



# Advisory Committees Handbook

A Guide for Members Serving the Georgina Community

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**Clerk's Division**  
May 2024

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## Thank You & Welcome!

Thank you for volunteering to serve our Community as a Member of an Advisory Committee to Council. We hope your experience is enjoyable, interesting, productive and rewarding. This handbook has been designed to provide you with a general overview of how recommendations through these Committees is provided to Council, supported by Town Staff, as well as share expectations of you and your colleagues as you engage in this important work.

Advisory Committees perform a critical role in the governance of the Town of Georgina, aiding the elected Council Members in their work to set policy, programs and infrastructure that tangibly improve the lives of our residents. Our hope is that this handbook, along with training that is available to all Committees through the Clerk's Division, helps to provide the foundation for your important work as a Committee Member.

As we strive to continuously improve, we welcome your feedback on this handbook and your experience as a Member. Please share your ideas so that this volunteering experience is fulfilling and effective.

Please do not hesitate to reach out if you have any questions or concerns while serving our community in this role. We are here to support you!

Clerk's Division | [clerks@georgina.ca](mailto:clerks@georgina.ca) | (905) 476-4301

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## The Town of Georgina at a Glance

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### Community Profile

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Georgina is geographically one of the largest Municipalities in York Region, situated just one hour north of Toronto on the southeast shores of Lake Simcoe. The Municipality is composed of a number of lakefront communities, small rural hamlets and three larger communities, including Keswick, Sutton/Jackson's Point and Pefferlaw. Keswick is the largest community, with a population representing more than half of Georgina's total population.

The Town's proximity to major urban centres and quality of life, offer many competitive advantages. Georgina is recognized as a place with a strong sense of community that works alongside business and community partners to provide multi-levels of business support.

Known for its lakeside living close to Toronto, Georgina is the perfect pairing of cottage country "feel" and urban convenience. With ample year-round recreation and a business environment that fills all service and product needs, Georgina is a desired location to live, work and play.

Georgina is a growing community. As of 2023, the Town is home to just over 50,000 people. Georgina is poised for growth over the next decade. The projected population is forecast to be 71,900 by 2051. It truly is a wonderful time to be a part of improving our community, for those residents here now and for generations to come!

Tourism information can be found on our "[Discover Georgina](#)" Webpage.

More information about Georgina can be found on our "[Community Profile](#)" Webpage.

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## Strategic Plan

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On June 14, 2023, Council endorsed the Town’s 2023-2027 [Strategic Plan](#). This newly approved plan provides a helpful understanding of the strategic direction for the Community.

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### Vision

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To be the most progressive, inclusive, vibrant and growing community on Lake Simcoe, with a balance of rural and urban character.

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### Mission

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To promote a high quality of life for our community through the delivery of exceptional services, inclusive engagement and a commitment to support a thriving economy and sustainable environment.

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### Values

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Respect | Excellence | Communication | Teamwork | Accountability | Resilience

The new strategic plan contains five strategic areas that are key to the success of the Town’s mission and specific goals that will help achieve progress.

The five strategic areas are:

- Delivering service excellence
- Ensuring balanced growth
- Diversifying our local economy
- Creating a vibrant, healthy and safe community for all
- Advancing environmental sustainability



Aligning Committee activities with the strategic direction provided by Council, can help to ensure that resources are allocated appropriately and connections are made with others working to further the same goals.

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## Governance Structure

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The Corporation of the Town of Georgina is governed by an elected group of individuals called, “Town Council”, which consists of five (5) Ward Councillors (who are each elected from a specific geographical region), a Regional Councillor and Mayor (both of whom are elected at-large from the entire Municipality).

Town Council for 2022-2026:

- Mayor Margaret Quirk
- Regional Councillor Naomi Davison
- Councillor Charlene Biggerstaff (Ward 1)
- Councillor Dan Fellini (Ward 2)
- Councillor Dave Neeson (Ward 3)
- Councillor Dale Genge (Ward 4)
- Councillor Lee Dale (Ward 5)

Town Council makes decisions regarding policies, budgets, programs and infrastructure, which are then executed by the Chief Administrative Officer and their team of Municipal Staff.

## Standard Operating Practices

To ensure consistency, transparency and efficiency, the following standard operating practices apply to all Advisory Committees unless otherwise modified by statute, regulation, or Town bylaw. Committee specific items are captured in their respective Terms of Reference, which are appended to this handbook. It is important to note that Advisory Committees are advisory bodies to Council. Their role is to make recommendations to Council based on their subject matter expertise. Council will be advised of any recommendations and matters will be put to a vote. All changes, updates and recommendations made by Advisory Committees must be approved by Council before implementation.

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## Open Meetings & Delegations

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Advisory Committees meet up to a maximum of eight (8) times throughout the year, unless otherwise stated in their specific Terms of Reference, appended to this handbook. Committee meetings are not typically held during the months of January, July, August and December.

All meetings (except working groups and closed sessions) are open to the public. Open meetings are an important part of transparent and accountable good governance, ensuring credibility and trust in the process of government. For limited reasons that are set out in the legislation, meetings can be closed to the public. The Clerk's Division Staff can advise on those matters. It is also important that the business of the Committee be conducted in formal meetings, rather than via email in advance of the meetings.

A Delegation is a presentation to the Committee made by a member of the public on their own behalf, or on the behalf of a company, organization or group. Requests to delegate at a meeting, must be submitted to the Clerk prior to noon the day before the meeting and must be related to an item listed on the Agenda. Any presentation material must also be received by noon the day before the meeting.

Delegations are generally heard at the beginning of a Committee meeting and have a maximum of five (5) minutes to speak. Following their Delegation, Committee Members may ask questions of clarification but shall not to enter into a debate with the Delegate. The discussion occurs between Committee Members after the Delegation has concluded.

More details regarding Delegations can be found in Section 17 of the [Procedure Bylaw](#) with the necessary modifications from Council to Committee meetings.

