

**THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE**

**BY-LAW NO. 5-02**

AS AMENDED BY BY-LAW 43-02  
AS AMENDED BY BY-LAW 17-03  
AS AMENDED BY BY-LAW 28-03  
AS AMENDED BY BY-LAW 48-03  
AS AMENDED BY BY-LAW 60-03  
AS AMENDED BY BY-LAW 3-04  
AS AMENDED BY BY-LAW 11-04  
AS AMENDED BY BY-LAW 28-04  
AS AMENDED BY BY-LAW 52-04  
AS AMENDED BY BY-LAW 41-05  
AS AMENDED BY BY-LAW 63-05  
AS AMENDED BY BY-LAW 5-06  
AS AMENDED BY BY-LAW 9-06  
AS AMENDED BY BY-LAW 25-06  
AS AMENDED BY BY-LAW 32-06  
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AS AMENDED BY BY-LAW 15-08  
AS AMENDED BY BY-LAW 36-08  
AS AMENDED BY BY-LAW 50-08  
AS AMENDED BY BY-LAW 66-08  
AS AMENDED BY BY-LAW 23-09  
AS AMENDED BY BY-LAW 33-09  
AS AMENDED BY BY-LAW 45-09  
AS AMENDED BY BY-LAW 59-09

*Being a By-Law to Establish the Terms of Reference  
for Committees of Council*

**WHEREAS** pursuant to Section 102 of the *Municipal Act*, R.S.O., 1990, Chapter M.45, every Council may pass such by-laws to delegate to a committee of council any powers, duties or functions that are administrative in nature;

**AND WHEREAS** the Municipality of North Grenville passed By-Law 01-98, as amended, to establish the rules and regulations for the order and dispatch of business by the committees;

**AND WHEREAS** the Council of the Corporation of the Municipality of North Grenville deems it expedient: to supplement the procedural by-law through policy; to establish terms of reference for committees; and set procedures regarding committees and appointments of Council;

**NOW THEREFORE** the Council of the Municipality of North Grenville hereby enacts as follows:

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

READ A FIRST AND SECOND TIME  
THE 25<sup>TH</sup> DAY OF MARCH, 2002.

READ A THIRD TIME AND PASSED  
THIS 8<sup>TH</sup> DAY OF APRIL, 2002.

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BRUCE HARRISON  
Mayor

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CAHL POMINVILLE  
Clerk

## **Schedule “A” to By-Law No. 5-02, as amended**

### **MUNICIPALITY OF NORTH GRENVILLE**

#### **Committees of Council, Ad Hoc Committees and Board and Agency Representatives**

##### **Purpose**

In accordance with By-Law 01-98, as amended, being a By-Law to Govern the Proceedings of Council and Committees of Council, Committees of Council may be established by the Corporation of the Municipality of North Grenville and Ad Hoc Committees may be appointed by the Mayor or Council to discuss and review matters pertaining to services and issues effecting the Municipality.

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

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

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

##### **Structure - Committees of Council**

At a Council meeting or meetings soon following the inaugural meeting of Council subsequent to the triennial municipal election, Council shall establish or confirm the number of Committees of Council and their terms of reference as well as the nature and number of members. Subsequently the Clerk shall advertise in the appropriate local newspaper(s) and the Corporation’s web page seeking written expressions of interest regarding the available Committees member vacancies. A copy of all submissions received shall be provided to the Mayor, Councillors, CAO and pertinent Department Heads. The Mayor may solicit opinions from all or any Councillor regarding the subject written submissions and the Mayor shall confirm with the Clerk a recommendation regarding the membership of Committees for Council’s consideration. All Committee of Council membership shall be formalized by Council resolution or by-law. Any required subsequent Committee or membership change shall be governed by a similar procedure and be formalized by Council resolution or by-law. The Mayor may appoint or dismiss the Chair of all Committees of Council for which the Chair is to be a member of Council. The Clerk shall advise all Committee members of their appointment by resolution or by-law. The Mayor may be required to arbitrate those situations where there may be an actual or perceived conflict between Committees’ approaches or the overlapping of jurisdiction(s) between Committees as well as potentially the interpretation of a Committee’s role. All Committees and their Chairs shall act in accordance with all applicable Corporation policies and by-laws. Decisions of Committees of Council shall be made by written resolutions for Council’s subsequent review and decision. The term of a Committee shall coincide with that of Council unless indicated otherwise.

