



## STRIKING COMMITTEE REPORT

ONE HUNDRED AND TWENTY SECOND COUNCIL

OF THE TOWN OF CARLETON PLACE

January 11, 2011  
Clerk's Department

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## 1.0 COUNCIL

### 1.1 Council

- 1.1.1 Powers (i.e., Authority):** Section 5(1) of the *Municipal Act* (the Act) which came into force on January 1, 2003 states in effect that the authority (powers) of the Town: **The powers of a municipality shall be exercised by its Council.**
- 1.1.2 Powers of a Natural Person - Exercise of Authority:** Section 8 of the *Act* states: A municipality has the capacity, right, powers and privileges of a natural person for the purpose of exercising **its authority** under this or any other Act.
- 1.1.3 Interpretation - ss 8 and 11 - Broad Authority:** Section 8 and 11 (Spheres of Jurisdiction) shall be interpreted broadly so as to confer broad authority on a municipality:
- (a) to enhance them to govern their affairs as they consider appropriate; and
  - (b) to enhance their ability to respond to municipal issues.

## 2.0 PRACTICES and PROCEDURES

- 2.1 Meetings:** Council shall meet in formal session at 7:00 p.m. on the second and fourth Tuesday of each month.
- 2.2 Agenda:** An agenda will be prepared for each Council meeting. Each agenda will contain a listing of all correspondence received from the date of the last agenda to the date of the current agenda.
- 2.3 Council Members Agenda:** A copy of the agenda will be placed in each councillor's mailbox. If the accumulated mail (the package) in the councillor's mailbox is not picked up by 4:00 p.m. of the Friday immediately preceding a Council meeting then the package shall be delivered to the councillor's address (or qualifying address) within the Town of Carleton Place on that day.
- 2.4 Public Copy of Agendas:** No less than five (5) copies of the Council and or Standing Committee Agenda will be placed on the press table for the convenience of the press and public. Persons who have ordered a copy of the agenda in advance may pick it up the office in the Town Hall anytime after 4:00 p.m. on the Friday before each Council meeting. The agenda for upcoming meeting will also be posted on the Town's website.
- 2.5 Committee System:** To facilitate the maximum discussion, input and participation to and by the citizens of the Town and other interested parties Council will receive counsel, guidance and cautions from a variety of committees. These committees will be organized at various levels and will include;
- 1. Standing Committees of Council,
  - 2. Management Committees
  - 3. Boards,
  - 4. Authorities,
  - 5. Internal committees of Council,
  - 6. External committees of Council, and finally
  - 7. Ad Hoc committees of Council.

By the delegation of its responsibilities to these committees Council in no way abrogate its authority to act in manner, which is in agreement with or contrary to advice received from any committee.

Ad hoc committees may be appointed from time to time to attend to sundry issues. Under normal circumstances, Boards, Authorities, and Committees (committees) will report to Council through a Standing Committee. Boards, Authorities and Committees must be notified as to which Standing Committee they shall report.

- 2.6 File Copy of Committee Agendas:** That after 4:00 p.m. of the Friday afternoon preceding a meeting of Council or any Standing Committee, copies of the relevant agenda shall be on file in the Clerk's Office of the Town Hall and the Carleton Place Public Library and on the web site.
- 2.7 Committee Consideration prior to Council's:** Except in extreme cases all communications and issues should be considered by the authorized Standing Committee before being placed on a Council agenda for consideration.
- 2.8 Conditions for Debate:** That Rules of Council are to be followed closely. Council and committees are reminded that debate and verbal reports do not form a part of the official minutes of Council. Proposed action or direction is authorized only when the matter is reduced to writing and adopted by Bylaw or resolution. Informal discussion or verbal reports should be presented to a Standing Committee and not at a formal Council session.
- 2.9 Council Orientation:** Each council will arrange that its successor council has a minimum of six hours of orientation meetings prior to the new council being sworn in. The out going council will ascertain that the orientation program, as prepared by staff reviewed by council meets the standards of the Association of Ontario Municipalities. The retiring council will budget for this item over its life.
- 2.10 Candidates Orientation:** Staff are to arrange an orientation session for potential Candidates for Council. This session should include:
- \* an application of provincial election rules;
  - \* an explanation of Council's liability;
  - \* an explanation of the Town's by-laws relation to signage, use of Town property;
  - \* overview of current municipal issues and;
  - \* candidates process to obtain information from staff.

Orientation session is to be offered just prior to nomination day.

- 2.11 First Meeting of a New Council:** The agenda of a new council will include nothing more than the swearing in of the new council with ample time set aside for new councillors to meet with their families and/or constituents. Recognizing that the council is a political body, agendas shall facilitate this political objective.
- 2.12 Conflict of Interest:** Councillors are referred to *The Municipal Conflict of Interest Act*.
- 2.13 Mayor - Ex Officio Member of Committees and Boards:** By virtue of his/her office, the Mayor shall be an ex-officio member of all Committees and Boards of the Corporation of the Town of Carleton Place unless otherwise prohibited by provincial statutes. The Deputy-Mayor shall be the Chair of all In Camera meetings.
- 2.14 Governance of Boards, Authorities and Committees**
- 2.14.1 Council's Appointments:** Appointments to all boards, authorities and committees shall be made and/or renewed annually by the adoption of Council of the Striking Committee Report. Vacancies arising for cause, other than the expiration of the member's normal appointment shall be filled at the first meeting of Council following the occurrence of the vacancy, or as soon as possible thereafter.
- 2.14.2 Committee Attendance:** If a vacancy should arise for a reason other than the expiration of the member's appointment, then the replacement appointee shall hold office for the remainder of the term of the predecessor member.
- 2.14.3 Declaration of Vacancy:** Should a member of a committee not attend three consecutive regular meetings, without a leave of absence then the member's position can be declared vacant by the Committee. Notice of such action and vacancy shall be given to Council, via the Clerk at its next meeting. A member so removed from a committee will be notified of such by the Clerk, by registered mail.
- 2.14.4 Committee Support for Assigned Responsibilities:** All members of Boards, Authorities and Committees shall be notified of the objectives and responsibilities which Council has assigned to their particular committee. Council appointees are expected to implement the responsibilities assigned by Council. Should circumstances change and the original objectives and responsibilities seem inappropriate, then Council and the committee will meet to discuss establishing new objectives and responsibilities and/or priorities.

**2.14.5 Rotation of Members of Committees and Boards:** In order to allow for maximum participation through public membership on Boards, Authorities and Committees, members may be rotated by Council from time to time. For example with a five member committee, one members shall hold office for a period of one year, two members for a period of two years and two members for a period of three years.

Thereafter, appointments of the five members shall be for a three year term, with one or two members, as the case may be, retiring each year.

### **2.15 Months with Five Tuesdays**

Recognizing that Council and Committees traditionally meet on only four (4) Tuesdays each month except for the months of July and August (The rules applicable to which are else where.)

Therefore, in a month that has five Tuesdays, which includes a Statutory Holiday which falls on a Monday, then there will be no meeting of Council or its Standing Committees on the Tuesday following the Statutory Holiday.

## **3.0 PROCEDURE FOR DEALING WITH INCOMING CORRESPONDENCE AND OTHER COMMUNICATIONS**

### **3.1 Incoming Correspondence**

The purpose of this function is to set out the minimum procedures necessary to process incoming correspondence and other communications with both efficiency and effectiveness, while also maintaining the standards expected of a public organization. Consideration is also given to the volume and types of incoming correspondence and other communications received by the Town, Councillors and staff.

**3.1.1 Specific Councillor:** Correspondence addressed to a specific member of Council will be forwarded to the said member unopened. Correspondence addressed specifically to a number of members of Council will also be forwarded, unopened, to those members. The Councillor will then determine how to address the correspondence. If the Councillor feels the correspondence should be referred to a Committee, the Councillor should forward the correspondence to the CAO for inclusion on the next agenda. This includes e-mails received by Councillors.

**3.1.2 Personal or Confidential:** Correspondence marked personal and confidential will be forwarded unopened to the person to whom it is addressed. The correspondence will be dealt with in a confidential manner if the topic qualifies under *The Municipal Act*. If the topic does not qualify to be dealt with in a closed meeting, the author will be asked if they wish to have Council consider the issue in public.