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## Minutes

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Meeting Minutes represent a succinct and accurate account of the Committee business, but they are not a verbatim report of dialogue during the meeting. They provide a permanent and official record of all proceedings and the decisions made. Action items will only be captured in the Minutes if they form part of a resolution voted on by the Members. Therefore,

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Members are encouraged to keep their own personal notes of items that they need to follow up on after a meeting.

Minutes are posted on the Town's website once approved by the Committee. Amendments to the Minutes may be proposed by Members of the Committee, but they are limited to corrections of factual errors or incomplete information only. It is not an opportunity to reconsider the decisions.

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## Working Groups

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Committees may decide to create working groups to enhance the efficiency of meetings or to work on specific projects or events. The Clerk's Division will not provide administrative support for those additional meetings, so a Member of the working group shall take notes and report back at the regular Committee meeting. Importantly, working groups shall make only the decisions that they are empowered to make by a resolution of the Committee. They should keep the Committee updated on their progress. Non-Members may be part of working groups.

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## Equity, Diversity & Inclusion

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The Town is committed to advancing equity, diversity and inclusion in all that we do. In 2018, the Town developed a [Diversity and Inclusivity Policy \(CORP-2018-GEDAC01\)](#).

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## Accessibility

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For decades, governments and volunteers, including the Town's Accessibility Advisory Committee Members, have been working tirelessly to improve accessibility for Ontarians. This includes inclusive design and integration through ongoing policy development for our services, products and facilities.

The Town published a comprehensive training guide, [Accessible Customer Service and the Integrated Accessibility Standards Training for Contractors, Board or Committee Members and Volunteers](#) in January 2014.

Importantly, Committees must adhere to the Town's [Accessibility Policy](#).

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## Membership, Vacancies, Appointments & Absences

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Committee Members are appointed by Council. It is important to note that the Mayor is an ex-officio member on any Committee which they are not already appointed to and may vote on all questions before the Committee, but shall not be counted in the formation of a Quorum. The Mayor is not an ex-officio member on the Georgina Agricultural Advisory Committee, Committee of Adjustment, Livestock Valuers or Fence Viewers. Town Staff are responsible for advertising, recruiting, reviewing and recommending individuals to serve on statutory, discretionary, advisory and ad hoc Committees. Council and Staff consider several principles through this selection process, including, but not limited to, equity, equality, diversity, inclusion, accessibility, qualification, accommodation, expertise, lived experience and representation from across the Municipality.

Appointments run concurrently with the Term of Council (eg., 2022-2026), unless otherwise stated in the Committee's specific Terms of Reference appended to this handbook (ie: Committee of Adjustment).

Although there are additional qualifications for some Committees, the basic requirements to be eligible to serve as a Member are as follows:

- (a) Be a qualified Elector in the Town of Georgina, pursuant to Subsection 17(2) of the *Municipal Elections Act, 1996*, that is:
  - i. resides in the local Municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
  - ii. is a Canadian citizen;
  - iii. is at least 18 years old; and
  - iv. is not prohibited from voting under Subsection (3) or otherwise by law.
- (b) Be able to demonstrate compliance with all relevant bylaws of the Town; and
- (c) Be able to demonstrate that personal and professional business dealings do not create the probability of conflicts of interest or the perception of conflicts of interest.

Members who are unable to continue their commitments to the Committee may resign, but it is recommended that a discussion with the Committee Chair happen before making that

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decision. Planned absences from meetings should be communicated to the Committee Chair and the Clerk's Division. The Committee may pass a resolution authorizing an extended absence. In the absence of such a resolution, Members that have three (3) unauthorized absences in a row, will have their position declared vacant by the Clerk's Division.

Should you choose to run for elected office, you are not required to resign your position. However, Members are asked to consider potential conflicts of interest that may arise and make decisions accordingly regarding their attendance and membership. Note that distribution lists and contact information gathered during your work as a Member shall not be used for election purposes.

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## Roles: Chair, Vice-Chair, Council Liaison, Members & Staff Support

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### ***Chair & Vice-Chair***

The Clerk's Division Staff will facilitate the election of the Chair and Vice-Chair from the Committee Membership at the beginning of the Term of Office. Generally, those Members with at least one (1) year of experience on the Committee are best suited for the Chair role, but it is not a mandatory requirement. The appointment of Chair and Vice-Chair is for the entire term of Council.

As set out in Section 3 of the Procedure Bylaw, the duties of the Chair, otherwise known as the Presiding Officer, are as follows with necessary modifications to apply to Committees:

- (i) To preside at all meetings of the Committee;
  - (ii) To put to a vote all Motions which are regularly moved and seconded, or necessarily arise in the course of proceedings and to announce the result of the vote;
  - (iii) To decline to put to vote Motions which infringe the Rules of Procedure;
  - (iv) To restrain the Members, within the Rules of Procedure, when engaged in debate;
  - (v) To enforce on all occasions, the observance of order and decorum among the Members and attendees/audience;
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- (vi) To call by name any Member persisting in breach of the Rules of Procedure, thereby ordering the Member to vacate the meeting;
- (vii) To decide all questions of order at the meeting, subject to an appeal by any Member of the Committee on any question of order in respect to business before the Committee;
- (viii) To execute, by their signature when necessary, all required documents;
- (ix) To represent and support Committee, declaring its will and implicitly obeying its decisions in all matters; and
- (x) To enforce the Rules of Procedure.

The Vice-Chair acts in the Chair's place when they have a conflict of interest or are otherwise incapable of acting.

Additional duties of the Chair and Vice-Chair involve:

- Conferring with Staff to create the Agenda, work plans, budgets, communication plans and the annual report to Council;
- Ensuring Committee compliance with corporate policies and procedures with the assistance of Town Staff; and,
- Ensuring tasks and actions are assigned equitably and are followed up on.

