



**THE CORPORATION OF THE TOWN OF GEORGINA
IN THE REGIONAL MUNICIPALITY OF YORK**

2015-2018 SELECTION COMMITTEE

AGENDA

Friday, March 4, 2016
5:00 p.m.
Council Chambers

1. CALL TO ORDER
2. ROLL CALL
3. INTRODUCTION OF ADDENDUM ITEMS
4. APPROVAL OF AGENDA
5. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF
6. ADOPTION OF MINUTES

Pages 1-3

- (1) Minutes of the SC meeting held on July 6, 2015 (Delayed by cancelled meeting, January 18, 2016).

Pages 4- 6

- (2) Minutes of the SC meeting held on October 30, 2015 ((Delayed by cancelled meeting, January 18, 2016).

Pages 7-9

- (3) Minutes of the SC meeting held on November 13, 2015. (Delayed by cancelled meeting, January 18, 2016).

Pages 10-11

- (4) Minutes of the SC meeting held on January 27, 2015.

7. CONSIDERATION OF REPORTS

8. CLOSED SESSION

- (1) Motion to move into closed session of Committee:

**I) PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL,
INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES – SECTION
239 (2) (b), MA**

- Citizen Applications to Georgina Accessibility Advisory Committee

(Advisement: Confidential Applications provided to Committee under separate cover)

- (2) Motion to reconvene into open session of Committee and report on matters discussed in closed session.

9. COMMUNICATIONS

- (1) Items General Information Items.

- (A) Resignation of Kathleen Foster from the Georgina Safe Streets Committee. Vacancy to be posted online.

10. OTHER BUISNESS

- (A) GEDAC request.

RESOLUTION NO. GEDAC-2016-0012

That Georgina Equity and Diversity Advisory Committee endorse Sandgate's interest in participating in the Committee, and request that Council reinstate the appointment of a designate member from Sandgate to the Committee.

Carried.

This motion required the Terms of Reference to be amended.

- (B) Advisory Committee Terms of Reference

Pages 12-17

- 1. Table, illustrating inconsistencies in the Advisory Committees Terms of Reference.

Pages 18-54

- 2. Committee Terms of Reference.

11. MOTION TO ADJOURN



**THE CORPORATION OF THE TOWN OF GEORGINA
IN THE REGIONAL MUNICIPALITY OF YORK**

2015-2018 SELECTION COMMITTEE

MINUTES

Monday, July 6, 2015
5:30 p.m.
Council Chambers

1. CALL TO ORDER

The meeting was called to order at 5:35 p.m.

2. ROLL CALL

The following Committee members were present:
Councillor Dan Fellini
Councillor Dave Neeson

The following Committee member was absent:
Councillor Frank Sebo

The following staff member was present:
Sarah Brislin, Committee Services Coordinator.

3. INTRODUCTION OF ADDENDUM ITEMS

4. APPROVAL OF AGENDA

Moved by Councillor Dave Neeson, Seconded by Councillor Dan Fellini

RESOLUTION SC-2015-0025

That the agenda for the Selection Committee meeting of Monday, July 6, 2015 be approved as presented.

Carried.

5. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

6. ADOPTION OF MINUTES

(1) Selection Committee meeting minutes from:
June 17, 2015
May 22, 2015

Moved by Councillor Dave Neeson, Seconded by Councillor Dan Fellini

RESOLUTION SC-2015-0026

That the meeting minutes of May 22, 2015 and June 17, 2015 for the Selection Committee be adopted.

Carried.

7. CONSIDERATION OF REPORTS

8. CLOSED SESSION

9.1 Motion to move into closed session of Committee:

Moved by Councillor Dave Neeson, Seconded by Councillor Dan Fellini

RESOLUTION NO. SC-2015-0027

That the Selection Committee move into closed session pursuant to Section 239 (2)(b) of The Municipal Act, 2001, as amended.

Carried.

**I) PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL,
INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES – SECTION
239 (2) (b), MA**

- Citizen Applications to The LINK Committee and Fence Viewers Applications.

(Advisement: Confidential Applications provided to Committee under separate cover)

9.2 Motion to reconvene into open session of Committee and report on matters discussed in closed session.

Moved by Councillor Dave Neeson, Seconded by Councillor Dan Fellini

RESOLUTION NO. SC-2015-0028

That the Selection Committee rise from closed session and direct staff to prepare a report to Council recommending applicants that were selected in closed session for appointment to The LINK Steering Committee and as Fence Viewers.

Carried.

9. COMMUNICATIONS

9.1 Disposition Items

9.1.1 Selection Committee to set interview dates or request report to Council recommending selected applicants for:

- Fence Viewers and,
- The LINK Committee member.

9.1.2 Selection Committee to set next meeting, if required.

10. MOTION TO ADJOURN

Moved by Councillor Dave Neeson, Seconded by Councillor Dan Fellini

RESOLUTION NO. SC-2015-0029

That the Selection Committee meeting of July 6, 2015 be adjourned at 5:59 p.m.

Carried.

Councillor Dan Fellini
Chair

C. Sarah A. Brislin
Committee Services Coordinator



**THE CORPORATION OF THE TOWN OF GEORGINA
IN THE REGIONAL MUNICIPALITY OF YORK**

2015-2018 SELECTION COMMITTEE

MINUTES

Friday, October 30, 2015

10:00 a.m.

Board Room 1 – Civic Centre

1. CALL TO ORDER

The meeting was called to order at 10:08 a.m.

2. ROLL CALL

The following Committee members were present:

Councillor Dan Fellini

Councillor Dave Neeson

Councillor Frank Sebo

The following staff member was present:

Sarah Brislin, Committee Services Coordinator.

3. INTRODUCTION OF ADDENDUM ITEMS

4. APPROVAL OF AGENDA

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2015-0030

That the agenda for the Selection Committee meeting of Friday, October 30, 2015 be approved as presented.

Carried.

5. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

6. ADOPTION OF MINUTES

7. CONSIDERATION OF REPORTS

8. CLOSED SESSION

(1) Motion to move into closed session of Committee:

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2015-0031

That the Selection Committee move into closed session pursuant to Section 239 (2)(b) of The Municipal Act, 2001, as amended:

Carried.

**I) PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL,
INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES – SECTION
239 (2) (b), MA**

- Citizen Applications to Lake Drive Shoreline Jurisdiction Ad-Hoc Committee

(Advisement: Confidential Applications provided to Committee under separate cover)

- (2) Motion to reconvene into open session of Committee and report on matters discussed in closed session.

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2015-0032

That the Selection Committee rise from closed session and direct the Committee Services Coordinator to contact applicants that were selected in closed session to move on to the interview phase of the selection process and coordinate interviews for the Lake Drive Shoreline Jurisdiction Ad-Hoc Committee.

Carried.

9. COMMUNICATIONS

- (1) Items General Information Items.

- (a) Selection Committee to set interview dates or request report to Council recommending selected applicants for:
- Lake Drive Shoreline Jurisdiction Ad-Hoc Committee.

- (b) The Agricultural Advisory Committee Vacancy.
- Add to run from October 26, 2015 - November 20, 2015

Committee member Councillor Sebo volunteered to reach out to the resigned member one more time.

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2015-0033

That Councillor Sebo contact the resigned member of the Agricultural Advisory Committee member and that the ad for vacancy be pulled.

Carried.

(2) Items General Information Items.

(a) Selection Committee to set next meeting, if required.

10. MOTION TO ADJOURN

Moved by Councillor Frank Sebo, Seconded by Councillor Dave Neeson

RESOLUTION NO. SC-2015-0034

That the Selection Committee meeting of October 30, 2015 be adjourned at 10:53 a.m.

Carried.

Councillor Dan Fellini
Chair

C. Sarah A. Brislin
Committee Services Coordinator



**THE CORPORATION OF THE TOWN OF GEORGINA
IN THE REGIONAL MUNICIPALITY OF YORK**

2015-2018 SELECTION COMMITTEE

MINUTES

Friday, November 13, 2015

3:30:00 p.m.