##### **Municipal Representation on Boards and Agencies**

The procedures for determining Committee of Council members shall generally be the same procedures for appointing those members who will represent the Municipality on the external Boards and Agencies the Municipality is authorized to have representation on. Examples of such Boards and Agencies include the Police Services Board, Kemptville Hospital Board, Library Board, RVCA and SNCA. The term of the representative shall coincide with that of Council unless indicated otherwise. The representative shall keep Council and/or the pertinent Committee appropriately apprized of the actions of the subject Board or Agencies and shall report to the aforementioned at determined intervals or as requested. The Mayor may review and make recommendations annually regarding the effectiveness of the Municipal representative.

## Establish Committees of Council

The following Committees of Council have been established by the Council of the Corporation of the Municipality of North Grenville.

1. Accessibility Advisory Committee
2. Committee of Adjustment
3. Community Emergency Management Program Committee
4. Property Standards Committee
5. Maplewood Committee
6. Community Plan Committee
7. Waste Reduction Committee
8. Agricultural Advisory Committee
9. Heritage Advisory Committee
10. Community Grants Advisory Committee
11. Economic Development Committee
12. Civic Awards Selection Committee
13. Ad Hoc Committees
  - A. Special Projects Committee

## Committee Agendas, Minutes and Practices

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

- 1) Generally the order and form of the Committee agenda shall be:

Agenda  
Municipality of North Grenville  
----- Committee  
Date/Time /Place  
Meeting Number -----

- Open Meeting
- Disclosure of Pecuniary Interest
- Minutes of Previous Meeting
- Delegations
- Decision Items
- Correspondence/Information Items/Reports
- Other Business
- Public Questions
- Adjournment

Some Committees have the order of the above (e.g. reports before decision items etc.) placed differently and this is generally not a concern provided the collective elements are all there. The opening of the meeting and disclosure of pecuniary interest shall always be items number 1 and 2. In camera sessions are separate meetings with distinctive agendas and minutes held for the reasons allowed by legislation and the procedural by-law.

- 2) Staff should provide to the Committee appropriate reports and should have for the Committee clearly written options and recommendations. It is up to the Committee to select what actions they choose or recommend to have pursued. However, there should not be any question regarding the decision of the Committee and should it be unclear to the recording secretary or other staff or to the Committee members then the Chair should be asked to either: i) have the mover repeat the motion on the table; or ii) have the Chair repeat their understanding of what is on the table and ask the Committee if they concur if that is what is on the table. Further, should the motion not be in a written format already or a written resolution is to be amended, the subject resolution should be written down and provided to the Chair or recording secretary.

