



**The Corporation of the Municipality of Highlands East**

**Bylaw # 2019-24**

**Being a bylaw to Establish Advisory Committees**

**Whereas**, Section 11(2) Subsection (4) of the Municipal Act, S.O. 2001 provides the non-exclusive authority for lower-tier municipalities to pass bylaws respecting matters within the sphere of jurisdiction relating to the governance structure of the municipality and its local boards;

**And Whereas**, the Council of the Corporation of the Municipality of Highlands East deems it to be advisable to appoint Advisory Committees to act as an advisory body to Council;

**Now therefore the Council of the Municipality of Highlands East enacts as follows:**

1. That the following Advisory Committees are hereby established to act as an advisory body to the Council of the Municipality of Highlands East:
  - Economic Development and Business Committee
  - Environment Committee
  - Housing and Grants Committee
  - Trail and Outdoor Tourism Committee
  - Recreation and Culture Committee
2. In carrying out the provisions of this Bylaw, the Committee shall, at all times, be the agent of the Municipal Corporation and while acting bonafide within the limits of the authority of the Bylaw, neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee, provided however, that nothing in this paragraph contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Municipal Corporation shall become liable.
3. That the Committee(s) functions and responsibilities are delineated in Schedule "A" attached hereto and forming part of this bylaw.
4. That Bylaw # 2018-07 and all others be repealed in their entirety.
5. This Bylaw shall come into force and effect on the date of passing.

**Enacted, Passed and Signed with the Corporate Seal attached this 12<sup>th</sup> Day of March, 2019.**

\_\_\_\_\_  
Dave Burton, Mayor

\_\_\_\_\_  
Robyn Rogers, Clerk



## Schedule A

Policy: Advisory Committee's Composition,  
Functions and Responsibilities

Department: Administration/Clerk

Bylaw #: 2019-24

Effective Date: March 12, 2019

Revision Date: As required per  
Council

### **Recreation and Culture**

#### **Mandate:**

Through the promotion of recreation and cultural facilities and services, The Municipality of Highlands East will enhance the quality of life for all its residents.

#### **Scope:**

The Recreation and Culture Committee will:

1. Identify policy and direction for all recreation and cultural facilities.
2. Identify a long term vision for future development of facilities.
3. Encourage expansion of existing and new activities.
4. Promote all activities within the facilities, look at requests with the big picture in mind and long term implications of these requests.
5. Receive information in regard to facilities, safety and accessibility for users of the community and make recommendations, as appropriate to the municipality for maintenance and or repair.
6. Encourage posting of all activities on the web and appropriate media.
7. Review and recommend municipal facility signage.
8. Maintain a list of local groups supporting recreation and culture in the municipality.
9. Encourage stakeholder participation and media presence.
10. Review and recommend municipal facility signage.
11. Identify needs for funding opportunities.
12. Promotion of fundraising and other activities to be held at all municipal recreation and cultural facilities.

#### **Membership and Composition:**

The Recreation and Culture Committee will consist of one (1) member of Municipal Council and a maximum of six (6) individuals from the public, geographically balanced, appointed by Council. Maximum composition shall not exceed a total of seven members.

A Chairperson who shall be a member of Municipal Council, will be appointed by the Head of Council and approved by resolution.



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Advisory Members/Staff as needed.  
Administrative Staff Secretary.

### **Economic Development and Business**

#### **Mandate:**

The Economic Development and Business Committee is a committee appointed by Council to promote and facilitate ongoing communication and cooperation among community partners with respect to economic development matters pertaining to business retention and expansion, marketing and tourism and other specific projects identified by Council.

