



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3482-2020**

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

WHEREAS Section 5 of the Act provides that a municipality's power shall be exercised by by-law;

AND WHEREAS Council wishes to recognize and establish Committees of Council and their Terms of Reference,

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

1. THAT pursuant to this By-law the following committees of Council are hereby established
 - Agriculture and Rural Affairs Committee
 - Community Development Committee
 - Joint Parks, Recreation and Culture Committee
 - Economic Development and Tourism Committee
 - Rental Property Standards Committee
2. THAT the Committees shall operate in accordance with the Terms of Reference attached hereto as schedule A.
3. THAT By-laws 3397-2019 is hereby rescinded.
4. THAT all other by-laws inconsistent herewith are hereby repealed.
5. THAT this by-law shall come into force and effect on the date of passing.

READ a first and second time this 27 day of July, 2020.

READ a third time and passed this 27 day of July, 2020.

MAYOR

CLERK

Schedule A By-law 3482-2020

TERMS OF REFERENCE

Committee Name: Agriculture & Rural Affairs Committee	
Frequency: Once a month or at the call of the Chair	
Enabling Legislation/By-law 3482-2020	Date of Formation: July 27, 2020
Staff Support: As assigned by the CAO	
Total # of Members: Public: Minimum 5 and Maximum 9 Council: 1 Councillor as Chair of the Committee	
<p>Mandate: Review Policy and operational matters put before the Committee through the Committee Chair to provide advice, opinion, and comment on agricultural matters.</p>	
<p>Goals/Objectives: Act as a continuing liaison committee to further the interests of and the promotion of agriculture and rural matters in Augusta Township by assisting members of Augusta Township's Council to be informed on the impact of proposed policy or operational matters in place or being considered. Review planning proposals referred by the Staff and provide advice, opinion, comment and community knowledge and identify issues relating to proposals. Act as a continuing liaison committee to further the interest of and promote agricultural and rural functions in Augusta Township through the identification of additional issues for the planner to consider in their report to Council on land use proposals from residents or landowners as they relate to the impact on agricultural and rural lands. Provide input on planning related matters that could have an impact on the agriculture and rural living that fall within the scope of their knowledge and experience. Provide input on how agriculture and rural issues can be incorporated into goals, objectives and policies in the review of the Official Plan and Zoning by-law. Offer positive and constructive ideas and advice on how their decisions can impact agriculture and rural matters. Have regard for and provide input, advice and comments to Council relative to issues affecting agricultural and rural activities today as provided for in the Ontario Federation of Agriculture Guide. Identify opportunities for local communities to support this untapped, and sometimes undervalued, economic sector. Provide input including advice, opinion and comment to Council in the form of Committee report(s) arising from Committee meetings on policy and operational matters of interest to or affecting agriculture and rural affairs in Augusta Township that includes: Land Use Planning and Economic Development; Environment and Animal Welfare; Energy; Infrastructure (including, but not limited to, roads, bridges and drainage) and Social Services. Provide a forum for the exchange of information on agricultural and rural issues and initiatives and apprising the Council and Staff on potential concerns. Provide information for Facebook posts and website on programs that will benefit the farm and rural community, for example, 911 numbering and obtaining a farm business registration program. Any other applications or duties which may be specifically referred by Council to the Committee. Report annually to Council on success or challenges in achieving its mandate.</p>	
<p>Skills required for members: Ability to be available on the meeting dates on a monthly basis, knowledge of geographical uniqueness of agriculture and rural lands, broad knowledge of farming practices in the township, general knowledge of the Provincial Policy Statement as it relates to agricultural and rural lands and designation of woodlots, wetlands and species at risk; or knowledge of rural planning & drainage issues.</p>	



TERMS OF REFERENCE

Committee Name: Economic Development & Tourism Committee	
Frequency: Once a Month or at the call of the Chair (hiatus, July and August)	
Enabling Legislation/By-law 3482-2020	Date of Formation: July 27, 2020
Staff Support: As assigned by the CAO	
Total # of Members: Public: minimum of 5, maximum of 9 Council: 1 Council member as Chair	
<p>Mandate: Enhance Council's Knowledge relating to economic development and Tourism matter to maintain and improve economic development & Tourism opportunities in Augusta. Under the direction of Council and senior staff, work in an advisory capacity to attract, promote, retain and expand economic development and tourism within Augusta Township to make our Township an economically sustainable community in which to reside, work and play.</p>	
<p>Goals/Objectives:</p> <ul style="list-style-type: none"> • Provide input including advice, opinion and comment for attraction, retention and expansion of businesses within Augusta. • Identify key sectors to target for growth and guide initiatives undertaken by the township. • Represent and advocate for Augusta in economic development matters. • Along with Council and staff, identify opportunities for economic stability and participate in future strategies to enhance Augusta's economic viability and assist in the implementation of Council adopted strategies and plans. • Provide input on economic development policies (for example marketing programs, special projects and initiatives); <p>Assist staff and Council in business development, retention and expansion initiatives and special projects as necessary.</p> <ul style="list-style-type: none"> • 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. • Positively and constructively offer and build on ideas to communicate the township's vision for economic development to the community. • Have regard for and provide guidance to Council relative to issues affecting rural and agricultural activities today as provided for in the Ontario Federation of Agriculture Guide and identify opportunities for the community to support this untapped, and sometimes undervalued, economic sector. • Evaluate and review economic development programs/policies and provide advice and comments to Council. <p>Provide valid information for Facebook posts and website on programs that will benefit the business community.</p> <ul style="list-style-type: none"> • Any other duties which may be specifically referred by Council to the Committee. • Report to Council at least once annually to review the successes and challenges of achieving the mandate. 	
<p>Special skills required for members: Work in an economic development capacity, knowledge of economic drivers, education in economic development, or job experience in economic development.</p>	



