



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

Friday, August 23, 2017
5:30 PM
Board Room

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) Meeting Minutes from August 11, 2017.
7. CONSIDERATION OF REPORTS
8. CLOSED SESSION
9. COMMUNICATIONS
10. OTHER BUISNESS
 - (1) Updated Terms of Reference including:
 - Georgina Accessibility Advisory Committee (pages 4 to 7)
 - Georgina Agricultural Advisory Committee (pages 8 to 11)
 - Georgina Committee of Adjustment (pages 12 – 15)
 - Georgina Environmental Advisory Committee (pages 16 to 19)
 - Georgina Equity and Diversity Committee (pages 20 – 23)
 - Georgina Economic Development Committee (pages 24 – 27)
 - Georgina Heritage Committee (pages 28 – 31)
 - Georgina Safe Streets Committee (pages 32 to 35)
 - Georgina Waterways Advisory Committee (pages 36 to 39)
 - Georgina Public Library Board (pages 40 to 42)
 - Georgina Selection Committee (pages 43 – 45)
 - Georgina Cooke's Cemetery Board (pages 46 – 48)
 - Georgina Keswick Cemetery Board (pages 49 – 51)
 - Georgina Livestock Valuers (pages 52 – 54)

- Georgina Fence Viewers (pages 55 -57)
- Dangerous Dog Appeal Committee (pages 58 – 60)
- Property Standards Committee (pages 61 – 64)
- Jackson’s Point BIA (pages 65 – 68)
- Sutton BIA pages (69 – 72)
- Uptown Keswick BIA (pages 73 – 76)

11. MOTION TO ADJOURN



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

Friday, August 11, 2017
6:30 PM
Council Chambers

1. CALL TO ORDER

The meeting was called to order at 6:32 PM

2. ROLL CALL

The following Committee members were present:

Councillor Dan Fellini, Chair

Councillor Dave Neeson

Councillor Charlene Biggerstaff

The following staff member was present:

Karyn Stone, Manager Economic Development

Sarah Brislin, Committee Services Coordinator

3. INTRODUCTION OF ADDENDUM *ITEMS - None*

4. APPROVAL OF AGENDA

Moved by Councillor Dave Neeson, Seconded by Councillor Charlene Biggerstaff

RESOLUTION NO. SC-2017-0011

That the agenda for the Selection Committee meeting of August 11, 2017, be approved as presented.

Carried.

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

6. ADOPTION OF MINUTES

Pages 1- 4

(1) Meeting Minutes from June 12, 2017.

Moved by Councillor Charlene Biggerstaff, Seconded by Councillor Dave Neeson

RESOLUTION NO. SC-2017-0012

That the minutes of the Selection Committee meeting held on June 12, 2017, be approved.

Carried.

7. CONSIDERATION OF REPORTS

8. CLOSED SESSION

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

Moved by Councillor Dave Neeson, Seconded by Councillor Charlene Biggerstaff

RESOLUTION NO. SC-2017-0012

That the Georgina Selection Committee move into Closed Session at 6:34 PM.

Carried.

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

1. Citizen interviews review:

- Georgina Economic Development Committee

2. Application review:

- Georgina Committee of Adjustment Committee
- Georgina Waterways Advisory Committee
- Keswick Cemetery Board

II) Closed Session Minutes from the June 12, 2017 meeting.

(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 Charlene, Seconded by Councillor Dave Neeson

RESOLUTION NO. SC-2017-0013

That the Selection Committee rise from Closed Session and:

1. Direct Sarah Brislin, Committee Services Coordinator prepare a reports to Council recommending the candidates to be appointed to the:

- Georgina Economic Development

- Georgina Waterways Advisory Committee
- Keswick Cemetery Board

2. Direct Sarah Brislin, Committee Services Coordinator, to put forward a recommendation to Council that the 5 current members be declared to constitute full membership for the Committee of Adjustment for the remainder of the Term of Council.

Carried.

9. COMMUNICATIONS - *None*

10. OTHER BUISNESS

- Terms of Reference Review. Status update.

The Committee agreed to set a meeting on August 23rd at 5:30 PM to review the Terms of Reference

11. MOTION TO ADJOURN

Moved by Councillor Charlene Biggerstaff, Seconded by Councillor Dave Neeson

RESOLUTION NO. SC-2017-0014

That the Selection Committee meeting of August 11, 2017, be adjourned at 8:00 PM.

Carried.

Councillor Dan Fellini
Chair

C. Sarah A. Brislin
Committee Services Coordinator

Town of Georgina Accessibility Advisory Committee (GAAC)

Terms of Reference

Purpose

Part VII of the *The Accessibility for Ontarians with Disabilities Act, 2005*, S.O. (‘the Act’) section 29, requires The council of every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force.

Meetings

1. The Committee shall meet as required throughout the year, to a maximum of twelve (12) times a year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. 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.
4. 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.

Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. 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.

3. Provide advice to Town Council, through the Council representative, on the preparation, implementation and effectiveness of accessibility guidelines and an annual accessibility plan.
4. 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.
5. Confer with organizations of and for persons with disabilities to facilitate shared goals and objectives.
6. Participate in the coordination, implementation and/or delivery of public information forums, delivered in multiple formats for persons with disabilities.
7. 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.
8. Provide recommendations on the accessibility retrofits to existing facilities and services upon identification of barriers to accessibility.
9. Provide recommendations for site plans submitted to the municipality for new and renovation projects
10. Review project funding requests for minor and major renovation projects of Town facilities to be funded from the Accessibility Reserve Fund and make recommendations to Council regarding the funding requests.
11. Oversee and provide direction to the Outreach Information and Awareness Sub-Committee.

Term & Membership Composition

1. Appointed by Council, the Committee shall consist of nine (9) members composed of:
 - Two (2) members of Council;
 - Seven (7) citizen appointments. In accordance with the 'Act' a majority of the members of the committee shall be persons with disabilities. 2005, c. 11, s. 29 (3).

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

2. Under the direction of the Clerk of the Clerk's Division, secretarial support services will be provided by the Town of Georgina.
3. Under the direction of the Director of Recreation and Culture other support services will be provided by the Town of Georgina as required.
4. Resignations from the Committee must be in writing.
5. 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.
6. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

Remuneration

\$40.00 per meeting, not to exceed twelve (12) paid meetings per year.

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 GAAC.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Director of Recreation and Culture. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/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 and shall be approved by the Communications Manager and shall not significantly bind the Town. 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 resolutions are required. Any information or action that binds the Corporation will require Council's approval.

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.

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.



Town of Georgina Agricultural Advisory Committee (GAGAC)

Terms of Reference

Purpose

To provide information, advice and assistance to Council and staff of the Town of Georgina on farming and agricultural issues impacting the Municipality. The Georgina Agricultural Advisory Committee (GAgAC) 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.

Meetings

1. The Committee shall meet as required throughout the year, to a maximum of eight (8) times a year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. 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.
4. 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.

Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. Advise Council and staff of the Town of Georgina and seek public input on agricultural issues referred Council and/or staff

3. Advise Council and staff of the Town of Georgina and seek public input on agricultural issues referred Council and/or staff
4. undertake projects on behalf of the Town of Georgina at the direction of Council
5. 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;
6. undertake educational initiatives that promote agricultural awareness in accordance with the Council approved Action Plan, as set-out in Section 4 (iv) herein
7. At the request of the Town, the GAgAC 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 GAgAC 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.
8. The GAgAC shall review studies, plans, development proposals and other documents referred to the Committee by Council or staff and provide advice regarding their agricultural implications.
9. 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.
10. 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.

Term & Membership Composition

1. Appointed by Council, the Committee shall consist of seven (7) members composed of:
 - One (1) member of Council;

- Six (6) citizen appointments; 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.

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

2. Under the direction of the Clerk of the Clerk's Division, secretarial support services will be provided by the Town of Georgina.
3. Under the direction of the Director Development Services, other support services will be provided on an as needed basis by the Town of Georgina.
4. Resignations from the Committee must be in writing.
5. 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.
6. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

Remuneration

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

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 GAgAC.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be

administered by the Director of Development Services. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/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 be approved by the Communications Manager and shall not significantly bind the Town. 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 resolutions are required. Any information or action that binds the Corporation will require Council's approval.

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.

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.



Town of Georgina Committee of Adjustment (GCOA)

Terms of Reference

Purpose

The Committee of Adjustment is appointed by Council pursuant to the provisions of The Planning Act, R.S.O 1990, Part V, Committee of Adjustment, to deal with applications for minor variances, permissions and consents of property.

Meetings

1. The Committee shall meet as required throughout the year, to a maximum of twelve (12) times a year.
2. Quorum for the Committee is determined under section 44 of the *Planning Act*.
3. 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.
4. 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.

Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. Grant minor variances and the other forms of permissions referred to under Section 45 of the Planning Act.
3. 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.

4. The Committee may determine the approval of an application may be subject to such terms and conditions as the Committee considers advisable.
5. Grant consents pursuant to Section 53 of the Planning Act.
6. Be objective, possess relevant education component or equivalent experience and have an open mind in order to fully consider the evidence provided.
7. 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.
8. Conduct site inspections of subject properties

Term & Membership Composition

1. Appointed by Council, the Committee shall be composed of:
 - At least Five (5) and no more than seven (7) appointees who reside in the Town of Georgina who have knowledge of planning processes including minor variance and consent process.

To be eligible to make application and to serve on this Committee individuals must:

- Be a qualified elector in the Town of Georgina pursuant to the Municipal Act, and
 - Be able to demonstrate compliance with all relevant by-laws of the Town, enforced by said Committee, and
 - Must not be in the Building/Planning industry trades in the Town of Georgina, in order to avoid conflicts
2. 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.
 3. Resignations from the Committee must be in writing.
 4. 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.
 5. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

Remuneration

\$81.00 per meeting, not to exceed twenty-four (24) paid meetings per year.plus mileage for site visits.

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 GCOA.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Any purchases over and above the approved budget and the Procurement By-law will require Council's approval. The Council will also provide a budget and this budget will be administered by the Director of Development Services.

Use of Town Logo/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. 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 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.

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.

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.



Town of Georgina Environmental Advisory Committee (GEAC)

Terms of Reference

Purpose

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

Meetings

1. The Committee shall meet as required throughout the year, to a maximum of eight (8) times a year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. 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.
4. 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.

Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. 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. 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.
 4. 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.
 5. 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.
 6. 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.
 7. 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.
 8. 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.

Term & Membership Composition

1. Appointed by Council, the Committee shall consist of seven (7) members composed of:
 - One (1) member of Council;

- Six (6) citizen appointments; who reside in the Town of Georgina with professional expertise respecting environmental management and/or personal interest in the environment.

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

2. Under the direction of the Clerk of the Clerk's Division, secretarial support services will be provided by the Town of Georgina.
3. Under the direction of the Director Development Services, other support services will be provided on an as needed basis by the Town of Georgina.
4. Resignations from the Committee must be in writing.
5. 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.
6. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

Remuneration

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

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 GEAC.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Director of Development Services. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/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 be approved by the Communications Manager and shall not significantly bind the Town. 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 resolutions are required. Any information or action that binds the Corporation will require Council's approval.

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.

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.



Town of Georgina Equity and Diversity Advisory Committee (GEDAC)

Terms of Reference

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.

Meetings

1. The Committee shall meet as required throughout the year, to a maximum of eight (8) times a year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. 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.
4. 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.

Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. To formulate and recommend to Council appropriate policies and procedures that will enhance community relations and harmony within the Town of Georgina.
3. 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.

4. 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.
5. To share information and initiatives with other committees within Municipal, Provincial and Federal governments
6. To report to Council, on an annual basis, documenting the activities, accomplishments and comments deemed appropriate as the Committee attempts to fulfil its purpose.

Term & Membership Composition

1. Appointed by Council, the Committee shall consist of seven (7) members composed of:
 - One (1) member of Council;
 - One (1) representative from the York Regional Police Diversity & Cultural Bureau;
 - One (1) representative from the Sandgate Women's Shelter of York Region Inc.; and
 - Four (4) citizen appointments.

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

2. Under the direction of the Clerk of the Clerk's Division, secretarial support services will be provided by the Town of Georgina.
3. Under the direction of the Director of Recreation and Culture, other support services will be provided by the Town of Georgina as required.
4. Under the direction of the Director of Human Resources, other support services will be provided on by the Town of Georgina as required.
5. Resignations from the Committee must be in writing.
6. 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.

7. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

Remuneration

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

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 GEDAC.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Director of Recreation and Culture. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/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 be approved by the Communications Manager and shall not significantly bind the Town. 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 resolutions are required. Any information or action that binds the Corporation will require Council's approval.

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.

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.



Town of Georgina Economic Development Committee (GEDC)

Terms of Reference

Purpose

The Committee is responsible for evaluating and approving grant applications and the disbursement of funds provided by the economic development fund and community improvement program. This Committee also develops and recommends to Council, strategies and implementation plans to support and enhance the Town of Georgina's Economic Development Programs.

Meetings

1. The Committee shall meet as required throughout the year, to a maximum of twelve (12) times a year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. 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.
4. 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.

Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. Each member of the Economic Development Committee will assume an active role in committee activities.

3. 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.
4. 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.
5. 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.
6. 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).

Term & Membership Composition

1. Appointed by Council, the Committee shall consist of nine (9) members composed of:
 - Two (2) 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 to serve on this Committee the individual must be a resident of the Town of Georgina and over the age of 18 years.

2. Under the direction of the Economic Development Division, secretarial and other support services will be provided on an as needed basis by the Town of Georgina.
3. Resignations from the Committee must be in writing.

4. 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.
5. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
6. An end of term report indicating accomplishments and, if required, outlining objectives going forward is required.

Remuneration

\$40.00 per meeting, not to exceed twelve (12) paid meetings per year

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 GEDC.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Any purchases over and above the approved budget and the Procurement By-law will require Council's approval. The Council will also provide a budget and this budget will be administered by the Manager of Economic Development and Tourism. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/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 Municipality and shall be reviewed by the Communications Division when deemed necessary. 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. Any information or action that binds the Corporation will require Council's approval.

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.

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.



Town of Georgina Heritage Committee (GHC)

Terms of Reference

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. The Georgina Heritage Committee (GHC) or “Committee” is an advisory that will provide information, advice and assistance to Council and staff of the Town of Georgina on Heritage related matters impacting the Municipality. The responsibilities of the Georgina Heritage Committee are to advise Council on all matters relating to Parts IV and V of the *Ontario Heritage Act* and other Heritage related matters as deemed appropriate by Council.

Meetings

1. The Committee shall meet as required throughout the year, to a maximum of eight (8) times a year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. 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.
4. 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.

Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. 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*.

3. 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.
4. 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.
- 5.

Term & Membership Composition

1. Appointed by Council, the Committee shall consist of seven (7) members composed of:
 - One (1) member of Council;
 - Six (6) citizen appointments.

To be eligible to make application and serve on this Committee individuals must be a resident of the Town of Georgina, over the age of 18 years, and be able to demonstrate compliance with all relevant by-laws of the Town, enforced by said Committee

2. Under the direction of the Clerk of the Clerk's Division, secretarial and other support services will be provided by the Town of Georgina.
3. Resignations from the Committee must be in writing.
4. 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.
5. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
6. An end of term report indicating accomplishments and, if required, outlining objectives going forward is required.

Remuneration

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

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 GHC.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Director of Administrative Services. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/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 be approved by the Communications Manager and shall not significantly bind the Town. 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 resolutions are required. Any information or action that binds the Corporation will require Council's approval.

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.

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.



Town of Georgina Safe Streets Committee (GSSC)

Terms of Reference

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

Meetings

1. The Committee shall meet as required throughout the year, to a maximum of eight (8) times a year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. 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.
4. 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.

Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. 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

3. Endeavour to analyse the many issues surrounding traffic calming in order to provide advice and/or recommendations to Council to rectify them.
4. 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.
5. Review and monitor the residential inquiry tracker to understand areas of community concern and assist in the identification of areas requiring further traffic-calming measures
6. The GSSC will assist Council and staff in the identification and recommendation of useful traffic calming measures in the identified areas of community concern.

Term & Membership Composition

1. Appointed by Council, the Committee shall consist of nine (9) 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.

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

2. Under the direction of the Clerk of the Clerk's Division, secretarial support services will be provided by the Town of Georgina.
3. Under the direction of the Director of Recreation and Culture, other support services will be provided by the Town of Georgina as required.
4. Resignations from the Committee must be in writing.
5. 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.
6. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
7. An end of term report indicating accomplishments and, if required, outlining objectives going forward is required.

Remuneration

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

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 GSSC.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Director of Infrastructure and Operations. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/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 be approved by the Communications Manager and shall not significantly bind the Town. 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 resolutions are required. Any information or action that binds the Corporation will require Council's approval.

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.

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.



Town of Georgina Waterways Advisory Committee (GWAC)

Terms of Reference

Purpose

To consult with the community and to provide information, advice and assistance to the community and Town Council relating to Georgina's navigable waterways. Further to assist and provide advice to Town Council with respect to promoting the navigable waterways and attracting tourism; water levels; weeds; sediment and erosion; water quality; access to and from the water; recreational uses and other areas related to concerns on the waterways as may be identified.

Meetings

1. The Committee shall meet as required throughout the year, to a maximum of eight (8) times a year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. 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.
4. 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.

Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. Undertake to research and recommend policies and initiatives that would promote tourism through the navigable waterways;
3. Endeavour to analyse the many issues surrounding the waterways in order to provide advice and/or recommendations to Council to rectify them;

4. Endeavour to provide advice and/or recommendations to Council regarding the promotion advocacy and awareness of the many issues surrounding the waterways;
5. Work with external agencies and upper levels of government where deemed necessary by jurisdiction and mandate; and
6. Liaise with other appropriate committees (i.e. Economic Development, Environmental, and Agricultural) and engage in joint meetings with such committees as required.
7. Provide information, advice and assistance to Council and staff of the Town of Georgina on navigable waterways stewardship, promotion, preservation, protection and public awareness of waterway matters.
8. At the request of the Town Council, 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 waterway matters impacting the Town and residents.
9. Review studies, plans, development proposals and other documents referred to the Committee by Council or staff and provide advice regarding their implications.
10. The GWAC will undertake educational initiatives, both formally and informally, which will help to raise the profile of waterways in the Town of Georgina, in accordance with the Council approved Strategic Action Plan.
11. The Committee may act as Liaison group with non-governmental organizations and community organizations, including schools, for the purpose of public education and awareness.
12. The GWAC 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.

Term & Membership Composition

1. Appointed by Council, the Committee shall consist of seven (7) members composed of:
 - Two (2) members of Council;
 - Five (5) citizen appointments.
 - The Mayor is an Ex-Officio member of the Committee

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

2. Under the direction of the Clerk of the Clerk's Division, secretarial support services will be provided by the Town of Georgina.
3. Under the direction of the Director of Development Services, other support services will be provided by the Town of Georgina as required.
4. Resignations from the Committee must be in writing.
5. 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.
6. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

Remuneration

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

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 GWAC.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Director of Development Services. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/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 be approved by the Communications Manager and shall not significantly bind the Town. 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 resolutions are required. Any information or action that binds the Corporation will require Council's approval.

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.

Procedural By-Law

The rules and regulations contained in the Town 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.



Town of Georgina Library Board (PLB)

Terms of Reference

Purpose

The Library Board regulates all matters connected with the management of the library and library property to provide a comprehensive and efficient public library service reflecting the community's unique needs, and is governed by the Public Libraries Act, R.S.O 1990 (PLA).

Meetings

1. Board meets as required throughout the year; although a minimum of ten (10) meetings are required by the PLA.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. 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.
4. 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.

Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. Regulate all matters connected with the management of our three libraries, located in Keswick, Pefferlaw and Sutton, and library property to provide a comprehensive and efficient public library service reflecting the community's unique needs, as mandated by the Public Libraries Act;

3. Operate one or more libraries and ensure that they are conducted in accordance with the Public Libraries Act and regulations;
4. Make an annual report to the Minister and any other reports or provide any other information required by this Act and the regulations or requested by the Minister from time to time.
5. Identify and represent local community needs and interests.
6. Ensure the delivery of programs and services that reflect the unique needs and interests of the Georgina community.
7. Approve, champion and present budgets to Municipal Council that provide sufficient levels of funding to ensure quality library service for the Georgina community.
8. Monitor and evaluate the management of the Library within approved budget limits
9. Prepare strategic plans and annual reports as necessary.

Term & Membership Composition

1. Appointed by Council, the Board shall consist of nine members composed of:
 - One (1) member of Council;
 - Eight (8) citizen appointments.

To be eligible to make application and serve on this Board a candidate must be a resident of the Town of Georgina, over the age of 18 years or otherwise considered eligible in accordance with the provisions of the Public Libraries Act and must not be an employee of the Town of Georgina.

2. Secretarial and other support services may be provided by the Town of Georgina.
3. Resignations from the Board must be in writing.
4. The Board shall be appointed for the term of Council, but shall continue until such time as new Board members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
5. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

Remuneration

\$40.00 per meeting, not to exceed twelve (12) paid meetings per year.

Member in Good Standing

The rules governing the procedure of the Board and the conduct of members shall be observed by this Board. All members should reflect appropriate conduct when attending meetings and/or representing the GLB.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable policies and guidelines.

Budget

The Board, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Any purchases over and above the approved budget and the Procurement By-law will require Council's approval. The Council of the Town of Georgina will consider the budget request as provided by the Library Board and, once approved, will allow the Board to manage this budget according to the policies and procedures for doing so.

Use of Library Logo/Letterhead

The Board shall adhere to the Library logo policy in carrying out the mandate of the Board.

Authority

The Board shall work within the scope of their responsibilities as set out in this Terms of Reference and the Public Libraries Act. The Board's Decision making authority is granted and defined by the Public Libraries Act.

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.

Procedural By-Law

The rules and regulations contained in the Georgina Public Library Policies and Procedures Manual: *Board Structure By-law*, shall be observed in all proceedings of the Board and shall be the rules and regulations of the dispatch of business by the Board.



Town of Georgina Selection Committee (GSC)

Terms of Reference

Purpose

To encourage public participation through the general concepts of equity 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.

Meetings

1. The Committee shall meet as required throughout the year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. 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.
4. All discussion of applicants must be done in Closed Session

Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. Direct the recruitment and recommendation for the selection of any Committee or Board vacancies.
3. Reviewing applications from citizens to various Committees and Boards as advertised; and conduct interviews or review of applications for committee and board positions.
4. Select qualified applicants for interviews or appointments as the Committee deems appropriate.

5. Preparing and reviewing , when required, the Terms of Reference, membership composition, meeting frequency, reporting and remuneration of Committees and Boards of the Town of Georgina;
6. Soliciting input from Council and active Committee members regarding appointments to Statutory, Non-Statutory, Advisory, Ad-Hoc, Steering Committees and all Boards;
7. Make final determinations with respect to any committee vacancies in conclusion to any conforming selection process conducted.

Term & Membership Composition

1. Appointed by Council, the Committee shall consist of three (3) members composed of:
 - Three (3) appointed members of Council;
 - The remaining members of Council shall be granted the privilege of Ex-Officio status by virtue of their position on Council when a quorum of 2 would otherwise be reached.
2. The Committee will be provided secretariat support from the Clerk's Division.
3. Under the direction of the Director of Human Resources, recruitment 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 Administrative Services.
4. Resignations from the Committee must be in writing to Council.
5. The Selection Committee shall be appointed for the term of Council and shall only carry out appointments for Committee vacancies until the nomination period begins.

Remuneration

\$40.00 per requirement to attend (meetings and interview block).

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 GSC.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Director of Administrative Services. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/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 be approved by the Communications Manager and shall not significantly bind the Town. 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 upon reviewing applications may grant Committee appointments as the Committee considers advisable.

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.

Procedural By-Law

The rules and regulations contained in the Town of Georgina's 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.