#### **Scope:**

The Economic Development and Business Committee will:

1. Identify existing businesses
2. Identify businesses needed
3. Identify business trends
4. Identify business needs:
  - a) Counseling and Mentoring
  - b) Entrepreneurial Workshops
  - c) Help to identify product
  - d) Start-up and operating capital
  - e) Marketing and promotion
  - f) Help to network amongst themselves
5. Review recommendations from First Impressions Report
6. Engage stakeholders via outreach programs
7. Develop cyclic approach to address economic development matters
8. Establish goals and objectives with associated schedules and ensure they are met
9. Identify what municipal support the municipality can provide
10. Identify what groups should be involved and align with them
11. Encourage stakeholder participation and media presence

#### **Membership and Composition:**



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The Economic and Business Development Committee will consist of one (1) member of Municipal Council and a maximum of six (6) individuals from the public appointed by Council.

Maximum composition shall not exceed a total of seven members with representation from the retail, tourism, cultural, contracting, consumer, creative, industrial and manufacturing sectors.

A Chairperson, who shall be a member of Municipal Council, will be appointed by the Head of Council and approved by resolution.

Advisory Members/Staff as needed.

Administrative Staff Secretary

### **Advisory Members:**

County of Haliburton Economic Development  
Haliburton County Development Corporation  
Ontario Ministry of Agriculture, Food and Rural Affairs  
Ministry of Economic Development and Trade  
Ministry of Tourism

### **Sectors:**

Retail  
Tourism  
Cultural  
Contracting  
Consumer  
Creative  
Industrial / Manufacturing

**Resource:** Member of Parliament's Office  
Member of Provincial Parliament's Office



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### **Trails and Outdoor Tourism**

#### **Mandate:**

The Trail and Outdoor Tourism Committee is a committee appointed by Council to promote, develop and market the trails systems.

#### **Scope:**

The Trail and Outdoor Tourism Committee will:

1. Identify existing trails
2. Identify land in public hands that could be used as trails, i.e. old roads, right of ways, Heritage trails
3. Identify single purpose and multipurpose trails
4. Identify expansion of trails
5. Identify trends re: trails to draw tourists
6. Network across municipal boundaries
7. Identify legal jurisdictions
8. Investigate trail best practices
9. Research and identify trail grant and funding opportunities
10. Develop and support collaborative approach amongst all trail stakeholders
11. Market trail system
12. Monitor maintenance of trail system
13. Monitor infrastructure needs – bridges, culverts, etc.
14. Research mapping and signage needs and development
15. Identify parking needs
16. Research and identify environmental impact
17. Research and identify trail development
18. Encourage stakeholder participation and media presence

#### **Membership and Composition:**

The Trail and Outdoor Tourism Advisory Committee will consist of one (1) member of Municipal Council and a maximum of eight (8) individuals from the public appointed by Council. Members of the Committee must have proven expertise and knowledge and skills in the use and development of trails and the ability to develop and promote the trail systems in the Municipality. Maximum composition shall not exceed a total of eight



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**(8)** members and shall consist of motorized, non-motorized, landowner, and business representatives.

A Chairperson, who shall be a member of Municipal Council, will be appointed by the Head of Council and approved by resolution.

Advisory Members/Staff as needed.

Administrative Staff Secretary

**Resource:** Member of Parliament's Office  
Member of Provincial Parliament's Office

### **Environment Committee**

#### **Mandate:**

The Environment Committee is a committee appointed by the Council of the Municipality of Highlands East. The Environment Committee is to seek and promote opportunities in the field of alternative energy for residential, commercial and municipal buildings, and also include landfill best practices and opportunities. The Environment Committee will prepare educational material, in a user friendly format, that will provide information and product sources for the public.

#### **Scope:**

The Environment Committee shall:

1. Identify opportunities for green energy
2. Research trends in green energy
3. Liaise with lake association regarding lake plans, etc.
4. Identify income earning opportunities regarding environment
5. Research and identify waste management best practices
6. Promote drinking water education and stewardship
7. Research and identify environmental issues in general and challenge the community to address these issues
8. Encourage stakeholder participation and media presence



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### **Membership and Composition:**

The Environment Committee will consist of one (1) member of Municipal Council and a maximum of six (6) individuals from the public appointed by Council. Members of the Committee must have proven expertise and skills in green energy initiatives and the ability to develop and promote these initiatives in an easy to understand format. Maximum composition shall not exceed a total of seven members and shall consist of representation from the business community, environmental groups, lake associations, youth, Trent Severn Water land owner and forestry industry.