### ***Council Liaison***

Committees have at least two (2) appointed Council Members unless otherwise stated in their specific Terms of Reference appended to this handbook. Council Members will act as a liaison with Council and provide guidance and the perspective of an elected Member of Council. It is possible that a Council Member may vote in favour of a position or recommendation when sitting as a Member of the Committee, but vote against the same proposal when sitting as a Council Member and hearing the recommendation from the Committee. This can create confusion for those new to the municipal governance process. Council Members wear multiple hats at different times as they carry out their duties. When they sit as Council Members, they must consider what is in the public interest of all residents and stakeholders in the Town of Georgina. While sitting as a Committee Member, they are

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asked to advance the objectives of that group in order to provide Council with the best advice possible.

### ***Members***

The lifeblood of all Committees and Boards are the many dedicated Members that give up their personal time to serve the community. These passionate individuals:

- prepare for meetings by reviewing Agenda packages in advance;
- actively participate in meetings by asking questions, listening carefully and openly and sharing their opinions and ideas;
- conduct themselves professionally and respectfully at all times, before, during and after meetings; and
- understand that generally, their role is to provide advice to Council and Staff, recognizing that recommendations may not necessarily be approved as a result of Council's elected responsibility to balance the competing priorities and demands on limited resources.

### ***Staff Support***

The Clerk's Division Staff will provide administrative and secretariat support to the Committee. That includes preparing meeting Minutes and Agendas, coordinating the meeting schedule and managing the official records and documents.

A Staff Liaison has been assigned to each Committee to provide support to the Committee. They provide advice and professional guidance based on their area of expertise. However, overarching resource allocation decisions remain with Council and the Town's Management Team. As such, resource requests for Town Staff to conduct specific research, manage projects and carry out activities should be made by resolution of the Committee and considered by Council and/or the Town's Management Team. This allows for a balancing of priorities across all of the many demands on staff time.

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## Confidential Information





During the course of your involvement in a Committee, you may become privy to confidential and/or personal private information, which must be kept confidential and not shared. For example, contact information of Members is considered private. When in doubt, please contact Clerk's Division Staff.

## Quorum

As set out in the Town's Procedure Bylaw, Quorum is the majority of Members required for the legal conduct of the business of Council or a Committee (i.e. 50% of the Members, plus one). Members participating electronically shall be counted in determining whether or not a Quorum is present.

Decisions of a Committee or Board are made through a vote on a Motion or recommendation. Generally, those in favour of the Motion or recommendation must represent the majority (or 50% plus one Member) of those Members present at the meeting.

The following example illustrates how quorum and voting work:

|   |  |
|---|--|
| Total Committee Membership of seven (7)   |  |
| Quorum of four (4) with a total Membership of seven (7)   |  |
| When all Members are present (7), then a majority vote in favour of a Motion requires four (4) votes to pass      |  |
| When only a quorum is present (4), then a majority vote in favour of a resolution requires only three (3) Members |  |

Details regarding the way meetings are conducted are set out in the Town's [Procedure Bylaw \[2022-0099 \(COU-2\)\]](#).

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## Motions

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A Motion is a formal proposal made by a Member during a meeting to express a position or authorize an action. Common Motions include:

- confirming the Minutes of a previous meeting;
- deferring an item until a specified date;
- referring an item to a working group;
- proposing an amendment to a Motion;
- adjourning or recess the meeting; and
- recommending a financial transaction, procedure, or action to be taken.

Motions must be within the scope of the Committee's explicit mandate and purpose. Detailed information regarding different types of Motions can be found under [Section 22 in the Town's Procedure Bylaw](#). The following describes the process for managing Motions during a meeting:

1. A voting Member states a Motion (moving the Motion), which is stated in the positive, often commencing with a verb (i.e. approve, authorize, support) and is clear, succinct and actionable.
  2. A "Secunder" (or another Member voicing support of the Motion) is confirmed. Without a Secunder for the Motion, the Motion is not discussed out of respect for the Members' valuable time. The seconding of a Motion does not imply that the Secunder supports the Motion put forward.
  3. The Committee discusses the Motion and can make friendly amendments to the wording of the Motion.
  4. The Chair must clearly restate the Motion and call the vote once the discussion has ended. All those in favour of the Motion (i.e. agree with it), raise their hands. Then all those opposed to it (i.e. disagree with it), raise their hands.
  5. The Chair announces the result of the vote as Carried or Lost and the Committee progresses to the next item on the Agenda.
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## Voting

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Here are some guidelines with respect to voting:

- Only Members can vote, unless excused by a pecuniary (financial) conflict of interest.
- The Chair has a vote, except where they have a pecuniary interest.
- Failure to vote (or abstention) will be deemed to be a negative vote, except when they have a pecuniary interest.
- When there is a tie vote, the Motion is lost.
- Staff do not have a vote.
- The Mayor attending as an ex-officio Member of a Committee, may vote on all questions before the Committee, but shall not be counted in the formation of a Quorum.

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## Code of Conduct & Conflicts of Interest

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The full participation of all Members with open and honest discussion is critical to the success of the Committee's work. In addition to the procedural rules set out in the Procedure Bylaw, everyone attending a Committee meeting must:

- respect the authority of the Chair;
- follow the "Rules of Order" as guided by the Chair and the Clerk's Division Staff;
- raise their hand to speak and wait to be acknowledged by the Chair;
- practice common courtesy in dealing with each other;
- refrain from talking while another Member has the floor; and
- refrain from irrelevant remarks and objectionable language.

Since Members are appointed by Council, they are expected to represent the Town and Community with respect and professionalism.



[TOWN OF GEORGINA COUNCIL CODE OF CONDUCT](#)

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To help create inclusive, respectful, ethical, collaborative and professional working environments, the *Code of Conduct* sets out expectations for Committee Members, as well as Town Council. This policy addresses various matters, including conflict of interest, gifts and hospitality, confidential information, parameters of authority, relations with Staff, Council and the Community, use of Municipal property, respect in the workplace, conduct and behaviour, political activity, as well as enforcement provisions. Members are encouraged to familiarize themselves with this important policy and ask questions to the Clerk's Division should any arise.