- 3) Minutes should not be verbatim but rather a reflection of the direction of the Committee (eg. passed resolutions). However, it is acceptable to have some short summaries regarding delegations and verbal reports. A Committee speaks by resolutions approved by the majority of members. Staff will work with the Chair to ensure there is appropriate follow up regarding any decisions (eg. reports to Council, correspondences and/or implementation). A resolution of a Committee is only a recommendation to Council that Council may or may not choose to approve.
- 4) Committee members should get a copy of the agenda package or have an opportunity to pick up a copy of the package at least 3 days prior to the Committee meeting. While this is not always possible, it should be the rule and not the exception. Obviously special meetings will have different expectations relevant to the circumstances. Before the agenda is prepared, the Committee Chair should be contacted by staff to ensure any additional items they want to be included are included.
- 5) The staff member assigned to a Committee will get a copy of the draft minutes to the Committee Chair within 3 days subsequent to the subject meeting for their approval for circulation. They should then be provided to the Clerk for inclusion in the earliest possible Council agenda package. The onus is on the relevant Chair, Committee staff person and Department Manager as well as the Clerk to ensure such is done in a timely manner.
- 6) The Clerk should be advised of the approved schedule of Committee meetings for the year and the onus is on the staff member serving the Committee to make sure such information is provided to the Clerk. The Clerk will keep a master list of Council and Committee meetings and will see that notice is given for such in the local newspaper and reflected on the Municipal web page. It is up to staff to make sure the room or meeting location is reserved and that the Committee members, relevant staff and the Clerk are advised of any meeting rescheduling, changes or cancellations.
- 7) Delegations should be given reasonable notice of the meeting and they should provide a written summary of their issue so that it can be included in the agenda package. This will allow the Committee members and staff time to have some appreciation of the issue before the meeting and can prepare appropriate information/recommendations concerning the matter. Hopefully the Committee will then be more informed and able to deal with items more expeditiously should they so choose. Obviously if a delegation refuses to provide information for the agenda staff may be required to place a memo in the agenda summarizing their understanding of the individual's issue(s) and option(s). It is the responsibility of the Chair to ensure the delegation is presented in a clear, focused and civil manner as well as keeping within the appropriate time lines when making a presentation to the Committee.
- 8) There are some Committees for which staff have not been assigned to record minutes at the actual meeting. In these cases staff should dialogue with the Chair regarding staff transcribing the meeting notes into draft Committee minutes for the Chair's approval for circulation and copying to the Clerk for placement in the earliest possible Council agenda. Staff should also ensure the Committee agendas are prepared in accordance with the required format and timing. Similar to other circumstances the Chair should be approached by staff regarding the items to be placed on the agenda. Further there may be times when (at the request of the Chair) staff assistance at a meeting may be required, and therefore the relevant Department Manager will be required to endeavor to find such assistance to the Committee through some appropriate means.
- 9) Those Committees that do not have a Council appointed Chair shall select a Chair from within the Committee membership at their first meeting subsequent to the triennial municipal election or at the first meeting feasible should the Chair position become vacant sometime during the term. The Chair of a Committee shall report (in writing) to Council generally by no later than two (2) months following the Committee's initial meeting, the goals and objectives of the Committee as derived through a strategic planning process. Further the Chair shall provide to Council a written annual summary of the Committee's achievements towards implementing its strategic plan. The Mayor may review and make recommendations annually regarding the effectiveness of a Chair or Committee.

- 10) The Mayor and C.A.O. shall be provided by relevant staff with a copy of all Committee agendas at the same time the Committee members are.

It is the expectation that the Committee members and staff will endeavor to comply with the afore referenced and that any deviations will be infrequent and only when otherwise unavoidable.

**Schedule “B-1” to By-Law No. 5-02  
AS AMENDED BY BY-LAW 63-05**

**MUNICIPALITY OF NORTH GRENVILLE**

**TERMS OF REFERENCE**

**Accessibility Advisory Committee**

**Purpose**

The *Ontarians with Disabilities Act, S.O. 2001* and the *Accessibility for Ontarians with Disabilities Act, S.O. 2005* requires the Council of the Municipality of North Grenville to establish a municipal accessibility advisory committee.

**Reporting Relationship**

The North Grenville Accessibility Advisory Committee shall report to Council. Staffing support shall be provided by Corporate Services, or any other department as determined from time to time by the Chief Administrative Officer.

**Responsibilities/Duties**

1. The North Grenville Accessibility Advisory Committee shall:
  - a. carry out the duties as outlined in the *Ontarians with Disabilities Act, S.O. 2001* or the *Accessibility for Ontarians with Disabilities Act, S.O. 2005*, whichever is in force and effect;
  - b. consult with community members, stakeholder groups and other persons on matters relating to accessibility
  - c. in conjunction with staff, participate in building and facility audits and reports;
  - d. in conjunction with staff, participate in the preparation of the municipal accessibility plan and its presentation to Council;
  - e. in conjunction with staff, participate in the preparation of annual or other accessibility standard reports;
  - f. communicate and participate with similar accessibility committees in the Municipality of North Grenville or that have facilities/buildings within North Grenville.
2. The Committee may establish subcommittees or adhoc committees to assist it in its work on special projects, including the provincial accessibility standards. Prior to setting up any subcommittee or adhoc committee, the municipal accessibility advisory committee shall be set a finite period of time and terms of reference for subcommittee or adhoc committee.
3. The Committee shall meet at least quarterly. Additional meetings shall be held at the call of the Chair. Subcommittees and adhoc committees shall meet on an ‘as required’ basis.
4. The Committee shall report in writing to Council. Likewise, any subcommittee or adhoc committee shall report in writing to the Committee.

## **Membership**

1. Council shall appoint the following persons to the North Grenville Accessibility Advisory Committee:
  - a. one (1) member of council, and
  - b. a minimum of five (5) members of the public who are qualified to be an elector in North Grenville under the *Municipal Elections Act*
2. The majority of members shall be persons with a disability.
3. Council shall appoint the Chair of the Committee.