**3.1.3 Promotional Literature:** Promotional Literature or other material classified as junk mail will be forwarded to the person to whom it is addressed. That which does not require Council's action will be forwarded to an appropriate staff for action.

**3.1.4 To Mayor and/or Council:** Correspondence addressed to Mayor and Council will be opened, stamped and dealt with as the procedures require.

### **3.2 Mailroom Procedures**

**3.2.1 Numerical Identification of Mail:** Each piece of correspondence will be numbered by a designated staff. The staff member will use a stamp that automatically advances one digit at a time. The correspondence will then be filed in numerical sequence. A list of incoming correspondence will be maintained showing;

- the correspondence number,
- from whom the correspondence was received, and
- to whom it was forwarded.

A copy of this list will be attached to a Council Agenda.

**3.2.2 Distribution of Correspondence:** A copy of the communication will be forwarded to the secretary of the appropriate committee, or to the CAO.

**3.2.3 Covering Letter:** Should correspondence include a covering letter with enclosures, only the covering letter should be filed. However, a copy of the covering letter with the enclosures should be forwarded on to the committee secretary or the CAO.

**3.2.4 Inability to File:** Should staff be unable to file a communication for any reason, then a brief summary should be made with the summary being filed as if it were the numbered correspondence.

### **3.3 Addressed to the Mayor or Council**

Correspondence addressed to the Mayor or Council should be forwarded to the CAO, unless the subject matter clearly falls within the jurisdiction of a standing committee, in which case the correspondence should be forwarded to the secretary of the committee concerned. Other correspondence should be forwarded to the appropriate committee secretary as indicated by the documentation.

Obviously communications addressed to a member of council and marked private and/or confidential shall be forwarded to the addressee unopened.

### **3.4 Addressed to Staff**

**3.4.1 Introduction:** Generally communications and correspondence received by a member of staff will fall into one of two categories:

- (a) That which requires action by staff;
- (b) That which requires action of Council or contains information that should be brought to the attention of Council. This latter category would include:
  - all communications addressed to Council or a member of Council;
  - all communications from residents in which it would exceed the authority of staff to grant the request, and
  - all items which the secretary deems appropriate.

### **3.5 Addressed to Council**

Correspondence that requires action or the attention of Council or standing committee will be processed by the secretary of that standing committee as indicated below.

**3.5.1 Routine Communications:** Routine correspondence will be acknowledged using a standard form letter where it is deemed appropriate in the circumstances.

Correspondence which proposes or initiates litigation against the Town will be circulated on coloured paper confidentially to Councillors for their information.

To ensure that these issues are handled consistently, please refer any potential litigation to Phil Hogan, so he can circulate to Councillors.

**3.5.2 Classification of Communications:** Should the correspondence be deemed by the committee secretary to be of sufficient complexity or importance, a copy of the communication shall be forwarded to all members of the committee for discussion.

**3.5.3 Agenda Format:** The committee secretary will be responsible for preparing, in point form, a summary of the correspondence content, background information, and a staff recommendation. Introduction of the communication on the agenda will include the following:

- 3.5.3.1 the correspondence number;
- 3.5.3.2 from whom the correspondence was received;
- 3.5.3.3 to whom the correspondence was addressed;

- 3.5.3.4 a summary of the contents of the communication;
- 3.5.3.5 comment (background information),and
- 3.5.3.6 staff recommendations;
- 3.5.3.7 Committee Decisions – Blank.

- 3.5.4 Agenda Management:** The committee secretary and committee chairperson should meet, prior to preparation of the committee agenda, either in person, e-mail or by telephone, to review any issue that it deemed to be of a particularly sensitive nature.
- 3.5.5 Committee's Agendas:** The Agenda Format, as set out in section **3.5.3** above is the agenda of the committee. Staff will fully research issues prior to placing the item on an agenda and making a staff recommendation. When appropriate, staff should seek legal advice. This legal advice should be relayed to Council In-Camera.
- 3.5.6 Review of Agendas by Staff:** On the Friday morning prior to the committee meeting, the secretary of each standing committee should review the agendas, staff recommendations and comment of the agenda of each of the other standing committees to ascertain consistency of issue treatment and to eliminate issue overlap.
- 3.5.7 Chairpersons Authority:** At the committee meeting the chairperson shall introduce each item by reading to the committee, the communication number, from whom received, to whom referred, and the summary of the subject matter. The chairperson shall then ask the staff person in attendance to present the staff recommendation complete with background detail. Committee members shall then be free to ask questions, offer comment, and introduce amendments to the recommendation. It will be the responsibility of the chairperson to cut off debate when all useful discussion has been concluded and call a vote on the issue. The staff recommendation may be accepted, accepted with amendments, rejected, or deferred for future study.

In addition to municipal employees, the term "staff person" as used in the above paragraph may include the Town solicitor or other professional advisory.

It is important that recommendations be worded carefully to ensure that they clearly state the intent. Every effort should be made to avoid misunderstandings and misinterpretations through loosely worded motions. Each recommendation should be sufficiently detailed that it can stand alone as a complete Council resolution.

Any person may attend a committee meeting and may speak on an agenda item provided the person asked for the item to be placed on the agenda or the person has registered with the secretary prior to the meeting. At the beginning of the meeting, the Chair shall remind the public in attendance to register with the secretary if they wish to speak on a specific item. Registration shall include the name and address of the person and identification of the agenda item on which they wish to speak. The Chair, at the Chair's discretion, may also recognize any person and permit the person to speak to an item.

Registration shall include the name and address of the person, identification of the agenda item on which they wish to speak, and whether they wish to speak in favour of or against the recommendation. The chairperson may deal with the delegation first, prior to the remaining communications.

**Delegations:** Council welcomes the public's input and participation in the decision process. However, the input and participation needs to be organized so that issues can be dealt with efficiently and effectively.

Section VIII of By-law 73-2005, the Procedural By-law, sets out the rules of delegations to Council are reserved for presentations which are ceremonial or impart information which is applicable to both council and general community. Any delegation, which seeks a decision of Council, should be referred to a Committee for detailed communication. It is important to note that the Standing Committee agendas do not include a section called "Delegations". Individuals or groups, seeking to speak to a Committee, should forward a communication which outlines their issue. The issue will then be placed on the appropriate committee in the standard format. The individual or group will be invited to attend the meeting and speak to the issue.

**3.5.8 Action Report:** A summary with background information and recommendation(s) as adopted by committee will be reproduced on the Council agenda but with reference to "staff recommendation" removed.

**3.5.9 Council's Approval:** At the Council meeting the committee chairperson or designated member will introduce a motion to adopt the recommendation as approved by the Committee, and if required will explain to Council the reason for the recommendation.

As required, a motion will deal with one communication or issue only, however, in other situations several communications may be dealt with in one comprehensive motion.

**3.5.10 Staff Responsibility:** Following the Council meeting, the decision of Council will be carried out by staff. Letters sent in reply to incoming correspondence shall carry the same number as the incoming correspondence but with a prefix "A". A copy of all outgoing letters will be maintained in a numerical file.

## **4.0 COMMUNICATIONS OF A ROUTINE NATURE AGENDA CONSENT ITEMS**

**4.1 Routine Communications:** Communications deemed of a routine nature tend to fall into one of the following two categories:

**4.1.1 No Direct Action:** Communications that do not require any direct action by either staff or Council but which contain information that might be of interest or help to members of Council. Communications in this group shall be numbered, and listed on the committee agenda with the headings similar to any other communication. Information under the "Comment" heading will provide an appropriate staff assessment of the communication for example ~~A~~for information only. These items shall be shaded on the agenda.

**4.1.2 Administrative Communication:** Communications that are deemed administrative in nature and require action or response by staff in compliance with policies established by Council. Communications in this group shall be numbered and listed on the committee agenda with headings similar to any other communication. Information under the "Comments" heading will describe the action to be taken by staff. These items shall be shaded on the agenda.

**4.1.3 Committee's Action:** At the committee meeting, the chairperson shall deal with all boxed consent items at one time, generally at the beginning of the meeting. No discussion of these "consent items" shall take place unless a member of the committee specifically so requests. In this case the member shall identify the number of the communication on which he wishes to comment.

