



# MUNICIPALITY OF EAST FERRIS

## Boards & Committees Policy

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Adopted by Resolution of Council, ~~November 8<sup>th</sup>, 2022~~<sup>January 22<sup>nd</sup>, 2019</sup>  
Resolution No. ~~2022-XX~~<sup>2019-43</sup>

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## Definitions

**Advisory Committee:** ~~established means a committee established~~ to provide advice to Council ~~in accordance with its mandate as mandated in the Terms of Reference.~~ Advisory Committees ~~will~~ provide advice to Council through committee recommendations/resolutions and/or staff reports. ~~Appointments of Council members and Citizens are appointments can be~~ made by Council ~~in keeping with approved as required under the~~ Terms of Reference.

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**Statutory Committee:** ~~means a committee~~ established by ~~a~~ by-law and/or ~~under~~ pursuant to ~~P~~ provincial legislation. The ~~Committee y~~ shall function according to requirements of the by-law and/or ~~p~~ provincial legislation, ~~as well as the Terms of Reference.~~ ~~Appointments of Council members and Citizens are appointments can be~~ made by Council ~~in accordance with the by-law and/or provincial legislation, as required under the Terms of Reference.~~

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**Ad Hoc committee:** ~~means a committee~~ established by resolution of Council to ~~perform~~ carry out a specific function ~~in accordance with as mandated in~~ the Terms of Reference. ~~Many have cross functionality with other committees and/or municipal departments.~~ They can be created quickly to mobilize a group ~~to take on and address~~ a particular project or task. Ad hoc committees have a specific end date that coincides with the completion of their mandate. ~~All Ad Hoc Committees cease to exist at the end of a term of Council and may be re-established at the beginning of a new term of Council to continue their mandate.~~ ~~Council members and citizen appointments are~~ Citizen appointments ~~can be~~ made by Council ~~in accordance with approved as required under the~~ Terms of Reference.

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**Subcommittee:** established by Council or by an existing Committee, and overseen by the existing Committee, to delegate part of its mandate or a particular task. The existing Committee shall nominate members of the Subcommittee for approval by Council. The Subcommittee shall be composed of members of the existing Committee. The Subcommittee is responsible for preparing their own agendas and meeting notes for

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review and approval by the Committee as part of the existing Committee's next regular agenda. Subcommittee agendas and minutes will not be included on the agenda for Council meetings.

**Local Agency:** An external agency, board, or board of management with means a local agency having Council representation on its Board of Directors/Management appointed by Council or having a representative on its Board endorsed by Council resolution that administers services in accordance with provincial legislation. Many municipal services are administered through separate Local Agencies. These agencies are external organizations and generally have their own Terms of Reference agreed to by all parties or are governed by provincial legislation.

**Local Board:** means a local board A Board, with Council representation, that administers services on behalf of the municipality, having Council representation on its Board appointed by Council. These boards are established by by-law and in accordance with pursuant to Provincial Legislation. Few municipal services are administered through separate Local Boards.

## **Purpose of Policy**

The Municipality of East Ferris has several boards and committees to ensure that there is appropriate consultation to assist Council in making informed decisions and to ensure that residents can provide input and make recommendations on matters affecting the community. Most committees (Advisory Committees and Ad Hoc Committees) are established to act in advisory role to Council although some are statutory in nature (Statutory Committees) and are established in accordance with legislation. Local agencies and Boards, and Boards of Directors/Management of Local Agencies are established and governed by Provincial legislation. The purpose of this policy is to support the members appointed to agencies, and the terms of reference for boards, and committees that are established by Council or mandated by the Province province.

## **Citizen Appointments to Agencies, Boards and Committees**

The Municipality of East Ferris acknowledges the value of boards and committees and the advice they provide to Council. Numerous boards and committees require citizen representation. At the beginning of each term of Council, the newly elected Council will advertise for vacant positions on boards and committees. At the beginning of a new term of Council, Council shall review all agencies, boards, and committees and amend the Boards & Committees Policy, if needed. The CAO and Clerk will assist Council by

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~~providing any information available such as mandates, goals, and objectives of each agency, board, and committee, and may recommend future priorities and direction in keeping with any policies of the municipality, and appoint citizens as required.~~

Numerous boards and committees require citizen representation. At the beginning of each term of Council, the newly elected Council will advertise for vacant positions on boards and committees. Applicants must submit an application to highlight their experiences and qualifications to support their appointment. Applicants are advised to review the Terms of Reference for the board or committee they are applying for to ensure that their experiences and qualifications are suitable. Members will be selected on the basis of their demonstrated interest, academic qualifications, availability, professional experience, community involvement and general knowledge of the Municipality.

~~All applications received by the established deadline will be forwarded to Council for review. Council will decide on which candidates are appointed and will appoint members by resolution.~~ Appointments will be made as soon as reasonably possible at the beginning of a Council term. Council makes the final decision on board and committee appointments unless there is legislation that governs the appointment process. The Municipal Clerk will notify all applicants, in writing, of Council's decision and retain all applications on file for the duration of the term of Council.

