



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3614-2023**

**A BY-LAW TO ESTABLISH COMMITTEES OF COUNCIL
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
 - Economic Development and Tourism Advisory Committee
 - Planning Advisory Committee
2. **THAT** the Committees shall operate in accordance with the Terms of Reference attached hereto as schedule A
3. **THAT** By-laws 3397 is hereby rescinded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 **THAT** all other by-laws inconsistent herewith are hereby repealed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 9 day of January, 2023.

READ a third time and passed this 9 day of January, 2023.


MAYOR


CLERK

Schedule A
ECONOMIC DEVELOPMENT AND TOURISM ADVISORY COMMITTEE
(EDTAC)
TERMS OF REFERENCE

PURPOSE

The Economic Development and Tourism Advisory Committee (EDTAC) is a committee of Council established to advise Council on matters associated with generating and sustaining employment and business investment in the Township of Augusta while supporting the overall objectives of the Economic Development Department and the Strategic actions approved by Council.

MANDATE

The committee will:

- Advise Council on related matters and help to implement and advise on approved actions
- Develop unified vision with goal setting/action items for endorsement by Council
- Report annually to Council at minimum
- Liaise with existing businesses and facilitate the development of new enterprises through the support and provision of opportunities for new economic growth
- Seek out and identify opportunities to help the Township achieve economic sustainability as set out in Council approved strategic actions.
- Respect the confidentiality of information shared with the members and shall not disclose to anyone outside of the Township, either during their tenure or any time thereafter, any confidential information relating to the Committee's business. A Non-Disclosure Agreement may be required at the outset of a member's appointment.

VALUES

The Committee will:

- Function as a collective partnership
- Link to opportunities in the regional area
- Positively and constructively offer and build on ideas to take action within the boundaries of strategic direction.
- Demonstrate willingness to work with local businesses, business groups and associations in the Township and region. e.g., St. Lawrence Corridor Economic Development Commission (SLCEDC), United Counties of Leeds and Grenville Economic Development Department, Bio-industrial Innovation Canada (BIC)

BUDGET

The operational budget shall be prepared and managed by the Economic Development Officer in consultation with EDTAC and CAO for approval by Council as part of the budget procedure.

Recommendations adopted by Council will be incorporated into the operational or capital budget in the appropriate area recommended by the Treasurer and approved by Council. Council may consult with EDTAC prior to modifying any such approved budget items. The Economic Development Officer may spend within the approved budget without seeking further approval from Council.

ORGANIZATION

Governance

- The committee shall be governed by applicable law including the Township's Procedural By-Law, the Municipal Conflict of Interest Act, The Municipal Freedom of Information and Protection of Privacy Act. (A brief orientation will be provided by the Clerk's department at the start of each term.)
- The Chairperson shall be appointed from the membership.
- The Vice Chairperson shall be appointed to act in the Chair's absence.
- The Clerk's Department will be the secretariat.
- Staff liaison will be the Economic Development Officer, or designate. Other staff as appropriate will be invited on an as required topical basis and their attendance will be based on availability.

- Recommendations to Council shall be in writing via motion and prepared in advance with a supported report from the Economic Development Officer.
- Items to be included on the agenda shall be submitted to the Clerk's office by the Wednesday prior to the meeting with any supporting/background material. The items of business to be included on the agenda shall be developed under the direction of the Chief Administrative Officer, the Clerk, and/or the Committee Chair.
- Agendas will be distributed at minimum 48 hours prior to the meeting.
- Quorum required for meetings.

Membership and Appointment

Council will appoint members to the Committee at the beginning of their term. The EDTAC will be composed of 5 to a maximum of 7 residents, taxpayers, or business owners in the Township (except staff liaison) and may include members of Council.

Meeting Schedule

Meetings shall be held on the first Monday of the month at 1:30 pm with the exception of July, August and December unless otherwise decided upon by the committee.

Meetings will be held in the Council Chambers, Township of Augusta Municipal Offices, 3560 County Road 26, Maynard, ON.

Established meeting dates and times will not be changed unless circumstances warrant special consideration. The Committee will be provided with the annual meeting schedule at the beginning of each year. Meetings may be cancelled at the call of the Chair.

Approved meeting minutes are circulated to Council for review.

Remuneration

Efforts will be acknowledged at a volunteer event.

Duties and Responsibilities

Committee Chair

The Chair shall preside at all meetings and exercises authority and performs duties as required, provide guidance and leadership to the committee in the completion of its mandate; and ensure that decorum is maintained at each meeting and that rules of procedure and conduct are observed.

Vice Chair

The Vice-Chair acts in the Chair's absence and assumes the roles and responsibilities of the Chair.

Council Representatives

The Council Representatives are participating voting members of the Committee

- The Mayor may attend and participate in Committee meetings as ex officio and shall have voting rights and count as quorum in accordance with the Township Procedure By-Law.

