

**CORPORATION OF THE TOWNSHIP OF RUSSELL
Committees' By-law 2019-001
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CORPORATION OF THE TOWNSHIP OF RUSSELL

By-law 2019-001

BEING A BY-LAW TO DEFINE THE MANDATE AND MEETING PROCEDURES FOR COMMITTEES ESTABLISHED BY THE CORPORATION OF THE TOWNSHIP OF RUSSELL.

WHEREAS The *Ontario Municipal Act, 2001, S.O. 2001, c. 25 (Municipal Act)* under Sections 9 to 11, provide broad powers to municipalities to establish By-laws to govern the structure of the municipality and its local boards; and

WHEREAS The *Municipal Act*, further provides the authority to provide for accountability and transparency of the municipality and its operations and of its local boards and their operations, including but not limited to the health, safety and well-being of persons, services and protection of persons and property, including consumer protection; and

WHEREAS The Corporation of the Township of Russell wishes to establish a Committees' By-law, which set out the rules and procedures under which all Council Committees are to conduct business; and

WHEREAS all Committees established by The Township of Russell shall conduct their meeting procedures in the same manner as established under The Township's Procedural By-law in effect; and

WHEREAS Committees of Council shall be comprised of both Members of Council and individual people residing in our Township, now therefore be it

RESOLVED That the Council of The Township of Russell enact the following:

1. Short title

This By-law shall be known as '*The Committees' By-law*'.

**ARTICLE II
DEFINITIONS**

2. Definitions

2.1 Ad Hoc Committee means a Committee established for a particular purpose or special project defined with a start and finish date.

- 2.2 Committee** means a Standing, Statutory, Sub-Committee or Ad-Hoc Committee established by Council.
- 2.3 Geographic Locations** shall mean the communities of Embrun, Russell, Limoges and Marionville.
- 2.4 Local Board** means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.
- 2.5 Standing Committee** shall mean an advisory body to Council to consider policy matters regarding Administration, Finance, Planning, Environmental, Public Works, Parks Recreation, Police and Fire Services and on any other matter to which the Council shall deem it necessary.
- 2.6 Statutory Committee** means Committees established pursuant to a specific enabling statute such as, but not limited to:
- 2.6.1 Committee of Adjustment** established pursuant to the *Planning Act*,
 - 2.6.2 Property Standards Committee** established pursuant to the *Building Code Act*,
 - 2.6.3 Municipal Election Compliance Audit Committee** established pursuant to the *Municipal Elections Act*; and

Any other body established pursuant to any enabling legislation servicing at an arms-length or Quasi-Judicial capacity on behalf of or in cooperation with the Township of Russell.

ARTICLE III RULES OF PROCEDURE

3. Rules of Procedure

- 3.1** All Committees appointed by the Council, shall conduct its meetings under the rules and regulations set out within the current Council's adopted Procedural By-law this Committee's By-law and its parliamentary authority.

- 3.2 The rules of procedure outlined in Council's Procedural By-law may not be suspended, unless the rule specifically provides for its own suspension.
- 3.3 If the rule specifically provides for its own suspension, the rules of this By-law may be suspended by a 2/3's vote of the Committee Members who are present and voting.
- 3.4 Questions of procedures that cannot be resolved by the Committee upon the advice of the Staff Liaison to the Committee shall be referred to the Municipal Clerk for interpretation and clarification.

**ARTICLE IV
COMMITTEE APPOINTMENTS**

4. COUNCIL

- 4.1 Members of Council, in consultation with the Mayor, shall be selected and appointed to the various Committees by By-law.
- 4.2 The Mayor shall designate the Members of Council to serve as chair and vice-chair (when applicable) to Standing Committees.
- 4.3 All Members appointed to a Standing Committee, including the Chair and Vice-Chair are entitled to one vote.
- 4.4 Any Member of Council, not appointed to a Standing Committee, may at any time, attend committee meetings as an observer but is not entitled to vote nor participate in any of the Committee's discussions.
- 4.5 Council representatives serve for the term of Council and may be reviewed after 24 months, unless decided otherwise.
- 4.6 **Council's Role on Committees**
 - 4.6.1 Members of Council shall be voting Members on the Committee(s) to which they have been appointed.
 - 4.6.2 Members of Council shall serve as a communication channel to Council and report back to Council on important committee activities and discussions.

4.7 Mayor and Chief Administrative Officer

4.7.1 The Mayor shall be recognized as an ex-officio Member of every Standing Committee and as such has the same rights as other Committee Members, but is not obligated to attend meetings and is **not** counted in determining if a quorum is present.

4.7.2 The Mayor may participate in the business of the Committee without restrictions and is entitled to a vote.

4.7.3 The Chief Administrative Officer shall be authorized to participate in every Standing Committee and as such has the same rights as other Committee Members, but is not obligated to attend meetings and is **not** counted in determining if a quorum is present.

4.7.4 The Chief Administrative Officer may participate in the business of the Committee without restrictions but is not entitled to a vote.

4.8 Appointments – Geographical locations

Appointments to Committees, insofar as it is possible, shall represent the four (4) geographic locations of the communities of Embrun, Russell, Limoges and Marionville.

4.9 Appointments – Election year

Immediately following a municipal election, the Municipal Clerk shall advertise opportunities for appointment of Members from the public who may be interested to an appointment to various Committees.

4.10 Committee Appointments

The Mayor shall recommend members to various Boards and Committees to be approved by Council by By-law.

4.11 Appointments Made

Committee appointments shall be made as soon as possible following a regular Municipal Election and/or following the departure of a Board or Committee member.

4.12 Serve without Compensation

Committee Members shall serve without compensation, unless otherwise decided by Council or provided for in the enabling statute or establishing By-law or terms of reference.

4.13 Member of Council – Chair

Where a Committee has representation from a Member of Council, the Member of Council shall serve as Chair. The Committee shall select a Vice-Chair to act in the stead of a Chair when the Chair is absent.