Town Staff are governed by a similar policy, known as the [Employee Code of Conduct](#).

If a Member declares a conflict of interest on a matter (including the nature of the conflict), they should refrain from discussing or voting on the matter, or otherwise attempting to influence the outcome.

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## Budget

The Town of Georgina's [annual operating and capital budgets](#) set the budgets for individual Advisory Committees.

With the support of the respective Divisions, Advisory Committees prepare and submit annual budgets based on the annual work plan for the upcoming year that will support their mandates.

Council considers budgets requests and makes decisions that seek to balance the fiscal reality with the desires and needs of the Community. The Staff Liaison will advise Committees of their approved funds.



**Investing Today for a  
Strong Tomorrow**

If additional funds are needed throughout the year that were not included in the annual work-plan and budget submission, a Motion to pre-approve the spending must be passed at the Advisory Committee and then that recommendation will be considered by Council.

Importantly, funds from one year's budget are not transferred to the next year's budget.



### [Procurement Policy No. CS-2018-PS001](#)

Purchases can only be made in accordance with the above-noted policy, based on approved budgeted items and amounts. Receipts shall be kept for proof of purchase.

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## Remuneration

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The Community is very grateful for the countless hours of volunteering that Members put into the various Committees—both preparing for and attending meetings. To help offset the cost of participating (e.g., travel to meetings, technology to review electronic Agenda packages), the Town generally provides Members of Committees with a stipend of \$40 per meeting. In addition, where it is required to perform Member duties, reimbursement for kilometers travelled to a specific site may be provided. Best practice is to seek pre-approval if reimbursement for travel will be requested. For example, Committee of Adjustment Members may need to attend properties that they will be adjudicating upon to understand the context in a way photos cannot convey.

Exceptions to this general remuneration approach are set out in the specific Terms of Reference appended to this handbook. Rates of remuneration are set through the Town's budget process and are subject to change.

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## Annual Reporting

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Committees are encouraged to present their work to the Community and Council through an annual report or presentation. In some cases, this is required by statute, regulation, or bylaw.

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In any event, it is a valuable opportunity to showcase the contributions of the Committee. The Clerk's Division can provide the aforementioned report or presentation to the Committee for context, as well as guidance as to timing.

## Georgina Accessibility Advisory Committee (GAAC)

### Purpose

The purpose of the Georgina Accessibility Advisory Committee (“GAAC”) is to improve accessibility for Georgina’s Residents. In addition to the legislative requirements set out below, the Committee shall:

- a) provide advice to Council on the preparation, implementation and effectiveness of accessibility guidelines and the [Town’s Accessibility Plan](#);
- b) confer with organizations of and for persons with disabilities, to facilitate shared goals and objectives;
- c) participate in the coordination, implementation and/or delivery of public information forums, delivered in multiple formats for persons with disabilities;
- d) review proposals and plans for new and major renovation projects of Town facilities and services, through consultation with Town Staff and other professionals, to ensure barrier-free access;
- e) provide recommendations on the accessibility retrofits to existing facilities and services upon identification of barriers to accessibility; and
- f) provide recommendations for site plans submitted to the Municipality for new and renovation projects.



### Legislative Framework

The Town is required to have an Accessibility Committee, pursuant to Section 29 of the *Accessibility for Ontarians with Disabilities Act, 2005* (“AODA”), or to create a joint Committee with another Municipality. The Committee shall, pursuant to Subsection 29(4):

- (a) “advise the council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice [...]”;
- (b) review in a timely manner the site plans and drawings described in Section 41 of *The Planning Act* that the Committee selects; and
- (c) perform other functions that are specified in the regulations”.

In Addition, the Town has a [Corporate Accessibility Policy](#).

### **Strategic Alignment**

The Town's Strategic Plan (2023-2027) includes the following objectives:

- Delivering Service Excellence
- Creating a vibrant, healthy and safe community for all

### **Resources**

Staff support and subject matter expertise for this Committee is provided by Community Services. The Clerk's Division provides administrative support that includes preparing meeting Minutes and Agendas, coordinating the meeting schedule and managing the official records and documents.

See the [Georgina Accessibility Advisory Committee](#) Webpage for further information and resources.

The [Accessibility for Ontarians with Disabilities Act Alliance](#) has resources and information related to the latest implementation efforts of the legislative standards.

The Provincial Government has information regarding the legal framework for increasing [Accessibility in Ontario](#).

### **Membership**

The Committee shall consist of seven (7) Members comprised of:

- two (2) Council Members; and
- five (5) citizen appointments.

As required by Subsection 29(3) of the AODA, “[a] majority of the Members of the Committee shall be persons with disabilities.” Given our membership composition and ensuring we align with AODA legislation requirements, a majority of our Members means that at least four (4) Members of the Committee shall be persons with disabilities.

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## Georgina Agricultural Advisory Committee (GAgAC)

### Purpose

The purpose of the Georgina Agricultural Advisory Committee (“GAgAC”) is to provide information, advice and assistance to Council and Staff regarding farming and agricultural issues impacting the Town. GAgAC is an Agricultural Advisory Body that will promote the stewardship, preservation, protection and public awareness of farming and agricultural issues in the Town of Georgina. Specifically, GAgAC will:

- (a) advise Council and Staff and seek public input on agricultural issues referred by Council and/or Staff;
- (b) undertake projects at the direction of Council;
- (c) provide input and comments on Town policies, procedures and regulations and the initiatives of government and non-government organizations that pertain to municipal planning and operations or agricultural issues impacting the Town;
- (d) recommend and advise Council on policies to be developed and offer suggestions for the formulation of agricultural policies and comment on policies prepared by Staff;
- (e) review studies, plans, development proposals and other documents referred to the Committee by Council or Staff and provide advice regarding their agricultural implications; and
- (f) assist Council and Staff in identifying research needs, gathering data, undertaking research and formulating a strategy to improve the information available for private and public use.



