and develop benchmarks to measure, support and enhance the health of arts and culture in North Grenville.

In considering the appointment of voting members to the Committee, Council shall consider the following criteria for members of the Committee:

- a) Work with staff resource persons and with local arts and culture associations;
- b) Act as a liaison between Council, Municipal staff, members of the public and other stakeholders with regard to matters of artistic and cultural significance;
- c) Provide input and oversight to the Arts Development Fund;
- d) In consultation with staff, documenting historical plaques and providing recommendations for additional historical plaques;
- e) Research and prepare recommendations regarding the economic impacts of arts and culture in the North Grenville community;
- f) Research and examine best practices emerging from heritage designs and provide recommendations as required

Pursuant to the authorities granted under the Ontario Heritage Act, the purpose of Heritage Advisory Committee is to assist the Municipality in an advisory capacity on heritage matters including architectural, material culture*, historical and natural heritage. This can be accomplished through conservation or restoration initiatives, education, or heritage designation of the built or natural environment.

The Committee, working with staff resource persons and with local community associations such as the North Grenville Historical Society and the Old Town Kemptville Business Improvement Area, may advise and recommend; provide knowledge and expertise; facilitate the work of the organizing body; and act as a liaison between politicians, organizational staff, members of the public and other stakeholders with regard to matters of architectural, historical or cultural ** significance.

Pursuant to the Ontario Heritage Act, the authority to consent to alterations to designated properties, natural heritage landscapes and heritage conservation districts is delegated to the Director of Planning & Development for the Municipality, subject to prior consultation with the Heritage Advisory Committee.

Have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

Membership

The Committee shall be comprised of a minimum of four (4) and a maximum of nine (9) volunteer members, the Mayor as an ex-officio member, and up to two (2) members of Council, all of whom have voting rights. Staff person(s) from Parks, Recreation, and Culture may also attend meetings as a liaison(s) to the Municipality.

In considering the appointment of voting members to the Committee, Council shall consider the following criteria for members of the Committee:

- a) Influential decision makers (current and retired) from various sectors;
- b) Individual members willing to take on specific responsibilities for specific areas of Committee work;
- c) Availability of members to participate in Committee work and attend Committee meetings.

The Municipality of North Grenville is committed to advancing equity, diversity, and inclusion in every aspect of its work, including appointments to advisory committees. An increase in diversity can assist in promoting equal opportunities and memberships with a diversity of lived experiences. A more diverse membership will contribute to the work of each advisory committee. Each advisory committee shall endeavour to have balanced representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based and spiritual group members, and youth.

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

Committee Chair

The Committee shall elect a Co-Chair from among its volunteer members. The position will be elected by a secret ballot by a majority of the voting members of the Committee. A Member of Council will act as a Co-Chair.

The Co-Chairs will have a concurrent four-year term. In the absence of the Co-Chairs, the Committee shall appoint an Acting Chair.

The Committee Co-Chairs will present the Committee's reports and recommendations to Council, as required with staff support.

Advisory Experts

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings in order to meet its mandate.

Meetings

The Committee shall meet at least six times a year – either in person or via an accessible virtual platform. Additional meetings shall be held at the call of the Co-Chairs.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Parks, Recreation, and Culture department within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

Department Jurisdiction

Parks, Recreation, and Culture – The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

Staff Contact

Events Coordinator

Administrative Support

The Clerk delegates authority to the Events Coordinator to provide minute taking. Agenda preparation and distribution will be done by the Events Coordinator in conjunction with the Co-Chairs and Clerk's division. The Clerk's division will post the agenda on the Municipal website and via the meeting calendar invitation.

Budget

The Committee will prepare an annual work plan including budget requests ahead of the budget cycle.. The Director of Parks, Recreation, and Culture shall bring forward budget requests of the Committee as part of the Municipal budget process.

*Material cultural can be described as any object that humans use to survive, define social relationships, represent facets of identity, or benefit man's state of mind, social, or economic standing.

**The Ontario Heritage Act provides municipalities with enhanced powers to preserve and promote Ontario's cultural heritage. Municipal Cultural Planning is a new approach to local cultural development. It is asset-based community development that begins with identifying broadly defined local cultural resources (including cultural heritage properties) and then leverages them for economic development and community building.

Community and Economic Development Advisory Committee (CEDAC)

Purpose

The purpose of the Community and Economic Development Advisory Committee is to:

- a) act as an advisor to Council on community and economic development questions, challenges and/or issues that may arise;
- b) provide expertise and knowledge on North Grenville community and economic development issues to Council, such as questions, challenges and/or opportunities; and
- c) improve the economic and social well-being of the residents of North Grenville by fostering an environment suitable for creating and retaining jobs and by supporting community cohesion and engagement.

The Committee shall:

- a) be focused on actions that guide and promote the community and economic growth of the Municipality of North Grenville;
- b) provide expertise as they are able and communicate and/or meet with subject matter experts, to arrive at recommendation(s) for Council regarding, but not limited to:
 - the development and implementation of the economic development strategy
 - provide input into a potential rural development strategy
 - the creation of economic development promotional materials
 - exploring opportunities for strengthening the commercial tax base
 - exploring rural intensification and deintensification within settlement areas where appropriate
 - creating and implementing business retention and expansion programs;
 - provide input into any updates to the official plan
- c) advise Council on the best use of available resources;
- d) research and present to Council, questions, challenges and/or issues that pertain to community and economic development in North Grenville;
- e) offer advice and feedback to Council on community and economic development programs and project budgets;
- f) research and review of community and economic development suggestions and proposals, in support of staff;
- g) deliver advice to Council on Municipal plans of the Municipality; and
- h) deal with matters of interest to North Grenville and within the area of community and economic development.

The Committee shall have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

Membership

The Committee shall be comprised of a minimum of four (4) and a maximum of ten (10) volunteer members, the Mayor as an ex-officio member, and up to two (2) members of Council, all of whom have voting rights. Staff person(s) from the Economic Development division, Planning and Development, and Corporate Services departments will also attend meetings as a liaison(s) to the Municipality.

In considering the appointment of voting members to the Committee, Council shall consider the following criteria for members of the Committee:

- a) influential decision makers or business leaders from various businesses and/or industry sectors;
- b) individuals who are prepared to commit to the responsibilities and duties required of them in their work on the Committee;
- c) highly experienced individuals who possess unique skills and/or experience which will benefit the work of the Committee;
- d) community members who have a very good or unique understanding of the current local economic climate;
- e) individuals who understand that a strong commitment to this Committee is required, which means attending the majority of meetings and/or economic development events, of the Committee; and
- f) individuals who understand the possible requirement for closed session meetings, conflict of interest and rules of non-disclosure, and are aware that they will be required to sign a letter of non-disclosure.

The Municipality of North Grenville is committed to advancing equity, diversity, and inclusion in every aspect of its work, including appointments to advisory committees. An increase in diversity can assist in promoting equal opportunities and memberships with a diversity of lived experiences. A more diverse membership will contribute to the work of each advisory committee. Each advisory committee shall endeavour to have balanced representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based and spiritual group members, and youth.

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

Committee Chair

The Committee shall elect a Co-Chair from among its volunteer members. The position will be elected by a secret ballot by a majority of the voting members of the Committee. A Member of Council will act as a Co-Chair.

The Co-Chairs will have a concurrent four-year term. In the absence of the Co-Chairs, the Committee shall appoint an Acting Chair.

The Committee Co-Chairs will present the Committee's reports and recommendations to Council, as required with staff support.

Advisory Experts

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings in order to meet its mandate.

Meetings

The Committee shall meet at least six times a year – either in person or via an accessible virtual platform. Additional meetings shall be held at the call of the Co-Chairs.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Corporate Services department within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed members.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

Department Jurisdiction

Office of the Chief Administrative Officer – Economic Development division
Planning and Development

Corporate Services - The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

Staff Contact

Corporate Services Administrative Assistant

Administrative Support

The Clerk delegates authority to the Corporate Services Administrative Assistant to provide minute taking. Agenda preparation and distribution will be done by the Corporate Services Administrative Assistant in conjunction with the Co-Chairs and Clerk's division. The Clerk's division will post the agenda on the Municipal website and via the meeting calendar invitation.

Budget

The Committee will prepare an annual work plan including budget requests ahead of the budget cycle. The Manager of Economic Development shall bring forward budget requests of the Committee as part of the Municipal budget process.

Environmental Action Advisory Committee

Purpose

To provide information to local residents on environmentally sustainable practices, offer advice to the North Grenville Municipal Council on initiatives to promote a green economy, and to identify near- and long-term funding opportunities as suggestions for inclusion in the yearly budget and business planning cycles of the Municipality.