Council Chambers – Civic Centre

1. CALL TO ORDER

The meeting was called to order at 3:34 p.m.

2. ROLL CALL

Committee members present:

Councillor Frank Sebo

Councillor Dan Fellini

Councillor Dave Neeson

Staff member present:

Sarah Brislin, Committee Services Coordinator

3. INTRODUCTION OF ADDENDUM ITEMS

4. APPROVAL OF AGENDA

Moved by Councillor Frank Sebo, Seconded by Councillor Dave Neeson

RESOLUTION NO. SC-2015-0035

That the agenda for the Selection Committee meeting on Friday, November 13, 2015 be approved as presented.

Carried.

5. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE
THEREOF - *none*

6. ADOPTION OF MINUTES - *none*

7. CONSIDERATION OF REPORTS

8. CLOSED SESSION

(1) Motion to move into closed session of Committee:

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2015-0036

That the Selection Committee move into closed session pursuant to section 239(2)(b) of the Municipal Act, 2001, as amended.

Carried.

**I) PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL,
INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES – SECTION
239 (2) (b), MA**

- Citizen Applications to Lake Drive Shoreline Jurisdiction Ad-Hoc Committee

(Advisement: Confidential Applications provided to Committee under separate cover)

- (2) Motion to reconvene into open session of Committee and report on matters discussed in closed session.

Moved by Councillor Frank Sebo, Seconded by Councillor Dave Neeson

RESOLUTION NO. SC-2015-0037

1. That the Selection Committee reconvene from Closed session.
2. That the 3 applicants selected in closed session be recommended to Council for appointments to the Lake Drive Shoreline Jurisdiction Ad-hoc Advisory Committee.
3. That the fourth applicant selected be recommended for the appointment in the event that one of the other selected members declines or resigns the appointment.

Carried.

9. COMMUNICATIONS

- (1) Items General Information Items.

- (A) Selection Committee report to Council recommending selected applicants for:
- Lake Drive Shoreline Jurisdiction Ad-Hoc Committee.
- (B) The Agricultural Advisory Committee Vacancy.
- Next steps.

The committee discussed advertising on the Town Website, Town Page and through other Georgina Agricultural Advisory Committee members.

- (C) Selection Committee to set next meeting.
1. Inconsistency with terms of reference.
 2. Selection Committee Terms of reference.

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2015-0038

That the Committee Services Coordinator bring the Terms of Reference for the advisory committees to the next meeting.

Carried.

10. MOTION TO ADJOURN

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2015-0039

That the Selection Committee meeting of Friday, November 13, 2015 be adjourned at 4:40 p.m.

Carried.

Councillor Dan Fellini
Chair

C. Sarah A. Brislin
Committee Services Coordinator

**THE CORPORATION OF THE TOWN OF GEORGINA****2015-2018 SELECTION COMMITTEE****MINUTES**

Wednesday, January 27, 2016
6:30 p.m.
Board Room

1. CALL TO ORDER

The meeting was called to order at 6:35 p.m.

2. ROLL CALL

The following Committee members were present:

Councillor Dave Neeson

Councillor Frank Sebo

Councillor Dan Fellini

The following staff member was present:

Sarah Brislin, Committee Services Coordinator

3. INTRODUCTION OF ADDENDUM ITEMS - *None***4. APPROVAL OF AGENDA**

Moved by Councillor Frank Sebo, Seconded by Councillor Dave Neeson

RESOLUTION NO. SC-2016-0001

That the agenda for the Selection Committee meeting of Wednesday, January 7, 2016 be approved as presented.

Carried.

5. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF - *None***6. ADOPTION OF MINUTES - *None*****7. CONSIDERATION OF REPORTS - *None*****8. CLOSED SESSION**

(1) Motion to move into closed session of Committee:

Moved by Councillor Dave Neeson, Seconded by Councillor Frank Sebo

RESOLUTION NO. SC-2016-0002

That the Selection Committee move into closed session pursuant to section 239 (2)(b) of The Municipal Act, 2001, as amended.

Carried.

**I) PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL,
INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES – SECTION
239 (2) (b), MA**

- Citizen Applications to Georgina Agricultural Advisory Committee

(Advisement: Confidential Applications provided to Committee under separate cover)

- (2) Motion to reconvene into open session of Committee and report on matters discussed in closed session.

Moved by Councillor Frank Sebo, Seconded by Councillor Dave Neeson

RESOLUTION NO. SC-2016-0003

That the Selection Committee rise from closed session and the applicant selected in closed session be recommended to Council for appointments to the Georgina Agricultural Advisory Committee.

Carried.

- 9. COMMUNICATIONS - *None*
- 10. OTHER BUISNESS - *None*
- 11. MOTION TO ADJOURN

Moved by Councillor Frank Sebo, Seconded by Councillor Dave Neeson

RESOLUTION NO. SC-2016-0004

That the Selection Committee meeting of January 27, 2016 be adjourned at 6:40 p.m.

Carried.

Councillor Dan Fellini
Chair

C. Sarah A. Brislin
Committee Services Coordinator

Category (identified by section #)	Purpose	Goal	Mandate	General Activities	Members hip & responsibilities	members and responsibility	Town of Georgina Staff Liason	Frequency of Meetings	Meetings	Minutes and Agenda	Agenda	Responsibilities	member responsibilities	Committee Resolutions	Reporting and Recommendations to Council	Membership	Length of Term/Vacancies	Remuneration	Member in good standing	Budget	Use of Town logo/letterhead	Authority	Confidentiality	Procedural By-Law	Amendments to the TOR	Pecuniary Interest	General Conduct	
Safe Streets	1								2			3	4			5	6	7	8	9	10	11	12	13	14			
Agricultural		1	2	3	4		5	6		7					8			12	6							9	10	11
Environmental		1	2	3	4		5	6		7					8			12								9	10	11
Equity & Diversity	1				2			5									3	4	6									
Accessibility	1				2			5									3	4	6									
Selection Committee																												
Advisory Committee (on town website)																												
Economic Development	1							6						4			2	3	5									
Heritage	1				2			5										3	4									
The Link Steering Committee	1								2		3	4				5	6	7	8	9	10	11	12	13	14			
Library Board	1				2			6										4	5	3								
Briar Hill (on Town website)	1				2			6										4	5	3								
Committee of Adjustment	1				2			6										4	5	3								
Cooke's Cemetery Board	1				2			6										4	5	3								
Property Standards Committee	1				2			6										4	5	3								
Keswick Cemetery Board	1				2			6										4	5	3								
Site Plan Review Committee?																												
Licensing Appeal Hearing Committee																												
Official Plan Review Steering Committee	1					2		4									3		5									

Category (identified by section #)	Purpose	Goal	Mandate	General Activities	Members hip & responsibilities	members and responsibility
Safe Streets	1					
Agricultural		1	2	3	4	
Enviromental		1	2	3	4	
Equity & Diversity	1				2	
Accessibility	1				2	
Selection Committee						
Advisory Committee (on town website)						
Economic Development	1					
Heritage	1				2	
The Link Steering Committee	1					
Library Board	1				2	
Briar Hill (on Town website)	1				2	
Committee of Adjustment	1				2	
Cooke's Cemetery Board	1				2	
Property Standards Committee	1				2	
Keswick Cemetery Board	1				2	
Site Plan Review Committee?						
Licensing Appeal Hearing Committee						
Official Plan Review Steering Committee	1					2