### Legislative Framework

The [Ontario Ministry of Agriculture, Food and Rural Affairs](#) maintains a list of relevant legislation affecting the agricultural community.



### Strategic Alignment

The Strategic Plan (2023-2027) includes the following objectives:

- Delivering service excellence

- Ensuring balanced growth
- Diversifying our local economy
- Creating a vibrant, healthy and safe community for all
- Advancing environmental sustainability

### **Resources**

Staff support and subject matter expertise is provided by Development Services. The Clerk's Division provides administrative support that includes preparing meeting Minutes and Agendas, coordinating the meeting schedule and managing the official records and documents.

See the [Georgina Agricultural Advisory Committee](#) Webpage for further information and resources.

### **Membership**

The Committee is composed of eight (8) Members made up of:

- three (3) Council Members; and
  - five (5) citizen appointments.
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## Georgina Appeals Committee

### Purpose

The purpose of the Georgina Appeals Committee is to address appeals regarding the following matters:

- a) **Aggressive/ Dangerous Dogs:**
  - Appeals from dog owners with respect to an aggressive/dangerous dog designation made by the Manager of Municipal Law Enforcement;
- b) **Business Licenses including Short-term Rental Accommodations (STRA):**
  - Appeals made by businesses who dispute the decision of the Licensing Coordinator with respect to a business license, including a Short-Term Rental Accommodation license or variance request thereunder; and
- c) **Property Standards:**
  - Appeals related to the enforcement of the Town's Property Standards Bylaw

The Georgina Appeals Committee will meet and deliberate as required, in relation to the above matters where legislation and bylaws allow.

Proceedings before the Georgina Appeals Committee shall be conducted in accordance with:

- the bylaw or bylaws pursuant to which the appeals giving rise to those proceedings have been brought;
- the legislation enabling such bylaw or bylaws; and
- the [Statutory Powers Procedure Act, 1990](#), as amended.



### Legislative Framework

#### a) **Aggressive/Dangerous Dogs:**

Pursuant to Section 11(3)(9) of the *Municipal Act, 2001*, Municipalities are permitted to pass bylaws respecting animals. Section 105(1) of that *Act* requires the Municipality to provide a hearing for an owner of a dog that is ordered to be muzzled. The *Statutory Powers Procedure Act* also applies to these appeal hearings.



[Bylaw No. 2008-0138 \(REG-1\)](#) sets out the process, decision-making authority and appeal route, regarding dogs that are designated dangerous or aggressive. According to that Bylaw, the decision of the Georgina Appeals Committee is final and binding, pursuant to Section 2.1(k).

b) **Business Licensing:**

Section 151 of the *Municipal Act, 2001* grants the authority to Municipalities to set out a system of licensing for certain types of businesses.

The Georgina Appeals Committee will hear appeals made by businesses who dispute the decisions of the Licensing Coordinator, pursuant to the following Town of Georgina bylaws:

- Licensing Bylaw [2002-0169\(LI-3\)](#), as amended
- Fireworks Bylaw [2014-0002\(LI-3\)](#)
- Kennels Bylaw [2015-0034\(REG-1\)](#)
- Short-term Rental Accommodation Bylaw [2019-0061\(LI-3\)](#)
- Refreshment Vehicle Bylaw [2019-0068\(LI-3\)](#)

c) **Property Standards:**

Sections 15.6 of the *Building Code Act, 1992*, provides that a Municipality that has a Property Standards Bylaw, shall have a Property Standards Committee. The Committee operates as a quasi-judicial body and must therefore conduct itself in accordance with the principles of natural justice and procedural fairness. To that end, it may adopt its own procedures, pursuant to Subsection 15.6(8) of the *Act*. In the absence of its own rules, the Town's Procedure Bylaw applies, as well as the procedures set out in the *Statutory Powers and Procedures Act*.

The Town's Property Standards Bylaw [No. 98-106 \(BU-1\)](#), as amended by Bylaw [No. 2000-040 \(BU-1\)](#), sets out the standards for the maintenance, occupancy, repairs of property and enforcement of the same, within the Town.

Having received an Order requiring repairs or clearing of debris or refuse by a certain date, an owner or occupant may appeal the Order within 14 days of being served with the Order, pursuant to Section 15.3(1) of the *Act*.

Upon hearing the appeal, the Committee may “confirm, modify or rescind the order to demolish or repair”, including extending “the time for complying with the Order”, pursuant to Section 15.3(3.1), provided the Committee is of the opinion that doing so would “maintain the general intent and purpose of the Bylaw and of the official plan”.

The Committee’s decision may be appealed to the Superior Court of Justice by writing to the Town’s Clerk and notifying the court within fourteen (14) days after a copy of the decision is sent, pursuant to Section 15.3(4).

## **Resources**

The Clerk’s Division provides subject matter expertise and administrative support that includes preparing meeting Minutes and Agendas, coordinating the meeting schedule and managing the official records and documents for appeals regarding Licensing and STRA.

The Municipal Law Enforcement Division provides subject matter expertise and administrative support that includes preparing meeting Minutes and Agendas, coordinating the meeting schedule and managing the official records and documents for appeals regarding Aggressive/Dangerous Dogs and Property Standards.

The [Ontario Association of Property Standards Officers](#) offers training for Members hearing Property Standards Appeals.

See the [Georgina Appeals Committee](#) Webpage for further information and resources.

## **Membership**

The Committee is composed of three (3) Members made up of:

- three (3) Council Members.
-

## Committee of Adjustment

### Purpose

The purpose of the Committee of Adjustment (“COA”) is to consider and decide on certain types of land use planning and real estate matters on behalf of Council, including minor variances, permissions and consents. In addition to the legislative responsibilities discussed below, the Committee:

- a) grants minor variances and the other forms of permissions referred to under Section 45 of the *Planning Act*;
- b) determines whether the approval of an application may be subject to such terms and conditions as the Committee considers advisable;
- c) grants consents pursuant to Section 53 of the *Planning Act*;
- d) remains objective, possesses the relevant education or equivalent experience and has an open mind in order to fully consider the evidence provided;
- e) conducts site inspections of subject properties; and
- f) grants variances to other Town bylaws which apply to the Official Plan where Council has granted authority, in accordance with Section 45(3) of the *Planning Act*.



