
**BEING A BY-LAW TO ESTABLISH THE STRUCTURE, REPRESENTATION AND PRACTICES OF
COMMITTEES OF COUNCIL**

WHEREAS by Section 5(1) of the Municipal Act 2001, as amended, the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS by Section 5(3) of the Municipal Act 2001, as amended, a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do so otherwise;

AND WHEREAS By-law #10-18 of the Township of Front of Yonge established the Proceedings of Committees of Council;

AND WHEREAS the Council of the Corporation of the Township of Front of Yonge deems it expedient to supplement the Procedural By-law through policy; to establish terms of reference for committees; and set procedures regarding committees and appointments of Council;

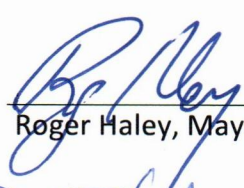
NOW THEREFORE the Council of the Corporation of the Township of Front of Yonge enacts as follows:

1. Schedule "A" attached, be adopted for Committees of Council and Board and Agency Representatives.
2. Schedule "B" attached, be adopted as Terms of Reference for Committees of Council and Ad Hoc Committees.
3. Schedules "A" and "B" constitute part of the By-law.
4. That this By-law repeals and replaces By-law #37-22, and shall come into force and effect on the date of passing.

READ a first and second time this 2nd day of October, 2023.

READ a third and final time this 2nd day of October, 2023.




Roger Haley, Mayor


Jennifer Ault, Clerk

Schedule "A" to By-law #

TOWNSHIP OF FRONT OF YONGE

Committees of Council Structure, Representation and Practices

Purpose:

In accordance with Procedural By-law #10-18, being a By-law to Govern the Proceedings of Council and its Committees, Committees of Council may be established or confirmed by Council and their terms of reference as well as the nature and numbers of members.

Committees of Council are frequently deemed an appropriate forum for such matters because, among other things:

- they often allow for more focused and timely investigation of a specific matter;
- the meetings are often more informal than Council meetings, albeit there are certain procedural requirements;
- they can meet as frequently as required;
- they have volunteer members from the public adding their perspectives to the specific matter;
- they allow the public additional opportunities for participation and comment; and
- they may make recommendations to council for their review and potential approval.

Further, the Mayor and Council may establish, appoint members and set the terms of reference for Ad Hoc Committees. Such Committees tend to be issue or subject specific and the most informal in procedure and structure.

Structure and Appointments:

The Council shall at the start of their term, establish or confirm the Committees of Council and their terms of reference as well as the nature and number of members. The Clerk shall advertise locally seeking written expressions of interest to fill the Committee vacancies. A copy of all submissions received shall be provided to Council. The Mayor may solicit opinions from all or any Councillor regarding the subject written submissions and the Mayor shall confirm with the Clerk a recommendation regarding the membership of Committees for Council's consideration. The Mayor may also solicit opinion from the immediate past Chairs of all Committees for input into committee member's effectiveness and commitment. All Committee of Council membership shall be formalized by Council resolution or by-law. The Mayor may appoint or dismiss the Chair of all Committees of Council for which the Chair is to be member of Council. The Clerk shall advise all Committee members of the appointment. The Mayor may be required to arbitrate those situations where there may be an actual or perceived conflict between Committees approaches or the overlapping of jurisdiction(s) between Committees as well as potentially the interpretation of a Committee's role. Committees of Council shall make recommendations for Council's subsequent review and decision, unless otherwise governed by legislation. The term of a Committee shall coincide with that of Council unless indicated otherwise.

Municipal Representation on Boards and Agencies:

The procedures for determining Committee of Council members shall generally be the same procedures for appointing members who will represent the Township of the external Boards and Agencies the Township is authorized to have representation on. Examples of such Boards and Agencies include the Library Board and C.R.C.A. The term of the representative shall coincide with that of Council unless indicated otherwise. The representative shall keep Council and/or the pertinent Committee appropriately apprised of the actions of the subject Board or Agency and shall report to the aforementioned at determined intervals or as requested. The Mayor may review and make recommendations annually regarding the effectiveness of the Township representative.

Established Committees of Council:

The Council of the Corporation of the Township of Front of Yonge has established the following Committees of Council:

1. Committee of Adjustment
2. Community Development Committee
3. Community Emergency Management Program Committee
4. Economic Development Committee
5. Environmental Advisory Committee
6. Fire Services Liaison Committee
7. Mallory Coach House Heritage Committee
8. Yonge in Bloom Committee
9. Recreation Committee

Each Committee will consist of a minimum of three (3) layperson members, and a maximum of two (2) Council representatives.

Role of Council Liaisons

Committee members are to go through Council Liaisons to request tasks of municipal staff.

Committee Agendas, Minutes and Practices:

To address matters regarding the time and content of the Committee agendas and minutes, as well as to identify relevant practices, it is appropriate to detail (i.e. from past and standard practices, the procedural by-law and legislated requirements) some additional structure regarding Committees.