Town of Georgina Cooke's Cemetery Board (GCCB)

Terms of Reference

Purpose

The Cooke's Cemetery Board is appointed by Council pursuant to the provisions of The Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33 to deal with matters related to the operation of the cemetery.

Meetings

1. The Board shall meet as required throughout the year, to a maximum of eight (8) times a year.
2. Quorum for the Board shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. Members of the Board who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
4. 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 Board will be rescinded.

Responsibilities

1. The Board will elect and appoint a Chair (bi-annually, annually or for the entire term), and shall:
2. 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.

3. 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 Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33 and the regulations therein.

Term & Membership Composition

1. Appointed by Council, the Board shall consist of five (5) members composed of:
 - Two (1) members of Council;
 - Five (4) citizen appointments.

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

2. Under the direction of the Clerk of the Clerk's Division, secretarial support services will be provided by the Town of Georgina.
3. Under the direction of the Parks and Facilities Division, other support services will be provided on an as needed basis by the Town of Georgina.
4. Resignations from the Board must be in writing.
5. The Board shall be appointed for the term of Council, but shall continue until such time as new Board members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
6. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

Remuneration

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

Member in Good Standing

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

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Board, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Manager of Parks and Facilities. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/Letterhead

The Board 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 be approved by the Communications Manager and shall not significantly bind the Town. The Board shall adhere to the Town logo policy in carrying out the mandate of the Board.

Authority

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

Confidentiality

The *Municipal Act, S.O. 2001, c. 25*, shall bind the members of the Board 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 Procedural By-law shall be observed in all proceedings of the Board and shall be the rules and regulations of the dispatch of business by the Board.



Town of Georgina Keswick Cemetery Board (GKCB)

Terms of Reference

Purpose

The Keswick Cemetery Board is appointed by Council pursuant to the provisions of The Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33 to deal with matters related to the operation of the cemetery.

Meetings

1. The Board shall meet as required throughout the year, to a maximum of eight (8) times a year.
2. Quorum for the Board shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. Members of the Board who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
4. 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 Board will be rescinded.

Responsibilities

1. The Board will elect and appoint a Chair (bi-annually, annually or for the entire term), and shall:
2. 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 Funeral, Burial and Cremation Services Act and the regulations thereto are observed and enforced.

3. 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.
4. 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 Funeral, Burial and Cremation Services Act and the regulations therein.

Term & Membership Composition

1. Appointed by Council, the Board shall consist of five (5) members composed of:
 - Two (1) members of Council;
 - Five (4) citizen appointments.

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

2. Under the direction of the Parks and Facilities Division, support services will be provided on an as needed basis by the Town of Georgina.
3. Resignations from the Board must be in writing.
4. The Board shall be appointed for the term of Council, but shall continue until such time as new Board members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
5. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

Remuneration

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

Member in Good Standing

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

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Board, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Manager of Parks and Facilities. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/Letterhead

The Board 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 be approved by the Communications Manager and shall not significantly bind the Town. The Board shall adhere to the Town logo policy in carrying out the mandate of the Board.

Authority

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

Confidentiality

The *Municipal Act, S.O. 2001, c. 25*, shall bind the members of the Board 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 Procedural By-law shall be observed in all proceedings of the Board and shall be the rules and regulations of the dispatch of business by the Board.



Town of Georgina Livestock Valuers (GLV)

Terms of Reference

Purpose

The Ontario Wildlife Damage Compensation Program (OWDCP), administered by the Ontario Ministry of Agriculture and Food (OMAFRA), stipulates that Municipalities must appoint a Livestock Valuer to investigate incidents of Livestock and/or Poultry damage that have been reported to the Clerk of the Municipality. The Program provides compensation to eligible Applicants whose Livestock and/or Poultry have been injured or killed as a result of Wildlife

Meetings

1. Site visits as requested, plus appeal hearings when required.
2. A member shall not be absent for three (3) consecutive site visits 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 will be rescinded.

Responsibilities

1. The Valuer shall have a thorough working knowledge of the Ontario Wildlife Damage Compensation Program (OWDCP).
2. The Valuer shall make a full investigation within two (2) days of receiving the notification from the Clerk.
3. The Valuer shall have access to a digital camera and will record such evidence, including the taking of photographs 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.
4. The Valuer will make and serve his/her report in writing within three (3) days (with the exception of statutory holidays) after receiving notification.

5. The Valuers report will include the following information:
 - a. Whether the injury or death was, to the Valuer's best knowledge and belief,
 - i. Caused by Wildlife covered under the Program,
 - ii. Caused by a dog owned by or habitually kept on the premises of the owner of Livestock and/or Poultry, or
 - iii. A result of the owner's failure to take reasonable care to prevent the injury or killing of the Livestock and/or Poultry by Wildlife
 - b. The extent and amount of damage to the owner's Livestock and/or Poultry;
 - c. Evidence that the owner of the Livestock and/or Poultry have made reasonable effort (if any) to prevent incidences of Wildlife damage
 - d. The quantum of compensation (if any) the owner of the Livestock and/or Poultry should receive as determined by the calculation set out in the Program Guideline:
 - which is not to exceed fair market value. Any insurance payments a Recipient is
 - eligible to receive as a result of injury or death to Livestock and/or Poultry shall be deducted from any compensation the Recipient may be eligible to receive under this
 - Program.
6. The Valuer will provide a copy of his/her report to:
 - a. The owner of the Livestock and/or Poultry;
 - b. The Clerk of the municipality in which the Livestock and/or Poultry was injured or killed.
7. If the Valuer determines that the damage was caused by a dog that is not habitually kept on the premises of the owner of Livestock and/or Poultry, the owner is not eligible for compensation through this Program. If the damage is caused by dogs, the process set out in the Protection of Livestock and Poultry from Dogs Act shall be followed.

Term & Membership Composition

1. Council shall appoint at least two (2) Fence Viewers.
2. Resignations from Livestock Valuers must be in writing.
3. The Livestock Valuers shall be appointed for the term of Council, but shall continue until such time as new members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
4. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

Remuneration

\$40.00 per site visit, plus mileage

Member in Good Standing

All members should reflect appropriate conduct when attending meetings and/or representing the Town of Georgina in public.

