

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

Wednesday, May 15, 2019  
5:15 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 5  
Minutes of the meeting held on April 10, 2019
7. CONSIDERATION OF REPORTS
  - (1) Pages 6 to 10  
Keswick Secondary Plan Committee Terms of Reference– Response from Planning Division requesting recommendation to Council.
  - (2) Pages 11 to 14  
BIA Comments on Terms of Reference
    - Uptown Keswick – No Comments.
    - Sutton – No Comments
    - Jackson's Point
8. CLOSED SESSION
  - (1) Motion to move into closed session of Committee:
  - (2) Minutes of the meeting held on April 10, 2019
  - I.) **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

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

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

*Applications of Candidates to be 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) Next Meeting

- a. Georgina Property Standards Committee Terms of Reference

(comments from municipal law enforcement staff)

11. MOTION TO ADJOURN

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

Wednesday, April 10, 2019  
5:15 PM  
Committee Room

1. CALL TO ORDER

The meeting was called to order at 5:29 PM.

2. ROLL CALL

The following Committee members were present:

Councillor Fellini  
Councillor Sebo  
Councillor Neeson

The following Staff member was present:  
Sarah Brislin, Committee Coordinator

3. INTRODUCTION OF ADDENDUM ITEMS

4. APPROVAL OF AGENDA

Moved by Councillor Neeson, Seconded by Councillor Sebo

**RESOLUTION NO. SC-2019-0016**

That the agenda for the 2019-2022 Selection Committee meeting on April 10, 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 March 5, 2019

Moved by Councillor Sebo, Seconded by Councillor Neeson

**RESOLUTION NO. GSC-2019-0017**

That the 2019-2022 Selection Committee Minutes of the meeting held on March 5, 2019 be adopted.

**Carried.**

**7. CONSIDERATION OF REPORTS**

Pages 1 to 4

- (1) Keswick Secondary Plan Committee
  - a. Draft TOR (pages 5 to 7 )
  - b. DS-2019-0016 - Previous report to Council (pages 8 to 16 )
  - c. Resolution from Council:

Moved by Councillor Neeson, Seconded by Councillor Sebo

**RESOLUTION NO. GSC-2019-0018**

That the 2019-2022 Selection Committee refer the review of the Keswick Secondary Plan Review Steering (KSPR) Committee Terms of Reference to the KSPR Committee (once formed) and defer the Selection Committee review and comment to a meeting subsequent to the submission of KSPR Committee's review and comments being submitted.

**Carried.**

**Invite PLANNING TO REVIEW APPLICATIONS**

Pages 1 to 4

- (2) Georgina Property Standards Committee (GSPC) Terms of Reference (TOR), for approval. Referred back to Selection Committee by Council August 15, 2018.
  - a. Email regarding Committee Composition (pages 17 to 18)
  - b. Selection Committee approved TORs ( pages 19 to 21)
  - c. GPSC Committee Comments on Revised TORs (pages 22 to 37)

DEFER - review versions – get correct versions 25 of/37  
ASK FOR COMMENTS FROM BY\_LAW ON PROPOSED CHANGES

Moved by Councillor Sebo, Seconded by Councillor Neeson

**RESOLUTION NO. GSC-2019-0019**

That the 2019-2022 Selection Committee:

1. Endorse the request to appoint 2 additional members to the Georgina Property Standards Committee.
2. Request Municipal Law Enforcement Comment on the Comments submitted by the previous Georgina Property Standards Committee.
3. Defer recommendation to Council until comments from Municipal Law Enforcement are received with the Comments from the previous Georgina Selection Committee.

**Carried.**

8. CLOSED SESSION

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

Moved by Councillor Sebo, Seconded by Councillor Neeson

**RESOLUTION SC-2019-0020**

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

1. Adoption of the Minutes of the closed session meeting held on March 5, 2019.
2. **PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES – SECTION 239 (2) (b), MA**

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

- Georgina Environmental Advisory Committee
- Georgina Safe Streets Committee
- Georgina Property Standards Committee (potential additional appointments)

*(Advisement: Confidential Applications provided to Committee separately)*

**Carried.**

- (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-2019-0021**

1. That the Selection Committee reconvene into open session.
2. That the Selection Committee adopt the meeting minutes of the closed session held on March 5, 2019.