**Schedule “B-2” to By-Law No. 5-02**

**MUNICIPALITY OF NORTH GRENVILLE**

**TERMS OF REFERENCE**

**Committee of Adjustment**

**Purpose**

Appointed under the authority of the *Planning Act*, the Committee of Adjustment considers the merits of applications for consent within the boundaries of the former Town of Kemptville and considers applications under Section 52 of the *Planning Act* (e.g. minor variance) for all of the Municipality of North Grenville.

Prescribed Committee regulations are found in the parent legislation.

**Membership**

Chair (Mayor) and Council Members

**Meetings**

Committee Meetings called when applications dictate. Generally held just prior to the beginning of regular Council meetings; on the second and fourth Mondays of the month.

**Department Jurisdiction**

Planning, Building and Economic Development

**Staff Contact**

Secretary-Treasurer, Committee of Adjustment

**Schedule “B-3” to By-Law No. 5-02**

**MUNICIPALITY OF NORTH GRENVILLE**

**TERMS OF REFERENCE**

**Community Emergency Management Program Committee**

**Purpose**

The purpose of the Community Emergency Management Program Committee is to develop and implement an emergency management program consisting of an emergency plan, training programs & exercises and public education. The Committee shall act in accordance with the duties and obligations as assigned by the *Emergency Management Act*, R.S.O. 1990, c. E.9

**Membership**

Clerk (Chairperson), Fire Chief, Council Representative, Chief Administrative Officer, Public Works Department Representative, O.P.P. Community Sergeant.

**Meetings**

As Required

**Department Jurisdiction**

Clerk

**Staff Contact**

Clerk

**Schedule “B-4” to By-Law No. 5-02**

**MUNICIPALITY OF NORTH GRENVILLE**

**TERMS OF REFERENCE**

**Property Standards Committee**

**Purpose**

In accordance with the *Municipal Act* and the Municipality of North Grenville Property Standards By-Law, the Property Standards Committee rules upon appeals of property standards orders.

The appeals may consider whether orders were in accordance with provisions under the Property Standards By-Law; if remedial action proposed is reasonable or the Property Standards Committee may make decisions regarding the length of time corrective action may take.

Prescribed Committee regulations are found in the parent legislation.

**Membership**

Volunteer Members

**Meetings**

Upon appeal of an order under the Property Standards By-Law.

**Department Jurisdiction**

Planning, Building and Economic Development Department

**Staff Contact**

By-Law Enforcement Officer

**Schedule “B-5” to By-Law No. 5-02**

**MUNICIPALITY OF NORTH GRENVILLE**

**TERMS OF REFERENCE**

**Maplewood Committee**

**Purpose of Committee**

The purpose of the Committee is to administer the day-to-day operation of the Maplewood Building on behalf of the Municipality of North Grenville. This involves booking, cleaning, maintaining and marketing the Maplewood Building and Park, with an emphasis on community involvement and use.

**Composition**

The Maplewood Committee shall consist of at least four and not more than six members of the Executive of the Oxford Mills Community Association.

**Responsibilities/Duties**

The responsibilities and duties of the Committee are laid out in the text of the lease agreement signed between the Municipality and the Oxford Mills Community Association, as it may be amended from time to time.

## Schedule “B-6” to By-Law No. 5-02

### MUNICIPALITY OF NORTH GRENVILLE

#### TERMS OF REFERENCE

##### Community Plan Committee

##### Purpose of Committee

On May 8, 2006, North Grenville Council adopted its first Strategic Plan. The plan recommends that an Implementation Committee be established. The purpose of the Committee is to monitor and evaluate the plan, and report quarterly to Council on its implementation.

##### Reporting Relationship

The North Grenville Community Plan Committee shall report to Council. Staffing support shall be provided by Corporate Services, or any other department as determined from time to time by the Chief Administrative Officer.

##### Composition

1. Council shall appoint the following persons to the North Grenville Community Plan Committee:
  - a. one (1) member of Council, and
  - b. a minimum of five (5) members of the public who are qualified to be an elector in North Grenville under the *Municipal Elections Act*
2. At its first meeting of the calendar year, the committee members shall appoint a chair and vice-chair from its membership. The Chief Administrative Officer or his/her designate will assume the chair until a chairperson is appointed.