Committee Name: Community Development Committee	
Frequency: Once a month or at the call of the Chair	
Enabling Legislation/By-law 3482-2020	Date of Formation: July 27, 2020
Staff Support: As assigned by the CAO	
Total # of Members: Public: minimum of 5, maximum of 9 Council: 1 Councillor as Chair	
<p>Mandate: To explore and document relevant issues/trends, consult with community partners, and develop programs and initiatives for consideration of Council and respective partners to enhance, promote and encourage the community development, and continuous improvement of services provided by the Township.</p>	
<p>Goals/Objectives: Review and evaluate revitalization initiatives for Council's consideration that take into account the fiscal capacity of the partners, legislative constraints and practicality. At Council's direction, form AdHoc subcommittees to act as working groups for specific projects. Investigate potential sources of funding to implement specific recommendations. Review and evaluate Township surveys. Review and consider applications for various Township grant initiatives. Communicate and collaborate with other organizations and community members. Offer positive and constructive ideas for the Continuous Community Development. Other activities deemed appropriate by the Committee and or Council Report annually to Council on successes and challenges in achieving mandate.</p>	
<p>Skills required for members: Interest and active participation toward improving the quality of life in Augusta, knowledge and understanding of community and social issues, communication skills, networking skills, or creative thinking.</p>	

Committee Name: Joint Parks, Recreation and Culture Committee	
Frequency: Quarterly	
Enabling Legislation/By-law 3482-2020	Date of Formation: July 27, 2020
Staff Support: As assigned by the CAO	
Total # of Members: 5 to 7 Public: 1 volunteer from each established Recreation Committee; Council: 1 Councillor	
<p>Mandate: To support and encourage recreational programming and services to meet the needs and interests of the community.</p>	
<p>Goals/Objectives:</p> <ul style="list-style-type: none"> • To encourage and assist, where necessary, with the implementations of recommendations made in the Parks, Recreation and Culture Master Plan. • Recommend improvements in the delivery of recreation services and operation of Township recreation facilities. • Provide guidance to enhance Council's knowledge relating to recreation. • Bring awareness of opportunities for developing and promoting recreation. • Encourage and assist with recreational programs that meet community needs. • Promote recreation and use of recreation facilities within the Township • Provide guidance for making of rules and regulations regarding the use, conduct and behaviour in any recreation facility owned and operated by the Municipal Corporation. • Coordinate or assist with implementation of recreation programs for the advancement of recreation within the community. • Establish and maintain subcommittee for each facility. • Provide reports from each subcommittee. • Support the Township's grant applications with in-kind contributions to various programs and projects. • Report to Council annually regarding recreations activities and yearly budget. 	
<p>Skills required for members: Experience in the following areas would be an asset: Recreation programming, management, facility maintenance, board governance, leadership experience.</p>	

RENTAL PROPERTY STANDARDS COMMITTEE TERMS OF REFERENCE

PURPOSE

The Rental Property Standards Committee (Committee) is appointed by Council pursuant to the provisions of the building Code Act to deal with matters related to the Township of Augusta's Rental Property Standards By-law.

When the owner of a property, upon whom an order has been served by a Municipal By-law Officer, is not satisfied with the terms or conditions of the order, the owner may appeal to the Rental Property Standards Committee.

TERMS OF REFERENCE

The following Terms of Reference for the Rental Property Standards Committee were developed to guide committee members in the fulfillment of their duties.

STRUCTURE OF THE COMMITTEE

1. Committee shall be comprised of three (3) Members appointed by Council. The members shall appoint one member to act as the Chair. In the absence of the Chair, the Committee shall appoint another Committee Member to act in their absence.
2. Recruitment and review of potential members shall be done as a call of interest at the beginning of the term of Council. Selection will be through the Mayor in consultation with Council, and shall be appointed for the term of Council, but not less than one year.
3. The Township shall appoint a staff member as the secretary for the committee.
4. A quorum of the Committee shall consist of a majority of its members, or 51%.
5. All Township residents interested in serving on the Rental Standards Committee 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 criteria;
 - 6.1 Be a qualified elector in the Township of Augusta;
 - 6.2 Available and committed to attend all Committee Meetings;
 - 6.3 Understanding of the Building Code;
 - 6.4 Possess relevant education or experience in order to fully consider the evidence provided.
 - 6.5 Be available to conduct site inspections of subject properties
6. In the event that a committee member resigns from the committee, it must be in writing and they will be replaced within 60 days of the resignation.
7. The Committee shall meet on, an as needed basis, upon appeal of an Order under the Rental Property Standards By-Law.
8. Council Members do not reside on the Rental Property Standards Committee.

