

**THE TOWN OF GEORGINA
2019-2022 SELECTION COMMITTEE
SPECIAL MEETING
AGENDA**

Wednesday, July 10, 2019
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
 - (1) Pages 1 to 4
Minutes of the meeting held on May 15, 2019
7. CONSIDERATION OF REPORTS
8. CLOSED SESSION
 - (1) Motion to move into closed session of Committee:
 - (2) Minutes of the meeting held on May 15, 2019
 - I.) **PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES – SECTION 239 (2) (b), MA**

Review of Appointments and remaining vacancies.

 - Georgina Equity and Diversity Advisory Committee
 - Georgina Safe Streets Committee

Closed Session materials provided under separate cover.
 - (3) Motion to reconvene into open session of Committee and report on matters discussed in closed session.
9. COMMUNICATIONS
10. OTHER BUISNESS

(1) Pages 5 to 10
The LINK

- a. The integrity Commissioner's Response.
- b. Terms of Reference (proposed August 2018)

(2) Pages 11 to 13
GHC Request

- a. Terms of Reference

(3) Pages 14 to 18
GPSC Terms of Reference to be reviewed with recommendation to Council

(4) Pages 19 to 22
GTATC Terms of Reference to be reviewed with recommendation from GTATAC

RESOLUTION NO. GTATC-2019-0011

That the Georgina Trails and Active Transportation Advisory Committee accept the Draft Terms of Reference with request that consideration be given to the following recommendations:

- 1. That provision 4.1.c. "One (1) representative of the Georgina Trail Riders Snowmobile Club" be removed.
- 2. That the age restriction (requiring members to be 18 years or older) Contained in provision 4.2 be removed.

Carried.

(5) BIA Terms of Reference (waiting for all comments from BIAs)

11. MOTION TO ADJOURN

**THE TOWN OF GEORGINA
2019-2022 SELECTION COMMITTEE
MINUTES**

Wednesday, May 15, 2019
5:15 PM
Board Room

1. CALL TO ORDER

The meeting was called to order at 5:27 PM.

2. ROLL CALL

The following Committee members were present:

Councillor Dan Fellini, Chair

Councillor Dave Neeson

Councillor Frank Sebo

The following staff members were present:

Tolek Makarewicz, Planner (departure 6:17)

Sarah Brislin, Committee Services Coordinator

3. INTRODUCTION OF ADDENDUM ITEMS - *None*

4. APPROVAL OF AGENDA

Moved by Councillor Sebo, Seconded by Councillor Neeson

RESOLUTION NO. SC-2019-0022

That the agenda for the 2019-2022 Selection Committee meeting on May 15, 2019 be approved as presented.

Carried.

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

6. ADOPTION OF MINUTES

(1) Minutes of the meeting held on April 10, 2019

Moved by Councillor Sebo, Seconded by Councillor Neeson

RESOLUTION NO. GSC-2019-0023

That the 2019-2022 Selection Committee Minutes of the meeting held April 10, 2019 be adopted.

Carried.

7. REPORTS

- (1) Keswick Secondary Plan Committee Terms of Reference– Response from Planning Division requesting recommendation to Council.

Moved by Councillor Neeson, Seconded by Councillor Sebo

RESOLUTION NO. GSC-2019-0024

That the Selection Committee recommend the Keswick Secondary Plan Review Steering Committee Terms of Reference to Council.

Carried.

Pages 11 to 14

- (2) BIA Comments on Terms of Reference
- Uptown Keswick – No Comments.
 - Sutton – No Comments
 - Jackson's Point

Moved by Councillor Sebo, Seconded by Councillor Neeson

RESOLUTION NO. GSC-2019-0025

That the 2019-2022 Selection Committee recommend Council adopt the Keswick Secondary Plan Review Terms of Reference as presented.

Carried.

8. CLOSED SESSION

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

Moved by Councillor Sebo, Seconded by Councillor Neeson

RESOLUTION SC-2019-0026

That the 2019-2022 Selection Committee move into close session at 5:47 to discuss:

1. Minutes of the meeting held on April 10, 2019
2. **PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES – SECTION 239 (2) (b), MA**

Review of Interviewees and Selection of Appointments and/or Interviews for:

- Georgina Environmental Advisory Committee
- Keswick Secondary Plan Steering Committee
- Georgina Equity and Diversity Committee
- Georgina Safe Streets Committee

Applications of Candidates to be provided under separate cover.