Category (identified by section #)	Town of Georgina Staff Liason	Frequency of Meetings	Meetings	Minutes and Agenda	Agenda	Responsi bilities
Safe Streets			2		3	4
Agricultural	5	6		7		
Enviromental	5	6		7		
Equity & Diversity		5				
Accessibility		5				
Selection Committee						
Advisory Committee (on town website)						
Economic Development		6				
Heritage		5				
The Link Steering Committee			2		3	4
Library Board		6				
Briar Hill (on Town website)		6				
Committee of Adjustment		6				
Cooke's Cemetery Board		6				
Property Standards Committee		6				
Keswick Cemetery Board		6				
Site Plan Review Committee?						
Licensing Appeal Hearing Committee						
Official Plan Review Steering Committee		4				

Category (identified by section #)	member responsibil ities	Committee Resolutions	Reporting and Recommend ations to Council	Membership	Length of Term/V acancie s	Remu nerati on
Safe Streets			5	6	7	8
Agricultural		8				12
Enviromental		8				12
Equity & Diversity					3	4
Accessibility					3	4
Selection Committee						
Advisory Committee (on town website)						
Economic Development	4			2	3	5
Heritage					3	4
The Link Steering Committee			5	6	7	8
Library Board					4	5
Briar Hill (on Town website)					4	5
Committee of Adjustment					4	5
Cooke's Cemetery Board					4	5
Property Standards Committee					4	5
Keswick Cemetery Board					4	5
Site Plan Review Committee?						
Licensing Appeal Hearing Committee						
Official Plan Review Steering Committee					3	

Category (identified by section #)	Member in good standing	Budget	Use of Town logo/letterhead	Authority	Confidentiality	Procedural By-Law	Amendments to the TOR	Pecuniary Interest
Safe Streets	9	10	11	12	13	14		
Agricultural	6						9	10
Environmental							9	10
Equity & Diversity	6							
Accessibility	6							
Selection Committee								
Advisory Committee (on town website)								
Economic Development								
Heritage								
The Link Steering Committee	9	10	11	12	13	14		
Library Board	3							
Briar Hill (on Town website)	3							
Committee of Adjustment	3							
Cooke's Cemetery Board	3							
Property Standards Committee	3							
Keswick Cemetery Board	3							
Site Plan Review Committee?								
Licensing Appeal Hearing Committee								
Official Plan Review Steering Committee	5							

Category (identified by section #)	General Conduct
Safe Streets	
Agricultural	11
Enviromental	11
Equity & Diversity	
Accessibility	
Selection Committee	
Advisory Committee (on town website)	
Economic Development	
Heritage	
The Link Steering Committee	
Library Board	
Briar Hill (on Town website)	
Committee of Adjustment	
Cooke's Cemetery Board	
Property Standards Committee	
Keswick Cemetery Board	
Site Plan Review Committee?	
Licensing Appeal Hearing Committee	
Official Plan Review Steering Committee	



TOWN OF GEORGINA SAFE STREETS COMMITTEE (GSSC)

TERMS OF REFERENCE

1. PURPOSE

To consult with the community and to provide information, advice and assistance to the community and Town Council relating to the Georgina Safe Streets Program. Further to assist and 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.

2. MEETINGS

- i. The Committee shall meet as required throughout the year, to a maximum of eight (8) times a year.
- ii. Quorum for the Committee shall be the majority of the appointed membership (50% plus 1 or round up to nearest whole number).
- iii. Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
- iv. A member shall not be absent for three (3) consecutive meetings without notice. For any anticipated lengthy absence (3 meetings or more), the member shall submit a request for leave of absence in order to preserve membership standing. Without a valid and acceptable reason, the individual's appointment to the Committee will be rescinded.

3. AGENDA

The Agenda of the Georgina Safe Streets Committee may contain the following items:

1. **Call To Order**
2. **Approve/Amend Agenda**
3. **Declaration of Pecuniary Interest**
4. **Deputations/Presentations** if required
5. **Adoption of Minutes**
6. **Unfinished Business**
7. **New Business**

8. **Correspondence**
9. **Information** Next meeting date: _____
10. **Adjournment**

4. **RESPONSIBILITIES**

The Committee will elect and appoint a Chair and Vice Chair, and shall:

- i. Review, monitor and implement the Traffic Calming Policy RD 18 (attached) and to investigate the financial feasibility and operational effectiveness of suggested traffic calming initiatives brought forward from the public or Committee members and advise Council of same.
- ii. Endeavour to analyse the many issues surrounding traffic calming in order to provide advice and/or recommendations to Council to rectify them.
- iii. To consider immediate traffic-calming measures as set out in Policy RD 18 (attached) and to review and consider further initiatives if warranted and to advise Council on recommended local improvement traffic calming measures.
- iv. Where deemed necessary by the Committee, sub-committees may be established to conduct research and report back to the Georgina Safe Streets Committee. Sub-committee members are not necessarily required to be Committee members but a Georgina Safe Streets Committee member shall Chair sub-committee meetings. Sub-committees must report in a timely fashion to the Georgina Safe Streets Committee.

5. **REPORTING AND RECOMMENDATIONS TO TOWN COUNCIL**

- i. When requiring a matter to be considered or a decision of Council, the Committee shall make recommendations to Council, by reporting in a report format to include:
 - background information to be a brief synopsis or history of the issue
 - options for consideration to include financial and policy implications
 - a recommendation for Council's consideration
- ii. The report will be separate from the minutes. However, information in the minutes pertinent to the recommendation will be summarized in the report to Council.
- iii. Reports for consideration to Council shall be provided to the Town Clerk for processing.

- iv. Should the Committee wish to provide a deputation to Council, a request shall be made in writing through the Clerk's Office.

6. MEMBERSHIP

- i. Appointed by Council, the Committee shall consist of seven members composed of:
 - One (1) Members of Council;
 - One (1) representative from the York Regional Police
 - five (5) citizen appointments; preferably one from each ward.
- ii. The Committee be assigned One (1) or more non-voting Staff Liason Representative(s) appointed by the Chief Administrative Officer.
- iii. Resignations from the Committee must be in writing to the Committee and Council.

7. LENGTH OF TERM/VACANCIES

- i. The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
- ii. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
- iii. An end of term report indicating accomplishments and, if required, outlining objectives going forward is required.

8. REMUNERATION

\$40.00 per meeting, not to exceed ten (10) paid meetings per year.

9. MEMBER IN GOOD STANDING

The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the Georgina Safe Streets Committee in public.

10. BUDGET

- i. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures.
- ii. Any purchases over and above the approved budget and the Procurement By-law will require Council's approval.

11. USE OF TOWN LOGO/LETTERHEAD

- i. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall not significantly bind the Municipality and shall be approved by the Communications Coordinator.
- ii. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

12. AUTHORITY

- i. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference.
- ii. The Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required.
- iii. Any information or action that binds the Corporation will require Council's approval.

13. CONFIDENTIALITY

The *Municipal Act*, S.O. 2001, c. 25, shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials.

14. PROCEDURAL BY-LAW

The rules and regulations contained in the procedural by-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.



GEORGINA AGRICULTURAL ADVISORY COMMITTEE (GAAC) TERMS OF REFERENCE

1. GOAL

To provide information, advice and assistance to Council and staff of the Town of Georgina on farming and agricultural issues impacting the Municipality.

2. MANDATE

The Georgina Agricultural Advisory Committee (GAAC) or "Committee" 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. The GAAC will:

- advise Council and staff of the Town of Georgina and seek public input on agricultural issues referred Council and/or staff;
- undertake projects on behalf of the Town of Georgina at the direction of Council;
- provide feedback to Council on issues initiated by the Committee in accordance with the Council approved Action Plan as set-out in Section 4 (iv) herein;
- undertake educational initiatives that promote agricultural awareness in accordance with the Council approved Action Plan, as set-out in Section 4 (iv) herein.

3. GENERAL ACTIVITIES

(i) Policy Review

At the request of the Town, the GAAC will provide input and comments on policies, procedures and regulations of the Town and the initiatives of government and non-government organizations that pertain to municipal planning and operations or agricultural issues impacting the Town.

The GAAC may 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.

(ii) Review and Comment on Planning Act Matters

The GAAC shall review studies, plans, development proposals and other documents referred to the Committee by Council or staff and provide advice regarding their agricultural implications.

