



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3142-2015

A BY-LAW TO ESTABLISH COMMITTEES FOR THE TOWNSHIP OF AUGUSTA

WHEREAS by Section 5 of the Municipal Act, 2001, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the Township of Augusta deems it expedient to establish Committees in for the purpose of conducting municipal business in the Township on behalf of Council,

AND WHEREAS Council wishes to recognize and establish Committees of Council,

NOW THEREFORE the Council of the Corporation of the Township of Augusta enacts as follows:

THAT pursuant to this By-Law the following committees of Council are hereby established:

- Operations Review Committee
- Economic Development and Tourism Committee
- Planning Advisory Committee


The committee shall operate in accordance with the Terms of Reference attached hereto as appendix A

1. That this by-law will come into force and effect on the date of passing.
2. That by-laws 3009-2013, 3010-2013 and 3011-2013 are hereby rescinded.

READ a first and second time this 26 day of January, 2015.

READ a third time and passed this 26 day of January, 2015.


MAYOR


CLERK

PLANNING ADVISORY COMMITTEE TERMS OF REFERENCE

PURPOSE

The Planning Advisory Committee is appointed by Council under the authority granted by the Province of Ontario in the *Planning Act*, 1990 for the purposes of providing Council with recommendations specific to community planning matters, development and policies.

The following Terms of Reference for the Planning Advisory Committee (PAC) were developed to guide committee members in the fulfillment of their duties. The PAC is an important resource and tool to assist Council in maintaining an economically sustainable community.

STRUCTURE OF THE COMMITTEE

1. The PAC shall consist of 8 members appointed by Council;
2. Council shall appoint the Chair who shall be a member of Council;
3. The secretary of the Committee shall be the Manager of Planning;
4. A quorum of Committee shall consist of a majority of its members, or 51%;
5. All residents interested in serving on The Committee will be asked to identify themselves through the application process. Those names will be put forward to Council and representatives will be selected for the term of Council, with consideration for the following;
 - Candidates from various business/industry sectors;
 - Candidates with an understanding of rural affairs;
 - Candidate's qualifications and commitment to the functions of the committee as outlined below; and
 - Candidate's availability to participate.
6. In the event that a committee member resigns from The Committee they will be replaced within 60 days of resigning.
7. Any member who misses three consecutive meetings shall be dismissed from the Committee at the discretion of the Chair and be replaced by a qualified candidate appointed by Council.
8. The Committee shall meet every month, on the third Monday of the month. More than one meeting or a change of schedule may occur at the discretion of the Chair.
9. The Chair may invite any additional person(s) to attend the meeting to provide additional information and comment, but such invited person(s) shall not participate in the regular business of the meeting.

FUNCTIONS OF THE COMMITTEE

The functions of the PAC shall be as follows:

- To review and provide Council with recommendations on Planning Act applications including:
 - Consents
 - Subdivisions
 - Site Plan Control
 - Zoning Amendments
 - Official Plan Amendments
 - Temporary Use By-laws
- Review of municipal drain improvement requests;
- Receive and address Drainage Superintendent recommendations, reports and studies;
- Any other applications or duties which may be specifically referred by Council to the Planning Advisory Committee.

RECOMMENDATIONS OF THE COMMITTEE

The Committee shall report directly to Council. Any resolutions/recommendations that come out of the Committee meeting will be forwarded for Council as a recommendation for consideration at the next Council meeting during the Committee report item on the agenda.

OPERATIONS REVIEW COMMITTEE TERMS OF REFERENCE

PURPOSE

Under the Direction of Council and Senior Staff to work in an advisory capacity to improve infrastructure operations, maintenance and efficiencies through quarterly review and input on operational activities and planning programs.

TERMS OF REFERENCE

The following Terms of Reference for the Operations Review Committee (ORC) were developed to guide committee members in the fulfillment of their duties. The ORC is an important resource and tool to assist Council in maintaining efficient and effective delivery of base services to our communities.