##### Responsibilities/Duties

1. The North Grenville Community Plan Committee shall:
  - a. carry out the duties as outlined in the Strategic Plan for the Municipality of North Grenville, prepared by McSweeney & Associates, dated March 27, 2006, or more specifically:
    - i. monitor and evaluate the implementation of the plan
    - ii. publicly report on the plan’s implementation (semi-annually)
    - iii. develop a communications and promotion plan to communicate the plan to the community, its progress, etc.
  - b. recommend to Council any changes to the plan, or the need to update the plan.
  - c. communicate and make visible the plan and its vision to the community and stakeholders.
2. The Committee shall meet at least quarterly.
3. The Committee shall report in writing to Council.

**Schedule “B-7” to By-Law No. 5-02**

**MUNICIPALITY OF NORTH GRENVILLE**  
AS AMENDED BY BY-LAW 23-09  
AS AMENDED BY BY-LAW 45-09

**TERMS OF REFERENCE**

**Waste Reduction Committee**

**Purpose of Committee**

The purpose of the Committee is to assist the Municipality in an advisory capacity by considering and making recommendations to Council on Municipal solid waste management practices as they relate to waste reduction, reuse, recycling and composting.

**Reporting Relationship**

The North Grenville Waste Reduction Committee shall report to Council. Staffing support shall be provided by the Public Works Department, or any other department as determined from time to time by the Chief Administrative Officer.

**Composition**

1. Council shall appoint the following representatives to the Waste Reduction Committee:
  - a) one member of Council
  - b) maximum of seven representatives of the public at large”

**Responsibilities/Duties**

1. The Committee shall:
  - a) develop a strategy for source separation of recyclable waste at commercial, institutional and industrial facilities
  - b) encourage government, businesses and residents to initiate new and expanded recycling programs
  - c) develop a strategy for source separation of compostable material for the residential, commercial, institutional and industrial sectors
  - d) provide education and training relating to waste reduction, reuse, recycling, and composting
  - e) consult with the various sectors of the community on waste reduction
  - f) participate in programs relating to waste reduction, such as Pitch-In Canada, Waste Reduction Week, etc.
  - g) provide input on new and emerging management technologies related to waste reduction
  - h) any other duties or special projects as specifically authorized by Council

## **Meetings**

1. The appointed member of Council shall be appointed as Chair of the Waste Reduction Committee.
2. Regular meetings of the Committee shall be held during the year with the time and place to be determined by the Chair in consultation with Committee members and supporting staff. The Committee shall meet at least quarterly.
3. A quorum of Committee shall consist of a majority of its members.
4. The Committee shall report in writing to Council at least annually.

**Schedule “B-8” to By-Law No. 5-02**

**MUNICIPALITY OF NORTH GRENVILLE**

**TERMS OF REFERENCE**

**Agricultural Advisory Committee**

**Purpose of Committee**

The purpose of the Committee is to consider, review and make recommendations to Council on those matters which may impact the agricultural community in North Grenville. Such matters may encompass agricultural and related land use planning policy, pesticide use, rural road/ditch maintenance, drainage, and other general matters of agricultural interest.

**Reporting Relationship**

The North Grenville Agricultural Advisory Committee shall report to Council. Staffing support shall be provided by Economic Development, or any other department as determined from time to time by the Chief Administrative Officer.

**Composition**

1. Council shall appoint the following persons to the North Grenville Agricultural Advisory Committee:
  - a. one (1) member of council, and
  - b. minimum of four (4) members of the public who are qualified to be an elector in North Grenville under the *Municipal Elections Act*.
2. The member of Council shall be the Chairperson of the Committee.

**Responsibilities/Duties**

1. The North Grenville Agricultural Advisory Committee shall:
  - a. recommend to Council any changes to established policy relating to or affecting agriculture in North Grenville;
  - b. comment on any proposed policy changes relating to or affecting agriculture in North Grenville;
  - c. provide advice to Council and management relating to agriculture.
2. The Committee shall meet at least quarterly.
3. The Committee shall report in writing to Council.