(iii) Education and Public Awareness

The GAgAC will undertake educational initiatives, both formally and informally, which will help raise the profile of agriculture in the Town of Georgina, in accordance with the Council approved Action Plan, as set-out in Section 4 (iv) herein.

The Committee may act as a liaison group with non-governmental organizations and community organizations, including schools, for the purpose of public education and awareness.

(iv) Research

The GAgAC will 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.

4. MEMBERSHIP AND RESPONSIBILITIES

- (i) The GAgAC shall be composed of a maximum of seven (7) members, including one (1) Member of Council and six (6) individuals who reside in the Town of Georgina and with professional expertise respecting farming and agriculture and/or personal interest in farming and agriculture. All members must be appointed by Council. The Mayor, ex officio to all Committees.

- (ii) Appointment of members to the Committee, other than the Member of Council and Staff Liaison, shall be advertised to the general public. The appointment will be concurrent with the Term of Council.

Annually, the Committee shall elect a Chair and Vice-Chair from its citizen appointees.

Annually, the Committee shall prepare and submit for approval by Council, a year-end Activity Report that provides an overview of the work conducted by the Committee, as well as an Action Plan and a budget for the upcoming year.

- (v) The Chair shall vote on every motion. In the event of a tie vote, the motion is lost. The Staff Liaison member on the Committee shall not vote.

The GAgAC reports directly to Council, under the signature of the Chair, Vice-Chair or designate. Committee reports and communications will normally be directed to Council through the Director of Planning and Building. In addition, the Committee may also appear before Council as a delegation.

New member appointees to the Committee shall receive an orientation session to be conducted by the Chair or Vice-Chair.

5. TOWN OF GEORGINA STAFF LIAISON

- (i) One (1) Staff Liaison shall be appointed to the GAgAC and will be the conduit to provide administrative, procedural and/or technical assistance. The Staff Liaison will co-ordinate all requests, responses, departmental involvement and

assist in the preparation of any reports, resolutions or replies as necessary.

- (ii) Under the direction of the Director of Planning and Building, secretarial and other support services will be provided on an as needed basis by the Town of Georgina. The Council will also provide a budget and this budget will be administered by the Director of Planning and Building. In addition, other funds may be requested of Council for special projects or undertakings.
- (iii) In carrying out the function of Staff Liaison and with respect to the provision of secretarial and other support services, the Planning and Building Department and the GAgAC shall recognize and acknowledge staff's primary objective to deliver Planning Department services to Council and the public.

6. FREQUENCY OF MEETINGS

- (i) Meetings will be held "as required" basis not to exceed eight (8) per year.
- (ii) The GAgAC shall meet on a regular basis, as determined by the Committee at its first formal meeting. Meetings will be open to the general public and delegations will be welcomed. Delegations are required to notify the Staff Liaison or Chair at least one (1) week in advance to ensure they are placed on the agenda. If a delegation wishes to address the Committee but has not reserved an opportunity, they may do so at the discretion of the Committee.

The Committee may not respond immediately to the presentations by delegations. Time will be taken to consider the points raised to solicit other opinions or data and to formulate advice/recommendations for discussions at a future meeting.

- (ii) The Committee will strive for consensus on all issues, however, if consensus is not reached, minority views are welcomed on any issue and will be reflected in the Minutes of the meeting. A quorum will require greater than fifty percent of the voting membership and all motions properly put before the Committee shall be voted upon. All members will have one vote and a simple majority carries the motion. As a full member, the Chair is entitled to vote on any motion.
- (iii) Annually, the GAgAC shall hold a minimum of one (1) joint meeting with the Georgina Environmental Advisory Committee (GEAC) and additional joint meetings may be called by the respective Chairs on an as needed basis. In addition, the exchange of meeting minutes between the GAgAC and the GEAC should take place on a regular basis in order for each Committee to gain a better understanding of each other's undertakings and current issues.

In the event a member misses three (3) consecutive meetings without a valid and acceptable reason, then the individual's appointment to the Committee will be rescinded.

7. MINUTES AND AGENDA

- (i) The Minutes of each Committee meeting will be amended when necessary and adopted at the following meeting. When adopted, the Minutes will be passed on to Council as information.

- (ii) The Committee agenda will be prepared by the Staff Liaison in consultation with the Committee Chair and/or the Vice-Chair.

8. COMMITTEE RESOLUTIONS

- (i) Only resolutions as they appear in the adopted Minutes may be considered as officially representing the positions of the Committee.

9. AMENDMENTS TO THE TERMS OF REFERENCE

- (i) A recommendation to amend the Terms of Reference can be made by a motion endorsed by at least two thirds of the voting membership of the Committee.
- (ii) Proposed amendments to the Terms of Reference must be approved by Council.

10. PECUNIARY INTEREST

- (i) Members of the Committee having a pecuniary interest in any issue under consideration by the Committee shall declare the pecuniary interest to the Chair at the beginning of the meeting or at the earliest time known and shall not discuss or vote on the issue.

11. GENERAL CONDUCT

- (i) The meetings shall be conducted in accordance with the Procedural By-law as adopted by Council.
- (ii) Where deemed necessary by the Committee, sub-committees may also be established to conduct research and report back to the GAgAC. Sub-committee members are not necessarily required to be Committee members but a GAgAC member shall Chair sub-committee meetings. Sub-committees must report in a timely fashion to the GAgAC.

12. REMUNERATION

- (i) \$40.00 per meeting for a maximum of eight (8) paid meetings per year.

6. MEMBER IN GOOD STANDING

All members will abide by the Town of Georgina's Code of Conduct and the Procedural By-law.



GEORGINA ENVIRONMENTAL ADVISORY COMMITTEE (GEAC)

TERMS OF REFERENCE

1. GOAL

To provide information, advice and assistance to Council and staff of the Town of Georgina on environmental issues impacting the Municipality.

2. MANDATE

The Georgina Environmental Advisory Committee (GEAC) or “Committee” is an environmental advisory body that will promote the stewardship, preservation, conservation, protection and enhancement of the natural environment in the Town of Georgina. The GEAC will utilize an ecosystem-based approach to:

- advise Council and staff of the Town of Georgina and seek public input on environmental issues referred from Council and/or staff;
- undertake projects on behalf of the Town of Georgina at the direction of Council;
- provide feedback to Council on issues initiated by the Committee in accordance with the Council approved Action Plan, as set-out in Section 4 (iv) herein;
- undertake educational initiatives that promote environmental awareness in accordance with the Council approved Action Plan, as set-out in Section 4 (iv) herein.

3. GENERAL ACTIVITIES

(i) Policy Review

At the request of the Town, the GEAC will provide input and comments on policies, procedures and regulations of the Town and the initiatives of government and non-government organizations that pertain to municipal planning and operations or environmental issues impacting the Town.

The GEAC may 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.

(ii) Review and Comment on Planning Act Matters

The GEAC shall review studies, plans, development proposals and other documents referred to the Committee by Council or staff and provide advice regarding their environmental implications.

(iii) Education and Public Awareness

The GEAC will undertake educational initiatives, both formally and informally, which will help raise the profile of the environment in the Town of Georgina, in accordance with the Council approved Action Plan, as set-out in Section 4 (iv) herein.

The Committee may act as a liaison group with non-governmental organizations and community organizations, including schools, for the purpose of public education and awareness.

(iv) Research

The GEAC will 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.