A Chairperson, who shall be a member of Municipal Council, will be appointed by the Head of Council and approved by resolution.

Advisory Members/Staff as needed.

Administrative Staff Secretary

**Resource:** Member of Parliament's Office  
Member of Provincial Parliament's Office

### **Housing and Grants**

#### **Mandate:**

The Housing Committee is a committee appointed by Council to seek opportunities for housing development for the Municipality and to promote these opportunities.

#### **Scope:**

The Housing and Grants Committee will:

1. Identify housing needs in the municipality
2. Investigate long-term care and/or assisted (rent geared to income) housing opportunities, identify private investors
3. Identify available lands owned by the municipality
4. Identify appropriate locations for housing - following good land use planning practices
5. Identify grants available for housing
6. Identify accessibility opportunities



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7. Identify and investigate all financial opportunities
8. Investigate other types of housing i.e. modular
9. Investigate charitable donations.
10. Encourage stakeholder participation and media presence

### **Membership and Composition:**

The Housing and Grants Committee will consist of one (1) member of Municipal Council and a maximum of six (6) individuals from the public appointed by Council with representation from the business community, senior, youth, church group and community.

Maximum composition shall not exceed a total of seven members.

A Chairperson, who shall be a member of Municipal Council, will be appointed by Head of Council and approved by resolution.

Advisory Members/Staff as needed.

Administrative Staff Secretary

**Resource:** Member of Parliament's Office  
Member of Provincial Parliament's Office  
Kawartha Lakes – Haliburton Housing Corporation  
Poverty Reduction Committee – Haliburton County and City of Kawartha Lakes

Head of Council as Ex-Officio Officer of the Municipality

The Head of Council, as ex-officio officer for the Municipality is a member of all Committees of Council with full voting privileges and may exercise such voting privileges in the absence of a member of any of the committee or to break a tie vote.

The Head of Council, as ex officio officer for the Municipality shall act as Chair during the absence of the Chair.





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### **General Provisions**

The business of Committees shall be conducted under the laws governing the procedure of Council and as prescribed by this bylaw.

Appointments to Committees are for the period of term of Council, unless otherwise specified by an Act.

### **Rules of Procedure**

Meetings of the Committees shall be governed by the Municipality of Highlands East Procedural Bylaw, Robert's Rules of Order and applicable legislation. Members shall disclose any pecuniary interest and absent himself/herself from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

Closed meetings can only be held in accordance with Section 239 of the Municipal Act.

### **Conduct of Members**

Members shall but not limited to:

- a) fully participate in committee meetings and other public forums while demonstrating civility,
- b) show decorum, respect and courtesy to others;
- c) prepare in advance of committee meetings and be familiar with issues on the agenda;
- d) be respectful of other people's time, stay focused and act efficiently during public committee meetings;

Members who do not contribute or are detrimental to the Committee may be removed from the Committee with a quorum vote by the members. Such recommendation shall be forwarded to Council for final decision.

Members shall be governed by all municipal policies and procedures as approved by



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Council, as applicable.

### **Meetings**

The Committees will establish the location of the meeting, the meeting dates and times.

### **Minutes/Reports**

All Committee agendas, minutes, reports and recommendations are to be brought forward to Council at a Council meeting for approval.

### **Remuneration**

Committee members from the public will receive the same per diem that a Member of Council would receive for being a member of a committee.

### **Budget**

The Committees are not responsible for a budget and all requests for funding must be made to Council and approved by Council.

### **Amendment**

The Functions and Responsibilities of the committees are outlined in the Strategic Plan it shall be reviewed annually by each committee, amended and presented to Council for approval.

### **Dissolution**

Advisory Committees may be established, revised, disbanded and replaced as Council deems necessary.