3. That the Selection Committee recommend appointment of candidates to the following Committees, as identified in Closed Session:
  - Georgina Environmental Advisory Committee
  - Georgina Safe Streets Committee
  - Georgina Property Standards Committee
4. That the Selection Committee request interviews be scheduled for the following Committees, as identified in Closed Session:
  - Georgina Environmental Advisory Committee
  - Georgina Safe Streets Committee
5. That the Selection Committee direct staff to re-post for the Georgina Equity and Diversity Advisory Committee and the Georgina Safe Streets Advisory Committee.

**Carried.**

9. COMMUNICATIONS

10. OTHER BUSINESS

(1) GEDAC – direction for member vacancy

The Committee requested in addition to reposting, the Office of the CAO be contacted for suggestions as to the possibility of any local groups or organizations that could assign a member representative to the vacant position.

(2) Next Meeting –

- Committee to review BIA Committee TOR Comments
- Committee to review GTATC TOR Comments

11. MOTION TO ADJOURN

Moved by Councillor Sebo, Seconded by Councillor Neeson

**RESOLUTION SC-2019-0022**

That the 2019-2022 Selection Committee meeting held on April 10, 2019 be adjourned at 7:56 p.m.

**Carried.**

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Councillor Fellini, Chair

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Sarah Brislin,  
Committee Services Coordinator

## Sarah Brislin

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**From:** Sarah Brislin  
**Sent:** Monday, April 15, 2019 12:08 PM  
**To:** Dan Fellini; Dave Neeson; Frank A. Sebo  
**Subject:** Response from Planning Division regarding KSPR Committee TORs

Hello,

I just wanted to provide an update to the Committee concerning the resolution (“to refer and defer review and comment of the Keswick Secondary Plan Steering Committee”) passed at the last Selection Committee meeting.

I have approached Planning regarding this request advising that the Selection Committee requests comments from the formed committee (which has yet to be formed, applications are currently being received) to comment on their own Terms of Reference.

I explained to Planning that this was the direction Council took with other Town Committees last year when the review and amendment of all Committee Terms of Reference had been conducted. I advised that the Selection Committee would also be looking for the Planning Department’s Comments on the Terms of Reference after the Committee had reviewed and submitted comments.

Planning respectfully requested consideration of the following :

1. The Planning Division wished to convey their commitment to being flexible with the requirements of Committee members (meeting times, schedule, etc.).
2. The Planning Division has drafted the proposed Terms of Reference with an understanding of what the Town and the Planning Division are expecting from each member of the Steering Committee and the Steering Committee as a whole, and are satisfied with the proposed Terms of Reference and therefore do not recommend a further review.
3. The expected time-frame for completion of the Keswick Secondary Plan Review is one year (10 meetings at most). Given that there are no previously adopted Terms of Reference for the Steering Committee to operate under in the interim, the Planning Division would like Council approved Terms of Reference outlining the Committee’s mandate, jurisdiction, and expectations and conduct of its members, prior to the formulation of the Committee.
4. It is anticipated that selected committee members may be relatively new to the subject matter covered, whereas other Committee’s that previously commented on their own Terms of Reference had experience serving on their respective Committee and as such had familiarity with the meeting procedures, their mandate and the expectations of their members.

Further, Planning Staff have advised that they would be pleased to be involved with the applicant review process.

Regards,





**C. Sarah A. Brislin, BA, Dipl.M.A**  
Committee Services Coordinator | Clerk's Division  
Corporate Services  
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**KESWICK SECONDARY PLAN REVIEW**  
**STEERING COMMITTEE**  
**DRAFT TERMS OF REFERENCE**

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**1. Purpose**

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

**2. Responsibilities**

1. To elect and appoint a Chair and Vice Chair from its citizen appointees.
2. Hold meetings as required throughout the KSPR process.
3. Provide general direction, guidance and recommendations regarding the background reports and draft Secondary Plan policies and schedules that are prepared throughout the KSPR process.
4. Attend, and participate as needed, in public consultation events held by the Town or the Town's retained consultant(s). Such events will likely be held during the evening hours or possibly on weekends.

**3. Composition, Term and Vacancies**

1. The Committee is to be appointed by Council and shall consist of seven (7) members as follows:
  - a. Three (3) members of Council; and,
  - b. Four (4) members of the public.
2. To be eligible to make application and serve on this Committee, an individual must be a resident of the Town of Georgina and at least 18 years of age.
3. Under the direction of the Director of Development Services or the Senior Policy Planner, administrative and other support services will be provided to the Committee by the Town or the Town's retained consultant(s), as required.

4. The Committee shall be appointed for the duration of the KSPR process which is anticipated to be approximately one (1) year; however, unforeseen delays may extend the time frame.
5. Resignations from the Committee must be made in writing and addressed to the Steering Committee Chair and the Director of Development Services.
6. Should a vacancy occur, the Office of the Clerk will request application submissions from the public and will work with the Selection Committee to appoint a member of the community to fill the vacancy.
7. The office of a member becomes vacant if the member is absent from three (3) consecutive meetings without being authorized to do so by a resolution of the Committee.

#### **4. Meetings**

1. The number of meetings required over the KSPR will be determined by the Town and the Town's retained consultant(s). It is not anticipated that more than six (6) to ten (10) meetings will be required.
2. Committee meetings will be held at key times throughout the KSPR as generally set out in the work plan for the Review. The Committee in consultation with Town staff and the Town's retained consultant(s) will determine the exact date and time of the meetings. Generally, meetings will be held in the evening after regular Town business hours (i.e. after 4:30 p.m. Monday – Friday), but there may be occasions when a meeting will be held during the day.
3. Quorum for the Committee shall be the majority of the active members. Majority is considered to be more than half of the members present.
4. Members of the Committee who are unable to attend a meeting are required to advise the Steering Committee Chair and the Senior Policy Planner of their absence as soon as reasonably possible prior to the meeting.

#### **5. Remuneration**

1. \$40.00 per meeting, not to exceed ten (10) paid meetings over the term of the Committee.

#### **6. Orientation and Training**

1. On the first scheduled meeting of the Steering Committee, all members will be provided with an orientation binder. The orientation binder is to be read and signed, as required, agreeing to comply with the Town's policies and procedures. The

sheets required to be signed by the members shall be returned to the Senior Policy Planner at the commencement of the second meeting of the Steering Committee.

## **7. Member in Good Standing**

1. The rules governing the procedure of Council and the conduct of its members shall be observed by the Committee and its members.
2. All members shall reflect appropriate conduct when attending meetings and/or representing the Committee in public.
3. Upon any infraction of the above which infers a negative impact upon the effectiveness of the Committee's work, a member can be put on probation for a two (2) meeting period with a letter from the Chair and/or a vote from members. If the conduct of the member continues to impact negatively upon the Committee's work, during and following the probation, then the member, upon a majority vote from the members, will be required to resign from the Committee.

## **8. General Conduct**

1. All Committee members shall abide by the Town of Georgina's Council Code of Conduct, and other applicable Town policies and procedures.
2. The *Municipal Act, S.O. 2001, c. 25*, shall bind the Committee members as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials

## **9. Authority**

1. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference.
2. 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.

## **10. Procedural By-law**

1. The rules and regulations contained in the Town of Georgina Procedural By-law (By-law 2016-0014 (COU-2)) shall be observed in all proceedings of the Committee and shall be the rules and regulations concerning dispatch of business by the Committee.

## Sarah Brislin

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**From:** John Espinosa  
**Sent:** Monday, April 8, 2019 12:32 PM  
**To:** Sean Columbus  
**Cc:** Karyn Stone; Sarah Brislin  
**Subject:** RE: Jackson's Point BIA Terms of Reference Feedback

Thank you Sean. I'm forwarding this to Sarah for the Selection Committee consideration.

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**From:** Sean Columbus <[scolumbus@georgina.ca](mailto:scolumbus@georgina.ca)>  
**Sent:** April 8, 2019 12:04 PM  
**To:** John Espinosa <[jespinosa@georgina.ca](mailto:jespinosa@georgina.ca)>  
**Cc:** Karyn Stone <[kstone@georgina.ca](mailto:kstone@georgina.ca)>  
**Subject:** Jackson's Point BIA Terms of Reference Feedback

Good Afternoon John,

Please see below the Jackson's Point BIA Feedback on the Terms of Reference.



**Sean Columbus**

Economic Development Officer | Economic Development and Tourism  
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**From:** Andrew Sibbald <[andrew@briarsestates.ca](mailto:andrew@briarsestates.ca)>  
**Sent:** April 4, 2019 12:51 PM  
**To:** Steve Jacobson <[jacksonspointbia@gmail.com](mailto:jacksonspointbia@gmail.com)>; Sean Columbus <[scolumbus@georgina.ca](mailto:scolumbus@georgina.ca)>; Frank A. Sebo <[fsebo@georgina.ca](mailto:fsebo@georgina.ca)>; Andy D <[2brski@gmail.com](mailto:2brski@gmail.com)>; Jolene Marriner <[jolenemarriner@gmail.com](mailto:jolenemarriner@gmail.com)>; Stefanos Mrakas <[vaporizedstore@icloud.com](mailto:vaporizedstore@icloud.com)>  
**Subject:** RE: AGENDA AND DOCUMENTS FOR THE BOARD MEETING APRIL 11

Hi, Steve. Here are my thoughts on the Draft Terms of Reference. Sections from the document are in black, and my suggestions and comments are in blue.

This document has not been written so the general population can read it. Terminology should be simplified and sentences should be shorter. I have pulled out the worst areas.

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.

This 90-word sentence should be changed so it can be read easily by a person with grade 12 education, i.e. average 12 words per sentence. I suggest:

"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"). This Act provides that a local municipality may designate, through a bylaw, an area as an business improvement area. The municipality may establish a board of management (the "Board"). The Board oversees 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. The Board also promotes the area as a business or shopping area."

To be honest, even broken down, the fourth sentence is unclear. I don't understand it well enough to adjust it. I recommend the fourth sentence be re-written by the Town.

### **Responsibilities**

Subject to such limitations hereinafter set out, work toward 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.

Again, a 54 word sentence. I was so wrapped up in "improvement, beautification and maintenance" – which is repeated twice in one sentence -- that I missed the "promotion of the area as a business or shopping area" completely. This section needs complete re-write by the Town. The aim should average 12 words per sentence.

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.

I suggest: "Keep minutes and records of its meetings. True copies of such minutes and records will be forwarded to all members of the Board and to the Town's Economic Development Office of the Corporation as soon as possible after each meeting."

This sentence does not state that the minutes should go to Voting Members. Is that correct?

### **Term & Membership Composition**

Membership of the JPVA is limited to 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 or tenants of such property. **Board members** of the JPVA, in accordance with the terms set out below, will select Board members.

Board members should be Members, however, I suggest:

"Voting Members of the JPVA are limited to persons who are assessed. Those assessed appear on the last

returned assessment roll. They are on rateable property in the area that is in a prescribed business property class. They include tenants of such property. Voting Members of the JPVA will select Board members in accordance with the terms set out below: “

Should Non-voting Associate Members be described somewhere?

## 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.

The highlighted are should be “JPVA BIA”.

## Budget

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.

The highlighted area is rigid, allowing little flexibility if something goes wrong or a new approach is needed. Unless this text is softened, I would advise that the budget be presented be as generic as permitted to add flexibility.

Previously, it was permitted for the Board to spend up to \$500 on an item without going back to the membership. I suggest something along this be included, as long as the Board does not exceed the money in the bank.

And, in this version, the membership doesn't count. It infers that the Board only responsible to Town Council and not to the Voting Members. Is this correct?

Andrew

-----Original Message-----

From: Steve Jacobson <[jacksonspointbia@gmail.com](mailto:jacksonspointbia@gmail.com)>

Sent: Tuesday, April 2, 2019 3:03 PM

To: Sean Columbus 2330 <[scolumbus@georgina.ca](mailto:scolumbus@georgina.ca)>; Frank Sebo <[fsebo@georgina.ca](mailto:fsebo@georgina.ca)>; Andy D <[2brski@gmail.com](mailto:2brski@gmail.com)>;

Jolene Marriner <[jolenemarriner@gmail.com](mailto:jolenemarriner@gmail.com)>; Stefanos Mrakas <[vaporizedstore@icloud.com](mailto:vaporizedstore@icloud.com)>

Cc: Andrew Sibbald <[andrew@briarsestates.ca](mailto:andrew@briarsestates.ca)>

Subject: AGENDA AND DOCUMENTS FOR THE BOARD MEETING APRIL 11

HI

Here is the final agenda for the upcoming meeting on April 11, 7:00pm at the Lake Simcoe Arms.

Also attached is a copy of the new Jackson's Point BIA Terms of Reference proposed by the Town of Georgina and a copy of our Bylaws. I ask that each of you review both documents for conflicts and recommendations. We have to give our endorsement of the Terms of Reference by May.

I will NOT be providing copies of these documents so if you need them please print them.

Andrew I am including you as you were a founding member of the BIA and I would value your input on the proposed Terms of Reference.

Thanks

Steve