**Schedule “B-9” to By-Law No. 5-02**

**MUNICIPALITY OF NORTH GRENVILLE**

**TERMS OF REFERENCE**

**Heritage Advisory Committee**

**Purpose**

Pursuant to the authorities granted under the *Ontario Heritage Act*, the purpose of Heritage Advisory Committee is to advise Council on heritage matters including architectural, material culture, historical and natural heritage. This can be accomplished through conservation or restoration initiatives, education, or heritage designation of the built environment.

The Committee, working with staff resource persons and the North Grenville Historical Society may advise and recommend; provide knowledge and expertise; facilitate the work of the organizing body; and act as a liaison between politicians, organizational staff, members of the public and other stakeholders with regard to matters of architectural or historical significance.

Pursuant to Section 33(15) of the *Ontario Heritage Act*, R.S.O. 1990, the authority to consent to alterations to designated properties is delegated to the Chief Building Official of the Municipality, subject to prior consultation with the Heritage Advisory Committee.

**Membership**

Five (5) Volunteer Members and Municipal Representative

**Meetings**

The Committee shall meet at least quarterly. Additional meetings shall be held at the call of the Chair.

**Department Jurisdiction**

Planning & Building Department

**Staff Contact**

Director of Planning & Building

**Schedule “B-10” to By-Law No. 5-02  
AS AMENDED BY BY-LAW 59-09**

**MUNICIPALITY OF NORTH GRENVILLE**

**TERMS OF REFERENCE**

**Community Grants Advisory Committee**

**Purpose of Committee**

The purpose of the Committee is to recommend allocating grants to community organizations using independent and objective assessments and based on established criteria and requirements. Council shall consider the recommendations and make final decisions.

**Reporting Relationship**

The Community Grants Advisory Committee shall report to Council. Staffing support shall be provided by the Treasury Department, or any other department as determined from time to time by the Chief Administrative Officer.

**Composition**

1. Council shall appoint representatives to the Community Grants Advisory Committee:
  - a) a maximum of six members
  - b) residents of North Grenville
  - c) geographically representative of the Municipality
  - d) appointed concurrent to the term of Council

**Responsibilities/Duties**

1. The Committee shall:
  - a) make recommendations to Council on annual funding allocations for budgetary purposes
  - b) receive, review, assess applications against Council approved guidelines and criteria
  - c) make recommendations to Council for grants to eligible community organizations
  - d) review and make recommendations to Council on the guidelines, eligibility and other criteria used for community grants

**Meetings**

1. The Chairperson shall be selected by Committee members annually, or as needed.
2. Meetings shall be held on an “as required” basis based on applications and available funding.
3. A quorum of Committee shall consist of a majority of its members.
4. The Committee shall report in writing to Council as required based on applications received.

**Schedule “B-11” to By-Law No. 5-02  
AS AMENDED BY BY-LAW 50-08**

**MUNICIPALITY OF NORTH GRENVILLE**

**TERMS OF REFERENCE**

**Economic Development Committee**

**Purpose**

The purpose of the Economic Development Committee is to:

- a) assist the Municipality in an advisory capacity by considering and making recommendations to Council on economic development policies and programs
- b) assist the Municipality in marketing the community to investors.

**Reporting Relationship**

The Committee shall report directly to Council. Staffing support shall be provided by the Planning and Development Department and any other department as determined from time to time by the Chief Administrative Officer.

**Composition**

The Committee shall consist of a minimum of six (6) members including the Chair, Planning and Development, and the Chair, Downtown Revitalization Committee.

In considering the appointment of members to the Committee, Council shall consider the following:

1. influential decision makers (current and retired) from various business/industry sectors
2. individual members willing to take on specific responsibilities for specific areas of the economic development program
3. the individual’s qualifications and commitment as they relate to the Council adopted programs/policies
4. availability to members to participate in the programs/policies (i.e. attending marketing shows, meetings)

**Responsibilities/Duties**

The Committee shall:

- a) maintain and improve the economic development opportunities in North Grenville
- b) assist staff and Council, and participate in marketing programs to outside investors
- c) develop a business retention and expansion program
- d) represent and advocate for North Grenville in economic development matters
- e) along with Council and staff, participate in future strategic economic planning processes
- f) develop and recommend to Council strategies to enhance North Grenville’s economic viability
- g) develop and recommend economic development policies (i.e. marketing programs, downtown revitalization program, special projects and initiatives)
- h) work with outside agencies and the private sector to ensure the development and promotion of North Grenville
- i) consult with community groups and businesses in matters relating to economic development
- j) evaluate and review economic development programs/policies and make recommendations to Council regarding any changes
- k) assist in the implementation of Council adopted strategies and plans

## **Meetings**

1. Council shall appoint the Chair who shall be a member of Council.
2. Regular meetings of the Committee shall be held during the year with the time and place to be determined by the Chair in consultation with Committee members and supporting staff. The Committee shall meet at least quarterly.
3. A quorum of Committee shall consist of a majority of its members.
4. The Committee shall report in writing to Council at least annually.