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

Moved by Councillor Neeson, Seconded by Councillor Sebo

RESOLUTION SC-2019-0027

1. That the Selection Committee reconvene into open session at 6:47 PM.
2. That the Closed session minutes of April 10, 2019 be adopted.
3. That the Selection Committee recommend appointment of candidates to the following Committees, as identified in Closed Session:
 - Keswick Secondary Plan Steering Committee
 - Georgina Environmental Advisory Committee
 - Georgina Safe Streets Committee
4. That the Selection Committee request interviews be scheduled for the following Committees, as identified in Closed Session:
 - Georgina Equity and Diversity Advisory Committee
 - Georgina Safe Streets Committee

Carried.

9. COMMUNICATIONS - *None*

10. OTHER BUISNESS

(1) Next Meeting

- a. Georgina Property Standards Committee Terms of Reference
(comments from Municipal Law Enforcement staff)
- b. LINK

11. MOTION TO ADJOURN

Moved by Councillor Neeson, Seconded by Councillor Sebo

RESOLUTION SC-2019-0028

That the 2019-2022 Selection Committee meeting held on April 10, 2019 be adjourned at 6:29 PM.

Carried.

Councillor Fellini, Chair

Sarah Brislin,
Committee Services Coordinator

Sarah Brislin

From: John Espinosa
Sent: Thursday, May 9, 2019 10:51 AM
To: Dave Neeson; Dan Fellini; Frank A. Sebo; Margaret Quirk
Cc: David Reddon; Ryan Cronsberry; Rachel Dillabough; Sarah Brislin
Subject: FW: FW: Conflict of Interest Question- LINK Advisory Committee

Good morning everyone. Below is the Integrity Commissioner's opinion regarding the LINK advisory committee. It appears she misunderstood my initial inquiry. Thank you Councillor Neeson for speaking with her and providing clarification. Unless anyone has an objection, I will ask Sarah Brislin to place this issue on the next Selection Committee agenda for recommendation to Council.

From: Kim Cook <kcook@adr.ca>
Sent: May 9, 2019 8:56 AM
To: John Espinosa <jespinosa@georgina.ca>
Subject: Re: FW: Conflict of Interest Question

Good morning John,

Below please find a response to the Council Member's specific concerns.

Please let me know if we can be of further assistance.

Best regards,
Kim

I had the opportunity to discuss this matter today with Dave Neeson. I agree with the concern expressed ie. that the tenants would have an apparent conflict of interest if appointed as members of the Advisory Committee. My view after giving the matter further consideration is that only Council members should be on the Advisory Committee, with no tenants whatsoever on the Committee. Section 4 of the Terms of Reference would have to be amended accordingly to exclude the Chamber of Commerce Representative, and to ensure that the community members are not Tenants of the Link.

The other alternative would be to eliminate the Advisory Committee, and to revert to the previous practice of an informal advisory committee where tenants participate.

Finally, perhaps the two could operate in tandem ie. the formal Advisory Committee would be comprised of Council members, and would take input from an informal tenant group.

Deborah C. Anschell, LL.B., LL.M. (A.D.R.)
Arbitrator and Mediator
ADR Chambers
180 Duncan Mill Road
4th Floor
Toronto M3B 1Z6
CANADA

On Wed, May 8, 2019 at 12:14 PM John Espinosa <jespinosa@georgina.ca> wrote:

Thank you.

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Kim Cook <kcook@adr.ca>

Date: 2019-05-08 11:35 a.m. (GMT-05:00)

To: John Espinosa <jespinosa@georgina.ca>

Subject: Re: FW: Conflict of Interest Question

Good morning John,

We hope to have a response by the end of the week.

Best regards,
Kim

On Tue, May 7, 2019 at 1:47 PM John Espinosa <jespinosa@georgina.ca> wrote:

Good afternoon Kim. I'm just wondering when we might have a response to Council members' specific concerns? Thank you.