**4.1.4 Recommendations:** The recommendation for both 4.1.2 and 4.1.3 will be "Receive and File". All shaded items will be included in a comprehensive motion which will state "THAT Council hereby accepts the \_\_\_\_\_ Committee's decisions related to consent items of \_\_\_\_\_ and approves the Council Action."

## **5.0 PROCEDURE FOR DEALING WITH PLANNING APPLICATIONS**

**5.1 Timely Action**

All planning applications shall be dealt with in a timely manner while including sufficient opportunity for input and review. Upon receipt of a complete application, staff will advertise the required public meeting, Council will be advised of the public meeting at the next Planning and Protection Committee Meeting and be provided with staff comments and recommendations in conformity with *The Planning Act*.

## **5.2 Bylaw for Council**

Following the public meeting and upon approval by the Committee a by-law will be presented to Council for approval at the next regular meeting following the public meeting.

## **5.3 Planning Review Procedures**

Planning applications and issues shall, in general, be reviewed only once with the Committee. Once reviewed by the Committee and providing the application proceeds as expected, further notices regarding applications shall be placed on the consent agenda so Committee members may track the item's progress.

## **6.0 PROCEDURE FOR DEALING WITH PAID ACCOUNTS**

### **6.1 Accounts Receivable - Review**

A committee listing of all paid accounts will be available at all Council and Committee meetings for review. Any one wishing to obtain additional information may do so at any time during normal office hours.

### **6.2 Control of Accounts Payable**

Responsibility and accountability for the expenditure of public funds is achieved through the budgeting process, budget control, adherence to approved policies and procedures and through a system of internal and external audit.

### **6.3 Approval of Accounts Payable**

In view of 6.2 above, formal acceptance of a list of accounts after payment has been received serves no useful purpose. A list of accounts which have been paid will be attached to the Corporate Services Agenda for information.

## **7.0 PROCEDURE FOR DEALING WITH INTERNALLY GENERATED ISSUES**

### **7.1 Issues Arising from Inside the Organization**

Internally generated issues should be reduced to writing and submitted on a standard form which will include the following headings:

- 7.1.1** communication number (same sequence and numbering method as used for externally generated communications),
- 7.1.2** department initiating the issue,
- 7.1.3** summary.
- 7.1.4** background (may include attached supporting material), and
- 7.1.5** recommendation.

Internally generated issues will be handled in a manner similar to communications as detailed in **Paragraph 3**.

## **8.0 INQUIRES OR REQUESTS FOR INFORMATION**

### **8.1 Committee Member Information Request(s) – at meeting**

At the end of any committee meeting, immediately before introduction of a motion to adjourn, a member of the committee may request information on any subject under the jurisdiction of Council. However, should the inquiry or request for information involve the expenditure of funds, action by Council and/or staff, the request must be in writing and approved by majority vote of the committee. Topics raised in this manner shall generally be brought forward to a future meeting for a decision to allow time for appropriate research into the topic.

## **8.2 Committee Member Information Request(s) – outside meeting**

From time to time issues will be identified that Committee members will wish to address promptly rather than waiting until the next Committee meeting. Committee members are encouraged to contact the senior staff responsible and discuss the issue. Staff will then provide background information and this may be sufficient to address the issue.

Committee members are reminded that independently they have not authority to revise by-laws, policies or procedures or to direct staff regarding the interpretation of the by-laws, policies or procedures. If a Committee member feels that a by-law, policy or procedure needs to be revised or should be applied differently, the member should ask senior staff to place the topic on the next agenda for consideration by the Committee.

## **9.0 AGENDA FOR COMMITTEE MEETINGS**

### **9.1 Committee Agenda**

There will be an agenda prepared for each standing and/or other committees of Council. It is the responsibility of each member of a committee to inform the committee secretary of items to be included on an agenda prior to the meeting. This agenda should be prepared, delivered, and posted in compliance with provisions of Paragraphs 1 to 8 inclusive.

### **9.2 Agenda Format**

The agenda of each committee shall, where possible should be presented in numerical order of correspondence received and to be dealt with at that meeting. Notwithstanding the foregoing the committee Chair may place priorities on items as follows:

- 9.2.1** delegation,
- 9.2.2** items that must be dealt with due to importance and/or restraints,
- 9.2.3** general correspondence, and
- 9.2.4** receive and file communications.

### **9.3 Closed Session Agenda**

(Refer to Procedural By-law No. 73-2005 and subsequent amendments)

## **10.0 ACTION REPORT OF COMMITTEE MEETINGS**

### **10.1 Action Report**

The action report will follow the format of the committee agenda with the Committee's decision added after the staff recommendation. Recommendations will become motions to be presented at Council meetings and hence must be worked in such a manner that the resolution will be a complete and accurate historical record of the action approved by Council.

### **10.2 Secretary's Responsibility**

It is recommended that the committee secretary record the actions and recommendation of the committee meeting. All communications of a Committee of Council shall be done by the secretary.

### **10.3 Records from Closed Sessions**

(Refer to Procedural By-law No. 73-2005 and subsequent amendments)

## **11.0 COMMITTEE CHAIRPERSON**

### **11.1 Election of a Chair Person**

A committee's first item of business at the first meeting, each year shall be to elect a chairperson. The name, to be chosen by each committee from its own number, shall be reported to Council at the next following regular meeting of Council.

### **11.2 Advice to a New Chairperson**

**11.2.1 Committee Management:** Keep discussion on topic, cut off debate when all useful information has been given and call for a formal decision at that point. The result is shorter meetings, faster and clearer decisions, and a reduced backlog of work

**11.2.2 Planning & Protection Committee:** With acceptance of the recommended times limits, it is essential that meeting of the Planning and Protection Committee conclude not later than 9:00 p.m. It is recommended that the chairperson of the committee set a time table for their agenda in advance of the meeting indicating a time at which each item should be on the floor for discussion. If it becomes evident that the 9:00 pm. deadline cannot be met, the chairperson should prioritize the remaining items on the agenda and defer those of lowest priority to the next meeting.

**11.2.3 Committee Conduct:** The chairperson is responsible for the conduct of committee meetings and over all supervision of work within his/her committee. It is recommended that the chairperson confine discussion to agenda items that he/she has introduced. If the decision of the committee is to amend the staff recommendation, it shall be the responsibility of the chairperson to sum up the decision to be sure that all members are in agreement on the recommendation as amended.

## **12.0 DIVISION OF DUTIES WITHIN STANDING COMMITTEES**

### **12.1 Council Members Responsibilities**

Each member will share responsibility equally for all matters within the jurisdiction of the committee.

### **12.2 Chair's Responsibility**

To effectively carry out the work of the committee, a chairperson may from time to time assign specific tasks to individual members, and/or may create a special ad hoc committee with a mandate to carry out specific projects.

## **13.0 USE OF SUB-COMMITTEES BY ANY COMMITTEE**

### **13.1 Authority to Create**

Each committee shall have the authority to create a sub-committee comprised of Council and non-Council members as deemed necessary. The establishment and composition of special sub-committees shall be reported to the appropriate committee at the next regular committee meeting.

### **13.2 Reporting Responsibility**

All recommendations or decisions of a sub-committee shall be reported to Council through the standing committee.

## 14.0 ATTENDANCE AT MEETINGS

It is recommended that the seat be declared vacant of any member of a board or committee who absents himself/herself from the meetings of the said board or committee for three successive months without being authorized to do so by a resolution of the board or committee entered upon its minutes. This policy is consistent with provisions of *The Municipal Act* applied to members of Council.

## 15.0 STANDING COMMITTEES OF COUNCIL PROCEDURES AND AGENDA

### 15.1 General

**15.1.1 Standing Committees:** Having giving consideration to the efficient and effective functioning of its traditional committee structure, the Striking Committee recommends that Council, by virtue of the authority granted to it under the *Ontario Municipal Act (2004)* institute the following Standing or Permanent Committees:

- a. Policy Review Committee
- b. Planning and Protection Committee
- c. Corporate Services Committee
- d. Physical Environment Committee
- e. Community Issues Committee

Standing committees shall report directly to Council. The Striking Committee feels that this committee structure and procedures outlined in this Report, and the proposed meeting times, will best serve the needs and priorities of Council and our community. Nothing contained in this paragraph should prevent Council from setting up an Ad hoc committee as required.