The Committee shall:

- a) Research and gather information on best environmental practices for communities, with a focus on changes to be made at the Municipal level;
- b) Consider and make recommendations the ways in which the environmental footprint of the Municipality of North Grenville and its residents may be reduced;
- c) Provide ideas to Council for incentives for/recognition of residents who reduce their household waste to encourage others in the community to follow suit;
- d) Provide recommendations to Council on waste management within the Municipality;
- e) Recommend promotional materials, organize/participate in events and develop educational tools for the use of North Grenville residents to promote environmentally sustainable practices;
- f) Provide and update a consolidated list of local resources for residents with respect to recycling, composting, water conservation, and improving energy efficiency;
- g) Encourage participation of local businesses in self-driven environmental initiatives;
- h) Identify innovative, low-cost initiatives to encourage positive environmental changes;
- i) Identify long-term and future solutions to reduce waste within the Municipality;
- j) Engage with experts to identify opportunities to leverage emerging and new technologies with a direct goal of reducing waste and minimizing the environmental footprint of North Grenville residents and businesses;
- k) Review and provide recommendations on future waste management strategies;
- l) Receive inputs from experts on best practices and ways forward and make written recommendations to Council; and
- m) Create opportunities for public engagement with residents, local experts and community leaders, with an emphasis on engaging youth within the community; and

The Committee shall have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

Membership

The Committee shall be comprised of a minimum of four (4) and a maximum of nine (9) volunteer members, the Mayor as an ex-officio member, and up to two (2) members of Council,, all of whom have voting rights. A staff person(s) from Public Works may also attend meetings as a liaison(s) to the Municipality.

In considering the appointment of voting members to the Committee, Council shall consider the following criteria for members of the Committee:

- a) Influential decision makers (current and retired) from various business/industry sectors,
- b) Individual members willing to take on specific responsibilities for specific areas of the program,
- c) The individual's qualifications and commitment as they relate to the Council adopted programs/policies; and
- d) Availability of members to participate in the programs/policies and attend Committee meetings.

The Municipality of North Grenville is committed to advancing equity, diversity, and inclusion in every aspect of its work, including appointments to advisory committees. An increase in diversity can assist in promoting equal opportunities and memberships with a diversity of lived experiences. A more diverse membership will contribute to the work of each advisory committee. Each advisory committee shall endeavour to have balanced representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based and spiritual group members, and youth.

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

Committee Chair

The Committee shall elect a Co-Chair from among its volunteer members. The position will be elected by a secret ballot by a majority of the voting members of the Committee. A Member of Council will act as a Co-Chair

The Co-Chairs will have a concurrent four-year term. In the absence of the Co-Chairs, the Committee shall appoint an Acting Chair.

The Co-Chairs will present the Committee's reports and recommendations to Council, as required with staff support.

Advisory Experts

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings in order to meet its mandate.

Meetings

The Committee shall meet at least six times a year – either in person or via an accessible virtual platform. Additional meetings shall be held at the call of the Co-Chairs.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Public Work's department within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed members.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

Department Jurisdiction

Public Works – The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

Staff Contact

Public Works Clerk

Administrative Support

The Clerk delegates authority to the Public Works Coordinator to provide minute taking. Agenda preparation and distribution will be done by the Public Works Coordinator in conjunction with the Co-Chairs and Clerk's division. The Clerk's division will post the agenda on the Municipal website and via the meeting calendar invitation.

Budget

The Committee will prepare an annual work plan including budget requests ahead of the budget cycle. The Director of Public Works shall bring forward budget requests of the Committee as part of the Municipal budget process.

Equity, Diversity, and Inclusion Advisory Committee

Purpose

The purpose of the EDIAC is to:

- a) Advise and make recommendations to the Municipality of North Grenville Council on equity, diversity, and inclusion-related issues and initiatives, with a focus on community engagement and input;
- b) Provide a forum for community members, particularly those from equity- and inclusion-seeking groups, to share their perspectives and experiences with the Municipality of North Grenville Council; and
- c) Promote awareness and understanding of equity, diversity, and inclusion within the community.

The Committee shall have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

Membership

The Committee shall be comprised of a minimum of four (4) and a maximum of nine (9) volunteer members, the Mayor as an ex-officio member, and up to two (2) members of Council, all of whom have voting rights. A staff person(s) from Corporate Services may also attend meetings as a liaison(s) to the Committee. The majority of members shall be persons representing the defined equity- and inclusion- seeking groups.

In considering the appointment of members to the Committee, Council shall consider the following:

- a) The need for representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based and spiritual group members, and youth;
- b) The need for representation from different geographic areas within the municipality; and
- c) The skills, experience, and expertise of the individuals being considered for appointment.

The Municipality of North Grenville is committed to advancing equity, diversity, and inclusion in every aspect of its work, including appointments to advisory committees. An increase in diversity can assist in promoting equal opportunities and memberships with a diversity of lived experiences. A more diverse membership will contribute to the work of each advisory committee. Each advisory committee shall endeavour to have balanced representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents,

2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based and spiritual group members, and youth.

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

Committee Chair

The Committee shall elect a Co-Chair from among its volunteer members. The position will be elected by a secret ballot by a majority of the voting members of the Committee. A Member of Council will act as a Co-Chair.

The Co-Chairs will have a concurrent four-year term. In the absence of the Co-Chairs, the Committee shall appoint an Acting Chair.

The Co-Chairs will present the Committee's reports and recommendations to Council, as required with staff support.

Advisory Experts

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings in order to meet its mandate.

Meetings

The Committee shall meet at least quarterly – either in person or via an accessible virtual platform. Additional meetings shall be held at the call of the Co-Chairs.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Corporate Services department within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed members.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

Department Jurisdiction

Corporate Services - The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

Staff Contact

Corporate Services Administrative Assistant

Administrative Support

The Clerk delegates authority to the Corporate Services Administrative Assistant to provide minute taking. Agenda preparation and distribution will be done by the Corporate Services Administrative Assistant in conjunction with the Co-Chairs and Clerk's division. The Clerk's division will post the agenda on the Municipal website and via the meeting calendar invitation.

Budget

The Committee will prepare an annual work plan including budget requests ahead of the budget cycle. The Director of Corporate Services shall bring forward budget requests of the Committee as part of the Municipal budget process.

Housing Advisory Committee

Purpose

To identify and advise on housing related matters, including affordable and attainable housing, as well as conduct research and provide advice to Council regarding housing policies, proposals and housing matters that are from time to time referred to the Committee by Council.

The Committee shall:

- a) Work with the Municipality of North Grenville to continue to advocate to senior levels of government increasing funding under affordable housing and housing support programs.
- b) To assist in the review and development of housing policy annually and making recommendations to Council on proposed policy changes.
- c) Provide comment on housing components related to the update of the Municipality's Official Plan.
- d) Investigate the development of alternative forms of affordable and attainable housing ownership models and facilitating and promoting these housing projects.
- e) Aid in increasing the diversity and supply of housing stock within North Grenville.
- f) Act as a commenting body to review housing development projects, including providing comments to Council.
- g) Identify current and projected needs for housing, including affordable and attainable housing, within the Municipality.
- h) Determine strategies to improve Municipal access to programs and/or funding for the development of housing, including affordable and attainable housing, through the United Counties of Leeds and Grenville
- i) Research effective models of affordable housing and best practice strategies found in other municipalities, including additional residential units, redevelopment and mixed housing developments.
- j) Identify strategies to promote the conversion of non-residential and residential buildings to be used for affordable and attainable housing
- k) Identify potential partners and partnership strategies with the private, non-profit and government sectors to assist in the development of affordable and attainable housing.

The Committee shall have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

Membership

The Committee shall be comprised of a minimum of four (4) and a maximum of nine (9) volunteer members, the Mayor as an ex-officio member, and up to two (2) members of Council, all of whom have voting rights. A staff person(s) from Planning and Development may also attend meetings as a liaison(s) to the Municipality.

In considering the appointment of voting members to the Committee, Council shall consider the following criteria for members of the Committee:

- a) Influential decision makers (current and retired) from various business/industry sectors,
- b) Individual members willing to take on specific responsibilities for specific areas of the program,
- c) In consultation with staff, assist to create the conditions for innovative housing prototypes to be piloted or introduced in North Grenville;
- d) Review the housing strategy goals
- e) The individual's qualifications and commitment as they relate to the Council adopted programs/policies; and
- f) Availability of members to participate in the programs/policies and attend Committee meetings.

The Municipality of North Grenville is committed to advancing equity, diversity, and inclusion in every aspect of its work, including appointments to advisory committees. An increase in diversity can assist in promoting equal opportunities and memberships with a diversity of lived experiences. A more diverse membership will contribute to the work of each advisory committee. Each advisory committee shall endeavour to have balanced representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based and spiritual group members, and youth.

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

Committee Chair

The Committee shall elect a Co-Chair from among its volunteer members. The position will be elected by a secret ballot by a majority of the voting members of the Committee. A Member of Council will act as a Co-Chair

The Co-Chairs will have a concurrent four-year term. In the absence of the Co-Chairs, the Committee shall appoint an Acting Chair.

The Co-Chairs will present the Committee's reports and recommendations to Council, as required with staff support.

Advisory Experts

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings in order to meet its mandate.