1. Generally, the order and form of the Committee agenda shall be:
 - Opening Meeting
 - Disclosure of Pecuniary Interest
 - Minutes of Previous Meeting
 - Delegations
 - Discussion Items
 - Correspondence/Information Items/Reports
 - Other Business
 - Public Questions
 - Adjournment

Some Committees have the order of the above placed differently and this is generally not a concern provided the collective elements are all there. The opening of the meeting and disclosure of pecuniary interest shall always be distinctive minutes held for the reasons allowed by legislation and the procedural by-law.

2. Committees are to provide appropriate reports including options and recommendations. The Committee will make a recommendation to Council or may request staff to seek further information on a matter.
3. Minutes should not be verbatim but rather a reflection of the direction of the Committee (e.g. passed resolutions). However, it is acceptable to have some short summaries regarding delegation and verbal reports. A Committee speaks by resolutions approved by the majority of members. The recording secretary will work with the Chair to ensure there is appropriate follow up regarding any decisions (e.g. reports to Council, correspondences

and/or implementation). A resolution of a Committee is only a recommendation to Council that Council may or may not choose to approve.

4. Committee members should get a copy of the agenda at least three (3) days prior to the Committee meeting. Committee Chairs will be responsible for agenda preparation. Copies of agendas are to be copied to Administration Staff.
5. As soon as possible following each meeting, approved minutes shall be forwarded to the Clerk for inclusion in the next Council agenda package.
6. The Clerk should be advised of the approved schedule of Committee meetings for the year and the onus is on the Council liaison serving the Committee to make sure such information is provided to the Clerk. The Clerk will keep a master list of Council and Committee meetings and will see that notice is given for such on the Township's web page. It is up to staff to make sure the room or meeting location is reserved and that the Committee members, relevant staff and the Clerk are advised of any meeting rescheduling, changes or cancellations.
7. Delegations must provide a written summary of their issue for inclusion on the agenda package. It is the responsibility of the Chair to ensure the delegation is presented in a clear, focused and civil manner as well as keeping within the appropriate time lines when making a presentation to the Committee.
8. The Mayor shall be ex-officio to all Council Committees. Ex-officio is defined as having the right to attend and participate, but shall not vote at the meeting, and does not form part of the quorum.
9. Committees shall select a Chair from within the Committee membership at their first meeting subsequent to the municipal election or at the first meeting feasible should the Chair position become vacant sometime during the term.
10. Each Committee Chair shall provide a summary of the year activities to the Clerk no later than December 20th of each calendar year. The Clerk will forward the list to Council that may be included in speeches at a New Year's Levee.
11. It is the expectation that the Committee members will endeavour to comply with the afore referenced and that any deviations will be infrequent and only when otherwise unavoidable.

Schedule "B-1" to By-law #

Township of Front of Yonge

Committee of Adjustment

Terms of Reference

Appointed under the authority of the *Planning Act*, the Committee of Adjustment considers applications under the *Planning Act* with regard to minor variances, for the Township of Front of Yonge.

Prescribed Committee regulations are found in the parent legislation and its applicable regulations.

Membership

Maximum of one (1) member of Council and maximum of five (5) citizens.

Meetings

Committee meetings are called when applications dictate.

Department Jurisdiction

Planning and Development

Staff Contact

Clerk

Schedule "B-2" to By-law #

Township of Front of Yonge

Community Development Committee

Terms of Reference

The Community Development Committee is comprised of interested citizens striving to enhance this welcoming and healthy community through the development and broad community activities with the goal of making Front of Yonge Township a highly desirable place to live and work. As part of our development activities, we will look to attract additional residents to the area and retain those already here in a proactive way. Our community activities will look to help connect the residents of the area, and those from beyond the area, in ways that will enhance pride in the community. Our community will encourage all demographic profiles to come and thrive in this area by offering services and activities that appeal to all.

This committee will partner with Council to help realize the long-term strategy for Front of Yonge Township. While this strategy will change over time and will require this committee to adapt to changing goals, the core vision is to improve the social wellbeing of the Township's residents by supporting community cohesion and engagement.

Membership

Minimum of two (2) Council members and three (3) citizens.

Meetings

Meetings are held once a month on the fourth Thursday of the month.

Department Jurisdiction

Front of Yonge Community Development

Staff Contact

Clerk

Schedule "B-3" to By-law #

Township of Front of Yonge

Community Emergency Management Program Committee

Terms of Reference

Purpose

The purpose of the Community Emergency Management Program Committee is to develop and implement an emergency management program consisting of an emergency plan, training programs and exercises and public education. The Committee shall act in accordance with the duties and obligations as assigned by the *Emergency Management and Civil Protection Act*.

Membership

The Community Emergency Management Program Committee shall consist of the CEMC (Chairperson), Mayor, Fire Chief, Public Works Superintendent, CEMC Alternate and the Public Information Officer.

Meetings

As required to complete the requirements of the Act.

Department Jurisdiction

Protection to Persons and property

Staff Contact

Clerk

Schedule "B-4" to By-law #

Township of Front of Yonge

Economic Development Committee

Terms of Reference

Purpose

The Economic Development Committee is predominantly comprised of local business people and interested citizens striving to enhance the economic development opportunities and investment and increased local employment opportunities through active encouragement and assistance in business attraction, retention and expansion in Front of Yonge Township that will maintain and enhance the valued lifestyle in this growing community. The Committee is committed to the promotion of commercial and residential development, campaigning for this municipality as the place to live and work.

