

**The Corporation of the
Town of Arnprior**

By-Law No. 6190-13, as amended by By-Law No. 6519-15

The Corporation of the Town of Arnprior By-law No. 6190-13, being a by-law to enact the Town of Arnprior's Advisory Committees' Terms of Reference.

Whereas The *Municipal Act 2001, S.O. 2001, Chapter 25* requires every municipality and local board to pass a procedure by-law for governing the calling, place, and proceedings of meetings;

And Whereas pursuant to the Town of Arnprior *Procedural By-law* as amended, Council may adopt an Advisory Committee structure for the Town to consist of one or more Advisory Committees to be composed of Members of Council and Citizen Members entitled appropriately;

And Whereas on December 10, 2012, Council approved report number 12-10-12-06 directing the creation of a new Advisory Committee Structure;

And Whereas, Council shall set forth the Terms of Reference of the Committees and such other provisions as Council deems appropriate;

Be It Therefore Resolved That the Community Development Committee, Corporate Services Committee, and Operations Committee be established subject to the attached terms of reference.

ENACTED and PASSED in OPEN COUNCIL this 11th day of February, 2013.

Original Signed

Mayor, David Reid

Original Signed

Town Clerk, Maureen Spratt



Town of Arnprior

Advisory Committees Terms of Reference

Membership:

- There shall be 2 Members of Council (Chair and Vice-Chair), the Mayor as the ex-officio, and 3-5 Citizen Members, for each of the three Advisory Committees.
- The Vice-Chair will preside over meetings in the absence of the Chair.
- Citizen Members shall be residents or taxpayers of the Town of Arnprior who have skills, assets, and expertise in the particular field of the Committee they wish to participate on will be given priority and considered first for membership.
- Members from the Arnprior Business Improvement Association (BIA) and/or the Greater Arnprior Chamber of Commerce will be given preference for the Community Development Committee, where they wish to participate.
- Citizen Members and representatives serve on the various Committees on a volunteer basis.
- A Citizen Member who misses attending 2 meetings per annum without approval of the Committee may be subject to forfeiting their seat upon recommendation of the Committee, at the discretion of Council; and if such seat is declared vacant, the Town will advertise the vacant seat to be filled.

Quorum:

- A quorum shall be four (4) persons of which at least one (1) must be an appointed Member of Council present at all meetings.
- If there is no quorum within fifteen (15) minutes of the time set for the meeting, and unless two-thirds of those present agree to an extension of up to an additional fifteen (15) minutes; the meeting shall adjourn until the next regular meeting and the Clerk's Office shall record same.

Meetings:

- There shall be four (4) regular meetings of the **Community Development Advisory Committee** (CDAC), as per the Calendar of Meetings, at 6:30 PM.
- There shall be four (4) regular meetings of the **Corporate Services Advisory Committee** (CSAC) as per the Calendar of Meetings, at 6:30 PM.
- There shall be four (4) regular meetings of the **Operations Advisory Committee** (OAC) as per the Calendar of Meetings, at 6:30 PM.
- Meetings will be scheduled on the following day, if Monday is a holiday.
- See the "**Calendar of Meetings**" **Council Report** for the meeting schedule.
- The Clerk's Office will prepare and distribute agendas under the direction of the Chief Administrative Officer (CAO), as well as take minutes for all of the Committee meetings. The official copy of the minutes shall be filed in the Town Clerk's Office.
- Unless otherwise stated in these Terms of Reference, all of the Committees shall generally adhere to the Procedures stated in the Corporation of the Town of Arnprior's *Procedural By-law*, as amended.

Staff Resources:

The Corporate Services Department (mainly the Clerk's Office) will provide administrative support for all of the Advisory Committees.

- **Community Development Advisory Committee (CDAC):**
 - The Town Planner, Marketing & Economic Development Officer, and Director of Recreation Services shall be the Staff Advisors for the CDC.
 - Other Staff Advisors may be required, from time to time.
- **Corporate Services Advisory Committee (CSAC):**
 - The Director of Corporate Services/ Treasurer, Town Clerk, Deputy Treasurer, and By-law Enforcement Representative shall be the Staff Advisors for the CSC.
 - Other Staff Advisors may be required, from time to time.
- **Operations Advisory Committee (OAC):**
 - The Fire Chief and Director of Public Works shall be the Staff Advisors for the OAC.
 - The OAC will serve as the Community Policing Advisory Committee (CPAC). In such case, the OPP will be requested to provide a Staff Advisor.
 - Other Staff Advisors may be required, from time to time.

The Chief Administrative Officer does not normally attend Advisory Committee meetings; however, he may at his discretion, or upon request of Council, attend any of the Advisory Committee meetings.