4. MEMBERSHIP AND RESPONSIBILITIES

- (i) The GEAC shall be composed of a maximum of seven (7) members, including six (6) individuals who reside in the Town of Georgina with professional expertise respecting environmental management and/or personal interest in the environment and one (1) Member of Council. The Mayor is ex officio. All appointments are appointed by Council. All appointed members are regarded as private citizens and do not represent any particular organization in their capacity as a member of the Committee.
- (ii) Appointment of members to the Committee, other than the Councillor and Staff Liaison, shall be advertised to the general public. The appointment will be concurrent with the Term of Council.
- (iii) Annually, the Committee shall elect a Chair and Vice-Chair from its citizen appointees.
- (iv) Annually, the Committee shall prepare and submit for approval by Council, a year-end Activity Report that provides an overview of the work conducted by the Committee, as well as an Action Plan and a budget for the upcoming year.
- (v) The Chair shall vote on every motion. In the event of a tie vote, the motion is lost. The Staff Liaison member on the Committee shall not vote.
- (vi) The GEAC reports directly to Council, under the signature of the Chair, Vice-Chair or designate. Committee reports and communications will normally be

directed to Council through the Director of Planning and Building. In addition, the Committee may also appear before Council as a delegation.

- (vii) New member appointees to the Committee shall receive an orientation session to be conducted by the Chair or Vice-Chair.
- (viii) Committee members will receive no remuneration for their involvement in Committee activities.

5. TOWN OF GEORGINA STAFF LIAISON

- (i) One (1) Staff Liaison shall be appointed to the GEAC and will be the conduit to provide administrative, procedural and/or technical assistance. The Staff Liaison will co-ordinate all requests, responses, departmental involvement and assist in the preparation of any reports, resolutions or replies as necessary.
- (ii) Under the direction of the Director of Planning and Building, secretarial and other support services will be provided on an as needed basis by the Town of Georgina. The Council will also provide a budget and this budget will be administered by the Director of Planning and Building. In addition, other funds may be requested of Council for special projects or undertakings.
- (iii) In carrying out the function of Staff Liaison and with respect to the provision of secretarial and other support services, the Planning and Building Department and the GEAC shall recognize and acknowledge staff's primary objective to deliver Planning Department services to Council and the public.

6. FREQUENCY OF MEETINGS

- (i) Meetings will be held "as required" basis not to exceed eight (8) per year.
- (ii) The GEAC shall meet on a regular basis, as determined by the Committee at its first formal meeting. Meetings will be open to the general public and delegations will be welcomed. Delegations are required to notify the Staff Liaison or Chair at least one (1) week in advance to ensure they are placed on the agenda. If a delegation wishes to address the Committee but has not reserved an opportunity, they may do so at the discretion of the Committee.
- (iii) The Committee may not respond immediately to the presentations by delegations. Time will be taken to consider the points raised, to solicit other opinions or data and to formulate advice/recommendations for discussions at a future meeting.
- (iv) The Committee will strive for consensus on all issues, however, if consensus is not reached, minority views are welcomed on any issue and

will be reflected in the Minutes of the meeting. A quorum will require greater than fifty percent of the voting membership and all motions properly put before the Committee shall be voted upon. All members will have one vote and a simple majority carries the motion. As a full member, the Chair is entitled to vote on any motion.

- (v) Annually, the GEAC shall hold a minimum of one (1) joint meeting with the Georgina Agricultural Advisory Committee (GAgAC) and additional joint meetings may be called by the respective Chairs on an as needed basis. In addition, the exchange of meeting minutes between the GEAC and the GAgAC should take place on a regular basis in order for each Committee to gain a better understanding of each other's undertakings and current issues.

7. MINUTES AND AGENDA

- (i) The Minutes of each Committee meeting will be amended when necessary and adopted at the following meeting. When adopted, the Minutes will be passed on to Council as information.
- (ii) The Committee agenda will be prepared by the Staff Liaison in consultation with the Committee Chair and/or the Vice-Chair.

8. COMMITTEE RESOLUTIONS

- (i) Only resolutions as they appear in the adopted Minutes may be considered as officially representing the positions of the Committee.

9. AMENDMENTS TO THE TERMS OF REFERENCE

- (i) A recommendation to amend the Terms of Reference can be made by a motion endorsed by at least two thirds of the voting membership of the Committee.
- (ii) Proposed amendments to the Terms of Reference must be approved by Council.

10. PECUNIARY INTEREST

- (i) Members of the Committee having a pecuniary interest in any issue under consideration by the Committee shall declare the pecuniary interest to the Chair at the beginning of the meeting or at the earliest time known and shall not discuss or vote on the issue.

11. GENERAL CONDUCT

- (i) The meetings shall be conducted in accordance with the Procedural By-law as adopted by Council.
- (ii) Where deemed necessary by the Committee, sub-committees may also be established to conduct research and report back to the GEAC. Sub-committee members are not necessarily required to be Committee members but a GEAC member shall Chair sub-committee meetings. Sub-committees must report in a timely fashion to the GEAC.

12. REMUNERATION

- (i) \$40.00 per meeting, not to exceed eight (8) paid meetings per year.



TOWN OF GEORGINA EQUITY AND DIVERSITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

To consult with the Community and to provide information, advice and assistance to the Community and Town Council relating to enhancement of community relations and promotion of equity in the Town of Georgina.

2. MEMBERSHIP AND RESPONSIBILITY

Appointed by Council, the Committee will consist of seven (7) members, including one Council member. The Committee will elect a Chair from its members. The Chair will be elected by the Committee either annually, bi-annually, or for the whole Term of Council at the Committee members' discretion.

- One (1) Member of Council;
- One (1) representative from the York Regional Police Diversity & Cultural Bureau;
- One (1) representative from the Chippewas of Georgina Island, to be appointed by the Band Council; and
- Four (4) citizen appointments.

One (1) Senior Staff Liaison representative appointed as non-voting member by the CAO, for resource purposes.

RESPONSIBILITY

To formulate and recommend to Council appropriate policies and procedures that will enhance community relations and harmony within the Town of Georgina.

To work actively with individuals and organizations to promote, mutual trust and respect among the Town of Georgina's diverse community groups and the institutions and agencies serving them.

To provide advice on policy and practices relating to inclusiveness and community building to ensure that the contributions, interests and needs of

all sectors of the Town of Georgina's population are reflected in the Town's operations and service delivery.

To share information and initiatives with other committees within Municipal, Provincial and Federal governments.

To report to Council, on an annual basis, documenting the activities, accomplishments and comments deemed appropriate as the Committee attempts to fulfil its purpose.

3. LENGTH OF TERM/VACANCIES

The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

4. REMUNERATION

\$40.00 per meeting, not to exceed eight (8) paid meetings per year.

5. FREQUENCY OF MEETINGS

Meetings will be held as required to a maximum of eight (8) meetings per year.

In the event a member misses three (3) consecutive meetings without a valid and acceptable reason, then the individual's appointment to the Committee will be rescinded.

6. MEMBER IN GOOD STANDING

All members will abide by the Town of Georgina's Code of Conduct and the Procedural By-law.



GEORGINA ACCESSIBILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Ontarians with Disabilities Act, 2001 provides that the Council of the Town of Georgina establish an Advisory Committee, to participate in the development of an accessibility plan for the municipality, through the identification, removal and/or prevention of barriers to accessibility.

2. MEMBERSHIP AND RESPONSIBILITY

Appointed by Council, the Committee will consist of seven (7) to nine (9) members, including two Council members, who will elect a Chair from its members. The Chair will be elected by the Committee either annually, bi-annually, or for the whole Term of Council at the Committee members' discretion. Further, the public appointees shall consist of a minimum of 50% of members who must be persons with disabilities. These Committee members must be representative of gender, ethnicity and different types of visible and invisible disabilities noted in the 'ODA 2001' such as persons with physical (visual, speech, hearing, deaf, brain injury, use of wheelchair or assistive device); cognitive (intellectual impairments); perceptual (learning disability) and mental health issues. The remaining positions may be filled by individual who may not have a disability. These members may include:

- persons representative of children with disabilities (ex. Parent)
- persons representative of organizations involving persons with disabilities; or
- persons interested in issues related to persons with disabilities

The Committees members shall:

- i. Consult with and assist Georgina Council regarding the accessibility to and enjoyment of facilities and services by addressing, reviewing and making comments and recommendations on the identification, removal and prevention of barriers to persons with disabilities, in the municipality's by-laws, policies, programs, practices and services.
- ii. Provide advice to Town Council, through the Council representative, on the preparation, implementation and effectiveness of accessibility guidelines and an annual accessibility plan.
- iii. Liaise with the Region of York and its constituent municipalities in policy development and with the planning and implementation of projects to enhance accessibility throughout York Region.
- iv. Confer with organizations of and for persons with disabilities to facilitate shared goals and objectives.