The LINK Advisory Committee (TLC)

Terms of Reference

1. Purpose

1. The Link Advisory Committee of Council (“TLC” or “Committee”) is established for the purpose of providing advice to Council regarding business models, management strategies, funding opportunities, building design, budget, governance structure, licensee selection process, communications, marketing and phased implementation plan for operations.

2. Meetings

1. The Committee shall meet a minimum of eight (8) to a maximum of ten (10) times per 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.

3. Responsibilities

1. To elect and appoint a Chair and Vice Chair;
2. Provide advice to Town Council regarding business models, management strategies, funding opportunities, building design, budget, governance structure, licensee selection process, communications, marketing, and phased implementation plan for operations;
3. Make routine business decisions as identified under the Delegation of Routine Powers and Duties By-law related to project development, future operations and maintenance of The Link within those parameters and funding envelopes determined by Council from time to time, relying on the technical and business expertise provided by the Town’s Recreation and Culture, Operations and Engineering and Planning and Building Departments;
4. Provide recommendations to Town Council regarding the business and governance structures for the management and operations of The Link.

- iv. Confer and liaise with other non-profit organizations, businesses and granting agencies with respect to potential partnerships and cost sharing arrangements that may arise;
- 4. Assist in leveraging additional funding through grant writing, donations, sponsorships, etc. that will be used to assist in fulfilling the vision and mission of the facility;
- 5. Research market opportunities and best practices related to community hubs, shared spaces, non-profit centres, cultural centres, business accelerators, business incubators, community kitchens, and other related facilities and organizations; and
- 6. Establish sub-committees as may be directed by The Link Advisory Committee.

4. Term & Membership Composition

- 1. Appointed by Council, the Committee shall consist of eleven (11) members composed of:
 - a. Three (3) members of Council;
 - b. Three (3) community members;
 - c. One (1) Georgina Chamber of Commerce Representative;
 - d. One (1) Southlake Community Futures Development Corporation representative;
 - e. Three (3) 'Founding Members' consisting of
 - i. One (1) Georgina Community Food Pantry Representative;
 - ii. One (1) Georgina Trades Training Inc. Representative;
 - iii. One (1) Hospice Georgina Representative;

Organizational representatives shall be nominated by their respective governing boards and said nominations shall be submitted to the TLC in writing.

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

- 2. Under the direction of the Director of Recreation and Culture, secretarial and other support services will be provided by the Town of Georgina as required.
- 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. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.
6. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

5. Remuneration

1. \$40.00 per meeting, not to exceed ten (10) paid meetings per year.

6. Member in Good Standing

1. 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 TLC.

7. General Conduct

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

8. Budget

1. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures.
2. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval.
3. The budget will be administered by the Director of Recreation and Culture. Other funds may be requested of Council for special projects or undertakings.
4. The approval of funding requests for amounts greater than \$5000.00 will be granted by Council.

9. Use of Town Logo/Letterhead

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

10. Authority

1. 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.

11. Confidentiality

1. 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.

12. Procedural By-Law

1. 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.

History: Amended by Council on August 15, 2018



Town of Georgina Heritage Committee (GHC)

Terms of Reference

1. Purpose

1. The **Ontario Heritage Act**, R.S.O.1990, c. 0.18 (the “Act”) provides that the Council of a municipality can establish a 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 Town of Georgina.

2. 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. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.

3. Responsibilities

1. To elect and appoint a Chair and Vice Chair;
2. To advise Council on all matters relating to Part IV(Individual Property Designations) and Part V of the Act (Heritage Conservation Districts) including preparing and maintaining a list of properties, features and areas worthy of monitoring for conservation;
3. To establish criteria for the evaluation of properties of architectural, historical and contextual significance;
4. To recommend to Council properties worthy of designation under Parts IV and V of the *Ontario Heritage Act*;
5. To 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.

6. To 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.

4. Term & Membership Composition

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

- a. One (1) member of Council;
- b. ~~Five (5)~~ Six (6) citizen appointments.
- c. ~~Mayor as Ex-Officio~~

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

- a. a resident of the Town of Georgina;
 - b. at least 18 years old; and
 - c. able to demonstrate compliance with all relevant by-laws of the Town.
2. Under the direction of the Town Clerk, 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. At the end of each term, the Committee will submit a report indicating accomplishments and, if required, objectives going forward.