4.14 Establishment of Sub-Committees

If it is the desire of a Committee to establish a Sub-Committee, a recommendation shall be made to Council for approval. Included with the recommendation for the establishment of the Sub-Committee shall be information regarding the mandate of the proposed Sub-Committee's Terms of Reference, the beginning and the end date, the composition and how the members are to be selected and what the suggested reporting structure should be.

4.15 Terms of Appointment

Appointments to all Committees, Sub-Committees or Ad-hoc Committees shall expire with the term of Council in the year of an election, unless otherwise provided for in the enabling statute, establishing By-law or terms of reference.

4.16 Committee Vacancy - Replacement Term

In the event of a vacancy on a Committee, the person appointed to fill the vacancy shall hold office for the remainder of the term of the vacated position.

4.17 Dismissal of a Member

The Mayor in conjunction with the Chair shall make a recommendation to Council to dismiss a member.

**ARTICLE V
APPOINTMENTS**

5 Appointments

- 5.1** Appointments to Statutory, Standing, Ad-Hoc or any other Committee to which Council makes appointments, its composition and the Terms and Reference under which these Committees conduct business, shall be in accordance to the Schedules attached to and forming part of this By-Law.

**ARTICLE VI
ATTENDANCE**

6 Attendance at Meetings

- 6.1 Three Consecutive Meetings**
Unless otherwise provided for in the enabling statute or terms of reference if a Member of a Committee is absent for three (3) consecutive meetings without cause acceptable to the Committee, the Committee Staff Liaison shall bring the matter to the attention of the Municipal Clerk.
- 6.2 Seek Clarification for Absenteeism**
The Municipal Clerk shall contact the Committee Member in question to discuss the reasons for absenteeism and to determine whether the Member wishes to provide a letter of resignation.
- 6.2.1** Upon confirmation that the Member will no longer be serving on the Committee, the Municipal Clerk shall, as soon as possible, notify Members of Council of the vacancy.
- 6.2.2** If the Member indicates the desire to continue to serve on the Committee, the Member will be advised that attendance is required or the Member shall forthwith be removed from the Committee.
- 6.3 Advertising Vacancy**
The Municipal Clerk shall provide to the Mayor for consideration, the names of applicants who are on the waiting list, except for the Public Library Board which shall be processed, advertised and appointed as stipulated in the Public Libraries Act, R.S.O. 1990, c.P.44.
- 6.3.1** Should there be no names on the waiting list, the Municipal Clerk shall advertise the vacancy with the local media.

6.3.2 Other than the waiting list, the Mayor may also request that the vacancy be advertised

6.4 A list of the candidate(s) suggested by the Mayor shall be provided to Members of Council for approval by By-law. (see article 4.10)

ARTICLE VII SUPPORT STAFF TO COMMITTEE

7 Staff Liaison

7.1 A staff liaison will be appointed for each Committee.

7.2 The Staff Liaison shall not be a Member of the Committee and shall not be entitled to debate or a vote.

7.3 Role of the Staff Liaison shall be:

7.3.1 To provide information and advice.

7.3.2 Supporting the Chairperson in developing agendas and supporting materials, arranging meetings, and promoting effective committee functioning as well as writing reports/resolutions and/or recommendations to Council.

7.3.3 All other tasks to be assigned to the Staff Liaison shall first be approved by the Chief Administrative Officer of the Municipality.

7.4 Secretary to the Committee

The Staff Liaison, in consultation with the Chief Administrative Officer may recommend the assignment of a Secretary to the Committee, who shall provide assistance with the following services:

7.4.1 Prepare and distribute the agenda and supporting materials at the direction of the Staff Liaison of the Committee.

7.4.2 The Secretary shall attend all meetings to record the minutes.

7.4.3 Prepare draft minutes after the meeting and circulate to Members for their input.

7.4.4 Prepare, for approval, final minutes in prescribed format for Committee.

- 7.4.5 Following approval of the minutes by the Committee, submit to the Municipal Clerk for inclusion to the Council's Agenda.
- 7.4.6 Prepare in final prescribed form, approved correspondence under the direction of the Staff Liaison.
- 7.4.7 Shall ensure that appropriate arrangements are made for Committee Meetings, including room bookings.
- 7.4.8 Maintain, distribute and post on the Township's website the calendar of Committee Meetings.
- 7.4.9 Ensure approved minutes are filed on the Township of Russell Intranet for proper retention and posted on the Township website.
- 7.4.10 May perform other administrative duties related to the function of the Committee as assigned by the Staff Liaison.

ARTICLE VIII MEETINGS

8. Meetings

8.1 Schedules

Committees shall establish their meeting schedules in accordance with the terms and references (or) where necessary at the call of the Chair.

8.2 There shall be no meetings in the month of July.

8.3 The Chair may, at its discretion, and where it is deemed that there is not sufficient business to discuss, cancel one or more meetings.

8.4 Meetings Open to the Public

Unless otherwise provided for in the enabling Statute or By-law, all meetings are opened to the public and no person shall be excluded except for improper conduct, or where the Committee is considering an item where, in accordance with Section 239 of the *Municipal Act*, the exclusion of the public is permitted.

8.5 Special/Joint Committee Meetings

8.5.1 A joint meeting of two committees may be directed by the Council or may be called by their Chairs whenever such Chairs consider it necessary for the respective Committees to consider and report jointly on matters within their joint areas of concern.

8.5.2 A quorum for the joint meeting of two committees shall be a majority of the combined number of Members of both the Committees. In this instance, and as exception to Section 10.02 the Mayor, if in attendance, shall be counted as one Member in making such quorum and shall have one vote.

8.5.3 Appointing a Chair to Joint Committee

The Members in attendance at a joint meeting called pursuant to this section may appoint a Chair from one of the Committee Chairs to chair the joint meeting. If both Committee Chairs are absent, another Member of either Committee in attendance may be appointed as Chair.

8.5.4 Voting in a Joint Committee

When a vote has been called to a question, each Member of the joint Committees shall vote in unison and the vote shall be decided by majority vote. The Chair of the Joint Committee may vote on all questions.