**15.1.2 Membership of Standing Committees:** All members of Council will serve on all standing committees.

**15.1.3 Public Participation:** An effort should be made to ensure that members of the public are aware that their attendance and input on any agenda item are encouraged and welcomed. Issues which may generate discussion between a committee and members of the public will be referred to the most appropriate Standing Committee.

### 15.2 Procedures

**15.2.1 Agenda Items:** A person wishing to place an issue on a Standing Committee agenda should do so by informing the committee secretary or the Clerk at least eight days prior to the meeting.

This lead time allows for the committee chair and staff to make a timely review the issue and its implications, thereby facilitating informed background with possible remedies or recommended action for consideration by both the committee and/or the complainant.

**15.2.2 Agendas' Management:** Staff will organize agendas to make meetings as productive and efficient as possible. Regardless, issues that would be more appropriately placed on one committee agenda may be placed on another committee agenda.

**15.2.2A Prior Notice:** Any person(s) wishing to place an issue on an agenda for consideration by a committee must inform the committee secretary or the Clerk prior to 12 o'clock noon on the Thursday preceding a meeting. That person(s) will be given every opportunity, even help to make a reasonable presentation to the standing committee.

Issues of extreme urgency should be brought forward for discussion and action at the next meeting of the committee if at all possible. However, in such situations there may be inadequate time to investigate the issue and to arrive at an acceptable resolution.

**15.2.3 Need for Prior Notice:** The purpose of prior notice is not to restrict public access to the committee but to permit the setting of agendas where all persons wishing to be heard can be accommodated. At the same time other items of business before a committee can be dealt with in an organized and business like manner. With advance information as to the subject matter, the chair, councillors and staff should have a better understand and appreciation of the details surrounding an issue presented to the committee.

**15.2.4 Exception to the Prior Notice Rule:** An agenda having been published and a meeting having been called to order, occasionally a councillor or member of the public may ask to add a new item to an agenda of a standing committee. In such cases the committee may decide, by unanimous vote to add the item to its agenda under "Other Business".

In making this determination, the committee Chair should be mindful of time constraints regarding the other agenda items, plus potential inconvenience (e.g., adverse impact) to those concerned should the matter be deferred to a subsequent meeting. A decision on a request to be heard without prior notice should be made at the start of the meeting and the applicant informed accordingly.

## 16.0 STANDING COMMITTEES

### 16.1 POLICY REVIEW COMMITTEE

**16.1.1 Introduction:** Although the public is encouraged to attend and observe at the Policy Review Committee, the general purpose of the Committee is primarily to provide a forum for discussions between staff and Councillors concerning major issues about to come before Council perhaps in one or more of the other Standing Committees. Additionally, this committee will consider issues not allocated to other standing committees.

**16.1.2 Responsibilities:** The objectives of the Policy Review Committee are to be found in the Town's Strategic Plan. Additionally, the committee is responsible for considering special projects and major or controversial matters. Normally, delegations will be scheduled to be heard at other appropriate Committees.

**16.1.3 Membership:** All Members of Council

**16.1.4 Secretary:** Chief Administrative Officer

**16.1.5 Meeting Time:** Immediately following the Council meeting on the second and fourth Tuesday of each month

**16.1.6 Reporting Responsibility:** Reports to Council as required.

### 16.2 PLANNING AND PROTECTION COMMITTEE

**16.2.1 Responsibilities:** The Planning and Protection Committee is responsible for all planning and protection matters related of the community. More specifically the Committee's responsibilities shall include: land use, development controls, property standards, building inspection, and by-law enforcement. The Committee will act as the Committee for Public Meetings, the Property Standards Committee and other matters as determined by Council from time to time.

**16.2.2 Secretary:** Director of Planning & Development

**16.2.3 Membership:** All Members of Council

**16.2.4 Meeting Place:** 8:00 p.m. on the first Tuesday of each month immediately following Physical Environment Committee

**16.2.5 Reporting Responsibility:** Reports to Council as required.

### 16.3 PHYSICAL ENVIRONMENT COMMITTEE

**16.3.1 Responsibilities:** The Physical Environment Committee is responsible for reviewing the operations of the Public Works Department, transportation services, i.e., roads, environmental services, facilities and other Town property. In general the Committee responsibilities and objectives are set out in the Town's Strategic Plan.

**16.3.1.1** Establish and maintain an organizational structure to deliver safe, clean drinking water to all the residents of Carleton Place in accordance with standards set out in the *Safe Drinking Water Act*.

**16.3.1.2** Develop, and evaluate on a timely basis a source protection plan. And from time to time, provide information to the Town residents and Ministry of the Environment on the status of the Town's drinking water. Identify measures to be taken to eliminate threats to the drinking water. Identify managerial actions that will protect the quality and quantity of source water over the short and long run.

**16.3.1.3** Develop a monitoring program that will be implemented to ensure the effectiveness of the Town's source protection plan.

**16.3.1.4** Ensure that in general the sewer systems, but specifically ensuring that the sewer treatment plant, sanitary sewers, collection of storm and other land drainage are operating as required by the controlling legislation.

Also, from time to time, provide information to the Town residents and Ministry of the Environment on the status of the Town's sewer system. Identify measures to be taken to eliminate threats to the sewer system. Identify managerial actions that will protect the sewer system in the short and long run.

**16.3.2 Membership:** All members of Council

**16.3.3 Secretary:** Director of Public Works

**16.3.4 Meeting Time:** 7:00 p.m. on the first Tuesday of the month

**16.3.5 Reporting Responsibility:** Reports to Council as required.

### 16.4 CORPORATE SERVICES COMMITTEE

**16.4.1 Responsibilities:** For the review, monitoring and accountability of all of the Town's financial and administrative activities, as well as the information system and its management.

**16.4.2 Secretary:** Town Treasurer

**16.4.3 Membership:** All members of Council

**16.4.4 Meeting Time:** 7:00 p.m. on the third Tuesday of the month

**16.4.5 Reporting Responsibility:** Reports to Council as required.

### 16.5 COMMUNITY ISSUES COMMITTEE

**16.5.1 Responsibilities:** The Community Issues Committee is responsible to review the work of other Committees and to consider general issues particularly issued identified by the public.

**16.5.2 Secretary:** C.A.O.

- 16.5.3 Membership:** All members of Council
- 16.5.4 Meeting Time:** 8:00 p.m. on the third Tuesday of the month
- 16.5.5 Reporting Responsibility:** Reports to Council as required.

If time sensitive issues come up (i.e. a planning application) that needs to be addressed before the next regular meeting of the appropriate Standing Committee, the issue will be included on another Standing Committee's Agenda after consultation with the Chair.

## 17.0 ADMINISTRATIVE COMMITTEES

### 17.1 INTRODUCTION

Administrative committees generally are composed of staff member only. Since Administrative committees are involved in the general operations of the Town, councillors are only involved at irregular times.

### 17.2 MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE

- 17.2.1 Responsibilities:** Management, review and continuous update of the Town's Peacetime Emergency Plan, including;
- 17.2.1.1** identify risks within the community and compile a resource directory and notification system for responding to any emergency;
  - 17.2.1.2** develop a blueprint for responding to emergencies, assign responsibilities for various aspects of the emergency, and develop a management and control structure.
  - 17.2.1.3** hold Emergency Planning exercises to ensure effectiveness of the plan; and
  - 17.2.1.4** keep Council up to date, on a regular basis on the status of the Emergency Plan.
- 17.2.2 Membership:** Representation from **Council and** the Police, Fire, Ambulance Services, Public Works, the Hospital, Town Hall Administration and a member from the public.
- 17.2.3 Secretary:** The Clerk of the Town's Council.
- 17.2.4 Meeting Time:** As determined by the Committee
- 17.2.5 Reporting Responsibility:** Copy of minutes to the Community Issues Committee

### 17.3 SAFETY COMMITTEE

- 17.3.1 Responsibilities:** Monitor, promote and ensure workplace safety within all Town operating locations.
- 17.3.2 Membership:** A fair balance between management and non-management with representatives from each department. Refer to Health and Safety Committee Manual.
- 17.3.3 Secretary:** Chosen by the Committee.