5. Remuneration

1. \$40.00 per meeting, not to exceed eight (8) paid meetings per year, not including emergency or special meetings.

6. Member in Good Standing

1. 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.

7. General Conduct

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

8. Budget

1. 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 Corporate Services. In addition, other funds may be requested of Council for special projects or undertakings.

9. Use of Town Logo/Letterhead

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

10. Authority

1. 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.

11. Confidentiality

1. 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.

12. Procedural By-Law

1. 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.



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, at the discretion of the Chair, to respond to appeals and other business of the Committee, and in consideration of the available budget for the Committee's business, to a maximum of ten
1. (10) times a year. [JG1]
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. The office of a member becomes vacant if the member is absent from the meetings for three successive months without being authorized to do so by a resolution of the Committee. [RM2].
- 4.5. The Committee shall develop and follow Rules of Practice and Procedure ["Rules"] consistent with the Committee's authority under the Building Code

Act and Ontario Building Code applicable at the time. [UG3]

Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair in accordance with the Rules, 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 by-law enforcement officer while the Committee is hearing and appeal to an order and may confirm the order to demolish or repair or may modify or ~~quash~~ recind 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 of [UG4] the Property on which the Order was made.
- ~~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.~~

[UG5]

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;~~ [JG6]

- 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 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 Trails and Active Transportation Advisory Committee (GTATC)

Terms of Reference

1. Purpose

1. To provide information, advice and assistance to Council and staff of the Town of Georgina on trails and active transportation issues impacting the Municipality. The Georgina Trails and Active Transportation Advisory Committee (“GTAAC” or “Committee”) is a trails advisory body that will promote and encourage opportunities for active and sustainable modes of transportation for recreation and utilitarian purposes, which includes walking and cycling in the Town of Georgina. The Committee will assist and provide advice to Council in their on-going commitment to develop an integrated, connected and continuous trail and active transportation system as well as implementation of recommendations in the Town’s Trails and Active Transportation Master Plan (TATMP).

2. Meetings

1. The Committee shall meet as required through the year (to a maximum of eight (8) times per 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.

3. Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. Discuss, review and make recommendations from the Trails and Active Transportation Master Plan.
3. Advise Council and staff of the Town of Georgina and seek public input on trails and active transportation issues referred from Council and/or staff.
4. Undertake projects on behalf of the Town of Georgina at the direction of Council.

5. Seek input and advice from other agencies and committees regarding trails and active transportation, including: York Region; Lake Simcoe Region Conservation Authority; York Regional Police; Georgina Accessibility Advisory Committee; Georgina Environmental Advisory Committee; York Region District School Board; York Catholic School Board; The Chippewas of Georgina; **Georgina Trail Riders Snowmobile Club; Ontario Federation of Snowmobile Clubs.**
6. Review studies, plans, development proposals and other documents referred to the Committee by Council or staff and provide advice regarding their trails and active transportation implications.
7. **Provide public education and a Assist** in the promotion of trails and active transportation modes.

4. Term & Membership Composition

1. Appointed by Council, the Committee shall consist of five (5) members composed of:
 - a. One (1) member of Council;
 - b. **Three (3) Four (4)** citizen appointments; who reside in the Town of Georgina and possess **demonstrated expertise respecting trails and active transportation and/or** personal interest in the trails and active transportation.
 - c. **One (1) representative of the Georgina Trail Riders Snowmobile Club.**
2. 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.
3. Under the direction of the Clerk's Division, secretarial support services will be provided by the Town of Georgina.
4. Under the direction of the Director of Recreation and Culture, other support services will be provided on an as needed basis by the Town of Georgina.
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. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.
8. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

5. Remuneration

1. \$40.00 per meeting, not to exceed eight (8) paid meetings per year.

6. Member in Good Standing

1. 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 GTAAC.

7. General Conduct

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

8. Budget

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

9. Use of Town Logo/Letterhead

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

10. Authority

1. 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.

11. Confidentiality

1. 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.

12. Procedural By-Law

1. 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.