Under the direction of Council, the Economic Development Committee is to manage the development of the Township businesses and industries within an environment that maximizes benefit to the Township and area residents.

Membership

The Economic Development Committee shall consist of two (2) members of Council and four (4) layperson members

Meetings

Meetings are held once a month on the fourth Thursday of the month.

Department Jurisdiction

Economic Development

Staff Contact

Clerk

Schedule "B-5" to By-law #

Township of Front of Yonge

Environmental Advisory Committee

Terms of Reference

Purpose

The role of the Environmental Advisory Committee is to assist the Township with the conservation, promotion and enhancement of the natural environment including its biodiversity. The Committee shall provide scientific and evidence-based comments and recommendations on a broad range of environmental issues. Our goal is to safeguard and improve the quality of life of residents in Front of Yonge.

Scope and Responsibilities

The Committee shall:

- Examine such matters and issues submitted to it by the Township Council, Department Head or other authorized staff
- Make recommendations to Council in writing

The Committee could be expected to advise on such matters as waste management (including recycling, composting, landfill site enhancements), sewage, stormwater runoff, air quality, energy conservation and invasive species. In cases, where other organizations have lead regulatory authority i.e. groundwater and drinking water, species at risk, the Committee (with Council approval) can undertake to partner with lead agencies to deliver effective solutions.

The potential impact of those human activities on the biodiversity, ecology, biology, hydrogeology, forestry, geography of the natural environment will be assessed and reported to Council as required.

The Committee shall take the lead in public education on best environmental practices and community events.

Recommendations to Council could include best practices guidelines, promoting public awareness and on policy and by-law development.

Membership

The Committee shall be comprised of no more than two Council members and a minimum of three citizens. All potential members must apply in writing and be approved by Council. Membership shall be for a minimum of two years but not exceed the term of the current Council. A Chairperson and Secretary shall be appointed by committee members.

Committee members shall contribute time, knowledge, skill and expertise to fulfillment of the Committee's mandate; research relevant issues as required; and commit to attending regular meetings.

Governance

Recommendations to Council will require quorum. Quorum will be 50% plus one of the membership. Minutes shall be kept of each meeting and submitted to Council.

Meetings

The Committee shall meet a minimum 10 times per calendar year. Meetings will occur on the fourth Wednesday of each month excepting December and August when there is no scheduled meeting.

Schedule "B-6" to By-law #

Township of Front of Yonge

Fire Services Liaison Committee

Terms of Reference

Purpose

The primary mission of the Fire Services Liaison Committee is to provide guidance and assistance to fire personnel so that they may provide a wide range of programs to protect the lives and property of the inhabitants of the Township.

Under the direction of Council the Fire Services Liaison Committee is to:

- address matters pertaining to the *Fire Protection and Prevention Act*;
- receive and review the annual preliminary budget estimates as prepared by the Fire Chief;
- prepare and review the progress of Capital Planning; and
- advise Council on matters including fire responses, emergency medical assist responses, and other emergency responses that assist the public with special services to ensure a safe environment in which to live.

Membership

The Fire Services Liaison Committee shall consist of two (2) members of Council.

Meetings

Generally held once a month.

Department Jurisdiction

Fire Department

Staff Contact

Fire Chief

Schedule "B-7" to By-law #

Township of Front of Yonge

Mallory Coach House Heritage Committee

Terms of Reference

Purpose

To preserve and promote the history and heritage of Front of Yonge Township through acquiring and making accessible the artifacts and historical documents of the Township.

Membership

Minimum of one (1) Council member and three (3) citizens.

Meetings

Once a month on the first Wednesday of the month.

Department Jurisdiction

Administration

Staff Contact

Clerk

Schedule "B-8" to By-law #

Township of Front of Yonge

Yonge in Bloom Committee

Terms of Reference

Purpose

Yonge in Bloom is committed to the beautification of the Village of Mallorytown and Front of Yonge Township. They are committed to fostering civic pride, environmental responsibility and beautification through community involvement with the focus on enhancing green spaces in the community.

Membership

Minimum of one (1) Council member and three (3) citizens.

Meetings

Once a month on the third Thursday of the month.

Department Jurisdiction

Administration

Staff Contact

Clerk

Schedule "B-9" to By-law #

Township of Front of Yonge

Recreation Committee

Terms of Reference

Under the direction of Front of Yonge Council the Recreation Committee is to provide advice in the development, promotion, awareness and enhancement of recreation in the Township of Front of Yonge.

Responsibilities:

- Identify, promote and assist recreation programs that meet the needs of the community.
- Work with other community committees and groups to enhance the recreation experience for residents of Front of Yonge.
- Act as an advisory committee working with the Director of Public Works to advise Council on issues that affect municipal recreation facilities, parks and programming.

Membership

The Recreation Committee shall consist of a minimum of one (1) member of Council and three (3) citizen members.

Meetings

Meetings will be held at a minimum of four (4) times per year.

Department Jurisdiction

Public Works

Staff Contact

Director of Public Works