Meetings

The Committee shall meet at least six times a year – either in person or via an accessible virtual platform. Additional meetings shall be held at the call of the Co-Chairs.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Planning and Development department within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed members.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

Department Jurisdiction

Planning and Development – The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

Staff Contact

Director of Planning and Development

Administrative Support

The Clerk delegates authority to the Building Clerk to provide minute taking. Agenda preparation and distribution will be done by the Building Clerk in conjunction with the Co-Chairs and Clerk's division. The Clerk's division will post the agenda on the Municipal website and via the meeting calendar invitation.

Budget

The Committee will prepare an annual work plan including budget requests ahead of the budget cycle. The Director of Planning and Development shall bring forward budget requests of the Committee as part of the Municipal budget process.

Indigenous Advisory Committee

Purpose

The purpose of the IAC is to:

- a) To provide advice and recommendations to the Municipality of North Grenville on Indigenous aspirations, issues, and concerns.
- b) To support the Municipality in its efforts to honour and celebrate Indigenous peoples.
- c) To provide advice and recommendations on how to implement the Truth and Reconciliation Commission Calls to Action, the Royal Commission on Aboriginal Peoples, and the Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls and Two Spirited People.
- d) To promote and support reconciliation between Indigenous peoples, the Municipality, and the citizens of North Grenville.
- e) To promote reconciliation between municipal citizens and Indigenous peoples.

The Committee shall have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

Membership

The goal will be to have a Circle that is comprised of a minimum of four (4) and a maximum of nine (9) volunteer members. A staff person(s) from Corporate Services may also attend meetings as a liaison(s) to the Municipality. The majority of members shall be Indigenous.

In considering the appointment of members to the Committee, the Circle shall consider the following:

- a) The members of the IAC shall be Indigenous, ensuring that the perspectives and concerns of the Indigenous community are represented in the Circle's discussions and recommendations.
- b) The Circle shall consider the expertise and experience of potential members in relation to the mandate of the IAC. This may include experience in Indigenous governance, community development, or other relevant fields.

The Circle shall review applicants and make a recommendation to Council.

The Circle may by consensus remove any member of the Circle who is unable to fulfil their obligations.

Commitment

The Municipality has committed to receiving advice and recommendations from the IAC with respect and agrees to declare its allyship with Indigenous peoples. This relationship will be founded on an understanding of the sovereignty of the original Algonquin peoples and their legal interests in their lands as well as the other original peoples of Turtle Island that make this area home.

Facilitation of Meetings and Initiatives

The Circle members at each meeting will agree as to who will facilitate the discussion. At the end of each meeting the volunteer members will select a naamaadgei (helper) for the next month, inclusive of facilitating the next meeting. This person will be the point of contact for the next month.

The naamaadge will present the Committee's reports and recommendations to Council, as required with staff support.

Advisory Experts and Observers

The Circle may invite additional knowledge keepers and observers to attend a regular meeting(s) to support the work of the Circle.

Meetings

The Circle shall meet at least quarterly – either in person or via an accessible virtual platform. Additional meetings shall be held if necessary. Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Circle member by the Corporate Services department within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed members.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

Decision Making

Decision making of the Circle will be by consensus in keeping with the seven grandfather teachings".

Department Jurisdiction

Corporate Services - The Director is responsible to ensure that all associated legislative responsibilities to the Circle are fulfilled.

Staff Contact

Director of Corporate Services

Administrative Support

The Clerk delegates authority to the Director of Corporate Services to provide minute taking. Agenda preparation and distribution will be done by the Director of Corporate Services in conjunction with the naamaadge and Clerk's division. The Clerk's division will post the agenda on the municipal website and via the meeting calendar invitation.

Budget

The Circle will prepare an annual work plan including budget requests ahead of the budget cycle. The Director of Corporate Services shall bring forward budget requests of the Circle as part of the Municipal budget process.

i The Ojibway word for “helper” is Naamaadge. Naamaadgekwe is used to describe female helpers. Naamaadgenini is used to describe male helpers. Naamaadge is used to describe members from the two-spirit community who do not want to be identified as female or male. All persons should be asked how they would like to be identified. The pronunciations are as follows:

Naamaadge = Nah-mahd-geh
Naamaadgekwe = Nah-mahd-geh-kwe
Naamaadgenini = Nah-mahd-geh-nee-neh

Source: Loretta King McDonald, Odawa, member of the Eagle Clan, Elder and Ojibway language teacher from the Wikwemikong Unceded Territory on Manitoulin Island.

ii The following Seven Grandfather Teachings will be used as a reference and may be altered by the Circle members as necessary. The Seven Grandfather Teachings are a set of Anishinaabe guiding principles passed down from generation to generation to guide the Anishinaabe in living a good life in peace and without conflict.

Guiding Principles

Many Indigenous organizations and communities have adopted the Seven Grandfather Teachings as a moral stepping stone and cultural foundation. Communities have adapted the teachings to suit their community values. Despite where the teachings originated, they share the same concepts of abiding by moral respect for all living things. The Seven Grandfather Teachings are among the most widely shared Anishinaabe principles because they are relatable and encompass the kind of morals that humanity can aspire to live by. They offer ways to enrich one’s life while existing in peace and harmony with all of creation.

The Story

The Creator gave spirits known as the Seven Grandfathers the responsibility to watch over the Anishinaabe people. The Grandfathers sent a Messenger down to earth to find someone to communicate Anishinaabe values. After searching in all directions, the Messenger found a baby. The Seven Grandfathers instructed the Messenger to take the baby around the Earth for seven years to learn the Anishinaabe way of life. After their return, the Grandfathers gave the baby, now a young boy, seven teachings to share with the Anishinaabe people; love, respect, bravery, truth, honesty, humility, and wisdom. Below lists each teaching in Anishinaabemowin and the linguistic breakdown of each word.

1. Debwewin = Truth

To speak only to the extent, we have lived or experienced. Commonly referred to as Truth.

- Deb = to a certain extent
- We = sound through speech
- Win = a way it is done

Truth is represented by the turtle as the turtle was here during the creation of Earth and carries the teachings of life on his back.

2. Dabasendziwin = Humility

To think lower of oneself in relation to all that sustains us. Commonly referred to as Humility.

- Dabas = low or lower
- End = pertaining to thought
- Izi = state or condition
- Win = a way it is done

Humility is represented by the wolf. The wolf lives for his pack and the ultimate shame is to be an outcast

3. Manaaji’idiwin = Respect

To go easy on one another and all of Creation. Commonly referred to as Respect.

- Manaaji = to go easy on someone
- Idi = in a reciprocal way
- Win = a way it is done

Respect is represented by the buffalo. The buffalo gives every part of his being to sustain the human way of living. The buffalo respects the balance and needs of others.

4. Zaagi'idiwin - Love

Unconditional love between one another including all of Creation, humans and non-humans. Commonly referred to as Love.

- Zaag = to emerge, come out or flow out
- Idi = in a reciprocal way
- Win = a way it is done

The eagle represents love because he has the strength to carry all of the teachings.

5. Gwayakwaadiziwin - Honesty

To live correctly and with virtue. Commonly referred to as Honesty.

- Gwayak = correctly, straightly, and rightly
- Aadizi = he/she lives
- Win = a way it is done

Honesty is represented by either the raven. They both understand who they are and how to walk in their life.

6. Zoongide'ewin = Bravery or Courage

To live with a solid, strong heart. Commonly referred to as Bravery or Courage.

- Zoongi = solid, strong
- De'e = a form of heart
- Win = a way it is done Bravery is represented by the bear.

The mother bear has the courage and strength to face her fears and challenges while protecting her young. To face life with courage is bravery.

7. Nibwaakaawin = Wisdom

To live with vision. Commonly referred to as Wisdom.

- Ni = the soul within
- Waa = pertaining to sight
- Kaa = an abundance
- Win = a way it is done

The beaver represents wisdom because he uses his natural gift by altering the environment for his family's survival.

Mayor's Youth Advisory Committee

Mandate

The Mayor's Youth Advisory Committee will provide a voice for the youth of North Grenville, while advising the Mayor and Council of important recreational and social issues concerning the municipality's younger population.

Vision

To provide a communication link between the youth of North Grenville and Council - and to identify areas of interest and encourage municipal services that will enhance the quality of life, health, and well-being of youth in our community.

Purpose

1. Advise
To keep Council informed on the important matters affecting youth by offering a forum for discussion and feedback on initiatives and opportunities which are identified as topics of interest to youth.
2. Engage
Lead the Municipality's youth engagement strategy. Consult peers directly and advise on best practices and emerging trends for communicating with youth demographics. Assist the Municipal communications team in translating important consultation material to engaging content and experiences.
3. Showcase
To act as a positive advocate for youth by identifying youth who are making a difference in their schools and community and showcase these examples to recognize, inspire and motivate.

Municipal Commitment to Value

The Mayor's Youth Advisory Committee commits to providing opportunities for youth to:

- a) learn how to engage and influence local government to improve your community
- b) shape local programs and services to address youth interest and accessibility
- c) help local government incorporate youth perspective
- d) develop leadership skills.