General Conduct

All Livestock Valuers will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

If deemed necessary, Council will approve a budget to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Director of Infrastructure and Operations.

Use of Town Logo/Letterhead

Not Applicable.

Authority

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

Confidentiality

The *Municipal Act, S.O. 2001, c. 25*, shall bind the Livestock Valuers 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

Not Applicable.



Town of Georgina Fence Viewers (GFV)

Terms of Reference

Purpose

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.

Meetings

1. Approximately three (3) per year, plus appeal hearings when required.
2. 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 will be rescinded.

Responsibilities

1. If a dispute arises between owners of adjoining lands respecting the construction of a fence to mark the boundary between those lands, a request can be made to the municipality to have fence-viewers attend. On the date and time appointed, three fence viewers will examine the land in question and hear submissions from the adjoining owners and/or their witnesses. All notices under the Act are sent out by the Clerk's Office.
2. The fence viewers 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 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.

3. If any of the neighbours are not happy with the award, they can lodge an appeal to a Provincial Referee. An appeal hearing is held and the Licensing Clerk from the Town attends to take the minutes of the meeting and the fence viewers are required to attend the appeal hearing.

Term & Membership Composition

1. Council shall appoint at least four (4) and not more than five (5) appointees as Fence Viewers.
2. Resignations from the Fence Viewers must be in writing.
3. The Fence Viewers shall be appointed for the term of Council, but shall continue until such time as new members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
4. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

Remuneration

\$40.00 per meeting, plus mileage

Member in Good Standing

All members should reflect appropriate conduct when attending meetings and/or representing the Town of Georgina in public.

General Conduct

All Fence Viewers will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

If deemed necessary, Council will approve a budget to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Director of Infrastructure and Operations. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/Letterhead

Not Applicable.

Authority

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

Confidentiality

The *Municipal Act, S.O. 2001, c. 25*, shall bind the Fence Viewers 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

Not Applicable.



Town of Georgina Aggressive/Dangerous Dog Appeal Committee

Terms of Reference

Purpose

The Aggressive/Dangerous Dog Appeal Committee will hear appeals from owners of dogs. The dogs in question must have been designated by the Manager of Municipal Law Enforcement under By-law No. 2008-0138 (REG-1) as aggressive or as dangerous dogs.

Meetings

1. The Committee shall meet as required throughout the year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. The Committee will consist of three (3) Council members based on the location of the incident as reflected on the Aggressive/Dangerous Dog Appeal Committee Members Hearing Rotation Schedule.

Responsibilities

1. The Committee will elect and appoint a Chair for each hearing.
2. To rule on an appeal by a dog owner concerning Aggressive/Dangerous Dogs according to and in compliance with Town of Georgina By-law No. 2008-0138 (REG-1).

Term & Membership Composition

1. The Committee shall consist of a minimum of three (3) Council members who:
 - Are selected for each hearing based on the location of the incident as reflected on the Aggressive/Dangerous Dog Appeal Committee Members Hearing Rotation Schedule.

2. Under the direction of the Municipal Law Enforcement Division, secretarial support services will be provided by the Town of Georgina.
3. The Committee shall be appointed for the term of Council.

Remuneration

There is no remuneration for this Committee.

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 Town.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Director of Administrative Services. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/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 be approved by the Communications Manager and shall not significantly bind the Town. 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 resolutions are required. Any information or action that binds the Corporation will require Council's approval.

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.

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.



Town of Georgina Property Standards Committee (GPSC)

Terms of Reference

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.

Meetings

1. The Committee shall meet as required throughout the year, to a maximum of ten (10) times a year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. 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.
4. 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.

Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. The Committee presides over hearings for owners/occupants upon whom an order has been served by a Municipal Law Enforcement Officer, whom are not satisfied with the terms or conditions of the order
3. 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

4. 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.
5. The Committee's decisions may be appealed to the Ontario Court (General Division) by the municipality or the owner/occupant affected by such decision.
6. Review and monitor the residential inquiry tracker to understand areas of community concern and assist in the identification of areas requiring further traffic-calming measures
7. The GSSC will assist Council and staff in the identification and recommendation of useful traffic calming measures in the identified areas of community concern.

Term & Membership Composition

1. Appointed by Council, the Committee shall consist of a minimum of three (3) members who:
 - Are available to conduct site inspections of subject properties;
 - Are able to be objective, possess relevant education component or equivalent experience
 - Have an open mind to fully consider evidence provided.

To be eligible to make application and to serve on this Committee the individual must be a qualified elector in the Town of Georgina

2. Under the direction of the Municipal Law Enforcement Division, secretarial support services will be provided by the Town of Georgina.
3. Resignations from the Committee must be in writing.
4. 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.
5. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
6. An end of term report indicating accomplishments and, if required, outlining objectives going forward is required.

Remuneration

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

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 Town.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Director of Administrative Services. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/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 be approved by the Communications Manager and shall not significantly bind the Town. 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 resolutions are required. Any information or action that binds the Corporation will require Council's approval.

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.

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.



Town of Georgina Jackson's Point Village Association Business Improvement Area Board (JPVA)

Terms of Reference

Purpose

The Jackson's Point Business Improvement area (JPBIA) has been established in accordance with The [Municipal Act S.O. 2001, Chapter 25. s. 204](#) (the "Act") which provides that a local municipality may designate, through a bylaw, an area as an improvement area and may establish a board of management (the "Board") to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that which is provided at the expense of the municipality, and to promote the area as a business or shopping area.

All properties generally described below and fronting on the following streets are collectively designated as an improvement area and shall be known as the JPVA:

Membership of the JPVA shall be established pursuant to Section 204(4) of the Act.

Meetings

1. The Board shall meet as required throughout the year.
2. Quorum for the Board shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. Members of the Board who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
4. 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 Board will be rescinded.