8.5.5 Tie Vote (see voting Article XII)

8.6 Delegations to Committees – 5 minutes

8.6.1 Delegations appearing before a Committee shall be limited to a five (5) minute presentation, unless a longer period has been voted on by the Members.

8.6.2 Upon completion of the presentation, Members, through the Chair may ask questions and/or clarifications.

8.6.3 Once the delegation has completed its presentation, their participation in the meeting is completed and they may not participate in the Committee's deliberations, unless otherwise invited to by the Chair.

**ARTICLE IX
PROCESS – MEETINGS**

9. Agendas

- 9.1** The Chair, in consultation with the Staff Liaison, is responsible for the preparation of agendas.
- 9.2** Agendas, once finalized, shall be distributed by the Secretary of the Committee to Members and posted on the Township’s website, in so far as is practicable, 48 hours prior to the meeting.

**ARTICLES X
QUORUM**

10. Quorum

- 10.01** A majority of the Members of a Committee shall constitute a quorum, unless otherwise provided for in a Committee’s enabling statute or terms of reference.
- 10.02** In accordance to Section 4.7.1, the Mayor is **not** counted in determining if a quorum is present.
- 10.03** In the event that there is no quorum after 15 minutes past the scheduled start time, or if a quorum is lost during a meeting, the names of those present shall be recorded; the Committee’s official business ceases and the meeting is terminated.

**ARTICLES XI
MINUTES**

11. Minutes

- 11.1** The Secretary shall record all decisions made and the key discussion points of the proceedings and shall complete the minutes of the meeting(s) in accordance with these matters.
- 11.2** The Draft minutes shall be reviewed by the Chair and Staff Liaison and included to the next Committee meeting agenda for adoption, with the exception of the Planning Advisory Committee minutes.

- 11.3** Following adoption of Committee minutes, an electronic version shall be provided to the Township Clerk for inclusion to the next Council's agenda for information purposes only.
- 11.4** The adopted minutes shall be posted on the Township's website
- 11.5** The adopted minutes shall be saved on the Township's intranet server for retention purposes.

**ARTICLES XII
VOTING**

12. Voting

- 12.1** All Members of a Committee, including the Chair and Vice-Chair, shall have one vote on any question, unless prohibited by statute.
- 12.2** In accordance to the Council's Procedural By-law:
 - 12.2.1** A tie vote is deemed to be lost for want of a majority.
 - 12.2.2** No vote shall be taken by secret ballot or other form of secret vote.
 - 12.2.3** Any Member, prior to or immediately subsequent to the taking of the vote, may require that the vote be recorded.

**ARTICLE XIII
REPORTING – RECOMMENDATIONS**

13. Reporting and Authority

- 13.1 Establishment and Authority**

Members will not misrepresent themselves as having any authority beyond that to which they were delegated by Council.
- 13.2 Recommendations by Committees to Council**
 - 13.2.1** Committee recommendations, with the exception of the Committee of Adjustment, shall be brought to Council by the Chair following a Committee meeting, through the Council Agenda process as identified within the Procedural By-law for final decision.

13.2.2 Recommendations by the Planning Advisory Committee, with the exception of “consents” shall be brought to Council, through the Agenda process as identified within the Procedural By-law for final decision.

13.2.3 All recommendations generated from any Standing Committee and Ad-Hoc Committee shall be referred to Council for consideration.

13.2.4 Recommendations generated by Sub-Committees shall be submitted to the Standing Committee for consideration.

13.2.5 Statutory Committees shall conduct their business in accordance with the terms of their enabling statute and/or establishing By-law.

ARTICLE XIV CONFLICT OF INTEREST

14. Disclosures of Interest

14.1 Legislated Statute

At all times and under all circumstances, Members shall be guided by and shall have regard to the ***Municipal of Conflict of Interest Act***.

14.2 Declaration of Interest

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the Member:

- a. Shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b. Shall not take part in the discussion of, or vote on any question in respect of the matter; and
- c. Shall not attempt in any way before, during or after the meeting to influence the voting on any such question.

14.3 Closed Meeting Declaration

When a meeting is not opened to the public, in addition to complying with the requirements of Section 14.2, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

14.4 Pecuniary Interest When Absent

Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the interest and otherwise comply with the requirements of Section 14.2 at the first meeting of the Committee or Local Board as the case may be, attended by the Member after the particular meeting.

14.5 Written Statement re Disclosure and Influence

14.5.1 Written Statement re disclosure

At a meeting at which a Member discloses a pecuniary interest, or as soon as possible afterwards, the Member shall file a written statement of the interest and its general nature with the Clerk of the Municipality or the Secretary of the Committee or Local Board, as the case may be; and

14.5.2 Influence

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter that is being considered by an officer or employee of the Municipality or Local Board, or by a person or body to which the Municipality or Committee or Local Board has delegated a power or duty, the Member shall not use his or her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter.

14.6 Record of Disclosure

- a. Every declaration of interest and the general nature thereof shall be recorded in the minutes of the meeting by the Clerk of the Municipality or Secretary of the Committee or Local Board, as the case may be.
- b. Every declaration of interest made, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public.

14.7 Registry

14.7.1. Requirement to Establish Registry

Every Municipality and Local Board shall establish and maintain a registry in which shall be kept:

- a. a copy of each statement filed under Section 14.5; and
- b. a copy of each declaration recorded under Section 14.6.

14.7.2 Access to Registry

The registry shall be available for public inspection in the manner and during the time that the Municipality or Local Board, as the case may be, may determine.

14.8 Failure by any Member of Council to comply with

The failure of one or more Members to comply with the declaration, shall not affect the validity of the meeting in regard to the said matter.

15. Repeal

That, the Committee By-law 2017-108, being a By-law to define the mandate and meeting procedures for Committees established by the Corporation of the Township of Russell, as well as its amending By-laws 2018-040 (B-5), 2018-130 (B-1) and 2018-155 (B-6) be hereby repealed.

16. Effect

That this By-law come into force and take effect on the date of its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14TH DAY OF JANUARY 2019.