Membership

The Mayor's Youth Advisory Committee will maintain open membership, welcoming North Grenville youth grades 7 through 12 and under the age of 21, the Mayor as an ex-officio member, and up to two (2) members of Council, all of whom have voting rights. There is no minimum or maximum number of members.

To be considered to sit as a member of the Committee, youth will be required to complete an online committee application to confirm that they meet membership criteria.

With open membership, appointment to the Committee will be confirmed by the Municipal Clerk and will not require appointment by way of Municipal By-Law.

The term of the Committee will be concurrent with the term of Council. As youth navigate changing life stages and priorities, it is acknowledged that this Committee may require more frequent and targeted recruitment to ensure diverse representation, including youth from all local secondary schools. Membership applications will be accepted on an ongoing basis throughout the term.

The Municipality of North Grenville is committed to advancing equity, diversity, and inclusion in every aspect of its work, including appointments to advisory committees. An increase in diversity can assist in promoting equal opportunities and memberships with a diversity of lived experiences. A more diverse membership will contribute to the work of each advisory committee. Each advisory committee shall endeavour to have balanced representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based and spiritual group members, and youth.

A staff person(s) from the Parks, Recreation, and Culture department will attend as a liaison to the Municipality. Representatives from youth serving organizations may attend meetings as liaisons.

Committee Chair

The position of Meeting Co-Chair will rotate among interested members as a leadership development opportunity, typically confirmed at the previous meeting. As presentations to Council are deemed necessary, the Committee shall appoint representation from interested members. The Mayor will act as a Co-chair.

Advisors

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings when deemed by the Committee to be appropriate and helpful.

Meetings

Regular meetings shall be held once every month (except July and August) – either in person or via an accessible virtual platform. Additional meetings shall be held at the call of the Mayor.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Parks, Recreation, and Culture department within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be 50% +1 of the members.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

Department Jurisdiction

Parks, Recreation, and Culture – The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

Staff Contact

Recreation Coordinator

Administrative Support

The Clerk delegates authority to the Parks, Recreation, and Culture Recreation Coordinator to provide minute taking. Agenda preparation and distribution will be done by the Parks, Recreation, and Culture Recreation Coordinator in conjunction with the Co-Chairs and Clerk's division. The Clerk's division will post the agenda on the Municipal website and via the meeting calendar invitation.

Budget

The Committee will prepare an work plan including budget requests ahead of the budget cycle. The Director of Parks, Recreation, and Culture shall bring forward budget requests of the Committee as part of the Municipal budget process.

Property Standards Committee

Purpose

In accordance with the Municipal Act, Building Code Act and the Municipality of North Grenville Property Standards By-Law, the Property Standards Committee rules upon appeals of Property Standards Orders.

The appeals are to consider whether Property Standards Orders were in accordance with provisions under the Property Standards By-Law; if remedial action proposed is reasonable, the Property Standards Committee may make decisions regarding the length of time corrective action may take.

The Committee shall have regard to the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

Membership

The Committee shall be comprised of a minimum of three (3) and a maximum of five (5) volunteer members, all of whom have voting rights. A staff person(s) from Planning & Development may also attend meetings as a liaison(s) to the Municipality.

In considering the appointment of members to the Committee, Council shall consider the following:

- a) influential decision makers (current and retired) from various business/industry sectors;
- b) individual members willing to take on specific responsibilities for specific areas of the program;
- c) the individual's qualifications and commitment as they relate to the Council adopted programs/policies; and
- d) availability of members to participate in the programs/policies and attend Committee meetings.

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

The Municipality of North Grenville is committed to advancing equity, diversity, and inclusion in every aspect of its work, including appointments to advisory committees. An increase in diversity can assist in promoting equal opportunities and memberships with a diversity of lived experiences. A more diverse membership will contribute to the work of each advisory committee. Each advisory committee shall endeavour to have balanced representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based

and spiritual group members, and youth.

Committee Positions

The Committee shall elect a Chair from among its volunteer members. The position will be elected by a secret ballot by a majority of the voting members of the Committee.

In the absence of the Chair, the Committee shall appoint an Acting Chair.

The members of the committee shall provide for a secretary. The secretary shall keep on file the records of all official business of the committee, including records of all applications and minutes of all decisions respecting those applications, and section 253 of the Municipal Act, 2001.

Meetings

The Committee shall meet at least once during the four-year term to appoint a Chairperson.

Meetings will occur upon receiving a Notice of Appeal for an order issued under the Property Standards By-Law – either in person or via an accessible virtual platform. Additional meetings can be held at the call of the Chair.

A Hearing Agenda package will be sent out the week prior to a meeting. Hearing Decision (minutes) will be completed and distributed by email to each Committee member by the Clerk's division within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed members.

Decision making of the group shall be by majority vote. The decision can be made during closed deliberations.

Department Jurisdiction

Planning and Development – The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.


Staff Contact

Manager of By-Law Services or their designate

Administrative Support

The Clerk delegates authority to the Planning Clerk to provide minute taking. Agenda preparation and distribution will be done by the Planning Clerk in conjunction with the Co-Chairs and Clerk's division. The Clerk's division will post the agenda on the Municipal website and via the meeting calendar invitation.

Attachment 3 - Committee Strategic Plan Template

	<h2>Corporation of the Municipality of North Grenville</h2>
Committee:	
Subject:	
Date:	

INTRODUCTION:

On February 28, 2023, By-Law 23-23 was established by the Council of the Corporation of the Municipality of North Grenville to create eight Committees of Council. These committees were created to allow for more focused and timely investigation of a specific matter, to have members of the public add their perspectives for a specific matter and allow additional opportunity for participation and comment on specific subjects.

Include specific committee purpose here.

GOALS:

Committee to outline Goals based on objectives noted in the terms of reference for the specific committee.

Goal: <i>Link to committee</i>	Key Action Steps:	Target Date:	Lead Committee Member:	Other Supports:
1.	-			
2.	-			
3.	-			
4.	- -			

	-			
5.	-			
6.	-			

EXPECTED OUTCOMES:

Committee to outline expected outcomes based on goals and objectives determined for the remainder of the term.

ANTICIPATED ECONOMIC IMPACT:

Committee to outline anticipated economic impact.

COMMUNICATIONS PLAN:

Committee to note the plan to communicate

APPLICABLE LEGISLATION:

How does this apply to provincial and federal mandates?

RELATION TO THE COUNCIL STRATEGIC PLAN:

How does this relate the North Grenville Council Work Plan and Strategic Plan?

Attachment 4 - By-Law 4-19A, A By-Law to Govern the Proceedings of Council & Committees of Council

THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

BY-LAW NO. 4-19

AS AMENDED BY BY-LAW 24-20

A By-Law to Govern the Proceedings of Council & Committees of Council

WHEREAS pursuant to the *Municipal Act 2001*, as amended, every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council of the Corporation of the Municipality of North Grenville deems it advisable to adopt a procedure by-law;

NOW THEREFORE the Council of the Corporation of the Municipality of North Grenville enacts as follows:

1. The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and in the Committees thereof.

2. SHORT TITLE

This by-law may be referred to as the "Procedural By-Law".

3. DEFINITIONS

In this by-law

a) "C.A.O." shall mean the Chief Administrative Officer of the Municipality of North Grenville.

b) "*Clerk*" shall mean the Clerk of the Municipality of North Grenville.

c) "*Closed Session*" shall mean a closed meeting to allow Council to consider business which, in the public interest, must be kept confidential.

d) "*Committee of the Whole*" shall mean a working committee made up of all members of Council where less formal procedures are followed.

e) "*Council*" shall mean the Council of the Municipality of North Grenville.

- f) "*Emergency*" shall mean a sudden, generally unexpected occurrence demanding the immediate action of Council.
- g) "*Head of Council*" shall mean the Mayor.
- h) "*Meeting*" shall mean any regular, special or other meeting of Council where,
 - i. A quorum of members is present, and
 - ii. Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council.
- i) "*Quorum*" shall mean a majority of the total number of the voting members of the Council or Committee in attendance in person at the meeting.
- j) "*Recorded Vote*" shall mean the recording of the name and vote of every member on any matter or question where any member requests that the vote be recorded.
- k) "*Rules of Order*" shall be the rules to regulate conduct during meetings.

4. MEETINGS

- a) The Swearing-In Ceremony following each Municipal Election for members of Council shall be held in the Council Chambers on the 15th day of November. Should the 15th day of November fall on a Saturday or Sunday, the Swearing-In Ceremony shall be held on the following Monday.
- b) Regular meetings of Council shall be held on the third Tuesday of each month at 6:30 p.m. in the Council Chambers at 285 County Road 44 and shall be held in accordance with the schedule of meetings of Council prepared by the Clerk and approved by resolution of Council. In the case of an emergency, Council may hold the regular meeting at an alternate location as determined by Council.
- c) If a regular Council meeting falls on a day identified as a public or civic holiday, the Council shall meet at the same hour on the next following day which is not a public or civic holiday.
- d) All meetings shall be open to the public except as provided in the *Municipal Act 2001*, as amended. (see Appendix 1)
- e) Prior to holding a meeting or part of a meeting which is closed to the public, Council or the Committee shall pass a resolution stating the purpose of the holding of the closed meeting and include the general nature of the matter to

be considered at the closed meeting.

- f) A meeting shall not be closed to the public during the taking of a vote with the exception of the following:
 - i. the meeting is closed to the public in accordance with the *Municipal Act*, and
 - ii. the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or committee of either of them or persons retained by or under a contract with the Municipality.
- g) No item of business may be dealt with at a Council or Committee meeting after 10:30 p.m. except by unanimous vote of all members present.
- h) The ring tone on all cell phones and electronic devices in the meeting room shall be turned off prior to the start of Council and Committee meetings.
- i) Special Meetings
 - i. A special meeting of Council may be called
 - by the Mayor; or
 - upon receipt of a petition or a clearly expressed opinion of the majority of the members of Council, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition.
 - ii. At any time during the absence or unavailability of the Mayor, the Deputy Mayor may call a special meeting.
 - iii. Notice shall be given to Council members and the media by electronic mail or telephone at least 24 hours prior to the time set for the meeting. The notice shall indicate the nature of the business to be considered at the special meeting, and the date, time and place of the meeting.
 - iv. Section 4.k) iii. does not apply in the case of an emergency meeting. Electronic notification of emergency meetings of Council shall be followed up by a telephone call to ensure receipt of notification if the member fails to acknowledge receipt of the notification.
- j) Public Notice of Meetings
 - i. At the first regular Council meeting in December of each year, Council shall adopt an annual calendar for the following year setting the meeting dates for regular Council and Committee of the Whole meetings. These meeting dates shall be posted on the calendar on the Municipal website.
 - ii. Public notice of special meetings, including meetings closed to the public, shall be by means of posting on the Municipal website immediately upon the call of the meeting, contacting the local media by electronic mail and, if time permits, by advertising in a local newspaper at least once prior to the subject meeting.

- iii. Public notice of public meetings shall be in a similar manner as regularly scheduled meetings of Council and in accordance with any prescribed or legislated requirements.
- iv. Public notice of an emergency meeting shall be by means of posting on the Municipal website immediately upon the call of the meeting and contacting the local media by telephone or electronic mail.
- v. Public notice of all other Council or Committee meetings shall be by means of posting on the Municipal website, at least seven (7) days prior to the scheduled meeting.

5. QUORUM

- a) As soon after the hour of meeting as there shall be a quorum present, the Mayor shall take the Chair and call the members to order. A majority of the members of the Council in attendance in person at the meeting shall constitute a quorum.
- b) In the event that there shall be no quorum present within fifteen (15) minutes after the time fixed for holding the meeting of the Council, the Clerk shall take the names of those present and the meeting shall stand adjourned.
- c) In the case of the Mayor not attending within fifteen (15) minutes after the hour fixed for holding the meeting of the Council, and provided that a quorum is present, the Deputy Mayor shall take the Chair and shall preside until the arrival of the Mayor.
- d) In the absence of the Mayor and Deputy Mayor, and if a quorum is present, the Clerk shall call the members to order. A resolution shall be passed to select an Acting Mayor from among the members present who will preside over the meeting until the arrival of the Mayor or Deputy Mayor.

6. DECLARATION OF EMERGENCY

Notwithstanding Sections 4. and 5., the following shall apply during a Declaration of Emergency:

- (i) Council Meetings
 - a) A Declaration of Emergency shall be in the event of an emergency being declared by the Premier, Cabinet or the Municipal Head of Council under the *Emergency Management and Civil Protection Act*. Once the emergency has ended, regular meeting rules shall apply.
 - b) As per the *Municipal Act, 2001*, a member of Council who is participating electronically in a meeting may be counted in determining whether or not

quorum of members is present at any point in time.

- c) A member of council can participate electronically in a meeting that is closed to the public. Members will be responsible to take all reasonable measures to ensure security in the event that a closed meeting is held electronically.
- d) Where a Declaration of Emergency has been declared and as a result the Municipal Centre and Council Chambers has been closed to the public in order to protect the health and/or safety of residents and employees, electronic meetings of council that are not closed to the public under the *Municipal Act, 2001*, will be open to the public via technological means, when physical attendance is not possible. All other applicable meeting notice provisions will remain for the electronic meetings.
- e) Motions shall not be required to be made in writing during an electronic meeting.
- f) All votes shall be recorded during an electronic meeting. Each member present, including the presiding officer, except a member who is disqualified from voting by any *Act*, shall announce his/her vote verbally when called in alphabetical order by the clerk, and the clerk shall record each member's name and vote.

(ii) Advisory Committee Meetings

- a) During a declared emergency, Advisory Committees of Council shall meet at the discretion of Council.
- b) If directed by Council to meet, Section (i) above, shall apply to Advisory Committee meetings.

7. ABSENCE OF HEAD OF COUNCIL

- a) A Deputy Mayor shall be appointed from the members of Council by resolution during the term of Council. The resolution shall identify the Councillor's name(s) and duration of the appointment(s).
- b) The Deputy Mayor shall act in the place of the Mayor when the Mayor is absent or refuses to act or the office is vacant and while so acting such Member has all the powers and duties of the Mayor.
- c) If both the Mayor and Deputy Mayor are absent or refuse to act or the offices are vacant, the Clerk shall call the Members to order if a quorum is present and an Acting Mayor shall be appointed by resolution from among the Members present and he/she shall preside until the arrival of the Mayor or Deputy Mayor. While so acting, such Member has all the powers and duties of the Mayor.

- d) A member of Council shall be appointed, by resolution, as the alternate member of the United Counties of Leeds & Grenville Council and shall act in the place of the Mayor when he/she is unable to attend a meeting of that body.

8. CONDUCT OF PROCEEDINGS AT MEETINGS OF COUNCIL

- a) It shall be the duty of the Mayor or other Presiding Officer
- i. to open the meeting of Council by taking the Chair and calling the members to order,
 - ii. to receive and submit, in the proper manner, all motions presented by the members of Council,
 - iii. to put to vote all questions which are properly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result,
 - iv. to decline to put to vote motions which infringe upon the rules of procedure,
 - v. to restrain the members, within the Rules of Order, when engaged in debate,
 - vi. to enforce, on all occasions, the observance of order and decorum among the members,
 - vii. to call by name any Council member persisting in breach of the Rules of Order of the Council, and to order him/her to vacate the Council Chamber,
 - viii. to authenticate, by his/her signature when necessary, all by-laws, resolutions and minutes of the Council,
 - ix. to inform the Council, when necessary or when referred to for the purpose, on a point of order or usage,
 - x. to represent and support the Council, declaring its will and implicitly obeying its decisions in all things,
 - xi. to ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of Council,
 - xii. with respect to recorded votes, where a vote is taken for any purpose and a member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any *Act*, shall announce his/her vote openly. Any failure to vote by a member who is not disqualified, shall be deemed to be a negative vote and the Clerk shall record each vote. The order of the vote shall be the member of Council who requested the recorded vote, followed by the remainder of Council in alphabetical order by last name, followed by the Mayor,
 - xiii. to adjourn the meeting when the business is concluded,
 - xiv. to adjourn the meeting without a vote in the case of grave disorder arising in the Council Chamber.
- b) The Clerk shall have prepared for the use of the members at the regular meetings of Council, an agenda and the following shall be the General Order of Business at each Council Meeting:

- A. Call to Order
- B. Review of Revisions or Deletions to Agenda
- C. Approval of Agenda
- D. Disclosure of Interest
- E. Review & Adoption of Minutes of the Previous Meeting
- F. Deputations
- G. Petitions
- H. Communications
- I. Reports of Members of Council
- J. Reports of Municipal Officers
- K. New Business
- L. Notice of Motions
- M. Period For Questions From the Public & Media Relating to Agenda Items
- N. Adjournment

- c) Any member of Council, at any time prior to the preparation of the agenda, may file in writing an item for inclusion in the agenda under its appropriate heading.
- d) The business of the Council shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the Council.
- e) An item of business not listed on the Council agenda may only be introduced at a Council meeting under Review of Revisions or Deletions to Agenda. An addition to the agenda shall require Council's consent expressed by a resolution.

9. MINUTES

- a) Minutes shall record:
 - i. The place, date and time of meeting;
 - ii. The names of the Presiding Officer or Officers and record of attendance of the members; and,
 - iii. All resolutions, decisions and other proceedings of the council without note or comment.
- b) Minutes of Council meetings shall be prepared by the Clerk or their designate and shall be made available to the members of Council prior to the next regular Council meeting for consideration, revision and adoption at the next regular Council meeting. Following adoption, they shall be made available to the public save and except those minutes and reports recorded during a meeting or part thereof that has been closed to the public in accordance with the *Municipal Act 2001*, as amended.

- c) The Clerk shall circulate a Draft Agenda to the Mayor for their review prior to finalizing the agenda for the meeting. Amendments can be made under “B. Review of Revisions or Deletions to Agenda”.

10. PETITIONS & COMMUNICATIONS

- a) Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk.
- b) Every petition or communication to be included at any meeting shall be delivered to the Clerk not later than 12:00 noon on the Tuesday preceding the regular Council Meeting.
- c) A petition or communication may be introduced at a Council meeting with the consent of Council expressed by motion.

11. DEPUTATIONS

- a) Any person or deputation desiring to be heard by the Council shall inform the Clerk, in writing or in person, not later than 12:00 noon on the Wednesday preceding the regular Council meeting, stating the nature of the business to be discussed. Persons addressing Council shall confine their remarks to the stated business and shall have a maximum of ten (10) minutes to address Council. There shall be a maximum of two spokesman for each delegation. No person shall be permitted to address Council without first receiving permission from the Council.
- b) Special permission to address Council without the prescribed notice may be granted by Council, providing that the proper motion when presented, has been supported by the majority of Council members present. The Clerk shall list on the agenda, in the order which they are received a maximum of three (3) deputations. All other deputations received will be held over until the next regular meeting of Council.
- c) Deputations will be restricted to speak to only those items on the Council agenda or on information items of public interest.
- d) The Clerk or designate may direct that a deputation be received by the Committee of the Whole on a particular matter rather than addressing Council directly.
- e) Deputations shall not use indecent, offensive or insulting words, profanity or

unparliamentary language against the Council, staff, guests or individuals.

12. UNFINISHED BUSINESS

- a) The items listed in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by direction of Council.

13. BY-LAWS

- a) All by-laws shall be adopted in a single motion.
- b) In the event a majority of members of Council wish to further review a proposed by-law, the approval shall be deferred to a subsequent meeting.
- c) Any proposed by-law may be referred to a Committee, Director, other Officer of the Corporation or the solicitor for review and comment.
- d) Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer.

14. MOTIONS

- a) When a motion is passed it becomes a resolution.
- b) Every motion must be formally seconded.
- c) Where possible, motions should be prepared before the meeting and filed with the Clerk for presentation at the meeting.
- d) *Ultra Vires* – A motion with respect to a matter which is beyond the jurisdiction of the Council shall not be in order.
- e) *Withdrawal* – After a motion is read or stated by the Mayor, it shall be deemed to be in possession of the Council but may, with the permission of the Council, be withdrawn at any time before decision or amendment.
- f) *Priority of Disposition* – A motion properly before the Council for decision, must receive disposition before any other motion can be received, except motions to

amend the main motion or in respect of matters listed in clause 13.(j).

- g) *Procedure Next Meeting* – A motion called in the order in which it stands upon the agenda of a meeting, and which is not decided by Council shall be allowed to stand, retaining its precedence upon the agenda of the next regular meeting of the Council.
- h) *Reference to a Committee* – At any time during debate on a motion, or on an amendment to a motion, a motion may be made to refer the matter under discussion to staff for an additional information, to a Committee of Council including Committee of the Whole for further review. If this motion is passed, there will be no further action on the main motion or amendment, until the Committee concerned has made its recommendation to Council.
- i) The following matters and motions with respect thereto may be introduced orally and without written notice and without leave, except as otherwise provide by these Rules of Order:
 - i. a point of order or of personal privilege
 - ii. presentation of petitions
 - iii. to lay on the table or "defer"
 - iv. to postpone indefinitely or to a certain day
 - v. to move the previous question
 - vi. to refer to a Committee.

15. RECONSIDERATION

- a) A resolution may be reconsidered, if at any time prior to the adjournment of the meeting at which it was passed, any member who voted on the resolution, gives notice in writing that he/she will move at the first regular meeting held thereafter, a motion for a reconsideration thereof.
- b) The Council may immediately, when such notice has been given, vote as to whether or not such notice of reconsideration be entertained.
- c) If such notice is given and accepted, no action shall be taken to carry into effect the main motion, until after the motion to reconsider has been disposed of.
- d) No further discussion of the main motion or on the motion to reconsider shall be allowed unless and until the Council shall have voted to reconsider the same, but the Member who gives the notice may have the privilege of stating his/her reasons for so doing.
- e) No question upon which a notice of reconsideration has been accepted shall be considered more than once, nor shall a vote to reconsider be reconsidered.

- f) After any question has been decided the following shall prevail:
- i. Any member of Council who voted thereon may give notice, within one calendar year after the question was decided, for a reconsideration of the question at any regular meeting of the Council. A 3/5 vote shall be required to carry the motion.
 - ii. Any time more than one calendar year after the question has been decided, the subject matter of the question shall be a proper matter to be brought forward as though it were a new question, and once the question has been allowed to be brought forward and has then been decided, sub-paragraph a) shall again prevail and similarly if the motion for reconsideration is not carried, sub-paragraph a) shall again prevail.
 - iii. Notwithstanding sub-paragraph a) hereof, any member of Council who did not vote on the question by reason of not being a duly elected member of Council at the time the vote was taken, shall be deemed to be a member of Council who voted thereon with the majority for the purpose of sub-paragraph 14.(f)(i) hereof.
 - iv. No discussion of the main question shall be allowed until the motion for reconsideration is carried and no question shall be reconsidered more than once in a calendar year.

16. COMMITTEE OF THE WHOLE

- i. Regular meetings of Committee of the Whole shall be held on the first and second Tuesday of the month at 6:30 p.m. and may be re-scheduled or cancelled as business dictates.
- ii. The Clerk or designate will act as secretary of the Committee.
- iii. Rules of regular Council will govern procedure.
- iv. Matters decided upon by the Committee must be reported back to Council if action is to be taken.
- v. Council may, at the start of each year, direct certain Committee of the Whole Meetings to be held at locations in North Grenville other than the North Grenville Municipal Centre.

17. RULES OF DEBATE

- i. When a recorded vote is requested by a member, or is otherwise required, the Clerk shall record the name and vote of every member on any matter or question.

- ii. If any member does not vote at a meeting of the Council when a question is put, he/she shall be deemed as voting in the negative, except where he/she is prohibited from voting by statute or he/she has declared a conflict of interest.
- iii. No member, without leave of the Council, shall speak on the same question, or in reply, for longer than five minutes.
- iv. Where a member considers that his/her integrity or the integrity of the Council as a whole has been questioned, he/she may, as a matter of personal privilege, rise at any time, with the consent of the Presiding Officer, for the purpose of drawing the attention of the Council to the matter.

18. PUBLIC CONSULTATION

- i. Public consultation shall be addressed by the following:
 - i. scheduled public meetings;
 - ii. general question periods at Committee of the Whole meetings; and
 - iii. other "town hall" meetings within North Grenville as determined by Council.
- ii. Question periods at Council meetings shall be for the purpose of questions relating to agenda items only.

19. CONDUCT OF MEMBERS OF COUNCIL

- i. No member shall
 - i. use offensive words or unparliamentary language in or against the Council or against any member;
 - ii. speak on any subject other than the subject in debate;
 - iii. criticize any decision of the Council except for the purpose of moving that the question be reconsidered; or
 - iv. disobey the rules of the Council or a decision of the Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the rules of the Council.
- ii. In case a member persists in any such disobedience after having been called to order by the Presiding Officer, the Presiding Officer may forthwith put the question, no amendment, adjournment or debate being allowed, "that such member be ordered to leave his/her seat for the duration of the meeting of the Council" but if the member apologizes he/she may, by vote of the Council, be permitted to retake his/her seat.

- iii. When the Chair is putting any question, no member shall leave or make a disturbance.

20. CONDUCT OF COMMITTEES

- i. Generally speaking, the rules governing the procedure of the Council shall also govern the procedures of Committees, however:
 - i. A motion may be verbal at the discretion of the Committee, but shall be recorded in the minutes.
 - ii. A member may speak any number of times on a motion but he/she may not speak more than once until every Member who desires to speak has spoken.

21. AMENDMENTS

- i. This by-law shall be reviewed during each term of Council.
- ii. No review, amendment or repeal of this by-law or any part thereof shall be considered at any meeting of Committee of the Whole unless notice of the review, proposed amendment(s) or repeal has been given at a previous regular meeting of the Council, and the waiving of this notice by the Council is prohibited.
- iii. By-Law 2-18, as amended, is hereby repealed.
- iv. This by-law comes into force on the date of passing.

22. AUTHORITY

- i. Roberts "Rules of Order" shall be the final authority for any rules governing business procedures not covered in this by-law.
- ii. Any procedure required by this by-law may be temporarily suspended with the consent of a majority of the Council present.

- 23.** The Clerk of the Municipality of North Grenville is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law

24. This by-law shall come into force on February 1, 2019.

PASSED AND ENACTED

THIS 14th DAY OF JANUARY, 2019.