Responsibilities

1. The Board will elect and appoint a Chair and Vice Chair, and appoint a secretary and treasurer and such other officers as it may deem necessary; and shall:
2. Be entrusted, subject to such limitations hereinafter set out, with the improvement, beautification and maintenance of municipally owned lands, buildings, and structures in the area, beyond such improvement, beautification and maintenance as is provided at the expense of the municipality at large, and the promotion of the area as a business or shopping area
3. Keep minutes and records of its meetings and forward true copies of such minutes and records to all members of the Board and to the Economic Development Office of the Corporation of the Town of Georgina as soon as possible after each meeting
4. The Board shall hold an annual general meeting (AGM) to approve the budget.
5. Adopt and maintain only banking arrangements and ordinary good accounting practices that are acceptable to the Director of Administrative Services and Town Treasurer and keep such books of account and submit such statements from time to time as the Director of Administrative Services and Town Treasurer requires
6. At all times be open to inspection by an auditor. The Town auditor shall be the auditor of the Board and all books, documents, transactions, minutes and accounts of the Board. The fiscal year of the Board shall be the calendar year.
7. Submit to Council its annual budget in a form and at a time satisfactory to the Town Treasurer.

Term & Membership Composition

1. Appointed by Council, the Board shall consist of five (5) members composed of:
 - One (1) member of Council;
 - Six (4) citizen appointments

To be eligible to make application and serve on this Board individuals should be a member of the improvement area consisting of the persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a prescribed business property class and tenants of such property. Candidates must also be a resident of the Town of Georgina, over the age of 18 years, and be able to demonstrate compliance with all relevant by-laws of the Town, enforced by said Board

2. Under the direction of the Economic Development Division limited support services will be provided on an as needed basis by the Town of Georgina.
3. Resignations from the Board must be in writing.
4. The Board shall be appointed for the term of Council, but shall continue until such time as new Board members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
5. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
6. An end of term report indicating accomplishments and, if required, outlining objectives going forward is required.

Remuneration

Not applicable.

Member in Good Standing

The rules governing the procedure of Council and the conduct of members shall be observed by this Board. All members should reflect appropriate conduct when attending meetings and/or representing the JPVA.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Board shall submit a budget for Council's approval, which will include a detailed program of the improvement, beautification and maintenance proposed for each calendar year. The Board shall include all requests for financial support in its proposed budget. The Board may enter into an agreement with the Town for the purpose of providing in-kind resources (i.e. accounting or IT support). The value of any in-kind resources provided to the Board shall be reported by the Treasurer to Council at such time as the Board presents its proposed annual budget. The Board may enter into agreements for normal operating or administrative matters that are within budgetary limits and are consistent with these terms of reference.

The Board shall not:

- spend any money unless it is included in the budget approved by the Town or in a reserve fund held by the Town established under section 417 of the Act;
- incur any indebtedness extending beyond the current year without the prior approval of the Town; or
- borrow money.

Any purchases over and above the approved budget and the Procurement By-law will require Council's approval. The Council will also provide a budget and this budget will be administered by the Manager of Economic Development and Tourism. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/Letterhead

The Board shall adhere to the Town Logo policy in carrying out the mandate of the Board. Any use of the Town Logo must be approved by the Communications Division.

Authority

The Board shall work within the scope of their responsibilities as set out in this Terms of Reference. The Board's Decision making authority is granted and defined by the Municipal Act, 2001, S.O 2001, c.25

Confidentiality

The *Municipal Act, S.O. 2001, c. 25, and any applicable Statute or Town of Georgina Policies* shall bind the members of the Board 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 Board and shall be the rules and regulations of the dispatch of business by the Board.



Town of Georgina Sutton Business Improvement Area Board (Sutton BIA)

Terms of Reference

Purpose

The Sutton Business Improvement area (Sutton BIA) has been established in accordance with The [Municipal Act S.O. 2001, Chapter 25. s. 204](#) (the “Act”) which provides that a local municipality may designate, through a bylaw, an area as an improvement area and may establish a board of management (the “Board”) to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that which is provided at the expense of the municipality, and to promote the area as a business or shopping area.

All properties generally described below and fronting on the following streets are collectively designated as an improvement area and shall be known as the Sutton BIA:

The Sutton Business Improvement Area is comprised of businesses along High Street and part of Dalton Road in downtown Sutton, Ontario.

Membership of the Sutton BIA shall be established pursuant to Section 204(4) of the Act.

Meetings

1. The Board shall meet as required throughout the year.
2. Quorum for the Board shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. Members of the Board who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
4. 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 Board will be rescinded.

Responsibilities

1. The Board will elect and appoint a Chair and Vice Chair, and appoint a secretary and treasurer and such other officers as it may deem necessary; and shall:
2. Be entrusted, subject to such limitations hereinafter set out, with the improvement, beautification and maintenance of municipally owned lands, buildings, and structures in the area, beyond such improvement, beautification and maintenance as is provided at the expense of the municipality at large, and the promotion of the area as a business or shopping area
3. Keep minutes and records of its meetings and forward true copies of such minutes and records to all members of the Board and to the Economic Development Office of the Corporation of the Town of Georgina as soon as possible after each meeting.
4. The Board shall hold an annual general meeting (AGM) to approve the budget.
5. Adopt and maintain only banking arrangements and ordinary good accounting practices that are acceptable to the Director of Administrative Services and Town Treasurer and keep such books of account and submit such statements from time to time as the Director of Administrative Services and Town Treasurer requires
6. At all times be open to inspection by an auditor. The Town auditor shall be the auditor of the Board and all books, documents, transactions, minutes and accounts of the Board. The fiscal year of the Board shall be the calendar year.
7. Submit to Council its annual budget in a form and at a time satisfactory to the Town Treasurer.

Term & Membership Composition

1. Appointed by Council, the Board shall consist of seven (7) members composed of:
 - One (1) member of Council;
 - Six (6) citizen appointments

To be eligible to make application and serve on this Board individuals should be a member of the improvement area consisting of the persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a prescribed business property class and tenants of such property. Candidates must also be a resident of the Town of Georgina, over the age of 18 years, and be able to demonstrate compliance with all relevant by-laws of the Town, enforced by said Board

2. Under the direction of the Economic Development Division, limited support services will be provided on an as needed basis by the Town of Georgina.
3. Resignations from the Board must be in writing.
4. The Board shall be appointed for the term of Council but shall continue until such time as new Board members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
5. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
6. An end of term report indicating accomplishments and, if required, outlining objectives going forward is required.

Remuneration

Not applicable.