- 17.3.4 Meeting Time:** Quarterly or as determined by the Committee.
- 17.3.5 Reporting Responsibility:** Copy of minutes to the **Management** Committee's agenda

**17.4 MANAGEMENT COMMITTEE**

*Introduction: The management committee is composed of the senior managers of the Town under the chairmanship of the Chief Administration Officer.*

**17.4.1 Responsibilities:** This committee forms the administrative management group of the municipal organization and is responsible for the day to day operational management of the municipal corporation, and for making recommendations to Council on administrative matters, including recommendations for the adoption of policies to be followed in carrying out administrative functions. The Management Committee *may* formulate (the) policies for *reference to a standing committee for review, prior to the policy being approval* by Council.

- 17.4.2 Strategic Priorities:** Members appointed to the Management Committee will:
  - 17.4.2.1** efficiently direct and manage municipal operations following policies approved by Council, and
  - 17.4.2.2** recommend new policies or policy amendments to Council as appropriate.
- 17.4.3 Membership:** The Chief Administrative Officer and all senior managers
- 17.4.4 Secretary:** Chief Administrative Officer
- 17.4.5 Meeting Time:** Monthly or as determined by the Committee

**18.0 BOARDS**

**18.1 GENERAL**

Neither of the Library and the Police Services Boards are Local or municipal Boards, rather they exist because of separate enabling Provincial legislation.

**18.2 BIA A CORPORATION**

A third board is the Business Improvement Area (BIA) board, and exists by virtue of Section 204 (2) of the *Act*. This section of the Act states: A board of management is a corporation consisting of a number of directors established by the municipality.

**19.1 LIBRARY BOARD**

**19.2.1 Responsibilities:** In accordance with the provisions of the *Public Libraries Act*, of Ontario, the Library Board is responsible for overseeing the general operations of the Library.

In addition objectives which members appointed to the Library Board by Council will try to achieve include:

- 19.2.1.1** provide quality library service for all sectors of the community;
- 19.2.1.2** where legislation allows, support moves towards user fee funding for operations;
- 19.2.1.3** encourage voluntary user contributions of time, donations of books and other tangible assets, thereby avoiding a potential reduction(s) in service(s);

- 19.2.1.4 maintain the building(s) by adopting a five-year capital plan to be updated annually. Which five year plan will maintain an up to date renovation plan for the Library building(s) and equipment, and should be available for review and discussion with Council from time to time; and
- 19.2.1.5 as required, accumulate a reserve fund balance, which will be available, when necessary to offset undue operating costs.
- 19.2.2 **Membership:** Five members for the term of Council in accordance with *The Public Libraries Act*, plus one member of Council.
- 19.2.3 **Secretary:** The Head Librarian
- 19.2.4 **Meeting Time:** The 3<sup>rd</sup> Wednesday of each month, or as determined by the Committee.
- 19.2.5 **Reporting Responsibility:** Copy of the minutes of the Library Board to the Community Issues Committee

### 19.3 POLICE SERVICES BOARD

**19.3.1 Responsibilities:** To ascertain that the Town and the Provincial Police work to secure the safety of the people and property of the Town in accordance with the *Ontario Police Services Act*, and the Town's agreement with the Ontario Provincial Police (OPP). And to periodically evaluate the status of that policing, its management and to hold accountable the OPP management if the policing and its costs are not carried out within the financial limits of our agreement with them and the Town's financial resources.

Other desirable objectives for the Town representatives to achieve include:

- 19.3.1.1 with the detachment commander determine priorities for police services;
- 19.3.1.2 monitor the performance of the detachment commander;
- 19.3.1.3 with the detachment commander review reports, disclosures and decisions made under section 49 (secondary activities) of the *Police Services Act*;
- 19.3.1.4 review the detachment commander's administration of the complaints system under Part V and receive regular reports thereon;
- 19.3.1.5 ensure that there is quality policing focus on the youth of the Town, plus vandalism is also addressed;
- 19.3.1.6 ensure that the police budget is realistic and within the limits of financial acceptability of the Town taxpayers and the Town's agreement with the OPP.
- 19.3.1.7 ascertain that the costs of policing do not vary from the approved budget. Requiring explanations for material variances of actual results from budget figures and holding OPP management accountable for those variances; and
- 19.3.1.8 ensure that the Town Treasurer's professional services are utilized during financial discussions.

**19.3.2 Membership:** As per the *Police Services Act*:

**19.3.2.1** the Head of Council or, if the head chooses not to be a member of the Board, another member of council appointed by resolution of Council;

**19.3.2.2** one member of council appointed by resolution of the council;

**19.3.2.3** one person appointed by resolution of council, who is neither a member of the council nor employee of the municipality; and

**19.3.2.4** two persons appointed by the Lieutenant Governor in Council. 1997, c8. S19(1).

**19.3.3 Secretary:** Appointed by the Board

**19.3.4 Meeting Time:** As determined by the Board

**19.3.5 Reporting Responsibility:** Copy of minutes to the Planning and Protection Committee

#### **19.4 BUSINESS IMPROVEMENT AREA (Board)**

**19.4.1 Responsibilities:** Council having designated an area of Town as an improvement area section 204(1) of the *Municipal Act* sets out the Responsibilities of the established board of management as follows,

- (a) to oversee the improvement, beautification and maintenance of the municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and
- (b) to promote the area as a business or shopping area.

**19.4.2 Secretary:** As determined by the Board of Management

**19.4.3 Membership - Section 204(3):** According to this section the Board of Management shall be composed of:

- (a) one or more directors appointed directly by the municipality; and
- (b) the remaining directors selected by a vote of the members of the improvement area and appointed by the municipality.

**19.4.3.1 Vacancies - Section 204 (12):** If a vacancy occurs for any cause, the municipality may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of the improvement area.

**19.4.4 Meeting Time:** As determined by the Board of Management

**19.4.5 Reporting Responsibility- Section 207(1):** A board of management shall submit its annual report for the year to council by the date and in the form required by the municipality and the report shall include audited financial statements.

## 20.0 AUTHORITIES

### 20.1 MISSISSIPPI VALLEY CONSERVATION AUTHORITY

#### 20.1.2 Responsibilities:

- 20.1.2.1 Support the efficient operation of a water volume control program to protect properties along the river corridor and to provide the best quality water possible to the Town;
- 20.1.2.2 Discourage any program which is outside the core mandate of the Authority unless there is a clear and direct benefit to the Town of Carleton Place; and
- 20.1.2.3 Encourage the development of a five-year business operations plan.

20.1.3 **Secretary:** As determined by the Board of Management

20.1.4 **Membership:** As determined by Council

20.1.5 **Meeting Time:** As determined by the Board of Management

20.1.6 **Reporting Responsibility:** Community Issues Committee

## 21.0 INTERNAL COMMITTEES

### 21.1 INTRODUCTION

Internal Committees are those for which Council has a direct funding responsibility. Internal Committees are creatures of our Town Council. In as much as Internal Committees receive their authority from Council, they are required to report to Council through a Standing Committee.

Council assigns responsibility to Internal Committees, therefore, also assigning authority commensurate to that responsibility in the hope that the Committee will function effectively to serve the community. All Committees should, therefore, be aware that Council is concerned that a Committee does not stray from its assigned responsibilities and possibly misuse of its authority. Committees should be aware that they are monitored by Council to ascertain adherence to established responsibilities and objectives. Unless specifically assigned to a Standing Committee, Council will monitor Committees via the Policy Review Committee.

Should a Committee have a question regarding its assigned responsibilities it should first seek clarification from senior staff, then come to the Policy Review Committee.

Irrespective of the foregoing, should a Committee identify a significant subject, concept or idea that is new, unusual and potentially innovative and/or beneficial to the Town or the Community, the Committee should not shy away from it. Rather, the Committee should identify the concepts or subject, describing it, setting out the potential pros and cons, etc. in a CONCEPT PAPER to Council. The Committee should then bring the concept paper to a Standing Committee of Council for discussion before proceeding further with the subject matter set out in the concept paper.

