

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 50/11

Being a by-law to adopt the Mandates for the Various Committees of Council of the Township of Puslinch.

WHEREAS the Municipal Act, 2001, S.O. 2001, Chapter 25, allows municipalities to adopt and maintain policies with respect to certain matters.

AND WHEREAS the Township of Puslinch has developed policies relating to the matters referred to in section 270(1) of the Municipal Act.

AND WHEREAS the Township of Puslinch may from time to time adopt further policies related to the operation and governance of the Township.

THEREFORE the Corporation of the Township of Puslinch by the Council hereby enacts as follows:

The following schedules are hereby adopted outlining the policies that will apply to the operation and governance of the Township of Puslinch:

| SCHEDULE | DOCUMENT |
|-----------------|-------------------------------------|
| "A" | Mandate - Badenoch Community Centre |
| "B" | Mandate - Recreation |
| "C" | Mandate – Fire & Rescue |
| "D" | Mandate – Heritage |
| "E" | Mandate – Committee of Adjustment |
| "F" | Mandate – Planning Advisory |
| "G" | Mandate – Audit |
| "H" | Mandate – Public Works |
| "I" | Organizational Chart |

By-law No. 26/88 is hereby repealed.

This by-law shall come into force and take effect on January 1, 2012.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 2ND DAY OF NOVEMBER, 2011.

Mandate

AUDIT

Committee of Council

Responsibilities

- Act as the Township's Audit Committee for the purposes of meeting with auditor, reviewing and implementing management letter and make recommendations to Council, as required

Membership

- The Committee shall be composed of 2 Councillors, Chief Administrative Officer/Clerk-Treasurer, Deputy Treasurer and 1 qualified member of the public
- One Councillor shall be appointed as the Committee Chair and the other as Vice-Chair

Meeting Schedule

- Meetings shall be held and called by the Chair as required

Reporting

- The Chair is responsible for regular reporting to Council
- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

Mandate

BADENOCH COMMUNITY CENTRE

Committee of Council

Responsibilities

- Generally act as committee of Council on issues that affect the community centre (incl. policy and fee schedules)
- Provide input to the Council related to budget preparation including both operational and capital projects
- Review existing practices and policies of the community centre and make recommendations to improve the delivery of services to the public
- Bring forward and discuss concerns raised by public, users or staff that may affect the operation of the community centre

Membership

- The Committee shall be composed of 2 Councillors and 5 members of the public

Meeting Schedule

- Meetings shall be held bi-monthly on the last Thursday of each month at 7:30 p.m. or called by the Chair as required

Reporting

- The Council representatives are responsible for regular reporting to Council regarding the operation of the community centre
- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

Mandate

COMMITTEE OF ADJUSTMENT

Committee of Council

Responsibilities

- Generally act as committee appointed by Council on issues that affect the Township relating to Sections 44 and 45 of the Planning Act
- Powers of the committee as set out in the Planning Act to authorize a minor variance from the provisions of the zoning by-law and to permit the enlargement or extension of a building or structure or use of land that was lawfully used on the day that the zoning by-law was passed

Membership

- The Committee shall be composed of 3 members of the public
- Secretary shall be appointed by Council

Meeting Schedule

- Meetings shall be held the 2nd Tuesday of each month at 9:30 a.m. or called by the Chair as required

Reporting

- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

Mandate

FIRE & RESCUE

Committee of Council

Responsibilities

- Generally act as advisory committee to the Council on issues that affect the department (incl. policy and fee schedules)
- Provide input to the Council related to budget preparation including both operational and capital projects
- Review existing practices and policies of the department and make recommendations to improve the delivery of services to the public
- Bring forward and discuss concerns raised by taxpayers or staff that may affect the operation of the department
- Review and recommend long range planning, including pending and proposed capital purchases and replacements

Membership

- The Committee shall be composed of 2 Councillors, Fire Chief, Deputy Fire Chief and the President of the Puslinch Firefighter's Assoc.
- One Councillor shall be appointed as the Committee Chair and the other as Vice-Chair
- Secretary shall be appointed by Council

Meeting Schedule

- Meetings shall be held bi-monthly on the 3rd Wednesday of each month at 6:00 p.m. or called by the Chair as required