Member in Good Standing

The rules governing the procedure of Council and the conduct of members shall be observed by this Board. All members should reflect appropriate conduct when attending meetings and/or representing the Sutton BIA.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Board shall submit a budget for Council's approval, which will include a detailed program of the improvement, beautification and maintenance proposed for each calendar year. The Board shall include all requests for financial support in its proposed budget. The Board may enter into an agreement with the Town for the purpose of providing in-kind resources (i.e. accounting or IT support). The value of any in-kind resources provided to the Board shall be reported by the Treasurer to Council at such time as the Board presents its proposed annual budget. The Board may enter into agreements for normal operating or administrative matters that are within budgetary limits and are consistent with these terms of reference.

The Board shall not:

- spend any money unless it is included in the budget approved by the Town or in a reserve fund held by the Town established under section 417 of the Act;
- incur any indebtedness extending beyond the current year without the prior approval of the Town; or
- borrow money.

Any purchases over and above the approved budget and the Procurement By-law will require Council's approval. The Council will also provide a budget and this budget will be administered by the Manager of Economic Development and Tourism. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/Letterhead

The Board shall adhere to the Town Logo policy in carrying out the mandate of the Board. Any use of the Town Logo must be approved by the Communications Division.

Authority

The Board shall work within the scope of their responsibilities as set out in this Terms of Reference. The Board's Decision making authority is granted and defined by the Municipal Act, 2001, S.O 2001, c.25

Confidentiality

The *Municipal Act*, S.O. 2001, c. 25, and any applicable Statute or Town of Georgina Policies shall bind the members of the Board 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 Board and shall be the rules and regulations of the dispatch of business by the Board.



Town of Georgina Uptown Keswick Business Improvement Area Board (UKBIA)

Terms of Reference

Purpose

The Uptown Keswick Business Improvement Area (UKBIA) has been established in accordance with The [Municipal Act S.O. 2001, Chapter 25. s. 204](#) (the “Act”) which provides that a local municipality may designate, through a bylaw, an area as an improvement area and may establish a board of management (the “Board”) to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that which is provided at the expense of the municipality, and to promote the area as a business or shopping area.

Properties that comprise the Uptown Keswick Business Improvement Area are generally described in the UKBIA Establishment By-law (By-law No. 2014-0017 (PL-3))

Membership of the UKBIA shall be established pursuant to Section 204(4) of the Act.

Meetings

1. The Board shall meet as required throughout the year.
2. Quorum for the Board shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. Members of the Board who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
4. 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 Board will be rescinded.

Responsibilities

1. The Board will elect and appoint a Chair and Vice Chair, and appoint a secretary and treasurer and such other officers as it may deem necessary; and shall:
2. Be entrusted, subject to such limitations hereinafter set out, with the improvement, beautification and maintenance of municipally owned lands, buildings, and structures in the area, beyond such improvement, beautification and maintenance as is provided at the expense of the municipality at large, and the promotion of the area as a business or shopping area
3. Keep minutes and records of its meetings and forward true copies of such minutes and records to all members of the Board and to the Economic Development Office of the Corporation of the Town of Georgina as soon as possible after each meeting
4. The Board shall hold an annual general meeting (AGM) to approve the budget.
5. Adopt and maintain only banking arrangements and ordinary good accounting practices that are acceptable to the Director of Administrative Services and Town Treasurer and keep such books of account and submit such statements from time to time as the Director of Administrative Services and Town Treasurer requires
6. At all times be open to inspection by an auditor. The Town auditor shall be the auditor of the Board and all books, documents, transactions, minutes and accounts of the Board. The fiscal year of the Board shall be the calendar year.
7. Submit to Council its annual budget in a form and at a time satisfactory to the Town Treasurer.

Term & Membership Composition

1. Appointed by Council, the Board shall consist of seven (7) members composed of:
 - One (1) member of Council;
 - Six (6) citizen appointments

To be eligible to make application and serve on this Board individuals should be a member of the improvement area consisting of the persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a prescribed business property class and tenants of such property. Candidates must also be a resident of the Town of Georgina, over the age of 18 years, and be able to demonstrate compliance with all relevant by-laws of the Town, enforced by said Board

2. Under the direction of the Economic Development Division limited support services will be provided on an as needed basis by the Town of Georgina.
3. Resignations from the Board must be in writing.
4. The Board shall be appointed for the term of Council, but shall continue until such time as new Board members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
5. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
6. An end of term report indicating accomplishments and, if required, outlining objectives going forward is required.

Remuneration

Not applicable.

Member in Good Standing

The rules governing the procedure of Council and the conduct of members shall be observed by this Board. All members should reflect appropriate conduct when attending meetings and/or representing the UKBIA.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Board shall submit a budget for Council's approval, which will include a detailed program of the improvement, beautification and maintenance proposed for each calendar year. The Board shall include all requests for financial support in its proposed budget. The Board may enter into an agreement with the Town for the purpose of providing in-kind resources (i.e. accounting or IT support). The value of any in-kind resources provided to the Board shall be reported by the Treasurer to Council at such time as the Board presents its proposed annual budget. The Board may enter into agreements for normal operating or administrative matters that are within budgetary limits and are consistent with these terms of reference.

The Board shall not:

- spend any money unless it is included in the budget approved by the Town or in a reserve fund held by the Town established under section 417 of the Act;
- incur any indebtedness extending beyond the current year without the prior approval of the Town; or
- borrow money.

Any purchases over and above the approved budget and the Procurement By-law will require Council's approval. The Council will also provide a budget and this budget will be administered by the Manager of Economic Development and Tourism. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/Letterhead

The Board shall adhere to the Town Logo policy in carrying out the mandate of the Board. Any use of the Town Logo must be approved by the Communications Division.

Authority

The Board shall work within the scope of their responsibilities as set out in this Terms of Reference. The Board's Decision making authority is granted and defined by the Municipal Act, 2001, S.O 2001, c.25

Confidentiality

The *Municipal Act, S.O. 2001, c. 25, and* any applicable Statute or Town of Georgina Policies shall bind the members of the Board 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 Board and shall be the rules and regulations of the dispatch of business by the Board.