- v. Participate in the coordination, implementation and/or delivery of public information forums, delivered in multiple formats for persons with disabilities.
- vi. 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.
- vii. Provide recommendations on the accessibility retrofits to existing facilities and services upon identification of barriers to accessibility.
- viii. Provide recommendations for site plans submitted to the municipality for new and renovation projects.
- ix. Establish sub-committees as directed by GAAC or Council.

3. LENGTH OF TERM/VACANCIES

The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

4. REMUNERATION

\$40.00 per meeting.

5. FREQUENCY OF MEETINGS

Meetings will be held monthly not to exceed twelve (12) per year.

A member shall not be absent for three (3) consecutive meetings without notice, and shall not be absent for more than five (5) meetings per year. Any anticipated lengthy absence (3 meetings or more) the member shall submit a request for a leave of absence in order to preserve membership standing.

6. MEMBER IN GOOD STANDING

All members will abide by the Town of Georgina's Code of Conduct and the Procedural By-law.

Town of Georgina
2015-2018 Selection Committee

TERMS OF REFERENCE

Mandate

To encourage public participation through the general concepts of equality, accessibility, accommodation and expertise and to ensure that all citizens have an equal opportunity for that participation on statutory, non-statutory, advisory, ad hoc and steering Committees or Boards of the Town of Georgina.

Members/Composition

Appointed by Council, the Committee will consist of three members of Council who will elect a Chair from its members.

There will be no citizen representation.

Resignations from the Committee must be made in writing to the Committee and Council.

Staff Resources

A Human Resources Division staff representative will consult with the Committee for the purposes of conducting interviews.

The Committee will be provided secretariat support from the Clerk's Division.

Membership Term

To ensure consistency, appointed members will serve for the current Term of Council.

Membership Responsibilities

Each member will be responsible for

- reviewing applications from citizens to various Committees and Boards as advertised
- conducting interviews of applicants as decided upon by the Committee as a whole
- reviewing, when required, the Terms of Reference, membership composition, meeting frequency, reporting and remuneration of Committees and Boards of the Town of Georgina

- make recommendations to Council for appointments to Statutory and Advisory Committees and Boards
- make recommendations to Council regarding the Terms of Reference, membership composition, meeting frequency, reporting and remuneration of Committees and Boards of the Town of Georgina.

Meetings

- The Committee shall meet as required throughout the year.
- Quorum for the Committee shall be the majority of the appointed membership (50% plus 1 or round up to nearest whole number, therefore two members)
- Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
- All discussion of applicants must be done in Closed Session.

Communications

All Committee communications shall be processed through the secretariat support staff for circulation, if necessary.

When requiring a matter to be considered or a decision of Council, the Committee shall make recommendations to Council in a report format to include:

- A brief background information or history of the issue
- options for consideration to include financial and policy implications, if any
- a recommendation for Council's consideration
- The report will be separate from the Minutes. However, information in the minutes pertinent to the recommendation will be summarized in the report to Council.
- Reports for consideration to Council shall be provided to the Clerk for inclusion on Council agendas.

Use of Town Logo and letterhead

The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall not significantly bind the Town and shall be approved by the Communications Manager.

The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

Authority

The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference.

The Committee has no decision-making authority. Recommendations to Council in the form of recommendations are required.

Any information or action that binds the Corporation will require Council's approval.

Confidentiality

The *Municipal Act* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the Act, which pertain to the conduct of officials.

Procedural By-law

The rules and regulations contained in the Town of Georgina procedural by-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.



ECONOMIC DEVELOPMENT COMMITTEE TERMS OF REFERENCE

1. PURPOSE OF COMMITTEE

To develop, recommend and be actively involved in the implementation of programs and initiatives that support the retention and expansion of Georgina's business community. The Committee members will also function as ambassadors and support efforts to attract industrial and commercial investment, create additional employment opportunities and to promote the growth of the tourism sector. The Committee shall be responsible for evaluating and approving funding applications as set out in the Economic Development Grant Program and the Community Improvement Plan (CIP).

2. MEMBERSHIP

Appointed by Council, the Committee shall consist of nine (9) members as follows:

- Two (2) elected Members of Council;
- Two (2) citizen members who reside or work in the Town of Georgina;
- President (1) of the Chamber of Commerce or their designate who holds a position of Director;
- One (1) member appointed by the Chamber of commerce who holds the position of Director;
- Three (3) members of the general business community preferably one representative from each of the three business areas of Keswick, Sutton/Jackson's Point and Pefferlaw

To be eligible to make application and serve on this Committee you must be a resident of the Town of Georgina, over the age of 18 years, and must not be an employee of the Town of Georgina.

3. LENGTH OF TERM/VACANCIES

The Committee shall be appointed for the term of Council but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be re-appointed at the discretion of Council. Recognizing that vacancies may arise, Council will

request submissions from the public and will appoint citizens to fill such vacancies.

4. MEMBER RESPONSIBILITIES

Each member of the Economic Development Committee will assume an active role in committee activities. Members who miss three consecutive meetings without reasonable cause and/or who are not fulfilling their respective responsibilities as determined by the Committee, may be asked to relinquish their membership by the Committee.

Where deemed necessary by the Committee/Board or Council, Sub-Committees may be established to conduct research and report back to the Committee/Board. Sub-Committee members are not necessarily required to be Committee/Board members but a Committee/Board member shall Chair Sub-Committee meetings. Sub-Committees must report in a timely fashion to the Committee/Board.

5. REMUNERATION

\$40.00/meeting

6. FREQUENCY OF MEETINGS

10 meetings per year not to exceed 12 meetings per year



GEORGINA HERITAGE COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Ontario Heritage Act, R.S.O.1990, c. 0.18 provides that the council of a municipality can establish a Georgina Heritage Committee.

2. MEMBERSHIP AND RESPONSIBILITY

The responsibilities of the Georgina Heritage Committee are to advise Council on all matters relating to Part IV: Individual Property Designations and Part V: Heritage Conservation Districts including preparing and maintaining a list of properties, features and areas worthy of monitoring for conservation, and, to establish criteria for the evaluation of properties of architectural, historical and contextual significance; and, to recommend to Council properties worthy of designation under Parts IV and V of the *Ontario Heritage Act*.

The Committee will encourage and facilitate the retention of documentation that is of architectural and historical significance to the Town of Georgina, and establish guidelines for the conservation of heritage resources including individual structures, heritage conservation districts and features of natural heritage.

The committee will also review planning documents, development applications, building permits and sign permits as they pertain to identified heritage resources and review municipal, provincial and federal heritage legislation.

To be eligible to make application and to serve on this Committee you must be a resident of the Town of Georgina, over the age of 18 years.

The Committee shall consist of seven (7) appointees including one Member of Council

3. LENGTH OF TERM/VACANCIES

The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

4. REMUNERATION

\$40.00 per meeting, not to exceed eight (8) paid meetings per year.

5. FREQUENCY OF MEETINGS

Meetings will be held "as required" basis not to exceed eight (8) per year.

In the event a member misses three (3) consecutive meetings, without a valid and acceptable reason, then the individual's appointment to the Committee will be rescinded.

TOWN OF GEORGINA THE LINK STEERING COMMITTEE (TLC)

TERMS OF REFERENCE

1. Purpose

The Link Steering Committee of Council is established for the purpose of providing advice to Town Council regarding business models, management strategies, funding opportunities, building design, budget, governance structure, tenant selection process, and phased implementation plan for operations.