Pierre Leroux
Mayor

Joanne Camiré Laflamme
Clerk

SCHEDULE A-1
(By-law 2019-179)
COMMITTEE'S BY-LAW
ACCESSIBILITY ADVISORY

STANDING COMMITTEE
MANDATORY

LEGISLATED by *The Accessibility For Ontarians With Disabilities Act*

MANDATE: The Township of Russell's Accessibility Advisory Committee for Disabled Persons is dedicated to promoting equal opportunity and access for all persons, regardless of needs, to facilitate their participation as fully as possible in all aspects of community life.

COMMITTEE NAME: Accessibility Advisory Committee (AAC)

REPORTS TO: Council

MEMBERSHIP: The Committee shall be composed of five (5) Members to which a majority of the Members of the Committee shall include persons with disabilities, pursuant to the *Ontarians with Disabilities Act, 2001*, and appointed as follows:

- 1) One (1) Member of Council.
- 2) Three (3) Members who have a disability.
- 3) One (1) citizen appointed with or without a disability.
- 4) The Director of Finances/Treasurer or his/her designate, who shall serve as Staff Liaison; and
- 5) Secretary, who may be appointed at the discretion of the Staff Liaison and in accordance with section 7.4.
- 6) Non-voting community resources may be invited to attend Committee meetings as required.

TERM OF APPOINTMENT: Concurrent with the term of Council, unless otherwise decided by Council.

RULES OF PROCEDURE: Meetings shall be conducted in accordance with the Rules of Procedures adopted by the Council and the Committee By-law.

MEETING SCHEDULE: The Committee shall meet at least four (4) times per year, preferably during the second week of the month, where possible and/or at such other time and place as the Committee Chair or Committee determines necessary. Work of the Committee, will be reported to Council by the Director of Finances/Treasurer or his/her designate.

REMUNERATION: Applicable as provided for within the By-law adopted by Council from time to time to establish honorariums of non-elected Members of Committees and local boards.

- TERMS OF REFERENCE:**
1. Advise and recommend to Council on an annual basis, the effectiveness of the Township's Accessibility related matters, including but not limited to Accessibility plans, measures, municipal buildings, structures or premises, implementation of initiatives pursuant to the *Ontarians with Disabilities Act* or other Federal or Provincial Acts related to accessibility affecting The Township of Russell.
 2. Provide a forum for persons with disabilities to raise issues and concerns.
 3. Provide advice and guidance, raise issues and make recommendations to Council, through the Chair, on matters pertaining to policies, practices and programs of The Township of Russell, that affect persons with disabilities.
 4. Recommend and coordinate the dissemination of information to citizens including those with disabilities regarding the Advisory Committee and any pertinent corporate decisions.
 5. Consult with the community, groups and other organizations to capture and communicate emerging issues to Council and Township Administration.
 6. Raise the awareness of the citizens of the Township of Russell and the public sector to issues affecting persons with disabilities.
 7. Perform all other functions that may be specified in the Regulations.

SCHEDULE A-2
(By-law 2020-027)
COMMITTEE'S BY-LAW
ENVIRONMENTAL ADVISORY

STANDING COMMITTEE
NON-MANDATORY

LEGISLATED by: *The Municipal Act, 2001*
General Municipal Power Section 10 and 11

MANDATE: The Township of Russell's Environmental Advisory Committee is a forum for discussion on environmental matters within The Township of Russell.

COMMITTEE NAME: The Environmental Advisory Committee (EAC)

REPORTS TO: **Council**

MEMBERSHIP: The Committee shall be composed of five (5) Members as follows:

- 1)** One (1) Member of Council.
- 2)** Four (4) Members appointed from the public at large with balanced representation from the four (4) geographic locations of the municipality, wherever possible.
- 3)** The Executive Director of Infrastructure Services or his/her designate, who shall serve as Staff Liaison; and
- 4)** Secretary, who may be appointed at the discretion of the Staff Liaison and in accordance with section 7.4.

TERM OF APPOINTMENT: Concurrent with the term of Council, unless otherwise decided by Council.

RULES OF PROCEDURE: Meetings shall be conducted in accordance with the Rules of Procedures adopted by the Council and the Committee By-law.

MEETING SCHEDULE: The Committee shall meet at least six (6) times annually, preferably during the second week of the month, wherever possible, and/or at such other time and place as the Committee Chair or Committee determines necessary. Work of the Committee, will be reported to Council by the Manager of Infrastructure Services or his/her designate.

REMUNERATION: Not applicable.

TERMS OF REFERENCE:

1. Provide a forum for residents to raise issues and concerns regarding environment-related matters.
2. Consult with residents and environmental groups to capture and communicate emerging issues and concerns regarding environment-related matters and report such to Council, staff and Standing Committee as applicable.
3. Educate residents on environmental issues and practices within The Township.
4. Advise and make recommendations to Council on environment-related issues and practices with The Township.
5. Develop new initiatives and bring new ideas to Council for implementation regarding environment-related issues.
6. Act as liaison between residents and Council on environment-related issues and practices.
7. Address any environment-related matters referred to it by Council.

**SCHEDULE A-3
COMMITTEE'S BY-LAW
PARKS, RECREATION AND CULTURE ADVISORY**

**STANDING COMMITTEE
NON-MANDATORY**

LEGISLATED by: *The Municipal Act, 2001*
General Municipal Power Section 10 and 11

MANDATE: The Township of Russell's Parks, Recreation and Culture Advisory Committee is a forum for discussion on recreational, parks and cultural matters within The Township of Russell.

COMMITTEE NAME: Parks, Recreation and Culture Advisory Committee
(PRCAC)

REPORTS TO: **Council**

MEMBERSHIP: The Committee shall be composed of seven (7) Members as follows:

- 1) Two (2) Members of Council.
- 2) Five (5) Members from the public at large with a balanced representation from the four geographic locations of the municipality wherever possible.
- 3) The Director of Parks and Recreation or his/her designate, who shall serve as Staff Liaison; and
- 4) Secretary, who may be appointed at the discretion of the Staff Liaison and in accordance with section 7.4.

TERM OF APPOINTMENT: Concurrent with the term of Council, unless otherwise decided by Council.