**Schedule “B-12” to By-Law No. 5-02**

**MUNICIPALITY OF NORTH GRENVILLE**

**TERMS OF REFERENCE**

**Civic Awards Selection Committee**

**Purpose**

The purpose of the North Grenville Civic Awards Selection Committee is to assist the Municipality in receiving, reviewing, assessing and recommending potential candidates for civic awards pursuant to the established program.

**Reporting Relationship:**

The North Grenville Civic Awards Selection Committee shall report to Council. Staffing support shall be provided by the Clerk’s Department, along with any other department as determined from time to time by the Chief Administrative Officer.

**Composition:**

1. The Committee shall be comprised of four volunteer members and a Council representative, as appointed by Council.
2. All members shall be current residents of the Municipality of North Grenville.
3. Council shall consider members who have a good knowledge of the community.

**Responsibilities/Duties:**

The Committee shall:

- a) develop a marketing plan to ensure the residents and businesses of North Grenville are aware of this program;
- b) advertise annually for nominations for civic awards;
- c) set up an evaluation and assessment process to ensure fairness, objectiveness, and equity;
- d) collect additional information and data on nominees, if necessary; and
- e) make recommendations to Council as to who should receive the civic awards.

**Meetings:**

1. The Committee shall meet as required and determined by the Chair in consultation with Committee members and supporting staff.
2. A quorum of Committee shall consist of a majority of its members.
3. The Committee shall report in writing to Council at least annually.

**Schedule “B-13A” to By-Law No. 5-02**

**MUNICIPALITY OF NORTH GRENVILLE  
AS AMENDED BY BY-LAW 33-09**

**TERMS OF REFERENCE**

**Special Projects Committee**

**Purpose**

The purpose of the North Grenville Special Projects Committee is to assist the Municipality in the planning, coordinating and carrying out of special projects.

**Reporting Relationship**

The North Grenville Special Projects Committee shall report to Council. Staffing support shall be provided by the Clerk’s Department, along with technical support from the Recreation and Public Works Departments, and any other department as determined from time to time by the Chief Administrative Officer.

**Composition**

Council shall appoint the following representatives to the Special Projects Committee:

- a) one member of Council (who shall be the Chairperson)
- b) at least four residents of the Municipality of North Grenville.

**Responsibilities/Duties**

The Committee shall:

1. continue the planning, coordination, and work of the legacy projects as approved for the 150<sup>th</sup> Anniversary for Kemptville, being:
  - a) a boardwalk and trail along the Kemptville Creek linking the Ferguson Forest Centre with downtown Kemptville,
  - b) Anniversary Park, including dockage, at the Ferguson Forest Centre,
  - c) the Giving Garden,
  - d) 150 Kilometres of Trails, and
  - e) Ryan’s Well.
2. develop partnerships and coordination with other agencies and organizations, including, but not limited to:
  - a) the Ferguson Forest Centre and the Friends of the FFC
  - b) the Ryan’s Well Foundation
  - c) the University of Guelph, Kemptville Campus
  - d) local service clubs
  - e) the schools.
3. develop and prepare any capital plans and budgets for the projects, and submit them to Council for consideration during annual budget deliberations.
4. minimize the impact of the projects on the municipality’s resources, including the maintenance and future repair/replacement.
5. any other duties or special projects as specifically authorized by Council.

## **Meetings**

1. The Chair of Special Projects shall be appointed as Chair of the Special Projects Committee.
2. Regular meetings of the Committee shall be held during the year with the time and place to be determined by the Chair in consultation with Committee members and supporting staff. The Committee shall meet at least quarterly.
3. A quorum of Committee shall consist of a majority of its members.
4. The Committee shall report in writing to Council at least annually.