The term for board and committee members shall be the same as the term of Council, unless otherwise stated or adopted by resolution. ~~Citizen appointed members of boards and committees who are members at the end of the 2014-2018 term of Council are permitted to remain on the board or committee for the next term of Council, should they so choose, as per past practice. This practice ensured that boards and committees have sufficient continuity and experience. For the 2022-2026 term of Council, the appointment process will change whereas board and committee members who would like to return for another term will need to re-apply and be re-appointed by Council.~~

Should a member resign or otherwise cease to be a member of the board or committee, Council may appoint another qualified person to complete the remainder of the term. Priority will be given to any applications on file.

Members of boards and committees must be a resident of East Ferris. Immediate family members (spouse, partner, children, siblings, parents) of Council members and staff are not eligible to apply for a board or committee position. ~~Boards or committees may provide Council with a recommendation regarding potential members for consideration purposes only. Council makes the final decision on board and committee appointments unless there is legislation that governs the appointment process.~~

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## Option#1: Council Appointments

After its inaugural meeting, Council shall meet for the purpose of appointing Council members to Agencies, Boards and Committees. Prior to this meeting, the Mayor will canvass Council members and report to Council each member's interests in being appointed to agencies, boards and committees as well as their interest to act as Committee Chair.

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## Option#2: Council & Appointments

After its inaugural meeting, Council shall meet for the purpose of appointing Council members to Agencies, Boards and Committees. Members of Council shall select agency, board, and committee positions in the order of electoral finish.

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## **Board and Committee Governance**

All boards and committees are governed by the Boards and Committees Policy as well as the Municipality's Procedural By-Law (2020-17). The conduct of members is also governed by these laws:

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- *Municipal Act, 2001;*
- *Municipal Conflict of Interest Act; and*
- *Municipal Freedom of Information and Protection of Privacy Act*

Should any board or committee member have any questions concerning proper protocols and procedures that relate to the board's or committee's activities or applicable legislation, ~~they~~ should contact the Clerk for the Municipality of East Ferris.

## **General Obligations**

In carrying out their duties, members are expected to adhere to the following:

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- a) make every effort to act with good faith and care;
- b) conduct themselves with integrity, courtesy and respectability at all committee meetings and in accordance with the Municipality's Procedural By-law or other applicable procedural rules and policies;
- c) seek to advance the public interest with honesty and integrity;
- d) refrain from making statements known to be false or with the intent to mislead Council or the public;
- e) refrain from making disparaging comments about another member or unfounded and speculative accusations about the motives of another member;

- f) treat members of the public, one another, and staff with respect and without abuse, bullying or intimidation and to ensure that their work environment is free from discrimination and harassment;
- g) not use or permit the use of municipal land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the Municipality;
- h) not seek financial gain for themselves, family or friends;
- i) respect the role of staff in the administration of the business affairs of the Municipality; and
- j) not accept a fee, advance, gift, gift certificate, cash or personal benefit connected directly or indirectly with the performance of his or her duties unless the compensation is authorized by-law.

## Conflicts of Interest

~~As previously indicated, members shall comply with the *Municipal Conflict of Interest Act*.~~ Members shall take appropriate steps to avoid conflicts of interest, both apparent and real. Proactive steps to mitigate conflict of interest is important to maintaining public confidence in committee members. If a pecuniary interest or an appearance of such arises in relation to any matter, members of the public appointed to a board, ~~C~~committee or subcommittee must declare the pecuniary interest in a matter being discussed. The member may shall not participate in the discussion but may not or vote on the matter and must not communicate with Committee members about the matter before, during, or after the meeting at which the matter is discussed.

For further information pertaining to conflicts of interest, members are advised to refer to the *Municipal Conflict of Interest Act*.

## Board Compensation

There is no compensation paid to members of boards or committees unless explicitly indicated in the Terms of Reference. Local agencies and boards may choose to compensate their members and, if so, it is subject to their governance and oversight. Any compensation received by Council members from local agencies and boards will be included on the annual *Statement of Council Remuneration and Expenses*.

## List of Boards and Committees

Advisory Committees:

- Striking Committee

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- Economic Development
- Fire and Emergency Management
- Parks, Recreation & Culture
- Planning Advisory
- Public Works & Infrastructure

Statutory Committees:

- Committee of Adjustment
- Community Emergency Management
- Municipal Election Compliance Audit Committee

Ad Hoc Committees:

- ~~Communication~~
- ~~Centennial Celebration~~
- ~~Municipal Office Project/Technical Advisory~~

Local Boards:

- East Ferris Police Services Board
- East Ferris Public Library Board

Local Agencies:

- North Bay Mattawa Conservation Authority
- North Bay Parry Sound District Health Unit
- District of Nipissing Social Services Administration Board (DNSSAB)
- Cassellholme, East Nipissing District Home for the Aged

**Terms of Reference:**

**Striking Committee**

Applicable Legislation: \_\_\_\_\_ N/A

Applicable Municipal By-law(s): Council Procedural By-law No. 2020-17

**Purpose:**

To recommend citizen appointments to the various agencies, boards, and committees at the beginning of each term of Council and as may be required.

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**Mandate:**

Recommend to Council citizen appointees to various agencies, boards, and committees of council following their Inaugural meeting in the year of a municipal election and as may be required throughout their term. Appointments recommended by the Committee shall be for the term of Council unless otherwise directed by Council by by-law, resolution or in the terms of reference of a committee.

