







## 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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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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## 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.

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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.
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## 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.
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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
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## **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.
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## 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.

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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.
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## 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.