RULES OF PROCEDURE: Meetings shall be conducted in accordance with the Rules of Procedures adopted by the Council and the Committee By-law.

MEETING SCHEDULE: The Committee shall meet at least six (6) times annually, preferably during the second week of the month, wherever possible, and/or at such other time and place as the Committee Chair or Committee determines necessary. Work of the Committee, will be reported to Council by the Director of Parks and Recreation or his/her designate.

REMUNERATION: Not applicable.

- TERMS OF REFERENCE:**
1. Provide a forum for residents to raise issues and concerns regarding parks, recreation and cultural matters.
 2. Consult with user-groups and/or residents to capture and communicate emerging issues and concerns regarding parks, recreation and cultural related matters to Council and staff.
 3. Educate residents and user-groups regarding parks, recreation and cultural matters and regulations within The Township.
 4. Advise and make recommendations to Council on parks, recreation and cultural related issues and practices within The Township.
 5. Develop new initiatives and bring ideas to Council for implementation regarding parks, recreation and cultural related issues and practices within The Township.
 6. Act as liaison with residents and user-groups and the Council on parks, recreation and cultural related issues and practices within The Township.
 7. Address any park, recreation or cultural related matters referred to by Council.

**SCHEDULE A-4
COMMITTEE'S BY-LAW
PLANNING ADVISORY**

**STANDING COMMITTEE
MANDATORY**

LEGISLATED by: *The Planning, R.S.O. 1990*

MANDATE: The Township of Russell's Planning and Advisory Committee shall provide advice and recommendations to the Council of the Township of Russell and the United Counties of Prescott and Russell (UCPR) in accordance to matters relating to planning issues.

COMMITTEE NAME: Planning Advisory Committee (PAC)

REPORTS TO: Council

MEMBERSHIP: The Committee shall be composed of five (5) Members as follows:

- 1) Two (2) Members of Council.
- 2) Three (3) Members from the public at large with a balanced representation from communities of the municipality wherever possible.
- 3) The Director of Planning or his/her designate, who shall serve as Staff Liaison; and
- 4) Secretary, who may be appointed at the discretion of the Staff Liaison and in accordance with section 7.4.

TERM OF APPOINTMENT: Concurrent with the term of Council, unless otherwise decided by Council.

RULES OF PROCEDURE: Meetings shall be conducted in accordance with the Rules of Procedures adopted by the Council and the Committee By-law.

MEETING SCHEDULE: The Committee shall meet on an as required basis or at such other time and place as the Committee Chair or Committee determines necessary.

REMUNERATION: Applicable as provided for, within the adopted By-law establishing honorariums of non-elected Members of Committees and local boards.

TERMS OF REFERENCE:

1. To oversee and recommend on planning matters including the implementation of The Township of Russell's Official Plan and Zoning By-law revisions and other planning related documents.
2. To identify the need for and oversee the preparation, where appropriate, of special studies, which would enhance the orderly and desirable development of the municipality, ensure environmental sustainability and/or ensure the protection of persons and property.
3. To consider and report on all matters referred to the Committee by the Council.

**SCHEDULE B-1
COMMITTEE'S BY-LAW
COMMITTEE OF ADJUSTMENT**

**STATUTORY COMMITTEE
QUASI-JUDICIAL MANDATORY**

LEGISLATED by: *The Planning Act, R.S.O. 1990, Chapter P.13*

MANDATE: The Purpose of The Township of Russell's Committee of Adjustment Committee is to address minor variances and severances from the provisions of any By-law of the municipality that implements an Official Plan, or from such By-laws of the Municipality as are specified and that implement an Official Plan. The Committee of Adjustment will also have the responsibility to address fence exemptions requests under the fence by-law.

COMMITTEE NAME: Committee of Adjustment (COA)

MEMBERSHIP: In accordance to Section 44 (1) of *The Planning Act*, the Committee may not have less than (3) three persons and as such the Committee shall be composed of five (5) Members as follows:

- 1) Two (2) Members of Council.
- 2) Three (3) from the public at large with a balanced representation from the communities of the municipality wherever possible.
- 3) The Director of Planning or his/her designate, who shall serve as Staff Liaison; and
- 4) A Secretary-Treasurer appointed by the Committee who may also be a Member of the Committee, and may engage such employees and consultants as is considered-necessary by the Committee.

TERM OF APPOINTMENT: Concurrent with the term of Council, unless otherwise decided for by Council.

RULES OF PROCEDURE: Meetings shall be conducted in accordance with the Rules of Procedures adopted by the Council, the Committee By-law and the *Planning Act*.

COMMITTEE OF ADJUSTMENT

MEETING SCHEDULE: The Committee shall meet on an as required basis or at such other time and place as the Committee Chair or Committee determines necessary.

REMUNERATION: Applicable as provided for, within the adopted By-law establishing honorariums of non-elected Members of Committees and local boards.

TERMS OF REFERENCE: Established procedures are in accordance to *The Planning Act, R.S.O. 1990, and c.P.13.*

SCHEDULE B-2
(By-law 2019-140)
COMMITTEE'S BY-LAW
LINE FENCE VIEWERS

STATUTORY COMMITTEE
MANDATORY

LEGISLATED by: *The Line Fences Act, R.S.O. 1990, and c.L.17*

MANDATE: Appointed by the Council of the Township of Russell to make awards apportioning responsibility for the fence between two owners. The *Line Fences Act* provides legislative procedures for resolving fencing disputes between neighbouring land-owners.

COMMITTEE NAME: Line Fence Viewers Committee (**LFVC**)

REPORTS TO: **Quasi-Judicial**

MEMBERSHIP: The Committee shall be composed of a minimum of three (3) and a maximum of five (5) Members as follows:

- 1)** Three (3) to five (5) Members selected from the public at large.
- 2)** The Director of Public Safety and Enforcement/CEMC or his/her delegate, who shall serve as Staff Liaison; and
- 3)** Secretary, who may be appointed at the discretion of the Staff Liaison and in accordance with section 7.4.

TERM OF APPOINTMENT: Concurrent with the term of Council, unless otherwise decided for by Council.