Reporting:

- **Staff Reports:**
 - Applicable Staff Reports, as determined by the Chief Administrative Officer (CAO), shall normally be submitted to the Committee for input as part of the consultation process with any alternate points of view being noted in the report. All reports shall appear on the agenda by Department.
- **Committee Reports to Council:**
 - Committee reports which rise to Council shall be prepared by a Staff Advisor who will either provide concurrence along with the CAO; or alternatively, indicate staff comments. The Chairperson shall present the report to Council.
- **Committee Updates:**
 - Each Committee Chairperson shall provide an update of Committee Activities to Council on a bi-annual basis on the 2nd Monday in May, and November.
- **Agenda Format:**
 1. Call to Order
 2. Roll Call
 3. Adoption of Agenda
 4. Disclosures of Pecuniary Interest
 5. Approval of Previous Minutes
 6. Presentations/ Delegations
 7. Matters/ Tabled/ Deferred/ Unfinished Business
 8. Staff Reports (by Department)
 9. New Business
 10. Adjournment

Appendices:

Appendix A – Community Development Committee Mandate

Appendix B – Corporate Services Committee Mandate

Appendix C – Operations Committee Mandate

Appendix A

Community Development Advisory Committee (CDAC)

Mandate:

To serve in an advisory capacity to Council in regards to matters related to: community improvement; economic development; marketing; planning and land use; growth management; development; heritage; leisure and recreational services; and tourism activities. To support and promote the “live, work, play” principle, in order to ensure a robust and sustainable local community and economy.

Goals:

1. To make recommendations on matters (i.e. Community Improvement Plan) which are designed to help facilitate the renewal of existing developments and review proposals and design elements, related to Town improvements.
2. To make recommendations related to economic development including developing a more dynamic and diverse business environment, by encouraging and supporting existing businesses while working to attract new business opportunities.
3. To make recommendations related to Town Marketing and Branding Strategies.
4. Upon request of Council, or the CAO, act in a Planning Advisory Committee role in accordance with Section 8 (1) of the Planning Act.
5. To make recommendations to develop and promote awareness and use of the Town’s recreation facilities and programs, so as to enhance public fitness and community involvement of both the youth and senior populations.
6. To make recommendations in the development and promotion of tourism opportunities in the municipality; particularly in relation to the town square, waterfront and trail systems.
7. To advise and assist Council on matters relating to the preservation and designation of heritage properties and districts in accordance with the Ontario Heritage Act.
8. To make recommendations pertaining to partnership, grant and funding opportunities, as they relate to the Committee’s mandate.

Appendix B

Corporate Services Advisory Committee (CSAC)

Mandate:

To serve in an advisory capacity to Council in regards to matters related to: budget; investment; long range financial planning and policies; general administration; human resources; corporate policies and by-laws; by-law enforcement; information technology (IT); and awards and recognitions for the public and employees.

Goals:

1. To make recommendations with respect to cost saving opportunities and financial matters or policies.
2. To make recommendations with respect to updates to current or proposed by-laws and policies; corporate administrative and implementation procedures; human resources; and by-law enforcement protocols and measures.
3. To make recommendations pertaining to IT of the Corporation, with respect to its efficiency and effectiveness, and any changes when necessary.
4. To oversee the receipt of and make recommendations pertaining to nominations for awards, including but not limited to: Town Award; Senior of the Year Award; Volunteer of the Year Award; Commemorative Naming for Parks and Facilities; Street Naming; Volunteer Recognition Event or other awards as may be determined by Council.
5. To make recommendations with respect to the Employee Service Awards that recognizes the long-term service of Town employees.
6. To make recommendations pertaining to partnership, grant and funding opportunities as they relate to the Committee's mandate.

Appendix C

Operations Advisory Committee (OAC)

Mandate:

To serve in an advisory capacity to Council in regards to matters related to: infrastructure strategies; capital projects; engineering/environmental matters; public works; policing; emergency management; and fire services.

Goals:

1. To make recommendations concerning the prioritization of large capital projects, asset management and infrastructure matters, as well as other public works or engineering issues.
 2. To make recommendations with respect to Public Works practices, policies and procedures, as well as maintenance standards.
 3. To make recommendations relative to fire and police services and Town policies related to public safety, including emergency management to ensure a high level of protection in the most cost effective manner.
 4. To act in a capacity as the Town's Community Policing Advisory Committee¹.
 5. To act in a capacity as the Town's Emergency Management Program Committee.
 6. To make recommendations pertaining to partnership, grant and funding opportunities as they relate to the Committee's mandate.
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