Original signed by

NANCY PECKFORD

Mayor

Original signed by

CAHL POMINVILLE

Clerk

Appendix 1

Municipal Act 2001, as amended

Meetings open to public

239 (1) *Except as provided in this section, all meetings shall be open to the public.*

Exceptions

(2) *A meeting or part of a meeting may be closed to the public if the subject matter being considered is,*

- (a) *the security of the property of the municipality or local board;*
- (b) *personal matters about an identifiable individual, including municipal or local board employees;*
- (c) *a proposed or pending acquisition or disposition of land by the municipality or local board;*
- (d) *labour relations or employee negotiations;*
- (e) *litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;*
- (f) *advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- (g) *a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;*
- (h) *information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;*
- (i) *a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere*

significantly with the contractual or other negotiations of a person, group of persons, or organization;

- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or*
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.*

Other criteria

- (3) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,*
 - (a) a request under the Municipal Freedom of Information & Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or*
 - (b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1).*

Educational or training sessions

- (3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:*
 - 1. The meeting is held for the purpose of educating or training the members.*
 - 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).*

Attachment 5 – By-Law 90-14, A by-law to amend the Code of Conduct policy for Members of Council

POLICY STATEMENT:

In accordance with Section 223.2 (1) of the *Municipal Act 2001*, as amended, a municipality is authorized to establish a code of conduct for members of the council of the municipality. This Code of Conduct shall apply to Council members of the Municipality of North Grenville, and establish a minimum standard of behaviour for members while carrying out their roles and responsibilities as an elected official. This policy will assist the Council in:

- Understanding the standards of conduct expected and the relevant laws that apply in relation to those standards;
- Fulfilling duties to act honestly and exercise care and diligence;
- Acting in a manner that enhances public confidence in local government; and
- Identifying and resolving situations which might involve a conflict of interest or a potential misuse of position and authority.

PURPOSE

Members of Council hold positions of privilege and must discharge their duties in a manner that recognizes a fundamental commitment to the well being of the community and regard for the integrity of the Corporation. The purpose of the Code of Conduct is to:

- Promote high ethical standards among Members of Council;
- Provide a general understanding of the fundamental obligations of Members of Council;
- Promote healthy debate amongst the Members when discussing matters of public interest and such debate shall be with dignity, decorum and respect for the opinions of others;
- Ensure a level of respect and equality amongst all Members while fulfilling their roles and responsibilities as an elected official; and
- Ensure that Members perform their duties with integrity, avoiding any improper use of the influence of their office and conflicts of interest, and promoting public confidence.

LEGISLATED RESPONSIBILITIES

1. Role of Council

Pursuant to the *Municipal Act, 2001*, 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.

2. Role of the Head of Council

Pursuant to the *Municipal Act, 2001*, it is the role of the Head of Council:

- To act as the chief executive officer of the municipality;
- 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
- To represent the municipality at official functions; and,
- To carry out the duties of the head of council under this or any other Act.

3. Role of Head of Council as Chief Executive Officer

Pursuant to the *Municipal Act, 2001*, it is the role of the Head of Council as Chief Executive Officer:

- 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.

4. Role of Officers and Employees

Pursuant to the *Municipal Act, 2001*, it is the role of the officers and employees of the municipality:

- To implement council's decisions and establish administrative practices and procedures to carry out council's decisions;
- To undertake research and provide advice to council on the policies and programs of the municipality; and,
- To carry out other duties required under this or any Act and other duties assigned by the municipality.

ROLE OF MEMBERS OF COUNCIL

All Members

It is the duty of all Members of Council to:

- Represent the public and consider the well-being and interests of the municipality at large;
- Establish policies that define the strategic priorities to be achieved, policies for Council processes, and the parameters within which the Chief Administrative Officer (CAO) and Senior

Management Team (SMT) are to operate;

- Establish policies and procedures to ensure that high quality municipal services and programs are provided in a cost-effective manner;
- Balance the diverse values, aspirations, priorities and competing interests of the whole community;
- Evaluate and determine the programs and services provided by the municipality;
- Make sound, effective, and timely decisions based upon objective data and open debate of issues;
- Conduct its activities in an orderly, professional and businesslike manner while ensuring accountability and transparency of the operations of the municipality;
- Be honest and respectful of each other in their communications with the public, media, and staff;
- Ensure that confidential matters and materials disclosed before or during Closed Sessions are kept confidential;
- Respect each others' time, honour commitments and provide advance notice of absences for meetings and other commitments to the Mayor and the Clerk's Department;
- To exercise their right to vote on all matters unless otherwise prohibited by statute;
- Embrace/encourage constructive disagreement and discussion while avoiding discouraging destructive conflict;
- Make reasonable attempts to build consensus on issues and failing that will respect the majority vote of Council; and
- Maintain the financial integrity of the municipality.

STANDARD OF CONDUCT

1. Definitions

Communication(s) include, but are not limited to, written or spoken words in the form of e-mail transmissions, Instant Message (IM) transmissions, telephone and cell phone communications, communications generated electronically, and pictures.

Confidential Information is information that is not available to the public as a general course of established municipal practice, or is restricted and controlled under the *Municipal Freedom of Information and Protection of Privacy Act*. The following is in no way an exhaustive list of information that is to be protected, but it shall provide guidance as to the nature of the information to be protected:

- Personal data of employees or others.
- Records related to internal policies and practices, which if disclosed, may prejudice the effective performance of a municipal operation.
- Records of a financial nature reflecting information given or accumulated in confidence.
- Files prepared in connection with litigation and adjudicative proceedings.
- Confidential Reports of consultants, policy drafts and/or internal communications, which, if disclosed, may prejudice the effective operation of the municipality.
- Reports and correspondence considered during Closed Session meetings of Council shall be returned to the Clerk at the end of each meeting.

Moderate Hospitality shall mean a meal, garment, plaque or award paid for or provided by an individual, firm, or group.

Pecuniary Interests are interests that have a direct or indirect financial impact. They include:

- Any matter in which the member has a financial interest;
- Any matter in which the member is a shareholder in, or a director or senior officer of a corporation that does not offer its securities to the public and such corporation has a financial interest in the matter;
- Any matter in which the member has a controlling interest in, or is a director or senior officer of, a corporation that offers its securities to the public and such corporation has a financial interest in the matter.
- Any matter in which the member is a member of a body and such body has a financial interest in the matter.
- Any matter in which a parent, spouse, same sex partner or any child of the member has a financial interest, if known to the member.

Preferential shall mean giving specific advantage or priority to a person or group.

Public Comment shall mean disclosures or statements made in public, or in the course of a speech, lecture, radio, television or internet broadcast, in the press, or in published form.

Workplace shall mean any land, premises, location or thing at, upon, in or near which a worker works.

Workplace Harassment shall mean engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

2. RULES OF CONDUCT

2.1 Preferential Treatment

Members of Council shall not, in the exercise of an official power, duty, or function, give preferential treatment to any person or organization based solely on the identity of the person or organization. No Member of Council shall grant any special consideration or advantage in matters related to his/her position on Council to any person or organization(s) beyond that which is available to every citizen.

2.2 Confidential Information

Members of Council shall not use information that is obtained in the exercise of his or her official duties and that is not available to the public to further his or her private interests. No member of Council shall divulge information, documents, or details of confidential matters or committee.

2.3 Influence

Members of Council shall not use his or her position to seek to influence a decision of another person or council so as to further his or her private interest(s), or the interest(s) of his or her relatives or friends.

Members of Council shall not attempt to require or compel municipal staff to participate in political activities or to undertake personal or private work on behalf of the member.

2.4 Relationship with Staff

Members of Council shall be respectful of the fact that staff work for the municipality, and make recommendations based on their professional and technical expertise as well as from a corporate perspective, without undue influence from individual members of Council. Many staff members are bound through professional associations to a strict code of ethics in the delivery of their services. Accordingly, members of Council shall not:

- Maliciously or falsely injure the professional or ethical reputation of staff;
- Compel staff to engage in partisan political activities or be subjected to threats of discrimination for refusing to engage in such activities;
- Use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with staff duties; and,
- Inquiries of staff should be directed to the CAO or the appropriate Director as directed by the CAO.

2.5 ***Operational Inquiries***

Operational inquiries and complaints received from the public will be addressed by members of Council as follows:

- Members of Council who are approached by the public with inquiries/complaints regarding operational matters should encourage the party to contact the appropriate Department for review/resolution.
- Where the member of the public is reluctant to contact the Department directly, the member of Council should take the person's name, phone number and details of the inquiry/complaint and advise them that the matter will be referred to the CAO for review/resolution.
- Members of the public are encouraged to provide their issue/matters of concern in writing to the appropriate Department.
- Where the inquiry/complaint is not resolved to the liking of the member of the public then the issue may be brought forward to the Mayor and then Council for resolution.

2.6 ***Gifts and Benefits***

Members of Council shall not accept a fee, advance, gift, loan, or personal benefit that is connected directly or indirectly with the performance of his or her duties of Office. The following are recognized as exceptions within this code:

- Compensation authorized by law;
- Campaign contributions in accordance with the *Municipal Elections Act*;

- Moderate hospitality derived from attendance at banquets, receptions or similar events, for charitable, not for profit, community purposes, or where the Member is either speaking or attending in an official capacity and where attendance serves a legitimate public duty.