### Legislative Framework

Section 44 of the [Planning Act](#) permits a Municipality to establish a Committee of Adjustment, while Section 45 provides the powers of the Committee.

The Ontario Ombudsman has determined that Committees of Adjustment must follow the open meeting rules set out in Section 239 of the *Municipal Act, 2001*. This means that decisions on applications amongst Members should not be made in advance of the meeting.



### Strategic Alignment

The [Town’s Official Plan](#) and [Zoning Bylaw](#) are the key documents for this Committee.

In addition, the Strategic Plan (2023-2027), provides for the following objectives which are relevant for the Committee:

- Delivering service excellence

- Ensuring balanced growth
- Diversifying our local economy
- Creating a vibrant, healthy and safe community for all
- Advancing environmental sustainability

## **Resources**

Subject matter expertise and administrative support for the Committee are provided by Development Services.

See the [Committee of Adjustment](#) Webpage for further information and resources.

The [Ontario Association of Committees of Adjustment & Consent Authorities](#) (“OACA”) provides training and resources for Committees across the province, including an online “Primer on Planning”.

Chapter 10 of [The Ontario Municipal Councillor’s Guide](#) discusses Land Use Planning.

Information about the [Committee of Adjustment’s processes](#) is set out on the Town’s website.

More details about specific types of applications can be found on the [Planning and Development Applications](#) webpage.

## **Membership & Quorum**

The Committee is composed of five (5) Members made up of:

- five (5) citizen appointments, all of which shall reside in the Town of Georgina and possess knowledge of land-use planning processes, including the minor variance and consent processes.

Quorum is set by Section 44(5) of the *Planning Act*, which provides that three (3) Members constitute a Quorum.

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Members appointed by Council to this Committee remain a Member beyond the completion of a Term of Council, until a successor has been appointed in the new Term of Council.

## **\$ Finances & Remuneration**

Remuneration for this Committee is set at \$81 per meeting, up to a maximum of twenty-four (24) meetings per year. In addition, Members may submit reimbursement for their travel (i.e. number of kilometres) for attending sites that they will be considering at an upcoming meeting. That rate is set by Town Policy and updated periodically.

The Committee's budget includes funding for training Members, which is highly encouraged for new Members. More information will be provided during orientation.

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## Georgina Economic Development Committee (GEDC)

### Purpose

The purpose of the Georgina Economic Development Committee (“GEDC”) is to develop and recommend strategies and implementation plans to support and enhance the Town’s Economic Development Programs. The GEDC will:

- (a) recommend to Council the disbursement of funds for the following programs:
  - Economic Development & Community Building Grant;
  - Development Application Fee Rebate; and
  - Community Improvement Plan
- (b) develop, recommend and be actively involved in the implementation of programs and initiatives that support the retention and expansion of Georgina’s business community; and
- (c) assist and provide advice to Council with respect to attracting tourism, including access to and from the water for recreational purposes.



### Legislative Framework

The *Municipal Act, 2001* and the *Planning Act* frame economic development authority in Ontario. There are also a number of Town bylaws that encourage investment, development and economic growth.



### Strategic Alignment

The [Town’s Official Plan](#) provides an overarching vision that includes economic development and tourism; see Section 2.1 and Section 2.2.

The Strategic Plan (2023-2027) includes the following objectives:

- Delivering service excellence
- Ensuring balanced growth
- Diversifying our local economy
- Creating a vibrant, healthy and safe community for all

- Advancing environmental sustainability

Review the [Town's Economic Development Strategy and Action Plan \(2016\)](#).

## **Resources**

The Economic Development Division provides subject matter expertise and administrative support that includes preparing meeting Minutes and Agendas, coordinating the meeting schedule and managing the official records and documents

See the Town's [Economic Development Programs and Initiatives](#) as well as the [Economic Development Committee](#) Webpage for further information and resources.

## **Membership**

The Committee is composed of ten (10) Members made up of:

- three (3) Council Members;
  - the President of the Chamber of Commerce or designate who is a Director with the Chamber;
  - one (1) appointee of the South Lake Futures Development Corporation;
  - three (3) Members of the general business community but preferably one representative from each of the Keswick, Sutton/Jackson's Point and Pefferlaw BIA's; and
  - two (2) citizens who reside or work in Georgina.
-

# Georgina Equity and Diversity Advisory Committee (GEDAC)

## Purpose

The purpose of the Georgina Equity and Diversity Advisory Committee (“GEDAC”) is to provide information, advice and assistance to Town Council, community and Staff relating to the enhancement of community relations through the promotion of equity, diversity and inclusivity. Specifically, the Committee will:

- (a) provide recommendations to Council on various issues and initiatives concerning diversity, equity, inclusion and community building within the Town;
- (b) provide advice on policies and programs related to diversity, equity, inclusion and community building, to ensure that the contributions, interests and needs of all of Georgina’s population are reflected in the Town’s operations and service delivery; and
- (c) foster greater understanding and awareness related to matters of diversity, equity, inclusion and community building within the community, through community partnerships.



## Strategic Alignment

The Strategic Plan (2023-2027) includes the following objectives:

- Delivering service excellence
- Creating a vibrant, healthy and safe community for all



## Resources

The Clerk’s Division provides administrative support that includes preparing meeting Minutes and Agendas, coordinating the meeting schedule and managing the official records



and documents. Subject matter expertise is provided by Community Services and the Human Resources Division.

Visit the [Georgina Equity and Diversity Advisory Committee](#) Webpage for more information.