Regardless, any Councillor may identify an issue and place it on the appropriate agenda. The Councillor may then attend the Internal Committee or board to ascertain the disposition of the issue. Normal operations of Committees will not be interfered with by Council.

## 21.2 RECREATION AND CULTURE COMMITTEE

**Introduction** The Recreation and Culture Committee has responsibility for the maintenance and/or rental of all Town buildings, parks and trails owned by the Town. In addition the committee has the responsibilities for the maintenance under any contracts or cost sharing agreements entered into by the Town and are assigned to the committee by Council.

**21.2.2 Responsibilities:** Other objectives assigned to are as follows:

- 21.2.2.1 maintain quality facilities and programs for use by all sectors of the community;
- 21.2.2.2 require user funding for operations, where possible and attempt to operate only those programs that generate a net income;
- 21.2.2.3 negotiate with school boards to ensure fair access and charges for students and user groups;
- 21.2.2.4 maintain facilities at high level, through the use of a five-year capital plan to be updated annually; and
- 21.2.2.5 upon the request of Council, develop and plan for new cost efficient facilities for use by the community.
- 21.2.2.6 supervise and train lifesavers for the water front program.

**21.2.3 Membership:** 5 to 8 persons representing the major users of the facilities from the Town. Beckwith Township and Mississippi Mills will be entitled to appoint members to this Committee.

**21.2.4 Secretary:** Recreation Director

**21.2.5 Meeting Time:** 7:30 p.m. on the first Monday of each month, or as determined by the Committee.

**21.2.6 Reporting Responsibility:** Minutes of the Recreation and Culture Committee are forwarded to the Community Issues Committee's agenda

## 21.3 CHILD CARE COMMITTEE

**21.3.1 Responsibilities:** This committee shall oversee all municipal child care operations. Members appointed to the Child Care Committee by Council will:

- 21.3.1.1 provide quality child care programs to all children with access preference given to residents of the Town
- 21.3.1.2 expand programs as appropriate only if it is feasible to fund the new program through user fees
- 21.3.1.3 continue to have users (and provincial grants) fund operations
- 21.3.1.4 pursue provincial support for parents in need
- 21.3.1.5 arrange to fund local share of support if absolutely necessary, and

- 21.3.1.6** support keeping the facilities well maintained, adopting a 5-year capital plan, which is updated annually
- 21.3.2 Membership:** A group of 6 to 8 parents
- 21.3.3 Secretary:** Child Care Director
- 21.3.4 Meeting Time:** Monthly or as determined by the Committee
- 21.3.5 Reporting Responsibility:** Minutes of the Child Care Committee are forwarded to the Community Issues Committees.

**21.4 MUNICIPAL HERITAGE COMMITTEE (*pending*)**

**21.5 URBAN FOREST/RIVER CORRIDOR ADVISORY COMMITTEE**

- 21.5.1 Responsibilities:** This Committee will provide Council with comments on river corridor activities and/or urban forest as deemed appropriate.  
  
Members appointed to the Urban Forest/River Corridor Advisory Committee by Council will have the following responsibilities:
  - 21.5.1.1** communicate with the Town Council/staff on proposed development and maintenance, which will affect the river corridor and/or urban forest within the Town of Carleton Place
  - 21.5.1.2** participate in reviewing development proposals in the river corridor and giving advice to Town Council on their effect upon trees
  - 21.5.1.3** provide recommendations to Town Council on environmental issues, which may affect the river corridor and/or the forest
  - 21.5.1.4** review projects, which will be undertaken by the Town staff within the river corridor, and provide comments on their effect upon trees
  - 21.5.1.5** work with the Town Council to educate residents, developers and staff on appropriate environmental procedures to be undertaken to protect the integrity of the river corridor, trees, and
  - 21.5.1.6** encourage and assist associated community environmental groups to be active in the committee's purpose, and to be aware of the committee's work

- 21.5.2 Membership:** One member of Council, one member of staff and a minimum of five members of the public
- 21.5.3 Secretary:** Appointed by the Committee
- 21.5.3.1 Staff Contact:** Director of Planning and Development
- 21.5.4 Meeting Time:** As determined by the Committee
- 21.5.5 Reporting Responsibility:** Community Issues Committee

## **21.6 ACCESSIBILITY ADVISORY COMMITTEE (ACC)**

### **21.6.1 Responsibilities:**

**Town's Responsibility:** Under Section 29., of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) the Town shall:

- 29 (1)** The Council of every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force.
- 29 (2)** The Council of every municipality having a population of less than 10,000 may establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force.

### **Under Section 29. (5) and (6) of the AODA the Duties of the Council shall be to:**

- (5) The Council shall seek advice from the Committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,
- (a) that the council purchases, constructs or significantly renovates;
  - (b) for which the council enters into a new lease; or
  - (c) that a person provides as municipal capital facilities under an agreement entered into with Council in accordance with section 110 of the Municipal Act, 2001.
- (6) Supplying site plans: When the committee selects site plans and drawings described in section 41 of the Planning Act to review, the Council shall supply them to the committee in a timely manner for the purpose of the review.

### **Advisory Committee's Strategic Priorities and Responsibilities**

Under Section 29(4) of the AODA the Duties of the Committee shall be to:

- (a) Advise the Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the Council may seek its advice under subsection (5);

- (b) Review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects; and
- (c) Perform all other functions that are specified in the regulations.

**Other Goals**

**Other Priorities and Responsibilities of the Committee will include to:**

1. Consult with the disabled community and groups, organizations and service agencies to provide a forum for the communication of issues.
2. Identify and advocate with “Best Practices” in the removal of all barriers for persons with disabilities.
3. Raise public awareness of disabilities issues through the organization of initiatives and activities. Also in partnership with the Town of Carleton Place.

**21.6.2 Membership:** The Accessibility Advisory Committee (AAC) may consist of up to 12 members. One member of Council, two members who are citizen volunteers, and two professionals from the community representing organizations with interests in disability issues.

However, under Section 29., of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA):

29(3) A Majority of the members of the Committee shall be persons with disabilities.

**21.6.3 Secretary:** To be appointed by the Committee

**21.6.3.1 Staff Contact:** Town Clerk

**21.6.4 Meeting Time:** At least quarterly and/or at the call of the chair

**21.6.5 Reporting Responsibility:** Community Issues Committee

**21.7 RECREATION COST SHARING COMMITTEE**

**21.9.1 Responsibilities:** On behalf of the Town, and under the direction of Council negotiate with our neighbouring municipalities reasonable cost sharing for all recreational programs.

**21.9.2 Membership:** At least one member of Council, C.A.O., Treasurer and Director of Recreation.

**21.9.3 Secretary:** C.A.O.

**21.9.4 Meeting Time:** Quarterly as required.

**21.9.5 Reporting Responsibilities:** Community Issues Committee

**21.8 AUDITORIUM COMMITTEE (*pending*)**

## 21.9 YOUTH COMMITTEE

### 21.9.1 Responsibilities:

21.9.2 Membership: Council Representative

21.9.3 Secretary: To be determined by the Board

21.9.4 Meeting Time: At the call of the Chair

21.9.5 Reporting Responsibilities: Community Issues Committee

## 21.10 COMMUNITIES IN BLOOM COMMITTEE

21.10.1 Responsibilities: To beautify the municipality in accordance with Community in Bloom guidelines.

21.10.2 Membership: Council member, three members of the Public

21.10.3 Secretary: To be determined by the Committee

21.10.4 Meeting Time: As determined by the Chair

21.10.5 Reporting Responsibilities: Community Issues Committee

## 21.11 ENVIRONMENTAL ADVISORY PANEL

### 21.11.1 Responsibilities:

#### **Preamble**

The Corporation of the Town of Carleton Place and its residents recognize the importance of a healthy natural environment in preserving community values and enhancing quality of life and has previously stated its objective for sustainable development. In order to better balance and integrate protection and enhancement of the environment with the social and economic interests of the community, Council wishes to establish an Environmental Advisory Committee.