RULES OF PROCEDURE: Arbitration meetings shall be conducted in accordance with the Rules of Procedure adopted by the Council and the Committee By-law, and in accordance with the Legislation of the *Line Fences Act*.

MEETING SCHEDULE: The Committee shall meet on an as required basis.

REMUNERATION: Applicable as provided for, within the adopted By-law establishing honorariums of non-elected Members of Committees and local boards.

TERMS OF REFERENCE: Shall be conducted in accordance to the legislation provided for under the *Line Fences Act*.

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**SCHEDULE B-3
COMMITTEE'S BY-LAW
LIVESTOCK POUND & LIVESTOCK POUND KEEPER**

**STATUTORY COMMITTEE
MANDATED**

LEGISLATED by: *The Municipal Act, 2001* - General Municipal Power Section 10 and 11;
and The Pounds Act, R.S.O. 1990, and c.P.17

MANDATE: To impound any horse, bull, ox, cow, sheep, goat, pig or other cattle, geese or poultry detained for unlawfully running at large or for trespassing and doing damage.

COMMITTEE NAME: Livestock Pound and Livestock Pound Keeper

REPORTS TO: **Quasi-Judicial**

MEMBERSHIP: The Committee shall be composed of one (1) Member as follows:
1) One (1) Member shall be appointed from the Public at Large
2) The Director of Public Safety & Enforcement/CEMC or his/her delegate, who shall serve as Staff Liaison.

TERM OF APPOINTMENT: Concurrent with the term of Council, unless otherwise decided by Council.

RULES OF PROCEDURE: The appointed Member shall be familiar with the Rules of Procedure adopted by the Council and the Committee By-law and shall conduct its business in accordance with legislation under *The Municipal Act* and *The Pounds Act*.

MEETING SCHEDULE: The Committee shall meet on an as required basis.

REMUNERATION: Applicable as provided for on an as required basis.

TERMS OF REFERENCE:

1. Shall conduct all of the matters referred to him/her in a business like manner while acting on behalf of The Township of Russell.
2. Shall retain and impound any horse, bull, ox, cow, sheep, goat, pig or other cattle, geese or poultry found to be unlawfully running at large or trespassing and doing damage, as well as any animal noted above, delivered to him for that purpose.
3. Where an animal has been impounded, the Pound keeper shall, within twenty-four hours, deliver to the Clerk of the municipality a notice in writing containing a description of the colour, age and natural and artificial marks of the animal, as nearly as may be.
4. Shall deliver notification to the Clerk and the owner, if known.
5. Shall, on a daily basis, provide the animal(s) with food, water and shelter; and
6. Where the animal is not reclaimed, publicly sell the animal.
7. Shall serve notices of intended sale.

SCHEDULE B-4
(By-law 2019-140)
COMMITTEE'S BY-LAW
PROPERTY STANDARDS

STATUTORY COMMITTEE
MANDATED

LEGISLATED by: *The Municipal Act, 2001 - General Municipal Power Section 10 and 11; the Building Code Act, S.O. 1992 c.23; and Property Standards By-law*

MANDATE: The function of the Property Standards Committee is to hear appeals, filed by owners or occupants of property within the Township of Russell in accordance to the Property Standards By-law and the Building Code Act.

COMMITTEE NAME: The Property Standards Committee

REPORTS TO: **Quasi-Judicial**

MEMBERSHIP: The Committee shall be composed of a minimum of three (3) and a

maximum of five (5) Members as follows:

- 1)** Three (3) to five (5) Members of the public at large, duly appointed by Council.
- 2)** The Director of Public Safety & Enforcement/CEMC or his/her delegate, who shall serve as Staff Liaison; and
- 3)** Secretary, who may be appointed at the discretion of the Staff Liaison and in accordance with section 7.4.

TERM OF APPOINTMENT: Concurrent with the term of Council, unless otherwise decided by Council on an annual basis one (1) member is replaced for continuity purposes. Members may, at the discretion of Council, continue to serve on this Committee beyond the Council's term, as required, until re-appointed or replaced by The Council of the Township of Russell.

RULES OF PROCEDURE: Arbitration meetings shall be conducted in accordance with the Rules of Procedure adopted by the Council and the Committee By-law. Additionally, Members shall adhere to the rules set out in the Township's Property Standards By-law, which By-law provides for the maintenance and occupancy of property.

MEETING SCHEDULE: The Committee shall meet on an as required basis.

PROPERTY STANDARDS COMMITTEE

REMUNERATION: Applicable as provided for, within the adopted By-law establishing honorariums of non-elected Members of Committees and local boards.

- TERMS OF REFERENCE:**
1. When called upon, the Committee shall hear appeals filed by owners and/or occupants of property within the Township of Russell.
 2. Appeals are generated from and filed by owners and/or occupants of property, once they have been served with an order to maintain their property, in accordance to the standards prescribed by The Township of Russell.
 3. The Committee shall work with The Township's Property Standards By-law no. 11-2009.

SCHEDULE B-5

ANIMAL CONTROL TRIBUNAL

**STATUTORY COMMITTEE
MANDATED**

LEGISLATED by: *The Municipal Act, 2001* – General Municipal Powers sections 10 and 11 and requirements to hold hearing section 105(1).

MANDATE: To hear appeals, filed by dog owners within the Township of Russell in accordance to the said By-law.

COMMITTEE NAME: The Animal Control Tribunal

REPORTS TO: **Quasi-Judicial**

MEMBERSHIP:

- 1)** The tribunal shall be composed of one (1) person appointed for that purpose.
- 2)** The Director of Public Safety and Enforcement/CEMC will serve as Staff Liaison or his/her designate.
- 3)** Secretary, who may be appointed at the discretion of the Staff Liaison.

TERMS OF APPOINTMENT: For a period of 1 year. At the end of the year, the term may be extended for the term of Council.

RULES OF PROCEDURE: Arbitration meetings shall be conducted in accordance with the Rules of Procedure adopted by the Council and the Committee By-law, and in accordance with the Legislation under the *Municipal Act*.