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**Committee Composition:**

- Mayor;
- Chief Administrative Officer;
- Director of Community Services;
- Chair of Planning Advisory Committee/Committee of Adjustment;
- Chair of Parks, Recreation, and Culture Committee; and
- Chair of Economic Development Committee.

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The Mayor shall be the Chair of the Striking Committee.

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**Meeting Procedures:**

The meeting procedures shall follow Council's Procedural By-Law No. 2020-17, a by-law to govern the proceedings of Council, Local Boards and Committees.

**Reporting Relationship:**

The Striking Committee shall report directly to Council.

**Remuneration:**

There is no remuneration for this Committee.

***Economic Development Committee***

Applicable Legislation: N/A

Applicable Municipal By-law(s): Council Procedural By-law No. 20~~19~~20-1703

**Purpose:**

The Economic Development Committee (EDC) aims to foster economic growth in East Ferris and encourage a strong community to live and work in. The guiding principles for the economic development mandate are expressed in the *Municipality of East Ferris Five-Year Economic Development Strategy 2022-2027, and Facilities Master Plan, 2013.*

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#### **Mandate:**

The Economic Development Committee is an advisory committee of Council established to advise Council on matters associated with generating and sustaining employment and business investment in East Ferris. It aligns itself with the overall objectives of the *Municipality of East Ferris Strategic Plan* and the actions/initiatives planned within the Economic Development Department.

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#### **Committee Composition:**

Council will appoint members to the Committee at the beginning of their term. The EDC will be composed of residents, taxpayers *and/or* business owners in the Municipality ~~(except for staff members, government liaisons and consultants)~~ and *a* Council representative. The Committee shall be composed of ~~seven~~*five* (75) members for the duration of the term of Council as follows:

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- one (1) member of Council to act as Chair ~~or Vice-Chair~~; and
- ~~four~~*six* (46) members of the public.

The following members are non-voting members *and* /resource persons:

- ~~Manager of Planning & Economic Development~~*Director of Community Services*;
- government liaison(s); and
- ~~a municipal staff member~~*Municipal Clerk or Deputy Clerk* as recording clerk.

A Chair and Vice-Chair will be elected by majority vote among the members at the first meeting of ~~the term every year~~. The Council representative shall fill ~~one of~~ the positions of Chair ~~or Vice-Chair~~. The committee may establish sub-committees to examine various topics, issues or proposals as required.

The Mayor is an “ex-officio” member. The Mayor has a right to vote but has no right in quorum.

#### **Meeting Procedures:**

The meeting procedures shall follow Council's Procedural By-Law No. ~~202049-1703~~, a by-law to govern the proceedings of Council, Local Boards and Committees. The Committee shall meet ~~quarterly (January, April, July, and October) once per month~~ *generally the third Wednesday of the month at the East Ferris Community Centre at*

~~4:00 p.m.~~ The regular meeting day and time that is convenient to members of the Committee shall be determined on consensus at the first meeting of the term.

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The items of business to be included on the agenda shall be developed by the ~~Manager of Planning & Economic Development~~Director of Community Services in consultation with the Committee Chair and the Council representative.

~~A municipal staff member~~The Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

- distributing agendas, minutes and correspondence to Committee members; and
- recording minutes of meetings and distributing to the ~~Municipal Clerk~~ Municipal Clerk for Council.

**Reporting Relationship:**

The Economic Development Committee will make recommendations to the Council of the Municipality of East Ferris. They may also refer matters to the CAO.

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**Department Jurisdiction:**

- Planning & Economic Development Department

**Department Staff Contact:**

- CAO and ~~Manager of Planning and Economic Development~~ManagerDirector of Community Services.

**Remunerations:**

- There is no remuneration for this Committee.

**The Committee will not be responsible for the following:**

- daily operations of the Municipality's Planning & Economic Development Department;
- administrative matters including Human Resources and direction to staff; and
- deliberation and implementation of the Department's operating budget.

## **Fire and Emergency Services Committee**

Applicable Legislation                      Ontario Fire Code; Regulations made under the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4

Applicable Municipal By-law(s):      Council Procedural By-law No. ~~2020-172019-03~~

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### **Purpose:**

The purpose of the Fire and Emergency Services Committee is to provide advice to Council on how to improve the protection of lives and properties in East Ferris.

### **Mandate:**

The Committee advises Council on requirements and issues pertaining to fire responses, emergency medical assist responses, and other emergency responses in keeping with the Fire Protection and Prevention Act. In doing so it provides support to the Fire Chief.

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~~The Committee will review the Draft Capital and Operating Budgets prior to being presented to Council for approval.~~

### **Committee Composition:**

The Committee shall be composed of the following members for the duration of the term of Council:

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- one (1) member of Council acting as Chair;
- the Chief Administrative Officer;
- the Fire Chief; and
- ~~a member of staff~~ Municipal Clerk or Deputy Clerk as recording clerk.

### **Meetings Procedures:**

Meetings shall follow Council's Procedural By-Law No. ~~2020-172019-03~~, a by-law to govern the proceedings of Council, Local Boards and Committees. The Committee shall meet quarterly ~~(January, April, July, October) or at the call of the Chair. Members shall advise staff if they are not able to attend a meeting. The regular meeting day and time that is convenient to members of the Committee shall be determined on consensus at the first meeting of the term.~~

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~~A municipal staff member~~ The Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

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- preparing agendas for circulation to Committee members;
- distributing agendas, minutes and correspondence to Committee members; and

- recording minutes of meetings and distributing them to the municipal Clerk for Council.