FUNCTIONS OF THE COMMITTEE

The Committee is a quasi-judicial body with the authority under the Building Code Act, to hold public hearings on appeals submitted to the Committee for matter related to The Corporation of the Municipality of Augusta's Rental Property Standards by-law.

To Committee shall convene to hear appeals that have been filed by property owners with respect to the rental property standards orders to repair issued by the Township's Property Standards Officer.

The Committee is authorized under the Building Code Act to:

- Hear an appeal filed
- Confirm, modify or rescind the order to demolish or repair (when it would maintain the general intent and purpose of the Rental Property Standards By-law)
- Extend the time for complying the Order.

The Committee operates independently from Council and its decisions may be appealed to the Superior Court of Justice.

OPERATION OF THE COMMITTEE

The Committee is responsible for the maintaining the intent of the Rental Property Standards By-law and with protecting the rights of individuals affected by the decisions made.

Procedures

Except as otherwise provided in the Terms of Reference, all other procedural matters shall be governed under the Municipal Procedural By-law.

Notice of Appeal

An Appeal by an owner served with a Rental Property Standards Order shall be made by sending a notice of appeal by registered mail to the Committee Secretary within fourteen (14) days after being served with the Order.

Notice of appeal shall include:

- A copy of the Order that was served;
- A statement setting out the grounds for the Appeal; and
- The name, address and telephone number of the Appellant and their representative, if applicable.

If the submitted notice is incomplete, the secretary shall send to the appellant a letter within twenty (20) days of receipt of the notice of appeal to specify what additional information is required by the Committee. If no response is received within twenty (20) days of the letter being sent, the Committee may consider the attempted appeal abandoned.

Notice of Hearings/Hearings

Upon receipt of a Notice of Appeal, the Secretary will send a Notice of Hearing to the Appellant and to affected parties by registered mail at least twenty-one (21) days prior to the hearing.

The Notice of Hearing shall include:

- A statement of the time, place and purpose of the Hearing; and
- A statement that, if the Appellant does not attend at the Hearing, the Committee may proceed in their absence and they shall not be entitled to any further notice in the proceedings.

Upon receipt, the Rental Property Standards Committee the Secretary shall convene the Committee.

Meetings of the Committee shall be held at the Municipal office.

When the Committee determines that an inspection of the property is warranted, the Committee Members may conduct an inspection of the property and the Parties shall be notified of the time of the inspection of the property and may be present with the Committee at the time of the inspection.

The Rental Property Standards Officer in support of the Order shall send a disclosure package to the Appellant which may include the following:

- A copy of the signed Order
- A copy of the Rental Property Standards notes
- A copy of photographs they have taken of the property
- Any additional material that the Committee deems pertinent

If the Appellant has any material, such as documents or photographs, that they wish to use during the hearing, they should disclose the information to the Rental Property Standards Officer in advance of the hearing.

If either the Rental Property Standards Officer or the Appellant brings forward material during the Hearing that was not disclosed, the Committee will recess the Hearing to allow the other party to review the material. When the Hearing resumes, the other party will be given the opportunity to state any objections to the use of the material during the

Hearing. The Committee will decide, based on the submissions to the parties, whether or not the material may be referred to or introduced into evidence.

Public Meeting

An agenda is available for the public at the Hearing.

All information pertaining to an application will be presented at the hearing and all discussion on the specifics of an application will take place at the hearing.

All attendee must sign in.

The Chair will call the meeting to order and ask Members to declare any conflicts of interest.

The Chair will state the municipal address of the property for which the appeal is being held.

The Rental Property Standards Officer will present its case first and call any witnesses. Then the Appellant may call their witnesses, who may be the Appellant themselves. The Secretary shall swear in the witness, by affirmation. The Committee may ask their own question of the witnesses.

The Rental Property Standards Officer and the Appellant will make their final submissions, which should include what each party is requesting of the Committee.

The Committee may retire to deliberate in the absence of the public, and the secretary shall retire with the Committee.

The Secretary shall keep on file the records of all official business of the Committee.

Decisions

The Committee decisions will be made at a public hearing.

The Secretary shall forward notice of the Committee's decision to all those notified of the Hearing and to everyone who appears before the Committee.

The written decision shall be signed by all Members of the Committee that took part in the Hearing and the Secretary shall forward notice of the Committee's decision, by register mail within two (2) weeks of the Public Hearing, to all those notified of the Hearing and to everyone who appears before the Committee.

If the Committee determines that additional information is required to render a decision, it may adjourn to matter to a future Hearing date.

CODE OF CONDUCT

All Council Members, Municipal employees and volunteers will be guided by relevant policies and procedures including the Code of Conduct, Workplace Violence and Harassment Policy and Municipal Freedom of Information and Privacy and Protection Act.

Members have a decision-making ability, therefore should be cognizant of conflict of Interest in terms of issues which may serve to benefit them, (or parent, spouse, or child, sibling) directly or indirectly.

In order to provide a positive and respectful workplace, all Council, staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions.