

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

Wednesday, November 19, 2019  
6:00 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) Minutes of the meetings held on:
    - Pages 1 - 3  
September 11, 2019
7. CONSIDERATION OF REPORTS
8. CLOSED SESSION
9. COMMUNICATIONS
10. OTHER BUSINESS
  - 1) Vacancies on GAAC and GSSC
    - Pages 4 - 16
  - 2) BIA Terms of Reference
    - Pages 17 - 20
  - 3) Georgina Short-term Accommodation Committee Terms of Reference
11. MOTION TO ADJOURN

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

Wednesday, September 11, 2019  
6:30 PM  
Board Room

1. CALL TO ORDER

The meeting was called to order at 6:34 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:

Sarah Brislin, Committee Services Coordinator

3. INTRODUCTION OF ADDENDUM ITEMS - *None*

4. APPROVAL OF AGENDA - *None*

Moved by Councillor Sebo, Seconded by Councillor Neeson

**RESOLUTION NO. SC-2019-0035**

That the agenda for the 2019-2022 Selection Committee meeting on August 7, 2019, be approved as presented.

**Carried.**

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

6. ADOPTION OF MINUTES

(1) Minutes of the meetings held on:

- Pages 1 - 4  
August 7, 2019

- Pages 5 - 6  
August 14, 2019

Moved by Councillor Neeson, Seconded by Councillor Sebo

**RESOLUTION NO. GSC-2019-0036**

That the 2019-2022 Selection Committee Minutes of the meetings held:

- August 7, 2019
- August 14, 2019

be adopted.

**Carried.**

7. CONSIDERATION OF REPORTS - *None*

8. CLOSED SESSION

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

Moved by Councillor Sebo, Seconded by Councillor Neeson

**RESOLUTION SC-2019-0037**

That the 2019-2022 Selection Committee move into close session at 6:36 PM to discuss:

1. Adoption of Closed Session minutes on:

- August 7, 2019
- August 14, 2019

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

A Review of interviewed candidates for:

- Georgina Heritage Committee (1 vacancy)

*Closed Session materials provided under separate cover.*

**Carried.**

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

Moved by Councillor Sebo, Seconded by Councillor Neeson

**RESOLUTION SC-2019-0038**

1. That the Selection Committee reconvenes into open session at 6:37 PM.
2. That the Selection Committee direct staff to submit a report to Council indicating the recommended the candidate being recommended for appointment to the GHC.

**Carried.**

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

Moved by Councillor Sebo, Seconded by Councillor Neeson

**RESOLUTION SC-2019-0039**

That the 2019-2022 Selection Committee meeting held on April 10, 2019, be adjourned at 7:38 PM.

**Carried.**

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Councillor Fellini, Chair

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Sarah Brislin,  
Committee Services Coordinator

## Sarah Elliott

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**From:** Sean Columbus  
**Sent:** Friday, November 1, 2019 2:22 PM  
**To:** Sarah Elliott  
**Cc:** Dan Fellini; Frank A. Sebo  
**Subject:** Re: BIAs

Hi Sarah,

This was brought up at the last BIA meetings with Karyn and there was no issues in the terms of reference.

Sent from my iPhone

On Nov 1, 2019, at 1:58 PM, Sarah Elliott <[selliott@georgina.ca](mailto:selliott@georgina.ca)> wrote:

Hi Sean,

I just wanted to follow up on the BIA Terms of Reference. From the last two emails I have, it sounds like we are good to proceed with Keswick, but we were waiting to hear back from Jacksons Point. And was everything good with Sutton?

Thank you.

<image001.png>

**C. Sarah A. Elliott**, BA, Dipl.M.A  
Committee Services Coordinator | Office of the Deputy CAO  
26557 Civic Centre Road, Keswick, ON | L4P 3G1  
905-476-4301 Ext. 2248 | [georgina.ca](http://georgina.ca)  
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## **Town of Georgina Jackson's Point Village Association Business Improvement Area Board of Management (JPVA)**

### **Terms of Reference**

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#### **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.

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 Board 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. The office of a Board 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.

## **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. 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.
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. Hold an annual general meeting (AGM) to approve a budget and otherwise deal with other issues of the JPVA.
5. Adopt and maintain only banking arrangements and ordinary good accounting practices that are acceptable to the Director of Corporate Services and Town Treasurer and keep such books of account and submit such statements from time to time as the Director of Corporate 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**

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.

1. Board members shall be selected by the membership of the JPVA and such selections shall be submitted to Council for appointment consideration. The Board shall consist of five (5) members<sup>1</sup> composed of:
  - One (1) member of Council to be appointed by Council.

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<sup>1</sup> Per By-Law No. 2015-0037 (PL-3)

- Four (4) appointments selected by the members of JPVA and approved by Council.
  - a. In the event that Council refuses to appoint a Board member selected from the membership of the JPVA, Council may leave the position vacant or direct that a meeting of the members of the JPVA be held to elect or select another candidate for Council's consideration.
  - b. If a vacancy of the Board occurs for any cause, Council may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of JPVA.
- 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. Board 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 an annual 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.

## **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 of Management (Sutton BIA)

### Terms of Reference

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#### 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.

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 Board 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. The office of a Board 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.

## **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. 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.
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. Hold an annual general meeting (AGM) to approve a budget and otherwise deal with other issues of the Sutton BIA.
5. Adopt and maintain only banking arrangements and ordinary good accounting practices that are acceptable to the Director of Corporate Services and Town Treasurer and keep such books of account and submit such statements from time to time as the Director of Corporate 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**

Membership of the Sutton BIA 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 Sutton BIA, in accordance with the terms set out below, will select Board members.

1. Board members shall be selected by the membership of the Sutton BIA and such selections shall be submitted to Council for appointment consideration. The Board shall consist of seven (7) members<sup>1</sup> composed of:
  - One (1) member of Council to be appointed by Council.

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<sup>1</sup> Per Schedule "A" to By-law No. 95-153 (PL-3)

- Six (6) appointments selected by the members of Sutton BIA and approved by Council.
  - a. In the event that Council refuses to appoint a Board member selected from the membership of the Sutton BIA, Council may leave the position vacant or direct that a meeting of the members of the Sutton BIA be held to elect or select another candidate for Council's consideration.
  - b. If a vacancy of the Board occurs for any cause, Council may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of Sutton BIA.
- 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. Board 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 an annual 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.

## **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 of Management (UKBIA)

### Terms of Reference

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#### 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.

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 Board 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. The office of a Board 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.

## **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. 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.
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. Hold an annual general meeting (AGM) to approve a budget and otherwise deal with other issues of the UKBIA.
5. Adopt and maintain only banking arrangements and ordinary good accounting practices that are acceptable to the Director of Corporate Services and Town Treasurer and keep such books of account and submit such statements from time to time as the Director of Corporate 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**

Membership of the UKBIA 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 UKBIA, in accordance with the terms set out below, will select Board members.

1. Board members shall be selected by the membership of the UKBIA and such selections shall be submitted to Council for appointment consideration. The Board shall consist of a minimum of seven (7) and a maximum of nine (9) members<sup>1</sup> composed of:
  - One (1) member of Council to be appointed by Council.

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<sup>1</sup> Per By-law No. 2014-0066 (PL-3)

- Six to eight (8) appointments selected by the members of UKBIA and approved by Council.
  - a. In the event that Council refuses to appoint a Board member selected from the membership of the UKBIA, Council may leave the position vacant or direct that a meeting of the members of the UKBIA be held to elect or select another candidate for Council's consideration.
  - b. If a vacancy of the Board occurs for any cause, Council may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of UKBIA.
- 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. Board 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 an annual 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.

## **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 Short-term Rental Accommodation Committee (GSRAC)**

### **Terms of Reference**

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#### **1. Purpose**

1. Part IV of the *Municipal Act* permits municipalities to regulate licensing in order to protect the safety and welfare of its citizens, to ensure adequate consumer protection, and to mitigate nuisance. The Georgina Short-term Rental Accommodation License Committee (“GSRAC” or “Committee”) is appointed pursuant to By-law 2019-0061(LI-3), to conduct appeal hearings in relation to a decision of the Licensing Coordinator to refuse to issue or renew a licence, or to revoke or suspend a Short-term Accommodation Licence as well as to hear Short-term Accommodation License variance requests.

#### **2. Meetings**

1. The Committee shall meet as required throughout the year.
2. Meetings also referred to hearings or proceedings shall be conducted by a three (3) person panel of Committee members.
3. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
  - Where a hearing is conducted by 2 members, decisions to grant the applicant’s request (for a variance or appeal) must be unanimously decided upon.
  - Where a panel consists of more than two members of the Committee, the decision of the Committee of the majority shall constitute the Committee’s decision.
4. The panel of members will be based on the location of the property associated with the application as reflected on the GSRAC Members Hearing Rotation Schedule.

### **3. Responsibilities**

1. To elect and appoint a Chair for each hearing.
2. The Committee receives and decides upon applications from owners/licensee wishing to appeal the decision of the licensing Coordinator to refuse or renew a licence, or to revoke or suspend a Short-Term Rental Accommodation Licence.
3. The Committee receives and decides upon applications from owners/licensee wishing to apply for a variance to the Short-Term Rental Accommodation Licence.
4. The Committee has all the powers and functions of a Municipal Law Enforcement Officer while the Committee is hearing an appeal under the STRA By-law 2019-0061 (LI-3) and may refuse to issue or renew a licence, revoke, suspend, or impose any condition to a licence.
5. The Committee's decision should uphold the intent and purpose of the Town's Short-term Rental Accommodation Licensing By-law, Zoning By-law, and the Town's Official Plan.
6. The Committee's decisions are final and binding and shall not be subject to review.

### **4. Term & Membership Composition**

1. All ward Councillors hold ex. Officio status through virtue of their office to serve as members of the GSRAC and shall serve on a rotating basis. No more than 3 members shall be required to conduct a hearing.
2. Under the direction of the Municipal Law Enforcement Division, secretarial support services will be provided by the Town of Georgina.
3. An annual report indicating the number of applications received and the number of decisions for appeals and variances is required to be included in the annual Committees report to Council.

## **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 Town.

## **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. Any purchases will adhere to the Town's purchasing By-law or require the CAO's approval.
3. The Committee's budget will be administered by the Deputy CAO. 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.

## **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.