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**Reporting Relationship:**

The Committee will provide recommendations to Council. They may also refer matters to other Committees for comments or input.

**Department Jurisdiction:**

- Fire Department

**Department Staff Contact:**

- Fire Chief

**Remuneration:**

- There is no remuneration for this Committee.

**The Committee will not be responsible for the following:**

- daily operations of the Municipality's Fire Department; and
- administrative matters including Human Resources and direction to staff; and
- ~~regular maintenance of facilities and equipment.~~

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## **Recreation, Parks and Culture Committee**

Applicable Legislation: N/A

Applicable Municipal By-law(s): Council Procedural By-law No. ~~2020-17~~2019-03

### **Purpose:**

The Recreation, Parks and Culture Committee focuses on initiatives aimed at making East Ferris a strong community to live and play in. The guiding principles for the committee's mandate are expressed in the *East Ferris Economic Development Strategy and Facilities Master Plan, 2013*.

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### **Mandate:**

The Committee acts as an advisory body to the Council of the Municipality of East Ferris on matters pertaining to recreation, parks and culture services and programs.

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The Committee will:

- make recommendations to Council concerning facilities, regulations, policies and fees related to recreation, parks and culture;
- review policies related to recreation, parks and culture;
- review and provide recommendations on the conceptual planning of parks and recreation facilities that will benefit the community;
- assist in bringing together informal groups and ensure appropriate community involvement: to determine the recreation, parks and culture programming needs of the community; and to aid in cooperative planning;
- liaise with Municipal Staff in response to inquiries from the community related to recreation, parks and culture matters;
- consider and make recommendations with respect to issues as referred to from time to time by the CAO, Manager of Recreation and Facilities or Council; and
- foster high levels of communication between the staff Liaison, the community groups and partners regarding local recreation, leisure and cultural programs and services.

### **Committee Composition:**

The Committee shall be composed of ~~five~~seven (~~7~~7~~5~~) members for the duration of the term of Council as follows:

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- one (1) member of Council to act as Chair; and
- ~~six~~four (~~6~~4) members of the public.

The following members are non-voting members/resource persons:

- ~~Manager of Recreation & Facilities~~Director of Community Services; and

- ~~a municipal staff member~~ Municipal Clerk or Deputy Clerk as recording clerk.

The Mayor is an “ex-officio” member. The Mayor has a right to vote but has no right in quorum.

**Meeting Procedures:**

The meeting procedures shall follow Council’s Procedural By-Law No. ~~2020-1749-03~~, a by-law to govern the proceedings of Council, Local Boards and Committees. Meetings shall be held quarterly (January, April, July, and October) ~~as required with the goal of holding one meeting per month~~. The regular meeting day and time that is convenient to members of the Committee shall be determined on consensus at the first meeting of the term.

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The ~~municipal staff member~~ Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

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- preparing agendas for circulation to Committee members;
- distributing agendas, minutes and correspondence to Committee members; and
- recording minutes of meetings and distributing to the municipal Clerk for Council.

**Reporting Relationship:**

- recommendations of the Committee must be adopted by resolution prior to presentation to Council; and
- recommendations of the Committee will be submitted to Council in the form of a resolution and/or staff report containing the proposed recommendation.

**Department Jurisdiction:**

- Recreation & Facilities Department

**Department Staff Contact:**

- ~~Manager of Recreation & Facilities~~ Director of Community Services

**Remuneration:**

- There is no remuneration for this Committee.

**The Committee will not be responsible for the following:**

- daily operations of the Municipality’s Recreation & Facilities Department;
- administrative matters including human resources and direction to staff; and ~~deliberation and implementation of the Department’s operating budget;~~ and
- ~~regular maintenance of facilities and parks.~~

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## **Planning Advisory Committee**

Applicable Legislation: Planning Act, R.S.O. 1990, c. P.13  
Applicable Municipal By-law(s): Council Procedural By-law No. 20~~20-1749-03~~

### **Purpose:**

The purpose of the Planning Advisory Committee (PAC) is to review planning applications and make unbiased recommendations to Council.

### **Mandate:**

The Committee is appointed by Council under the authority of the Planning Act. The committee considers and make unbiased recommendations on various planning applications after carefully reviewing all information presented and listening to concerns raised by the public. Decisions are based on the review of all pertinent information and including the Municipality's Official Plan, Zoning By-Law, other relevant policies, and legislation. The prescribed legislative requirements for the Committee are contained in the Act and associated Regulations.

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### **Committee Composition:**

The Committee shall be formed of seven (7) members for duration of the term of Council:

- two (2) members of Council with one (1) member of Council as Chair; and
- five (5) members of the public.

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The following members are non-voting members/resource persons:

- ~~Manager of Planning & Economic Development~~Director of Community Services;  
and
- ~~a municipal staff member~~Municipal Clerk or Deputy Clerk as recording clerk.

The Mayor is an "ex-officio" member. The Mayor has a right to vote but has no right in quorum.

### **Circulation of Materials:**

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Committee members shall be provided with a tablet by the Municipality for the purpose of receiving meeting agendas and packages through municipal agenda software. All circulations will generally be done only in digital format and not hard copy. The tablet is property of the Municipality and shall only be used for committee purposes. Tablets shall be returned to the Municipality at the end of the term or upon resignation.