MEETING SCHEDULE: The Committee shall meet on an as required basis.

RENUMERATION: As per agreement

TERMS OF REFERENCE: Shall be conducted in accordance to the legislation provided under the *Municipal Act*.

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**SCHEDULE C-1
COMMITTEE'S BY-LAW
AGENCIES, BOARDS AND COMMITTEES WITH COUNCIL APPOINTEES**

COMMUNITY COMMITTEES

LEGISLATED by: *The Municipal Act, 2001*

COMMITTEE NAME	COUNCIL APPOINTMENT	STAFF LIAISON	COMMUNITY APPOINTMENTS	MEETING SCHEDULE	TERMS OF REFERENCE
Emergency Community Control Group	Mayor and alternate to the Mayor (2) Members of Council	The Director of Public and Enforcement/CEMC or his/her designate			Responsible for the coordination and provision of essential services necessary to minimize the effects of an emergency on the community. Established by By-law 72-2004.
Limoges Citizens Committee Inc. (Liaison Committee)	(One 1) Member of Council appointed either annually or for term of Council				Established by Letters Patent Ontario Corporation Number 1393669 on December 24, 1999. The mandate of the LCC is: 1. Promote and favour the interest of the community of Limoges; 2. Take care of the problems of the community of Limoges; 3. Promote the search and the financing of the local project for the community of Limoges; 4. Coordinate the activities between the different groups and associations of Limoges; 5. Also, realize all other objective accessories and compatible with the object of the corporation.
Marionville Citizens Committee (Liaison Committee)	One (1) Member of Council appointed either annually or for term of Council				Established and approved at the Joint meeting of April 14, 2011, comprised of residents of Marionville and public officials of the Township of Russell, Township of North Dundas and the City of Ottawa held at the Marionville Community Center. The mandate of the MCC is:

					<ol style="list-style-type: none"> 1. Promote and favour the interest of the community of Marionville; 2. Take care of the problems of the community of Marionville; 3. Promote the search and financing of local projects for the community of Marionville; 4. Coordinate the activities between the different groups and associations of Marionville; and 5. Realize all other related objectives that are compatible with the mandate of the organization as a non-profit entity.
Public Library Board	Two (2) Members of Council		MINIMUM of five (5) Members of the Public Appointed by Council	A board shall hold regular meetings once a month for at least 10 months each year and at such other times as it considers necessary. (s. 16 of the <i>Public Libraries Act</i>)	<ol style="list-style-type: none"> 1. Mandated under Section 9(1) of the <i>Public Libraries Act, R.S.O. 1990, Chapter P.44 and amendments thereto.</i> 2. Provides for the information, education and leisure needs of the citizens of the Township of Russell through the Embrun and Russell Library Branches. 3. Establishes policies and appoints the Chief Librarian/CEO, who administers the library under the guidance of established board policies. 4. Meetings shall be for the purposes of discussing issues arising from joint agreements and recommending solutions to matters of common concern. <p>The Township of Russell Public Library was established by By-law 21-1972 and amended by By-laws 16-85 and 24-90.</p>

**SCHEDULE D-1
COMMITTEE'S BY-LAW
RECREATION COMPLEX COMMITTEE**

**SPECIAL COMMITTEE
Ad-Hoc NON-MANDATORY**

LEGISLATED by: *The Municipal Act, 2001*
General Municipal Power Section 10 and 11

MANDATE: Appointed by the Council of the Township of Russell with mandate to provide a vehicle for effective and timely participation of elected Officials, staff and community representatives in the provision of leisure, recreation and cultural services in a future construction of a recreation complex in the Township of Russell.

COMMITTEE NAME: Recreation Complex Committee (RCC)

REPORTS TO: Council

MEMBERSHIP: The Committee shall be composed of Eight (8) Members as follows:

1. Two (2) Members of Council, one Member of Council shall be the Member who Chairs the Parks, Recreation and Culture Advisory Committee (PRCAC)
2. One (1) Member of the public who currently sits on the PRCAC.
3. Four (4) Members of the public who reside in the Township of Russell.
4. One Member of Administration who shall be the Director of Parks and Recreation or his/her delegate, who shall serve as the Staff Liaison.
5. The Treasurer, Asset Manager and Clerk, who shall serve as resource persons; and
6. Secretary, who may be appointed at the discretion of the Staff Liaison and in accordance with section 7.4.

TERM OF APPOINTMENT: Concurrent with the term of Council, unless otherwise decided for by Council.

RECREATION COMPLEX COMMITTEE

- RULES OF PROCEDURE:** Meetings shall be conducted in accordance with the Rules of Procedure adopted by the Council and the Committee By-law.
- MEETING SCHEDULE:** The Committee shall meet at least four (4) times per year, where possible and/or at such other times and places as the Committee Chair or Committee deems it necessary. Work of the Committee, shall be reported to Council by the Director of Parks and Recreation or his/her designate (every three (3) months) or on an as needed basis.
- REMUNERATION:** Not applicable.
- TERMS OF REFERENCE:**
1. The Committee Chair or designate shall prepare the Agenda in consultation with the Members of the Committee.
 2. Agendas will be circulated to Members prior to the scheduled meeting.
 3. Minutes of the meetings shall be sent and retained by the Clerk, once approved by the Committee.
 4. The Committee shall not have any authority to expend or commit to expend municipal funds without the authorization of the Council.
 5. An expense approval process shall be submitted to and approved by Council.

To develop a phased-in business plan related to the construction of a recreation complex, which shall involve:

Phase1:

- Determine budget requirements and approval by Council
- Select Phase 1 consultant
- Background and historical data reviews (Official plan and growth projections, Parks and Recreation Master plan, existing studies)
- Participate in Recreation Master plan update
- Needs and gap analysis
- Promote community involvement and input
- Identify land servicing options and costs
- Touring of existing facilities
- Identification and investigation of potential private and public partnerships

- Determine priorities, objectives based on need and funding
- Present a viability study
- Recommendations to Council

Phase 2:

- Determine budget requirements and approval by Council
- Select Project Manager/consultant
- Facility design and site plans
- Capital costs
- Finalization of partnership agreements
- Fundraising and grant opportunities
- Existing facilities reuse and capital costs
- Operating costs projections
- Economic impact
- Recommendations to Council

The Committee shall endeavour to set intermediate time lines for the various components as necessary and determined.