2. Meetings

- i. The Steering Committee shall meet one (1) to two (2) times per month.
- ii. Quorum for the Steering Committee shall be 50% plus 1.
- iii. Members of the Steering Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
- iv. A member shall not be absent for three (3) consecutive meetings without notice. For any anticipated lengthy absence (3 meetings or more), the member shall submit a request for leave of absence in order to preserve membership standing. Without a valid and acceptable reason, the individual's appointment to the Committee will be rescinded.

3. Agenda

The Agenda of the Link Steering Committee may contain the following items:

- 1. Call To Order**
- 2. Approve/Amend Agenda**
- 3. Declaration of Pecuniary Interest**
- 4. Deputations/Presentations** if required
- 5. Adoption of Minutes**
- 6. Unfinished Business**
- 7. New Business**
- 8. Correspondence**
- 9. Information** Next meeting date: _____
- 10. Adjournment**

4. Responsibilities

The Steering Committee will elect and appoint a Chair and Vice Chair, and shall:

- i. Provide advice to Town Council regarding business models, management strategies, funding opportunities, building design, budget, governance structure, tenant selection process, and phased implementation plan for operations.
- ii. Make routine business decisions as identified under the Delegation of Routine Powers and Duties By-law related to project development, future operations and maintenance of The Link within those parameters and funding envelopes determined by Council from time to time, relying on the technical and business expertise provided by the Town's Recreation and Culture, Operations and Engineering and Planning and Building Departments.
- iii. Provide recommendations to Town Council regarding the business and governance structures for the future management and operations of The Link.
- iv. Confer and liaise with other non-profit organizations, businesses and granting agencies with respect to potential partnerships and cost sharing arrangements that may arise.
- v. Leverage additional funding through grant writing, donations, sponsorships, etc. that will be used to assist in fulfilling the vision and mission of the facility.
- vi. Research market opportunities and best practices related to community hubs, shared spaces, non-profit centres, cultural centres, business accelerators, business incubators, community kitchens, and other related facilities and organizations.
- vii. Establish sub-committees as may be directed by The Link Steering Committee.

5. Reporting and Recommendations to Town Council

- i. When requiring a matter to be considered or a decision of Council, the Steering Committee shall make recommendations to Council, by reporting in a report format to include:
 - background information to be a brief synopsis or history of the issue
 - options for consideration to include financial and policy implications
 - a recommendation for Council's consideration

- ii. The report will be separate from the Minutes. However, information in the minutes pertinent to the recommendation will be summarized in the report to Council.
- iii. Reports for consideration to Council shall be provided to the Clerk for processing.
- iv. Should the Steering Committee wish to provide a deputation to Council, a request shall be made in writing through the Clerk's office.

6. Membership

- i. Appointed by Council, the Committee shall consist of not more than eleven (11) members as follows:
 - Three (3) Council representatives;
 - Two (2) community members;
 - One (1) United Way of York Region member;
 - One (1) Georgina Food Pantry member;
 - One (1) Georgina Arts Centre & Gallery member;
 - One (1) The Training Centre, Georgina Trades Training Inc. member;
 - One (1) Hospice Georgina member;
 - One (1) Economic Development Committee member.
- ii. Resignations from the Committee must be in writing to the Committee and Council.
 - Where deemed necessary by the Committee, sub-committees may be established. Sub-committee members are not required to be Committee members but a Committee member shall Chair sub-committee meetings.

7. Length of Term/Vacancies

- i. The Steering Committee shall be appointed for a 12 month term, from May, 2013 until April, 2014, but shall continue until such time as new Committee members are appointed after the completion of the initial construction phase and tenant occupancy has occurred.
- ii. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
- iii. An end of term report indicating accomplishments and, if required, outlining objectives going forward is required.

8. Remuneration

No remuneration will be provided to Committee members.

9. Member in Good Standing

The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing The Link Steering Committee in public.

Consequences:

Upon any infraction of the above (which infers a negative impact upon the effectiveness of the Committee's work), a member can be put on probation for a six-meeting period with a letter from the Chair and/or a vote from members. If the conduct of the member continues to impact negatively upon the Committee's work, during and following the probation, then the member, upon a majority vote from the members, will be required to resign from the Committee.

10. Budget

- i. The Steering Committee, if deemed necessary, will submit a budget for Council's approval, through the Town Treasurer, to include anticipated revenue and estimated expenditures.
- ii. Any purchases over and above the approved budget and the Procurement By-law will require Council's approval.

11. Use of Town Logo/Letterhead

- i. The Steering Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall not significantly bind the Municipality and shall be approved by the Communications Coordinator.
- ii. The Steering Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

12. Authority

- i. The Steering Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required.

- ii. The Steering Committee has the ability to act on matters to carry out the mandate of the Committee using its discretion and judgment, which shall not significantly bind the Municipality.
- iii. Any information or action that significantly binds the Corporation will require Council's approval.

13. Confidentiality

The *Municipal Act* shall bind the members of the Steering Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the Act, which pertain to the conduct of officials.

14. Procedural By-law

The rules and regulations contained in the procedural by-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.



GEORGINA PUBLIC LIBRARY BOARD

TERMS OF REFERENCE

1. PURPOSE

The Library Board regulates all matters connected with the management of the library and library property and provides a comprehensive and efficient public library service that reflects the community's unique needs, through the Public Libraries Act.

2. MEMBERSHIP AND RESPONSIBILITY

The Georgina Public Library Board is appointed by Council pursuant to the provisions of The Planning Act to deal with matters related to the operation of the local libraries.

Appointed by Council, the Board will consist of nine (9) members, including one Council member, who will elect a Chair from its members. The Chair will be elected by the Board either annually, bi-annually, or for the whole Term of Council at the Board members' discretion.

To be eligible to make application and to serve on this Board you must be a resident of the Town of Georgina, over the age of 18 years and must not be an employee of the Town of Georgina.

3. MEMBER IN GOOD STANDING

All members will abide by the Town of Georgina's Code of Conduct and the Procedural By-law.

4. LENGTH OF TERM/VACANCIES

The Board shall be appointed for the term of Council, but shall continue until such time as new Board Members may be reappointed at the discretion of Council. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

5. REMUNERATION

\$40.00 per meeting.

6. FREQUENCY OF MEETINGS

Meetings will be held ten (10) times per year not to exceed twelve (12) per year.

In the event a member misses three (3) consecutive meetings, without a valid and acceptable reason, then the individual's appointment to the Board may be rescinded.

COMMITTEE OF ADJUSTMENT

TERMS OF REFERENCE

1. PURPOSE

The Committee of Adjustment is appointed by Council pursuant to the provisions of The Planning Act to deal with applications to sever parcels of land and minor variances.

2. MEMBERSHIP AND RESPONSIBILITY

The Committee hears applications to sever land. The Committee must be satisfied when granting more than one severance on a parcel of land that a plan of subdivision is not necessary for the proper and orderly development of the municipality. The Committee upon hearing an application may approve or refuse it and may make the approval subject to such terms and conditions as the Committee considers advisable.

Applications submitted by an owner of land requesting a minor variance to the provisions of the Town's zoning by-law, in respect of the land, building or structure or the use thereof are also heard by the Committee. The Committee may grant the approval of a minor variance, if in its opinion it is desirable for the appropriate development or use of the land, building or structure and the general intent and purpose of the zoning by-law and the official plan are maintained. Again, the approval of an application may be subject to such terms and conditions as the Committee considers advisable.

The Committee shall consist of at least five (5) and not more than seven (7) appointees.

Regional Councillor Danny Wheeler is appointed as a member of the Committee of Adjustment for a six month term ending June 30, 2011 as per By-law Number 2010-0116 (COU-1)

Community Members must:

- be available to conduct site inspections of subject properties
- have knowledge of planning processes including minor variance and consent process
- be a qualified elector in the Town of Georgina pursuant to the Municipal Act and able to demonstrate compliance with all relevant by-laws of the Town, enforced by said Committee
- be organized, available and committed to attend **all** Committee meetings
- not be in the Building/Planning industry trades in the Town of Georgina, in order to avoid conflicts
- be objective, possess relevant education component or equivalent experience and have an open mind in order to fully consider the evidence provided.