#### **Role and Purpose**

The Town of Carleton Place Environmental Advisory Committee's job is to provide environmental advice, recommendations and information to Council concerning all aspects of environmental issues related to public policies, programs and projects.

CPEAC has no powers of either approval or veto over any activity or program. CPEAC exists to advise Carleton Place Council through the Physical Environment, Planning and Protection and Policy Review Committees.

#### **Scope of Studies and Advice**

CPEAC will provide information, general advice and/or specific recommendations to Council:

- a) with respect to any matter or question Council may specifically refer to it; and,
- b) with respect to any other environmental matter which CPEAC may determine that it wishes to bring to Council's attention, with Council's blessing.

**Duties of the Corporation of the Town of Carleton Place, Staff and Council**

Council and staff of the Town of Carleton Place shall:

- a) exercise diligence to provide an appropriate level of information and documentation on environmental matters and concerns to CPEAC as fall in advance as possible so the Committee can provide analysis, comment or advise as practicable;
- b) provide the CPEAC with ongoing staff support and to facilitate such activities as agenda preparation and distribution and minute-taking; and
- c) provide meeting rooms for CPEAC.

**Budget**

CPEAC shall develop programs and assess costs in consultation with the Physical Environment Committee. Council shall approve a budget for the CPEAC on a yearly basis.

**21.11.2 Membership:**

**Committee Structure**

CPEAC will consist of 7 members, including 1 councillor. The 6 non-elected members shall be residents of the Town of Carleton Place, representing a cross-section of our community with expertise in environmental related matters and shall include, but not be limited to representation from the business community, professional community, residential community and youth community, business owners, taxpayers and residents as eligible members.

The Committee may make appointments of additional members of the public to service on subcommittees of CPEAC while not serving as one of the 7 full members. The term shall be the same as those for members of the full committee or shorter if the subcommittee is disbanded upon completion of its work.

**Administrative Matters**

As soon after taking office as practicable, and annually thereafter, CPEAC shall elect, from amongst its membership, a permanent Chair.

It will organize its work program each year and establish and dissolve, as and when appropriate, such functional subcommittees as it may deem expedient to better carry out detailed or more intensive work.

It shall ensure that members of the full committee shall make up at least half of the total membership in each sub-committee.

When CPEAC is looking for public participation on various matters, they may advertise in Municipal Matters.

**21.11.3 Secretary:**

Staff

**21.11.4 Meeting Time:**

**Committee Meetings and Reporting**

CPEAC shall meet once monthly, with such meetings open to the public and report through the Physical Environment Committee to Council. Minutes of each CPEAC meeting shall be forwarded to the Physical Environment Committee for approval.

Rendering of advice or information shall normally be through the meeting minutes. The minutes shall be provided to staff for inclusion on the Physical Environment Committee Agenda. The Chair and/or an authorized representative of the Committee may appear as a delegation to a Physical Environment Committee meeting or full Council.

**21.11.5 Reporting Responsibilities:** Reports to the Physical Environment Committee

**21.12 SISTER CITY COMMITTEE**

**21.12.1 Responsibilities:** To foster a mutual twinning relationship with Comrie, Scotland and Franklin, Tennessee

**21.12.2 Membership:** Refer to Schedule "A"

**21.12.3 Secretary:** C.A.O.

**21.12.4 Meeting Time:** As determined by the Chair

**21.12.5 Reporting Responsibilities:** Reports to Community Issues Committee

**21.13 COMMUNITY DEVELOPMENT COMMITTEE (*pending*)**

**21.14 LOCAL MUNICIPAL DRUG STRATEGY COMMITTEE**

To address alcohol and other drug problems through communication and collaboration across the four pillars of prevention, enforcement, harm reduction and treatment to meet the needs of the Town of Carleton Place.

**21.14.1 Responsibilities:**

**21.14.2 Membership:** Councillor Antonakos, Councillor Flynn

**21.14.3 Secretary:** To be determined by the Committee

**21.14.4 Meeting Time:** At the call of the Chair

**21.14.5 Reporting Responsibilities:** Community Issues Committee

**21.15 HEALTH VILLAGE COMMITTEE (*pending*)**

## **22.0 EXTERNAL COMMITTEES**

**22.1 Introduction:** External Committees have responsible for certain aspects of the community, under normal circumstances Council does not have direct responsibility. Council appoints a minority of the membership and provider little if any of the organizations funding.

While Council does not have a direct responsibility for these organizations it does make an effort to facility various segments of our community works together. Consequently, Council has certain expectations of its appointees (representatives) to these external committees.

### **22.2 CARLETON PLACE AND BECKWITH HISTORICAL SOCIETY**

#### **22.2.1 Responsibilities:**

**22.2.1.1** Support the efficient operation of the Museum within the assigned budget and encourage locally significant historical displays; and

**22.2.1.2** Encourage the development of a five-year plan which will outline realistic operational goals while ensuring the facility is properly managed.

**22.2.2 Membership:** Council appointee

### **22.3 CHAMBER OF COMMERCE**

#### **22.3.1 Responsibilities:**

**22.3.1.1** Support programs, which promote the Town in its economic policies in general, e.g., tourist promotion and business development, within the Chambers budget;

**22.3.1.2** Encourage cooperation between the Town and the BIA in areas of common interest;

**22.3.1.3** Facilitate and support tangible contributions to the Chamber in exchange for services to be provided; and

**22.3.1.4** Support the development of a five-year plan by the Chamber.

**22.3.2 Membership:** Council appointee

### **22.4 CARLETON PLACE MEMORIAL AND DISTRICT HOSPITAL BOARD**

#### **22.4.1 Responsibilities:**

**22.4.1.1** Support Hospital policies and programs which provide effective and efficient medical services to the Town and regional community; and

**22.4.1.2** Encourage the Hospital Board to work with other District hospitals to rationalize medical and managerial service even to the extent of relinquishing some local control. In an effort to economise this objective may result in relinquishing (some) control of local medical and/or administrative services.

**22.4.2 Membership:** Council appointee

## 22.5 YOUTH CENTRE BOARD

### 22.5.1 Responsibilities:

**22.5.1.1** Facilitate the development of a lease agreement regarding the operations and use of the Carleton Place Youth Facility;

**22.5.1.2** Ascertain that the financial operations, and maintenance of the Youth Centre facilities are on going; and

**22.5.1.3** Support the development of a five-year operations and budget plan.

**22.5.2 Membership:** Council appointee

**\* Dennis Burn be nominated to serve on the Board of Directors of the Lanark County Municipal Trails Corporations.**

## 23.0 LIAISON COMMITTEES

### 23.1 CANOE CLUB BUILDING LIAISON COMMITTEE

**Introduction:**

By-law 26-84 deals with a lease agreement between the Town of Carleton Place and the Carleton Place Canoe Club. The lease deals with the operation and maintenance of the Carleton Place Canoe Club building on John Street, with the Club being responsible for the capital and revenue expenditures required by the facility.

Clause 19 of the lease agreement calls for a Liaison Committee between Town and the Club, the agreement names that committee as the Canoe Club Building Liaison Committee.

**23.1.1 Responsibilities:**

To liaise with the Canoe Club if and when required as per clause 19 of the Lease Agreement.

**23.1.2 Membership:**

One member of Council, the Club Commodore, the Past Commodore, the chair of the Club Operating Committee and one other Club director

**23.1.3 Secretary:**

Chief Administrative Officer

**23.1.3.1 Staff Contact:**

Chief Administrative Officer

**23.1.4 Meeting Time:**

As required by the Committee

**23.1.5 Reporting Responsibility:**

Community Issues Committee

### 23.2 CURLING CLUB BUILDING LIAISON COMMITTEE

**Introduction:**

By-law 39-92 deals with a lease agreement between the Town of Carleton Place and the Carleton Place Curling Club. The lease deals with the operation and maintenance of the Carleton Place Curling Club building at 120 Patterson Crescent, with the Club being responsible for the capital and revenue expenditures required by the facility.

Clause 15 of the lease agreement calls for a Liaison Committee between Town and the Club, the agreement names that committee as the Curling Club Building Liaison Committee.