STRUCTURE OF THE COMMITTEE

1. Council shall appoint the Chair who shall be a member of Council.
2. The ORC shall consist of 7 members appointed by Council.
3. The secretary of the Committee shall be the Public Works Manager.
4. A quorum of Committee shall consist of a majority of its members, or 51%.
5. All residents interested in serving on the ORC will be asked to identify themselves through the application process. Those names will be put forward to Council and representatives will be selected by Council for the term of Council, with consideration for the following;
 - Candidates from various business/industry sectors with an understanding of rural service levels;
 - Candidate's qualifications and commitment to the functions of the committee as outlined below; and
 - Candidate's availability to participate.
6. In the event that a committee member resigns from the ORC they will be replaced within 60 days of resigning.
7. Any member who misses two consecutive meetings shall be dismissed from the Committee at the discretion of the Chair and be replaced by a qualified candidate appointed by Council.
8. The Committee shall meet quarterly at the call of the Chair. Additional meetings or a change of schedule may occur at the discretion of the Chair.
9. The Chair may invite any additional person(s) to attend the meeting to provide additional information and comment, but such invited person(s) shall not participate in the regular business of the meeting.

FUNCTIONS OF THE COMMITTEE

To achieve the purpose and intent of the ORC the functions of the committee shall be:

- Review quarterly reports of the Public Works department activities including the status of infrastructure projects, equipment purchases and / or maintenance;
- Review quarterly budget updates;
- Review departmental objectives and priorities for the upcoming quarter.
- Provide direction and/or comment on community priorities with respect to road, drainage and waste management infrastructure in order to improve efficiencies and effectiveness;
- Assist in the implementation of Council adopted strategies and plans;
- Any other duties which may be specifically referred by Council to the Committee.

RECOMMENDATIONS OF THE COMMITTEE

The Committee shall report directly to Council. Any resolutions/recommendations that come out of the Committee meeting will be forwarded for Council as a recommendation for consideration at the next Council meeting during the Committee reports.

ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE TERMS OF REFERENCE

PURPOSE

Under the Direction of Council and Senior Staff to work in an advisory capacity to attract and promote development within Augusta Township through communication, education and facilitation to make our Township a sustainable community in which to reside, work and play.

TERMS OF REFERENCE

The following Terms of Reference for the Economic Development and Tourism Committee (EDTC) were developed to guide committee members in the fulfillment of their duties. The EDTC is an important resource and tool to assist Council in maintaining an economically sustainable community.

STRUCTURE OF THE COMMITTEE

1. Council shall appoint the Chair who shall be a member of Council.
2. The EDTC shall consist of 7 members appointed by Council.
3. The secretary of the Committee shall be the Deputy Clerk.
4. A quorum of Committee shall consist of a majority of its members, or 51%.
5. All residents interested in serving on the EDTC will be asked to identify themselves through the application process. Those names will be put forward to Council and representatives will be selected by Council for the term of Council, with consideration for the following;
6. Candidates from various business/industry sectors;
7. Candidate's willingness to take on responsibilities for specific areas of the economic development program;
8. Candidate's qualifications and commitment to the functions of the committee as outlined below; and
9. Candidate's availability to participate.
10. In the event that a committee member resigns from the committee they will be replaced within 60 days of the resignation.
11. Any member who misses three consecutive meetings shall be dismissed from the Committee at the discretion of the Chair and be replaced by a qualified candidate appointed by Council.
12. The Committee shall meet every month, on the Monday of the first full week of that month. More than one meeting or a change of schedule may occur at the discretion of the Chair.

13. The Chair may invite any additional person(s) to attend the meeting to provide additional information and comment, but such invited person(s) shall not participate in the regular business of the meeting.

FUNCTIONS OF THE COMMITTEE

To achieve the purpose and intent of the EDTC the committee's functions shall be:

- Maintain and improve economic development opportunities in Augusta;
- Assist staff and Council and participate in marketing programs to outside investors;
- Represent and advocate for Augusta in economic development matters;
- Along with Council and staff, participate in future strategies to enhance Augusta's economic viability;
- Develop and/or recommend economic development policies (ie marketing programs, special projects and initiatives);
- Work with outside agencies and the private sector to ensure the development and promotion of Augusta;
- Consult with community groups and businesses in matters relating to economic development;
- Evaluate and review economic development programs/policies and make recommendations to Council regarding any changes;
- Assist in the implementation of Council adopted strategies and plans;
- Any other duties which may be specifically referred by Council to the Committee.

RECOMMENDATIONS OF THE COMMITTEE

The EDTC shall report directly to Council. Any resolutions/recommendations that come out of the committee meeting will be forwarded for Council as a recommendation for consideration at the next Council meeting during the Committee report section.