### **Membership**

The Committee is composed of eight (8) Members made up of:

- two (2) Council Members;
- one (1) representative from the York Regional Policy Diversity, Equity & Inclusion Bureau; or, if such representative is not available to serve, a resident of Georgina;
- one (1) representative from the Sandgate Women's Shelter of York Region Inc.; or, if such a representative is not available to serve, a resident of Georgina;
- one (1) representative from The Chippewas of Georgina Island First Nation; or, if such representative is not available to serve, a resident of Georgina; and
- three (3) citizen appointments who ideally have relevant lived experience to share with the Committee, Council and the community.

In addition, one Senior Staff liaison will be appointed by the CAO as a Non-Voting Member to ensure management participation in this important work.

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## Georgina Fence Viewers

### Purpose

The purpose of appointing Georgina Fence Viewers is to arbitrate disputes between adjoining neighbours regarding the construction, reconstruction or repair of a fence on the boundary between properties. Importantly, this service is not provided to settle disputes about where the property boundary lies. Fence Viewers are appointed by Council pursuant to the provisions of the *Line Fences Act*, R.S.O 1990, C.L.17.



### Legislative Framework

Fence Viewers are appointed by Council pursuant to the provisions of The Line Fences Act, R.S.O. 1990, c. L.17, a Provincial law to govern the arbitration process when neighbours cannot agree on the construction, reconstruction or maintenance of a Line Fence.

Three Georgina Fence Viewers will examine the land in question and hear submissions from the adjoining owners and/or their witnesses, then make an award describing what each neighbour must do and/or pay. The award will specify the location of the fence that each owner or specific owner shall construct, reconstruct or repair, the description of the fence and materials to be used, the date the work is to commence and to be completed, the costs of the proceedings and how the work is to be apportioned to each property owner. In making the award, the Georgina Fence Viewers must take into account the suitability of the fence to the needs of each owner/occupant, the benefit received by each property owner and the type of fence in use in the area.

If any of the parties are not satisfied with an award, they can make a request for an appeal with the Provincial Referee by filing an appeal with the Clerk.



### Resources

The Clerk's Division provides administrative support that includes preparing meeting Minutes and Agendas, coordinating the meeting schedule and managing the official records and documents.

Visit the [Georgina Fence Viewers](#) Webpage for more information.

The Ontario Government provides the following two relevant guides:

- [A Guide to the Line Fences Act](#)
- [Line Fences Act](#)

### **Membership**

Pursuant to the provisions of the *Line Fences Act*, R.S.O 1990, C.L.17, Georgina Fence Viewers are appointed by Council.

The Committee is composed of four (4) to five (5) Members made up of:

- four (4) to five (5) citizen appointments.

It is important to note that three (3) Georgina Fence Viewers are required to address a dispute between neighbours.

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## Georgina Environmental Advisory Committee (GEAC)

### **🎗 Purpose**

The purpose of the Georgina Environmental Advisory Committee (“GEAC”) is to provide information, advice and assistance to Council and Staff on environmental issues impacting the Town. GEAC is an Environmental Advisory Body that will promote the stewardship, preservation, conservation, protection and enhancement of the natural environment including the shoreline and water systems and how our residents and communities can safely engage with that environment in a way that improves their health and wellbeing. Specifically, GEAC will:

- (a) apply and adopt environmentally conscious decision making approaches in their work and recommendations;
- (b) seek public input on issues referred from Council and/or Staff;
- (c) undertake projects at the direction of Council;
- (d) provide feedback to Council on issues initiated by the Committee;
- (e) when requested by the Town, provide input and comments on policies, procedures and regulations and the initiatives of government and non-government organizations that pertain to municipal planning and operations or environmental issues impacting the Town;
- (f) recommend and advise Council on policies to be developed and offer suggestions for the formulation of environmental policies and comment on policies prepared by Staff;
- (g) review studies, plans, development proposals and other documents referred to the Committee by Council or Staff and provide advice regarding their environmental implications;
- (h) assist Council and Staff in identifying research needs and environmental data gaps and assist in gathering data, undertaking research and formulating a strategy to improve the information available for private and public use;
- (i) assist and provide advice to Council with respect to the health of Lake Simcoe and waterways, including water levels, weeds, sediment and erosion and water quality;

- (j) provide information, advice and assistance to Council and Staff on navigable waterways stewardship, promotion, preservation, protection and public awareness; and
- (k) seek input from the community and stakeholders (including but not limited to York Region, Lake Simcoe Conservation Authority, York Regional Police, the Chippewas of Georgina Island First Nation) including those referred from Council or Town Staff.



### **Legislative Framework**

The environment is regulated by all levels of Government through various agencies and ministries depending on the focus, i.e., ecological systems, soil, flora, fauna, air quality, water, climate change/adaptation/mitigation, etc. Here are some examples:

Ontario: *Municipal Act, 2001, Lake Simcoe Protection Act, 2008, Environmental Protection Act, Nutrient Management Act, 2002, Ontario Water Resources Act, Conservation Authorities Act, Endangered Species Act, Beds of Navigable Waterways Act, Lakes and Rivers Improvement Act, Nutrient Management Act, 2002*

Canada: *Fisheries Act, Canadian Environmental Protection Act, 1999, Canada Water Act, Species at Risk Act, Canadian Navigable Waters Act, Fisheries Act, Canada Water Act*



### **Strategic Alignment**

The Strategic Plan (2023-2027) includes the following objectives:

- Delivering service excellence
  - Ensuring balanced growth
  - Diversifying our local economy
  - Creating a vibrant, healthy and safe community for all
  - Advancing environmental sustainability
-

## **Resources**

The Clerk's Division provides administrative support that includes preparing meeting Minutes and Agendas, coordinating the meeting schedule and managing the official records and documents. Subject Matter Expertise is provided by Development Services.

Visit the [Georgina Environmental Advisory Committee](#) Webpage for more information and resources.