3. **LENGTH OF TERM/VACANCIES**

The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

4. **REMUNERATION**

\$81.00 per meeting, plus mileage for site visits

5. **FREQUENCY OF MEETINGS**

The Clerk's Department receives and processes applications for consent and minor variances. The Committee meets twice per month on Monday evenings.

In the event a member misses three (3) consecutive meetings, without a valid and acceptable reason, then the individual's appointment to the Committee will be rescinded.

**TOWN OF GEORGINA
COOKE'S CEMETERY BOARD**

TERMS OF REFERENCE

1. PURPOSE

The Cooke's Cemetery Board is appointed by Council pursuant to the provisions of The Planning Act to deal with matters related to the operation of the cemetery.

2. MEMBERSHIP AND RESPONSIBILITY

Appointed by Council, the Board will consist of five (5) members, including one Council member, who will elect a Chair from its members. The Chair will be elected by the Board either annually, bi-annually, or for the whole Term of Council at the Board members' discretion.

The Board reserves full and complete control and management of the land, buildings, plantings, roads, utilities, books and records of the cemetery and complete authority to administer its by-laws, which have been adopted for the improvement and upkeep of the cemetery, to keep it a becoming and respectful place for the burial of the dead.

The Board has the power to enter into and upon and to visit and inspect the cemetery and its condition, to ensure that the cemetery is properly fenced, kept clear of weeds and otherwise cared for in a proper manner and in accordance with the Cemeteries Act and the regulations therein.

3. MEMBER IN GOOD STANDING

All members will abide by the Town of Georgina's Code of Conduct and the Procedural By-law.

4. LENGTH OF TERM/VACANCIES

The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

5. REMUNERATION

\$40.00 per meeting.

6. FREQUENCY OF MEETINGS

Meetings will be held four (4) times per year not to exceed eight (8) per year.

In the event a member misses three (3) consecutive meetings, without a valid and acceptable reason, then the individual's appointment to the Committee will be rescinded.

PROPERTY STANDARDS COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Property Standards Committee is appointed by Council pursuant to the provisions of the Building Code Act, to deal with matters related to the Town's Property Standard By-laws and the Town's Official Plan.

2. MEMBERSHIP AND RESPONSIBILITY

When the owner or occupant, upon whom an order has been served by a Municipal Law Enforcement Officer, is not satisfied with the terms or conditions of the order, the owner or occupant may appeal to the Property Standards Committee.

The Secretary for the Committee sets a date and time for the hearing and takes the minutes of the hearing. The Committee in hearing the appeal has all the powers and functions of the enforcement officer and may confirm the order to demolish or repair or may modify or quash it, or may extend the time for compliance.

The Committee's decision should uphold the intent and purpose of the Town's Property Standards by-laws and of the Town's Official Plan.

The Committee's decisions may be appealed to the Ontario Court (General Division) by the municipality or the owner/occupant affected by such decision. The Members of the Committee elect one of themselves as Chair.

Committee Members must:

- Be available to conduct site inspections of subject properties;
- Be a qualified elector in the Town of Georgina pursuant to the Municipal Act and able to demonstrate compliance with all relevant by-laws of the Town, enforced by said Committee;
- Be organized, available and committed to attend all Committee meetings;
- Be objective, possess relevant education component or equivalent experience and have an open mind in order to fully consider the evidence provided.

3. LENGTH OF TERM/VACANCIES

The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

4. REMUNERATION

\$40.00 per meeting, not to exceed ten (10) meetings per year.

5. FREQUENCY OF MEETINGS

Approximately eight (8) per year.

In the event a member misses three (3) consecutive meetings, without a valid and acceptable reason, then the individual's appointment to the Committee will be rescinded.

**TOWN OF GEORGINA
KESWICK CEMETERY BOARD**

TERMS OF REFERENCE

1. PURPOSE

The Keswick Cemetery Board is appointed by Council pursuant to the provisions of The Planning Act to deal with matters related to the operation of the cemetery.

2. MEMBERSHIP AND RESPONSIBILITY

Appointed by Council, the Board will consist of five (5) members, including one Council member, who will elect a Chair from its members. The Chair will be elected by the Board either annually, bi-annually, or for the whole Term of Council at the Board members' discretion.

The Board will serve in an advisory capacity for the detailed design and construction of the first phase of the cemetery. The Cemetery Board will be responsible for the development of cemetery by-laws, for the management and operation of the cemetery and to ensure that the provisions of the Cemeteries Act and the regulations thereto are observed and enforced.

The Board will manage the land, buildings, plantings, roads, utilities, books and records of the cemetery and administer its by-laws, which have been adopted for the improvement and maintenance of the cemetery as a respectful place for the burial of the dead..

The Board has the power to enter into and upon and to visit and inspect the cemetery and its condition, to ensure that the cemetery is properly fenced, kept clear of weeds and otherwise cared for in a proper manner and in accordance with the Cemeteries Act and the regulations therein.

3. MEMBER IN GOOD STANDING

All members will abide by the Town of Georgina's Code of Conduct and the Procedural By-law.

4. LENGTH OF TERM/VACANCIES

The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

5. REMUNERATION

\$40.00 per meeting.

6. FREQUENCY OF MEETINGS

Meetings will be held four (4) times per year not to exceed eight (8) per year.

In the event a member misses three (3) consecutive meetings, without a valid and acceptable reason, then the individual's appointment to the Committee will be rescinded.

OFFICIAL PLAN REVIEW STEERING COMMITTEE

COUNCIL OF THE TOWN OF GEORGINA

TERMS OF REFERENCE

1. Purpose

The purpose of the Official Plan Review (OPR) Steering Committee of Council is to provide direction, guidance and recommendations as necessary, regarding the OPR background reports and draft Official Plan documents, and to participate in public consultation throughout the OPR process. As such, Steering Committee members are to be leaders and advocates for good planning, and should have a reasonable understanding of land use planning related matters at the local, Regional and Provincial level.

2. Members and Responsibility

The Steering Committee will elect and appoint a Chair and Vice Chair, and shall:

- i. Hold meetings, as required, throughout the OPR process and provide the Town Clerk with the minutes of such meetings for submission to Council.
- ii. Provide general direction, guidance and recommendations regarding the background reports and draft Official Plan policies and schedules that are prepared throughout the OPR process.
- iii. Participate in public consultation events held by the Town or the Town's retained consultant(s).

The Committee shall consist of not more than twelve (12) members, including three members of Council and the Mayor as ex-officio, and up to five (5) members to be selected from the public at large.

3. Length of Term/Vacancies

The Committee shall be appointed for the duration of the OPR. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

The duration of the OPR process is anticipated to be approximately one (1) year, but unforeseen delays may extend the anticipated time frame.

4. Frequency of Meetings

The number of meetings required over the OPR will be determined by the Town and the retained consultant. It is not anticipated that more than five (5) to ten (10) meetings will be required over the course of the OPR.

A member shall not be absent for three (3) consecutive meetings without notice. For any anticipated lengthy absence (3 meetings or more), the member shall submit a request for a leave of absence in order to preserve membership standing.

5. Member in Good Standing

All members should reflect appropriate conduct when attending meetings and/or representing the OPR Steering Committee of Council in public.

Consequences:

Upon any infraction of the above (which infers a negative impact upon the effectiveness of the Committee's work), a member can be put on probation for a six-meeting period with a letter from the Chair and/or a vote from members. If the conduct of the member continues to impact negatively upon the Committee's work, during and following the probation, then the member, upon a majority vote from the members, will be required to resign from the Committee.

Updated by Council resolution August 12, 2013