Reporting

- The Fire Chief shall provide activity reports at each committee meeting.
- Fire Chief's attendance at Council meetings may be required
- The Chair is responsible for regular reporting to Council regarding the operation of the department
- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

Mandate

HERITAGE

Committee of Council

Responsibilities

- Generally act as advisory committee to the Council on issues that affect the Township relating to Parts IV and V of the Ontario Heritage Act
- Provide input to the Council related to budget preparation including both operational and capital projects
- To record sites of heritage significance within the Township and to award heritage plaques to those recognized as worthy of preservation and to record others for historical information only
- To encourage owners of plaqued sites to maintain these properties so that preservation continues to be realistic
- To comment on any zoning changes or demolition permits that apply to those plaqued sites
- Review existing practices and policies of the committee, make recommendations to Council
- Bring forward and discuss concerns raised by public or staff

Membership

- The Committee shall be composed of 5 members of the public
- Secretary shall be appointed by Council

Meeting Schedule

- Meetings shall be held at least once every four months or called by the Chair as required

Reporting

- The Chair is responsible for regular reporting to Council
- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

Mandate

PLANNING ADVISORY

Committee of Council

Responsibilities

- Generally act as advisory committee to the Council on planning issues that affect the Township
- Provide Council with recommendations on development proposals, planning applications and zoning amendment applications, etc., and to investigate such applications thoroughly and to report back to Council. All such applications will be presented to the Planning Advisory Committee first for review and subsequently be presented to Council with the Committee's recommendations.
- Investigation of specific planning issues, as requested by Council, including reviewing and commenting on County of Wellington Land Division Committee applications and Township of Puslinch Committee of Adjustment applications.
- Development and review of long term planning policies for Council's consideration, including Zoning By-law updates.
- The Committee will be provided with an annual budget within which to operate.

Membership

- The Committee shall be composed of 2 Councillors and 5 members of the public
- One of the Councillors shall be appointed as the Committee Chair and the other as Vice-Chair
- Secretary shall be appointed by Council

Meeting Schedule

- Meetings shall be held on the 4th Monday of each month at 7:30 p.m. or called by the Chair as required

Reporting

- The Chair is responsible for regular reporting to Council
- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

Mandate

PUBLIC WORKS

Committee of Council

Responsibilities

- Generally act as advisory committee to the Council on issues that affect the department (incl. policy and fee schedules)
- Provide input to the Council related to budget preparation including both operational and capital projects
- Review existing practices and policies of the department and make recommendations to improve the delivery of services to the public
- Bring forward and discuss concerns raised by taxpayers or staff that may affect the operation of the department
- Review and recommend long range planning, including pending and proposed capital purchases and replacements

Membership

- The Committee shall be composed of 2 Councillors, Public Works Superintendent, Works Lead-hand and 1 member of the public
- One of the Councillors shall be appointed as the Committee Chair and the other as a Vice-Chair
- Secretary shall be appointed by Council

Meeting Schedule

- Meetings shall be held monthly or called by the Chair as required

Reporting

- The Public Works Superintendent shall provide a written activity report at each committee meeting.
- Public Works Superintendent's attendance at Council meetings may be required
- The Chair is responsible for regular reporting to Council regarding the operation of the Works Department
- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council

Mandate

RECREATION

Committee of Council

Responsibilities

- Generally act as an advisory committee to the Council on issues that affect all recreation facilities, parks, playing fields, playgrounds, programs and community centre (including policy and fee schedules)
- Provide input to the Council related to budget preparation including both operational and capital projects
- Review existing practices and policies of the department and make recommendations to improve the delivery of services to the public
- Bring forward and discuss concerns raised by taxpayers, users or staff that may affect the operation of the department
- To encourage and assist, where necessary, programs of recreation to meet the needs and interests of the community

Membership

- The Committee shall be composed of 2 Councillors and 5 members of the public
- One of the Councillors shall be appointed as the Committee Chair and the other as Vice-Chair
- Secretary shall be appointed by Council

Meeting Schedule

- Meetings are to be held on the 3rd Tuesday of each month at 7:00 p.m. or called by the Chair as required

Reporting

- Written activity reports for Booking, Facilities & Grounds shall be provided at each committee meeting
- Staff attendance may be required at committee meetings
- The Chair is responsible for regular reporting to Council regarding the operation of the department
- Council shall receive minutes of all committee meetings

Compensation

- Compensation to be determined by Council