This Committee may establish sub-committees to support its activities from time to time and for variable durations. Sub-committees terms of reference and objectives shall be determined before being put in place and may be formed to provide research or input into the following areas:

Design and construction:

- To re-confirm the needs in the community, research viable alternatives including renewable and/or green initiatives and to develop a design for the overall site and facilities that will meet or exceed as many identified needs and/or user group input.

Political liaison:

- To develop a solid working relationship and open line of communication with county, provincial and federal representatives and elected officials and their staff.

Public relations and media:

- To provide timely and accurate information to Township's residents and other interested parties and communities through the media and other means.

Funding and fundraising:

- To design and implement a fund-raising plan, including naming rights, in-kind donations as well as research other forms of fundraising with a timely and accountable process.

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SCHEDULE D-2
(By-law 2019-187)
COMMITTEE'S BY-LAW
TEEN ADVISORY COMMITTEE

SPECIAL COMMITTEE
Ad-Hoc NON-MANDATORY

MANDATE: Appointed by the Council of the Township of Russell with mandate to endeavour to enrich and enhance the quality of life of teens (14 to 18 years old) in the Township, identify barriers, form partnerships with the community, and act as a public forum for issues affecting teens. As a means to achieve this, the Committee's mandate will be to organize an annual public forum with the purpose of identifying and discussing issues of interest to teens. The Committee will make recommendations on services that fall within the responsibility of the Township and that affect teens such as:

- Public Safety;
- Accessibility;
- Special projects oriented to teens;
- Communication with teens; and
- Recreation.

COMMITTEE NAME: Teen Advisory Committee (TAC)

REPORTS TO: Council

MEMBERSHIP: The Mayor selects Committee Members and the Committee shall be composed of eleven (11) Members as follows:

1. Two (2) Member of Council.
2. Three (3) student representatives from each of the three local high schools: St-Thomas Aquinas, Russell High School and École secondaire catholique Embrun. (Schools to determine how they select their representatives)

Students who apply must meet the following criteria:

- Must be Russell Township residents;
- Must attend one of the city's three high schools;
- Will represent a cross-section of Russell Township teens;

- Must be available to attend meetings and other activities on behalf of the committee;
 - Must represent himself or herself and not any organization or special interest group.
3. The Chief Administrative Officer or his/her designate, who shall serve as Staff Liaison; and
 4. Secretary, who may be appointed at the discretion of the Staff Liaison.

TERM OF APPOINTMENT: Concurrent with the term of Council, unless otherwise decided by Council.

RULES OF PROCEDURE: Meetings shall be conducted in accordance with the Rules of Procedures adopted by the Council and the Committee By-law.

MEETING SCHEDULE: The Committee shall meet at least four (4) times per year, preferably during the second week of the month, where possible and/or at such other time and place as the Committee Chair or Committee determines necessary. Work of the Committee, will be reported to Council by the CAO or his/her designate.

REMUNERATION: Not applicable

- TERMS OF REFERENCE:**
1. Act as a resource to the Mayor and Council on matters affecting teens;
 2. Serve as a forum for discussing issues affecting teens and improve their quality of life;
 3. Follow-up on actions to be carried out as per committee meetings assignments/direction.
 4. Organize and implement an annual forum, **Teenmatters;**
 - Encourage teens to participate in the forum;
 - Follow-up on actions to be carried out as a result of the forum;

STARTING DATE: March 2020

SCHEDULE D-3
(By-law 2019-187)
COMMITTEE'S BY-LAW
SENIORS ADVISORY COMMITTEE

SPECIAL COMMITTEE
Ad-Hoc NON-MANDATORY

MANDATE: Appointed by the Council of the Township of Russell with mandate to endeavor to enrich and enhance the quality of life of seniors in the Township, identify barriers, form partnerships with the community, and act as a public forum for issues affecting seniors which the Township may be able to address. The Committee will make recommendations on services that fall within the responsibility of the Township and that affect seniors such as:

- Public Safety;
- Accessibility;
- Special projects oriented to seniors;
- Communication with seniors;
- Recreation; and
- Transportation

COMMITTEE NAME: Seniors Advisory Committee (SAC)

REPORTS TO: **Council**

MEMBERSHIP: The Mayor selects Committee Members and the Committee shall be composed of nine (9) Members as follows:

5. Two (2) Members of Council.
6. Seven (7) Members from the public at large, duly appointed by Council who must meet the following criteria:
 - Must be residents of the Russell Township;
 - Must be 55 years of age or older;
 - Must be prepared to volunteer time and serve actively on the committee;
 - Must participate as individuals and not represent any organization or special interest group.
7. The Chief Administrative Officer or his/her designate, who shall serve as Staff Liaison; and
8. Secretary, who may be appointed at the discretion of the Staff Liaison.

- TERM OF APPOINTMENT:** Concurrent with the term of Council, unless otherwise decided by Council.
- RULES OF PROCEDURE:** Meetings shall be conducted in accordance with the Rules of Procedures adopted by the Council and the Committee By-law.
- MEETING SCHEDULE:** The Committee shall meet at least four (4) times per year, preferably during the second week of the month, where possible and/or at such other time and place as the Committee Chair or Committee determines necessary. Work of the Committee, will be reported to Council by the CAO or his/her designate.
- REMUNERATION:** Not applicable
- TERMS OF REFERENCE:**
5. Act as a resource to the Mayor and Council on matters affecting seniors;
 6. Serve as a forum for discussing issues affecting seniors;
 7. Provide advice to the Mayor and the Council based on input received to improve the programs, policies, and services provided to seniors;
 8. Identify barriers to access by seniors to city services and programs;
 9. Form partnerships in the community to educate, inform, and improve the quality of life for seniors; and
 10. Follow-up on actions to be carried out as per committee meetings assignments/direction.
- STARTING DATE:** April 2020