## **Membership**

The Committee has seven (7) Members made up of:

- Two (2) Council Members; and
  - Five (5) citizen appointments.
-

## Georgina Safe and Active Transportation Advisory Committee (GSATAC)

### Purpose

The purpose of the Georgina Safe and Active Transportation Advisory Committee (“GSATAC”) is to provide information, advice and assistance to Council and Staff on active transportation issues impacting the Town. GSATAC is an Advisory Body that will provide advice to Town Council in their on-going commitment to the efficient traffic flow of its residents through safe, well-planned and engineered streets, as well as the implementation of the Town’s Traffic Calming Policy. Specifically, GSATAC will:

- a) seek public input on issues referred from Council and/or Staff;
- b) undertake projects at the direction of Council;
- c) provide feedback to Council on issues initiated by the Committee;
- d) when requested by the Town, provide input and comments on policies, procedures and regulations and the initiatives of government and non-government organizations that pertain to municipal planning and operational issues impacting the Town;
- e) review, monitor and support the implementation of the Town’s Traffic Calming Policy, while encouraging active transportation;
- f) investigate the financial feasibility and operational effectiveness of suggested traffic calming initiatives brought forward from the Public, Committee Members and Staff and advise Council on the same;
- g) promote and encourage opportunities for active and sustainable modes of transportation for recreation and utilitarian purposes, which includes walking and cycling;
- h) provide advice on the Town’s commitment to develop an integrated, connected and continuous trail and active transportation system;
- i) provide advice on the implementation of recommendations in the [Town’s Trails and Active Transportation Master Plan \(2014\) \(“TATMP”\)](#); and
- j) seek input from the community and stakeholders (including but not limited to York Region, Lake Simcoe Conservation Authority, York Regional Police, Georgina

Accessibility Advisory Committee, Georgina Environmental Advisory Committee, York Region District School Board, York Catholic School Board, the Chippewas of Georgina Island First Nation; Georgina Trail Riders Snowmobile Club and the Ontario Federation of Snowmobile Clubs) on trails and active transportation issues, including those referred from Council or Town Staff.



### **Legislative Framework**

The Town's Traffic Calming Policy

Ontario: *Municipal Act, 2001, Lake Simcoe Protection Act, 2008, Environmental Protection Act*

Canada: *Canadian Environmental Protection Act, 1999*



### **Strategic Alignment**

The Strategic Plan (2023-2027) includes the following objectives:

- Delivering service excellence
- Ensuring balanced growth
- Creating a vibrant, healthy and safe community for all
- Advancing environmental sustainability

In addition to the [Town's Trails and Active Transportation Master Plan \(2014\) \("TATMP"\)](#), which includes an implementation plan, the Official Plan also provides guidance with this work (ie: [Schedule F: Active Transportation Plan](#)).



### **Resources**

The Clerk's Division provides administrative support that includes preparing meeting Minutes and Agendas, coordinating the meeting schedule and managing the official records and documents. Subject matter expertise is provided by Operation Services and Community Services.



Visit the [Georgina Safe and Active Transportation Advisory Committee](#) Webpage for more information and resources.

Visit the [Road Safety](#) Webpage for more information regarding road safety.

### **Membership**

The Committee has seven (7) Members made up of:

- two (2) Council Members;
  - one (1) representative from the York Regional Police, or, if such a representative is not available to serve, a resident of Georgina;
  - one (1) representative of the Georgina Trail Riders Snowmobile Club, or, if such a representative is not available to serve, a resident of Georgina; and
  - three (3) citizen appointments.
-

## Livestock and Bee Investigators

### Purpose

The *Ontario Wildlife Damage Compensation Program* (“OWDCP”), administered by the *Ontario Ministry of Agriculture and Food* (OMAFRA), requires Municipalities to appoint Municipal Investigators in order for livestock owners and beekeepers to access compensation for loss. The program provides compensation to eligible applicants whose livestock, poultry or bees have been injured or killed as a result of wildlife attacks.



### Legislative Framework

There is no legislative framework since this is a provincial government program to provide compensation rather than regulate.

In compliance with the requirements of the OWDCP, the Municipal Investigator shall:

- (a) make a full investigation within 72 hours of receiving the notification of the death, injury or damage from the Clerk’s Division;
- (b) have access to a digital camera and will record such evidence, including the taking of photographs (3-6 photos) and/or video, that is reasonably necessary to allow another person to review the evidence and make a conclusion as to whether wildlife caused the injury or death;
- (c) make and serve their report in writing within three (3) days (with the exception of statutory holidays) after visiting the site;
- (d) provide a report with the following information:
  - i. whether the injury, death or damage was, to the investigator’s best knowledge and belief, caused by
    - wildlife covered under the OWDCP;
    - a dog owned by or habitually kept on the premises of the livestock/poultry/bee owner, or
    - a result of the owner’s failure to take reasonable care to prevent the injury or killing by wildlife;
  - ii. the extent and amount of damage to the owner’s livestock/poultry/bees;

- iii. evidence that the owner made reasonable effort (if any) to prevent incidences of wildlife damage;
- iv. the quantum of compensation (if any) the owner should receive as determined by the calculation set out in the Program Guideline. Payment is not to exceed fair market value. Note that any insurance payments an owner is eligible to receive as a result of injury, death or damage, shall be deducted from any compensation received under the OWDCP; and

(e) provide a copy of the report to the owner and the Town Clerk.

If the Municipal Investigator determines that the damage was caused by a dog that is not habitually kept on the premises of the owner, the owner is not eligible for compensation through this program. However, if the damage is caused by dogs, the process set out in the [Protection of Livestock and Poultry from Dogs Act](#) should be followed.

## Resources

The Clerk's Division provides administrative support that includes preparing meeting Minutes and Agendas, coordinating the meeting schedule and managing the official records and documents to these Municipal Investigators.

Visit the [Georgina Livestock Valuers](#) Webpage for more information and resources.

Visit the [Ontario Wildlife Damage Compensation Program](#) for guidelines and further information.

## Membership

The Committee is composed at least two (2) Members made up of:

- two (2) citizen appointments who possess thorough working knowledge of the OWDCP.