All Members

Committee members shall contribute time, knowledge, skill and expertise to the fulfillment of the Committee's mandate; research issues relevant to their Committee's mandate as required. Should any Member of a Committee fail to attend three successive regular meetings without being authorized to do so by a resolution of the Committee, the Committee should recommend to Council they declare the committee seat vacant and Council may appoint another Member in the member's place.

Working Groups

The Committee may establish working groups of EDTAC for a particular purpose/mandate that are resolved upon the completion of the matter. Working Group Chairs must be an EDTAC Committee member. The EDTAC chairperson will be an ex-officio member of all working groups. As a working group, formal agendas, minutes, or staff support are not required.

CODE OF CONDUCT

The Township is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Township's goal to provide a healthy and safe work environment that is free from any form of harassment or violence. All members and employees will refrain from personal harassment and conflict behavior, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions as per the Township's Respect in the Workplace Policy.

TERM

The term of the Committee shall run until the last day of January following the most current election.

PLANNING ADVISORY COMMITTEE (PAC)

TERMS OF REFERENCE

MANDATE

The Planning Advisory Committee is appointed by Council as required by Section 8(1) of the Planning Act, 1990. for the purposes of providing Council with recommendations specific to community planning matters, development, and policies.

The mandate of the Planning Advisory Committee (PAC) is to provide Council and staff with recommendations and guidance in areas related to land use planning.

The functions and duties of the Planning Advisory Committee are:

1. To review from time to time the provisions of the Official Plan and Zoning By-Law and related municipal policies, and to recommend to Council amendments which would be in the best interests of the Township;
2. To review and provide Council with recommendations on applications for Official Plan Amendment;
3. To review and provide Council with recommendations on applications for Zoning By-Law Amendment.
4. To review and provide Council with recommendations on applications for approval of Draft Plans of Subdivision.
5. To review and provide Council with recommendations on applications for Consent/Severance.
6. To review and provide recommendation to Council on any other planning matters as requested by Council, the Planner, the Chief Building Official, or the CAO; and
7. Any other planning matters as requested by Council by resolution.

The Committee will not be responsible for the following:

- Undertaking or directing the daily operations of the Township.
- Administrative matters including directions to staff.
- Reviewing staff structure, staff compensation, or other staffing related matters.
- Preparing, approving, or delivering the annual budget and capital projects.
- Performing project and program implementation, unless assigned by Council.
- Reviewing any matter that may be subject to the Township's closed meeting provisions.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

COMMITTEE STRUCTURE

- 2 Elected Officials as appointed by Council.
- 3 members of the public appointed by Council.
- Eligible members of the public are those who are entitled to be an elector in the Township under section 17 of the Municipal Elections Act. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in the Township or be a property owner (personal or business).
- Employees of the Township of Augusta are not eligible to serve on Township committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.

GENERAL RULES OF OPERATION

The Committee is subject to the control and direction of Council.

The Committee is subject to the rules established in Council's Code of Conduct and Council's Procedure By-Law.

All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the Committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.

At the first meeting, the members shall determine the preferred day and time for Committee meetings.

If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the Committee may, by Council resolution, be discharged of its responsibilities.

ROLE OF COUNCIL REPRESENTATIVES

The Council Representatives are participating voting members of the Committee

- The Mayor may attend and participate in Committee meetings as ex officio and shall have voting rights and count as quorum in accordance with the Township Procedure By-Law.

ROLE OF COMMITTEE CHAIR

A committee Chair and Vice-Chair will be elected yearly from committee members to preside over meetings and committee business.

The Chair's role is to:

- In accordance with the Township's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

ROLE OF COMMITTEE MEMBERS

The Committee Members shall:

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.
- Contribute time, knowledge, skill, and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests per the requirements of the Municipal Conflict of Interest Act.
- Actively participate in carrying out the responsibilities of the Committee.
- Be considered to be voting members of the Committee.

ROLE OF STAFF

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Committee Secretary, including meeting package preparation.
- Research reports and prepare meeting packages in co-operation with the Chair.
- Give notice of meetings and prepare all associated correspondence.
- Preserve all records and correspondence in accordance with the Township Records Retention By-Law.
- Act as a resource personnel for Township policies and procedures.

REPORTING REQUIREMENTS

Committee minutes are to be provided to the Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format under signature of the supervising staff member.

FINANCIAL PLANNING

Members of the public serving on the Committee will be recognized at an event. Reimbursement for travel and other expenses incurred in the performance of Committee duties will be paid in accordance with the Township's policies. Any financial requirement of the Committee shall be approved by Council prior to expenditure.

FREQUENCY OF MEETINGS

The Committee will meet monthly on the approved day and time or as required, determined upon the volume of planning applications received.

TERM

The term of the Committee shall run until the last day of January following the most current election.