**Meeting Procedures:**

The meeting procedures shall follow Council's Procedural By-Law No. 2020-1749-03, a by-law to govern the proceedings of Council, Local Boards and Committees. The Committee shall meet monthly, generally on the third Wednesday of the month at 7:00:30 p.m., ~~as required or at the call of the Chair. Members shall advise staff if they are not able to attend a meeting.~~

~~A municipal staff member~~The Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

- preparing agendas for circulation to Committee members;
- distributing agendas, minutes and correspondence to Committee members; and
- recording minutes of meetings and distributing them to the municipal Clerk for Council.

**Reporting Relationship:**

The Planning Advisory Committee will make recommendations to the Council of the Municipality of East Ferris.

**Department Jurisdiction:**

- Planning and Economic Development Department

**Department Staff Contact:**

- ~~Manager of Planning & Economic Development~~Director of Community Services

**Remuneration & Expenses:**

- There is remuneration for non-Council members of \$50.00 per meeting to cover costs of site inspections.

**The Committee will not be responsible for the following:**

- daily operations of the Municipality's Planning and Development Department;
- administrative matters including human resources and ~~directions~~ to staff; and
- deliberation and implementation of the annual capital and operating ~~budgets~~.

## **Public Works & Infrastructure Committee**

Applicable Legislation: Municipal Act, 2001, S.O. 2001, c.25, Highway Traffic Act, R.S.O. 1990, c.H8, Environmental Protection Act, R.S.O. 1990, c.E.19, Provincial Standards, Minimum Maintenance Standards Regulations

Applicable Municipal By-law(s): Council Procedural By-law No. 20~~20-1749-03~~

### **Purpose:**

The Public Works & Infrastructure Committee focuses on ensuring the performance and good working order of all municipal infrastructure and equipment in keeping with the Municipality's Asset Management Plan.

### **Mandate:**

The Committee is established to advise Council on matters pertaining to East Ferris' infrastructure needs and services. In doing so it provides support to the Municipal Engineer/Director of Public Works in all aspects related to public works and infrastructure including municipal policies, plans, service levels, general operations, and where required, makes recommendations to Council on such matters.

~~The Committee will review the Draft Capital and Operating Budgets prior to being presented to Council for approval.~~

### **Committee Composition:**

The Committee shall be composed of ~~five~~ (45) members for the duration of the term of Council:

- ~~two~~ (24) members of Council with one (1) member acting as Chair;
- the Director of Public Works/Municipal Engineer;
- ~~the Chief Administrative Officer; the Public Works Foreman;~~ and

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- ~~a municipal staff member~~ Municipal Clerk or Deputy Clerk as recording clerk.

**Meeting Procedures:**

The meeting procedures shall follow Council's Procedural By-Law No. 20~~20-1749-03~~, a by-law to govern the proceedings of Council, Local Boards and Committees. Meetings shall be held quarterly (April, June, ~~September~~ September, and December) ~~or as required. The regular meeting day and time that is convenient to members of the Committee shall be determined on consensus at the first meeting of the term.~~

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~~A municipal staff member~~ The Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

- preparing agendas for circulation to Committee members;
- distributing agendas, minutes and correspondence to Committee members; and
- recording minutes of meetings and distributing them to the ~~M~~unicipal Clerk for Council.

**Reporting Relationship:**

The Committee will provide recommendations to Council. They may also refer matters to other Committees for comments or input.

**Department Jurisdiction:**

- Public Works Department

**Department Staff Contact:**

- Municipal Engineer/Director of Public Works

**Remuneration:**

- There is no remuneration for this Committee

**The Committee will not be responsible for the following:**

- daily operations of the Municipality's Public Works Department; and
- administrative matters including human resources and direction to staff.



## **Committee of Adjustment**

Applicable Legislation: Planning Act R.S.O. 1990,c.P.13, Sections 44 & 45  
Applicable Municipal By-law(s): Council Procedural By-law No. 20~~20-1719-03~~

### **Purpose:**

The Committee of Adjustment reviews and makes decisions on minor variance applications.

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### **Mandate:**

The Committee of Adjustment evaluates and approves a number of minor applications. In accordance with Section 45 of the *Planning Act*, the Committee of Adjustment is authorized to make decisions on minor variances from the provisions of the Zoning By-law and to grant permission for altering or changing a lawful non-conforming use of land, buildings or structure.

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### **Committee Composition:**

The Committee of Adjustment is composed of five (5) members, appointed by by-law for the duration of the term of Council. The ~~Manager of Planning & Economic Development~~Director of Community Services shall be the secretary-treasurer of the Committee. ~~A municipal staff member~~The Municipal Clerk or Deputy Clerk shall be the recording clerk.

### **Circulation of Materials:**

Committee members shall be provided with a tablet by the Municipality for the purpose of receiving meeting agendas and packages through municipal agenda software. All circulations will generally be done only in digital format and not hard copy. The tablet is property of the Municipality and shall only be used for committee purposes. Tablets shall be returned to the Municipality at the end of the term or upon resignation.

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### **Meeting Procedures:**

The Committee shall meet monthly, generally on the third Wednesday of the month at ~~6:30:00~~6:30:00 p.m., if required. ~~Members shall advise staff if they are not able to attend a meeting.~~

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~~A municipal staff member~~The Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

- preparing agendas for circulation to Committee members;
- distributing agendas, minutes and correspondence to Committee members; and

- recording minutes of meetings and distributing to the ~~M~~municipal Clerk for Council.

**Reporting Relationship:**

The decisions of the Committee are final but may be appealed to the Local Planning Appeal Tribunal (LPAT). The minutes of the meetings and decisions will be forwarded to Council for their information.

**Department Jurisdiction:**

- Planning and Economic Development Department

**Department Staff Contact:**

- ~~Manager of Planning & Economic Development~~Director of Community Services

**Remuneration:**

- There is no remuneration for this Committee unless there is a meeting where a Planning Advisory Committee meeting does not follow. In that case, remuneration of \$50.00 will be paid to non-Council members to cover the costs of site inspections.

**The Committee will not be responsible for the following:**

- municipal daily operations of the Planning and Development Department;
- administrative matters including human resources and direction to staff; and
- deliberation and implementation of the annual capital and operating budgets.

## ~~Community~~ Emergency Management Program Committee

Applicable Legislation: ~~The~~ Emergency Management and Civil Protection Act,  
R.S.O. 1990, c.E.9

Ontario Regulation 380/04

Applicable Municipal By-law(s): Council Procedural By-law No. 20~~20-1749-03~~

### **Purpose:**

Every municipality is required to have an Emergency Management Program Committee with members appointed by Council. The purpose of the ~~Community~~ Emergency Management Program Committee (EMPC/CEMC) is to ~~assist~~develop in, and advise Council on, the development and implementation of the emergency management program and implement an emergency management program consisting of an Emergency Plan, training programs and exercises, and public education. The aim is to mitigate impacts related to the effect of an emergency on the residents of the Municipality of East Ferris and those individuals and organizations involved in the emergency situation.

### **Mandate of the Committee:**

The Committee acts in accordance with the duties and obligations as assigned by the Emergency Management and Civil Protection Act. The Plan is formulated to assign responsibilities and to guide the immediate actions of key officials in the first few critical hours after the onset of an emergency and until such time as the emergency is over. Council shall appoint an employee or Council member as its Community Emergency Management Co-ordinator (CEMC). The CEMC is responsible for co-ordinating the development and implementation of the municipality's emergency management program and shall report to the Committee.

### **Emergency Management Program Committee (EMPC) Composition ~~(Control Group):~~**

The ~~Committee~~ Community Emergency Control Group shall consist of the following:

- ~~Mayor or Deputy Mayor as alternate;~~
- ~~Councillors~~
- ~~CAO or Clerk as alternate;~~
- Treasurer;
- ~~OPP representative;~~
- ~~Fire Chief or Deputy Chief as alternate;~~
- Emergency Information Officer (EIO) (Designated as CAO);
- ~~Director or Public Works or Public Works Foreman as alternate;~~

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- Director of Community Services; and
- CEMC or alternate;
- Medical Officer of Health or alternate;
- DNSSAB representative;
- Emergency Management Ontario – Field Officer; and
- Scribe. A scribe (resource person)

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**The Committee shall appoint a member of the EMPC as Chair.**

**Meeting Procedures:**

Meetings will be held in accordance with the requirements of Emergency Management Ontario. The Committee shall meet at least once three (3) times per year. ~~Members shall advise staff if they are not able to attend a meeting.~~

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**Municipal Emergency Control Group (MECG):**

The municipality is required to have a municipal control group which may be composed of different members from the Emergency Management Program Committee. The MECG is responsible for directing the municipality's response in an emergency, including the implementation of the emergency response plan, and conducting an annual practice exercise (table top exercise) for a simulated emergency incident.

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**The Control Group shall consist of the following members:**

- Mayor or Deputy Mayor as alternate;
- Chief Administrative Officer or Clerk as alternate;
- Scribe or alternate;
- Fire Chief or alternate;
- CEMC or alternate;
- Director of Public Works or alternate;
- Emergency Information Officer or alternate; and
- Treasurer or alternate.

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A scribe shall be appointed to the Emergency Control Group Committee. Duties will include:

- preparing agendas for circulation to Committee members;
- distributing agendas, minutes and correspondence to Committee members; and
- recording minutes of meetings and distributing them to the Municipal Clerk for Council.

**Reporting Relationship:**

~~The Emergency Control Group will hold one annual table top training exercise to ensure that the Plan is current and that members are properly trained.~~

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The minutes of the meetings and training exercise shall be forwarded to Council. An annual report will be forwarded to Emergency Management Ontario after the training exercise is completed. The Committee may also refer matters to other departments for comments if necessary.

**Department Jurisdiction:**

- Fire Department

**Department Staff Contact:**

- Fire Chief

**Remuneration:**

- There is no remuneration for this Committee.

**The Committee will not be responsible for the following:**

- daily operations related to Municipal Emergency Management;
- administrative matters including human resources and direction to staff;
- ~~regular maintenance of Emergency Management Operations~~; and
- implementation of the annual capital and operating budgets.

***Communication Committee***

~~Applicable Legislation: Municipal Act, 2001~~

~~Applicable Municipal By-law(s): Council Procedural By-law No. 2019-03~~

**Purpose:**

~~The Municipality of East Ferris recognizes the quick pace of today's world, and endeavors to make information available quickly and proactively. As the Municipality prepares to celebrate its centennial in 2021, it is timely to further develop its corporate communication strategy and plans.~~

**Mandate:**

~~The East Ferris Communications Ad Hoc Committee is to advise the Council on a corporate communication strategy and a plan in support of open, transparent and proactive communications within the Municipality. The Municipality is committed to providing information that is timely, accurate, clear and measured.~~

**Committee Composition:**

~~The Committee shall be comprised of the following members:~~

- ~~• one (1) Councillor as Chair;~~
- ~~• the Mayor;~~
- ~~• the Chief Administrative Officer/Treasurer; and~~
- ~~• the Municipal Clerk as recording clerk.~~

**Meeting Procedures:**

~~The meeting procedures shall follow Council's Procedural By-Law No. 2019-03, a by-law to govern the proceedings of Council, Local Boards and Committees. The meeting schedule is to be confirmed once the Committee is formed.~~

~~A municipal staff member shall be the recording clerk. Duties will include:~~

- ~~• preparing agendas for circulation to Committee members;~~
- ~~• distributing agendas, minutes and correspondence to Committee members; and~~
- ~~• recording minutes of meetings and distributing them to the municipal Clerk for Council.~~

**Reporting Relationship:**

~~The Committee will provide recommendations to Council. They may also refer matters to other Committees for comments or input.~~

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**Department Jurisdiction:**

- ~~• Council~~

**Department Staff Contact:**

- ~~• Chief Administrative Officer and Clerk~~

**Remuneration:**

- There is no remuneration for this Committee.

**The Committee will not be responsible for the following:**

- municipal daily operations;
- administrative matters including direction to staff; and
- deliberation and implementation of budgets.

## ***East Ferris Centennial Celebration Committee***

Applicable Legislation: ~~—————~~ Municipal Act, 2001

Applicable Municipal By-law(s): ~~—————~~ Council Procedural By-law No. 2019-03

### **Purpose:**

~~The Municipality of East Ferris will celebrate its centennial anniversary in 2021. The Committee is formed to oversee the celebration which will highlight community accomplishments, build pride in East Ferris and prepare the Municipality for the next leg of its journey.~~

### **Mandate:**

~~The Municipality of East Ferris Centennial Committee, in collaboration with Council, will plan, organize and implement a program of community celebration.~~

~~Specifically, the Committee will facilitate and oversee the development of ideas and plans from all parts of the Municipality, examine funding sources and address the strategic and operational issues involved in creating, planning and hosting such a celebration with the aim of leaving a lasting legacy.~~

~~NOTE: As part of leaving a lasting legacy, it is anticipated that items such as a community book may form part of the proposed plans. Such ideas involve considerable lead time to implement and why the 2019 start date.~~

~~The committee will be responsible for recommending a budget to Council.~~

### **Committee Composition:**

~~The Committee shall be composed of the following members:~~

- ~~• two (2) Council members acting as Co-Chairs of the Committee;~~
- ~~• seven (7) to nine (9) members of the community;~~
- ~~• the Chief Administrative Officer;~~
- ~~• municipal staff representatives; and~~
- ~~• a municipal staff member as recording clerk.~~

### **Meeting Procedures:**

~~The meeting procedures shall follow Council's Procedural By-Law No. 2019-03, a by-law to govern the proceedings of Council, Local Boards and Committees. The meeting schedule is to be confirmed once the Committee is formed.~~

~~A municipal staff member shall be the recording clerk. Duties will include:~~

- ~~• preparing agendas for circulation to Committee members;~~
- ~~• distributing agendas, minutes and correspondence to Committee members; and~~
- ~~• recording minutes of meetings and distributing them to the municipal Clerk for Council.~~

**~~Reporting Relationship:~~**

- ~~• The Committee will provide recommendations to Council. They may also refer matters to other Committees for comments or input. The Committee will report directly to Council through Committee minutes.~~

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**~~Department Jurisdiction:~~**

- ~~• Council~~

**~~Department Staff Contact:~~**

- ~~• Chief Administrative Officer~~

**~~Remuneration:~~**

- ~~• There is no remuneration for this Committee except for free entry to all of the events of the centennial celebration.~~

**~~The Committee will not be responsible for the following:~~**

- ~~• daily operations of the municipal staff; and~~
- ~~• administrative matters including direction to staff.~~

## **~~Municipal Office Project / Technical Advisory Committee~~**

~~Applicable Legislation: Municipal Act, 2001~~

~~Applicable Municipal By-law(s): Council Procedural By-law No. 2019-03~~

### **~~Purpose:~~**

~~The Municipality of East Ferris will celebrate its centennial anniversary in 2021. The anniversary presents the Municipality with a timely opportunity to proceed with the construction (aka "the project") of its planned municipal office and the renovation of its Corbeil fire hall. The useful life of both facilities has expired to the point of obsolescence.~~

### **~~Mandate:~~**

~~The Municipal Office Project/Technical Advisory Committee is to advise Council on the design, construction, scope and schedule for the project. The primary objectives of the Committee are as follows:~~

- ~~• To provide input, feedback and advice on the design and construction of the project;~~
- ~~• To advise on the financial sustainability of the project and the soundness of business decisions; and~~
- ~~• Other matters that will contribute to the successful development, construction and completion of the project by 2021.~~

### **~~Committee Composition:~~**

~~The Committee shall be comprised of the following members:~~

- ~~• Mayor who will act as Co-Chair;~~
- ~~• Deputy Mayor who will act as Co-Chair;~~
- ~~• three (3) to five (5) citizens with relevant skills;~~
- ~~• the Chief Administrative Officer/Treasurer;~~
- ~~• the Director of Public Works/Municipal Engineer; and~~
- ~~• a municipal staff member as recording clerk.~~

### **~~Meeting Procedures:~~**

~~The meeting procedures shall follow Council's Procedural By-Law No. 2019-03, a by-law to govern the proceedings of Council, Local Boards and Committees. The meeting schedule is to be confirmed once the Committee is formed.~~

~~A municipal staff member shall be the recording clerk. Duties will include:~~

- ~~• preparing agendas for circulation to Committee members;~~
- ~~• distributing agendas, minutes and correspondence to Committee members; and~~

- recording minutes of meetings and distributing them to the municipal Clerk for Council.

**Reporting Relationship:**

The Committee will provide recommendations to Council. They may also refer matters to other Committees for comments or input.

**Department Jurisdiction:**

- Council

**Department Staff Contact:**

- CAO and Director of Public Works/Municipal Engineer

**Remuneration:**

- There is no remuneration for this Committee.

**The Committee will not be responsible for the following:**

- daily operations of municipal staff; and
- administrative matters including direction to staff.

**East Ferris Police Services Board**

Applicable Legislation: Comprehensive Ontario Police Services Act, 2019, S.O. 2019, c. 1

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Applicable Municipal By-law(s): Council Procedural By-law No. 2020-17

**Purpose/Mandate:**

The East Ferris Police Services Board shall perform duties as are assigned to it by the Comprehensive Ontario Police Services Act or any other Act, including any prescribed duties.

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**Board Composition:**

The Board shall be composed of three (3) members appointed by the Municipal Council and for the duration of the term of Council:

- Mayor as Chair;
- one (1) municipal appointee; and

- one (1) provincial appointee.

The following members are non-voting members/resource persons:

- the Municipal Clerk or Deputy Clerk as recording clerk.

**Meeting Procedures:**

The meeting procedures shall follow Council's Procedural By-Law No. 2020-17, a by-law to govern the proceedings of Council, Local Boards and Committees. The Board shall meet quarterly (March, June, September, and December).

The Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

- preparing agendas for circulation to Board members;
- distributing agendas, minutes and correspondence to Board members; and
- recording minutes of meetings and distributing them to the Municipal Clerk for Council.

**Reporting Relationship:**

- The Board will report to Council.

**Department Jurisdiction:**

- Clerk's Office

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**Department Staff Contact:**

- Clerk

**Remuneration:**

- There is a \$50.00 remuneration per meeting for voting members.

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## East Ferris Public Library Board

Applicable Legislation: Public Libraries Act, R.S.O. 1990, c. P.44  
Applicable Municipal By-law(s): Council Procedural By-law No. 2020-1749-03

### **Purpose:**

The Library Board's primary purpose is to provide resources and services in a variety of media to meet the unique needs of individuals and groups in East Ferris.

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### **Mandate:**

Pursuant to the Public Libraries Act, R.S.O. 1990, Chapter P.44 ('PLA'), a Public Library shall be under the management and control of a Board" (s.3 (3)). The Board is responsible for submitting an annual budget to the Municipal Council for approval of the budget(s); However, the Municipal Council shall be responsible for the approval of the Municipal contribution portion of the budget(s) and the Board shall adopt the approved budget. The Powers and Duties of the Board are found in Section 20 of the Public Libraries Act.

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### **Board Composition:**

The Board shall be composed of five (5) members appointed by the Municipal Council and for the duration of the term of Council:

- one (1) member of Council; and
- four (4) members of the public.

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The following members are non-voting members/resource persons:

- the Library CEO;
- the Municipal Deputy Clerk as recording clerk; and
- the Municipal Treasurer.

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The Board shall elect one (1) of its members as Chair at its first meeting in a new term. In the absence of the Chair, the Board may appoint one (1) of its members as Acting Chair.

The Mayor is an "ex-officio" member. The Mayor has a right to vote but has no right in quorum.

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### **Meeting Procedures:**

The meeting procedures shall follow Council's Procedural By-Law No. 202019-1793, a by-law to govern the proceedings of Council, Local Boards and Committees. The Board

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shall meet at least once per month (~~first Tuesday of the month at 4:00 p.m.~~) at least ten (10) times per year. Members shall advise staff if they are not able to attend a meeting.

~~A library staff member~~ The Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

- preparing agendas for circulation to Board members;
- distributing agendas, minutes and correspondence to Board members; and
- recording minutes of meetings and distributing them to the ~~M~~municipal Clerk for Council.

**Reporting Relationship:**

- The Board and CEO will liaise with the Chief Administrative Officer.

**Department Jurisdiction:**

- Library Board

**Department Staff Contact:**

- Library CEO

**Remuneration:**

- There is no remuneration for this Board.

**The Board will not be responsible for the following:**

- daily operations of the East Ferris Library; and
- administrative matters including human resources and direction to library staff.