- 23.2.1 Responsibilities:** To liaise with the Curling Club if and when required as per clause 15 of the Lease Agreement.
- 23.2.2 Membership:** Four and not more than six representatives of the Curling Club and a member to be nominated by the landlord.
- 23.2.3 Secretary:** Chief Administrative Officer
- 23.2.3.1 Staff Contact:** Chief Administrative Officer
- 23.2.4 Meeting Time:** As required by the Committee
- 23.2.5 Reporting Responsibility:** Community Issues Committee

### **23.3 COMMITTEE OF MUTUAL CONCERN**

- Introduction:** This Committee deals with the responsibility of the Swimming Pool and Upper Canada District School Board.
- 23.3.1 Responsibilities:** The management of the Carleton Place and District Swimming Pool located at Carambeck Public School.
- 23.3.2 Membership:** The Chief Administrative Officer, the Pool Manager and Representatives from Upper Canada District School Board
- 23.3.3 Secretary:** Chief Administrative Officer
- 23.3.3.1 Staff Contact:** Chief Administrative Officer
- 23.3.4 Meeting Time:** As required by the Committee
- 23.3.5 Reporting Responsibility:** Community Issues Committee

**SCHEDULE “A” TO THE REPORT OF THE STRIKING COMMITTEE  
122<sup>nd</sup> COUNCIL  
STANDING COMMITTEES OF COUNCIL AND  
SPECIAL PURPOSE BOARDS AND COMMISSIONS**

**STANDING COMMITTEES**

<b>POLICY REVIEW</b>	All members of Council (Chair – Councillor Probert)
<b>PLANNING AND PROTECTION</b>	All members of Council (Chair – Councillor Black) - Property Standards Committee - Committee for Public Meetings
<b>PHYSICAL ENVIRONMENT</b>	All members of Council (Chair – Councillor Flynn)
<b>CORPORATE SERVICES</b>	All members of Council (Chair – Councillor Antonakos)
<b>COMMUNITY ISSUES</b>	All members of Council (Chair – Mayor LeBlanc)

If time sensitive issues come up (i.e. a planning application) that needs to be addressed before the next regular meeting of the appropriate Standing Committee, the issue will be included on another Standing Committee's Agenda after consultation with the Chair.

**INTERNAL COMMITTEES AND BOARDS**

<b>CHILD CARE COMMITTEE</b>	Bob Jenkins, Christina Nichols, Harry Martin, Jennifer Rogers, Darla Giles, Heather Aspinall, Jackie Armstrong, Mark Barnes, Councillor Probert
<b>MUNICIPAL HERITAGE COMMITTEE</b> ( <i>pending</i> )	
<b>LIBRARY BOARD</b>	Melinda McIntyre, Bernard DeFrancesco, Mike Jeays, Karen Blackburn Gracie, Councillor Probert, Beckwith Representative: Mississippi Mills Representative:
<b>POLICE SERVICES BOARD</b>	Councillor Black, Mayor LeBlanc, Wayne Drummond, Provincial Appointee – Jamie De Baie, Chris Gray
<b>EMERGENCY MANAGEMENT COMMITTEE</b>	Sgt. Jeff Smith, James McLissac, Fire Chief Les Reynolds, Toni Surko, Duncan Rogers, Paul Knowles, Mayor LeBlanc, Public Member, Mark Dorman, Councillor Antonakos, David Young
<b>SAFETY COMMITTEE</b>	Representatives from each department. Refer to Health and Safety Manual
<b>MANAGEMENT COMMITTEE</b>	Paul Knowles, Duncan Rogers, Phil Hogan, Jackie Leach, Lisa Young, Janet Baril, David Young, Les Reynolds, Joanne Henderson, Tom Gallagher
<b>URBAN FOREST/RIVER CORRIDOR ADVISORY COMMITTEE</b>	Jim McCready, Janet McGinnis, Andy Kerr-Wilson, Dena Comley, Rick Kwissa, Councillor Black, Jennifer Bock, Joanne French, Gerry Andrews
<b>ACCESSIBILITY ADVISORY COMMITTEE</b>	Alice-Ann Paterson-Collinge, Florence Pye, Deputy-Mayor Sonnenburg, Noella Klawitter, Father David Andrew, David Hentschel, Kory Earle, Bobbie-Dee Atterbury, Myrna Pears

**RECREATION AND CULTURE COMMITTEE** Jan Ferguson, Bill Levesque, Ross Trimble, Paul Pillsworth, Tom Marshall, Josh Cohen, Deputy-Mayor Sonnenburg,  
Beckwith Representative:  
Mississippi Mills Representative:

**AUDITORIUM COMMITTEE**  
*(pending)*

**COMMUNITIES IN BLOOM** Mayor LeBlanc, Cynthia Cameron, Annie Buchannan , Debby Lytle, Karen Kiddey, Manda Blakeley, Audrey Sym, Lois Anne Bresner, Stephanie Bray

**COMMUNITY DEVELOPMENT COMMITTEE** *(pending)*

**ENVIRONMENTAL ADVISORY COMMITTEE** Bill Slade, Margo Wilmot, Kari Clarke, Kate Collins, Councillor Antonakos, Claudia Wutherich, Anglea De Matos

**LOCAL MUNICIPAL DRUG STRATEGY COMMITTEE** Councillor Antonakos, Councillor Flynn, Nicole Pearson, Joanne French, David Somppi, Brian Turner, Sandra Powell, Doris Marshall, Glenn Pierce, Norma Hamilton

**HEALTH VILLAGE COMMITTEE** *(pending)*

**EXTERNAL GROUPS**

**BOARD OF MANAGEMENT OF THE BUSINESS IMPROVEMENT AREA** Nancy Code-Miller, Gary Strike, Dwight Neron, Mike Mahar, Councillor Strike, Dorothy Smith, Keith Rouble, Ben McNeely, Paul Sorfleet

**HOSPITAL BOARD** Councillor Antonakos (until June 2011)  
Esmail Merani - Industrial Representative (until June 2011)

**MISSISSIPPI VALLEY CONSERVATION** Councillor Black

**CHAMBER OF COMMERCE** Council Representative - Councillor Flynn

**CARLETON PLACE AND BECKWITH HISTORICAL SOCIETY** Council Representative - Mayor LeBlanc

**RECREATIONAL COST SHARING COMMITTEE** Mayor LeBlanc, Councillor Antonakos, Paul Knowles, Phil Hogan, Deputy-Mayor Sonnenburg, (Beckwith Township, Carleton Place and Mississippi Mills)

**YOUTH CENTRE BOARD** Deputy-Mayor Sonnenburg

**LIAISON COMMITTEES**

**Canoe Club Building Liaison Committee**

This Committee shall consist of the following:

Councillor Flynn, Councillor Antonakos

4 non-members of Council

- Commodore

- chairperson of the Club Operating Committee

- Past Commodore

- one other Club Director or Club Appointee

This structure is consistent with the lease agreement entered into between the Town of Carleton Place and Carleton Place Canoe Club.

**Curling Club Building Liaison Committee**

This Committee shall consist of the following:

Councillor Flynn

Robert Rintoul

Tom Gardiner

Barbara Truscott

Lorne Musselman

**Committee of Mutual Concern**

Pool Manager, CAO, Representatives from the Upper Canada District School Board No. 26.

**Sister City Committee**

This Committee shall be comprised of up to 12 area residents as follows: Mayor LeBlanc, Frank LeBlanc, Paul Knowles, Jean Knowles, Jeff and Kathy Maguire, Councillor Jerry Flynn, Debbie McVie, Ralph and Debbie Shaw

January 11, 2011

Your Worship Mayor LeBlanc and Members of Council

Your Striking Committee has reviewed the procedures, structure, composition and operations of Council, Council Standing Committee, Town Boards, Internal and External Committees Boards and special Ad Hoc Committees. Attached is our Striking Committee Report which we recommend to you for adoption.

Your Striking Committee wishes to express our appreciation to all who have accepted appointments and who are offering their time and talent in service to our common community.

All of which is respectfully submitted.

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Mayor LeBlanc

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Deputy-Mayor Sonnenburg

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Councillor Antonakos

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Councillor Flynn

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Councillor Probert

\_\_\_\_\_  
Councillor Black

\_\_\_\_\_  
Councillor Strike