3. INAPPROPRIATE CONDUCT- HARASSMENT

- 3.1 Harassment is prohibited under both the Ministry of Labour statutes and the Ontario Human Rights Code. In addition to this, Workplace Harassment, whether it occurs inside or outside the workplace but is related to the work environment or activities of elected office, is considered to be workplace harassment and is inappropriate and prohibited behaviour for the purpose of this Code of Conduct.
- 3.2 Members of Council shall not bully, threaten, coerce, or otherwise harass, or intimidate employees or volunteers of the municipal organization, municipal contractors, the public, or his/her colleagues.
- 3.3 Members of Council shall not engage in any form of slanderous, malicious, or demeaning communications in regards to other members of Council, municipal staff, or the public.
- 3.4 Members of Council recognize and respect the roles of Municipal staff and affirm that only Council as a whole has the capacity to direct staff members. In addition, members shall acknowledge and respect the fact that staff carry out directions of Council as a whole 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. Members shall not publicly criticize individual staff members in a way that cast aspersions on their professional competence and credibility.

4. CONFLICT OF INTEREST

- 4.1 Members will follow and respect both the letter and intent of the provisions of the *Municipal Act 2001* and the *Municipal Conflict of Interest Act*, as amended from time to time.
- 4.2 Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the Member shall:
 - Prior to any consideration of the matter at the beginning of the meeting, disclose the interest and the general nature thereof;

- Not take part in the discussion of, or vote on any question in respect of the matter; and
- Not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

4.3 Any Member declaring a pecuniary interest may, at his/her discretion, leave the meeting until Council or Committee has dealt with the matter in relation to which the interest has been declared. When the meeting is in Closed Session, a Member shall forthwith leave the meeting or part of the meeting during which the matter in relation to which the interest has been declared is under consideration by Council or Committee.

4.4 Where the interest of a Member has not been disclosed by reason of the Member's absence from the meeting, the Member shall disclose the interest at the first meeting of the Council or Committee as the case may be, attended by the Member after the meeting during which the matter was considered.

4.5 Declarations of pecuniary interest shall be recorded in the minutes. In the event that a Member declares an interest during Closed Session, the Member shall affirm their declaration of interest at the beginning of the Open Session as noted on the agenda.

5. CONSEQUENCES OF MISCONDUCT

5.1 Every Member of Council who fails to meet his or her obligations under this code is subject to any one or a combination of consequences below as determined by the appointed Integrity Commissioner;

- reprimand in Open Council /Board (Censure);
- suspension of office for a period of not more than 90 business days;
- suspension of honorariums for a period of not more than 90 business days;
- removal from committees of Council;
- any combination of the above.

6. INVESTIGATION OF A COMPLAINT

6.1 Any person may file a complaint regarding the conduct of a Member of Council.

6.2 A complaint must be made in writing, signed by the person making the complaint and accompanied by a supporting affidavit.

6.3 The Clerk, upon receipt of a complete complaint shall acknowledge receipt of the complaint and convene a meeting of the Mayor, Chief Administrative Officer, and

the Clerk to review the complaint and determine whether an investigation should be commenced.

- 6.4 Where it is determined that a further review and investigation may be required, the complaint shall be forwarded to the appointed Integrity Commissioner. The Integrity Commissioner may investigate the complaint(s), make findings, and report to Council on breaches, or potential breaches, of this code. The Integrity Commissioner will also recommend to Council what the appropriate consequences of the breach may be. Where the Integrity Commissioner appointed for the municipality cannot or will not make a determination regarding a complaint, Council may pass a resolution requesting a judge of the Ontario Superior Court of Justice to conduct an investigation of the member's conduct under Section 274(1) of the *Municipal Act 2001* as amended. Should the Judge determine that a breach has occurred; the consequences contained in this policy shall be considered along with all other penalties provided for in other Acts of the Legislature. All complaints containing allegations of corruption or other criminal conduct will be referred to the police.
- 6.5 The Integrity Commissioner shall conduct the investigation in accordance with the principles as set out in the *Public Inquiries Act*.
- 6.6 In conducting the investigation, the Integrity Commissioner must maintain records of information gathered and witnesses interviewed. Investigations are to be conducted in private, and all information is to be treated as confidential.
- 6.7 Prior to making the report to Council, the Integrity Commissioner will give an opportunity to respond to any person against whom he or she is proposing to make adverse findings.
- 6.8 The Integrity Commissioner shall provide a report to Council in Open Session, which shall contain the Commissioner's opinion as to whether a breach of this code has occurred along with any recommended consequences or sanctions. Council shall be required to accept or decline, by recorded vote, the report of the Commissioner.
- 6.9 The Council body will be responsible for the implementation of any consequences, penalties or sanctions against its members.
- 6.10 If the Integrity Commissioner finds that a complaint has been filed that is malicious, frivolous, vexatious, or has no basis in fact, the complainant may be required to reimburse the municipality for the Integrity Commissioner's fees and costs associated with the complaint.

7. ADVICE ON POTENTIAL BREACHES

- 7.1 The appointed Integrity Commissioner may advise Members of Council on potential breaches of the code. Members who wish to speak with the Integrity Commissioner must do so through the Offices of the Chief Administrative Officer or the Clerk. Members who receive advice are entitled to rely on it, and will not be subject to sanctions should they have relied on the advice and are still found to be in breach of the code.

LEGISLATIVE REFERENCES

Criminal Code of Canada

Municipal Conflict of Interest Act, as amended

Municipal Elections Act, 1996, as amended

Municipal Act, 2001, as amended

Municipal Freedom of Information and Protection of Privacy Act

Code of Conduct for Members of Council and Boards

COMMITMENT OF THE MEMBERS OF COUNCIL

We the undersigned Members of the North Grenville Municipal Council are committed to observing the Code of Conduct for Members of Council as passed by the Municipality of North Grenville.

Mayor

Date

Councillor

Date

Councillor

Date

Councillor

Date

Councillor

Date

Sample

Formal Complaint Procedure Affidavit

Please note that signing a false affidavit may expose you to prosecution under Sections 131, 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46 and possible civil liability for defamation.

AFFIDAVIT OF

_____ [Full Name]

I, _____ of _____
(full name) [full mailing address]

In the Province of Ontario **MAKE OATH AND AFFIRM:**

1. I have personal knowledge of the facts set out in this affidavit, because

[insert reasons e.g., I work for...I attended the meeting at which.....etc.]

2. I have reasonable and probable grounds to believe that

_____, a Member of North Grenville Council
[insert name of Member]

has contravened Section(s) _____ of the Code of
[insert applicable sections of Code of Conduct]

Conduct. The particulars of which are as follows:

[Set out the statements of fact in consecutively numbered paragraphs below, with each paragraph being confined as far as possible to a particular statement of fact. If you wish to include exhibits to support this complaint, please refer to the exhibits A, B, etc. and attach them to this affidavit.]

Attachment 6 - Agenda Template

Corporation of the Municipality of North Grenville

Agenda

Committee Name Meeting No. 2

Date And Time

- A. Open Meeting
- B. Disclosure of Interest
- C. Approve Minutes of Previous Meeting
Meeting minutes of _____
- D. Delegations
- E. Decision Items
- F. Correspondence/Information Items/Reports
 - F. 1. Report Name
 - F. 2. Report name
 - F. 3. Report name
- G. Other Business
 - G. 1. Topic
- H. Public Questions
- I. Adjournment

Attachment 7 - Minutes Template



Corporation of The Municipality of North Grenville

Committee Name Committee Meeting No. ##

Draft Minutes

Meeting Date and Time

Held Virtually via Zoom

Present

Chair

Vice Chair

Mayor

Councillor

Member

Member

Member

Absent

Member

Staff Present

Name, Title

A. Open Meeting

The meeting was called to order by Chair _____ at ____ p.m.

B. Disclosure of Interest

None.

C. Approve Minutes of Previous Meeting

CommitteeAcronymAC-2022-##

Moved By Name

Seconded By Name

That the meeting minutes of _____ be approved as presented.

CARRIED

D. Delegations
D.1. Title
Details

E. Decision Items
E.1. Title
Detail

F Correspondence/Information Items/Reports
F.1. Title
Detail

G. Other Business
G.1. Title
Details

H. Public Questions
None.

I. Adjournment
The meeting was adjourned at _____ p.m.



Committee Agenda Report

Committee Name:

Meeting Date:

Submitted By:

TOPIC:

GOAL: Please specify the goal you are looking to achieve with bringing this topic forward.

BACKGROUND: Please provide detail on the topic here.

HOW DOES THIS RELATE TO THE COMMITTEE: Please provide detail on how this topic is relevant to the Committee Mandate as outlined in the Terms of Reference.

HOW DOES THIS RELATE TO THE COUNCIL WORKPLAN: Please provide detail on how this topic is relevant to the Council Strategic Plan.

OUTCOME: Please specify the outcome you wish to receive by bringing this topic forward.