



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday November 21, 2022

INAUGURAL MEETING OF COUNCIL

11:00 a.m., Council Chambers, Fingal/Via Video Link

1. CALL TO ORDER BY CLERK

- a. Declarations of Office
- b. Inaugural Address by Reverend Dianne Macpherson
- c. Presentation of Mayor's Gavel
- d. Mayor Assumes the Chair
- e. Inaugural Addresses from the Mayor and Members of Council

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES

5. DELEGATION

6. DRAINAGE

7. PLANNING

8. REPORTS

- a. CAO 2022-53 Proposed 2023 Council Meeting Dates
- b. CAO 2022-54 Board and Committee Appointments

9. CORRESPONDENCE

10. BY-LAWS

- a. By-law No. 2022-89, being a by-law to appoint a Committee of Adjustment and repeal By-law No. 2022-03
- b. By-law No. 2022-90, being a By-law to appoint members to Township Boards and Committees
- c. By-law No. 2022-91, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on November 21, 2022.

11. OTHER BUSINESS *(For Information Only)*

12. CLOSED SESSION

- a. Education and Training Section 239(3.1) - Council Orientation on Current Issues

13. ADJOURNMENT

NEXT REGULAR MEETING OF COUNCIL
Monday November 28, 2022 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link

Township of Southwold



DECLARATION OF OFFICE (Section 232 of the *Municipal Act, 2001*)

I <<Name>>, having been elected or appointed to the office of <<Mayor, Deputy Mayor, Councillor>> in the municipality of the Township of Southwold do solemnly promise and declare that:

1. I will truly, faithfully, and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or any improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to His Majesty King Charles the Third.

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the)	
Township of Southwold)	
on this 21 st day of November, 2022.)	_____ Signature of Declarant

Commissioner for taking Affidavits



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 21, 2022

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2022-53

SUBJECT MATTER: Proposed 2023 Council Meeting Dates

Recommendation(s):

That Council approve the 2023 Council Meeting Schedule as set out in Schedule "A" attached to this report.

Purpose:

The purpose of this report is to provide Council with information on the planned Council Meeting dates for 2023.

Background:

The Township of Southwold's procedural By-Law No. 2018-23 states that the regular meetings of Council shall take place on the second and fourth Monday of each month, commencing at 7:00 pm, with the exception of the Inaugural Meeting which takes place on the first Monday following the start date of the new term of Council at 11:00 am.

Due to holidays and other known municipal events, there is the need for some deviation. Approving a schedule of meetings for the year is part of the Township being Transparent and Accountable. A publicly available meeting schedule will allow the public to know when meetings are taking place and provide an opportunity to attend. accountability Occasionally there

Comments:

Historically, the Township has schedule Special budget meetings to take place in January and early February each year, and there are additional special meetings that are called as needed throughout the year. Attached as Schedule 'A' to this report, staff has created a draft schedule for information with the proposed Council dates.

In 2022, Council held several meetings at different times (morning, late afternoon) to determine if there was increased public participation or other benefits for Council and Staff. Based on review at the conclusion of the last alternatively scheduled meeting, there did not appear to be support to maintain or continue an alternative schedule. If directed by Council, staff could propose some additional options for meeting times.

Financial Implications:

None.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☐ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- ☐ Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- ☐ Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety
- ☐ Exercising good financial stewardship in the management of Township expenditures and revenues.
- ☒ Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

Respectfully Submitted by:
Jeff Carswell, CAO/Clerk
"Submitted electronically"

Schedule "A"**2023 Council Meeting Schedule**

Thursday January 5, 2023	Budget Meeting 4:00 to 7:00 pm
Monday January 9, 2023	Regular Meeting of Council
Wednesday January 11, 2023	Budget Meeting 4:00 to 7:00 pm
Thursday January 19, 2023	Budget Meeting 4:00 to 7:00 pm
Wednesday January 25, 2023	Regular Meeting of Council
Thursday January 26, 2023	Budget Meeting 4:00 to 7:00 pm
Monday February 6, 2023	Budget Meeting 4:00 to 7:00 pm (if needed)
Monday February 13, 2023	Regular Meeting of Council
Monday February 27, 2023	Regular Meeting of Council
Monday March 13, 2023	Regular Meeting of Council
Monday March 27, 2023	Regular Meeting of Council
Tuesday April 11, 2023	Regular Meeting of Council
Monday April 24, 2023	Regular Meeting of Council
Monday May 8, 2023	Regular Meeting of Council
Tuesday May 23, 2023	Regular Meeting of Council
Monday June 12, 2023	Regular Meeting of Council
Monday June 26, 2023	Regular Meeting of Council
Monday July 10, 2023	Regular Meeting of Council
Monday July 24, 2023	Regular Meeting of Council (OPTIONAL)
Monday August 14, 2023	Regular Meeting of Council
Monday August 28, 2023	Regular Meeting of Council (OPTIONAL)
Monday Sept. 11, 2023	Regular Meeting of Council
Monday Sept. 25, 2023	Regular Meeting of Council
Tuesday October 10, 2023	Regular Meeting of Council
Monday October 23, 2023	Regular Meeting of Council
Monday November 13, 2023	Regular Meeting of Council

Monday November 27, 2023 Regular Meeting of Council

Monday December 11, 2023 Regular Meeting of Council

*Regular Meetings of Council are held at 7 pm on the 2nd and 4th Mondays on the Month.
Special Meetings may be held in accordance with Section 3.3 of the [Procedural By-law](#).*



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 21, 2022

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2022-54

SUBJECT MATTER: Board and Committee Appointments

Recommendations:

That Council pass draft By-law 2022-89 to appoint a Committee of Adjustment for the Township of Southwold.

That Council pass draft By-law 2022-90 to appoint Councillors, citizens and staff to various Boards and Committees.

That Council pass the following resolution to recommend the appointment of John Andrews to the Elgin County Land Division Committee

"Resolved that Council recommend to the County of Elgin that John Andrews be appointed to the Elgin County Land Division Committee for the 2022-2026 Council Term."

Purpose:

To provide background information on the appointment to various Boards and Committees and provide recommended resolutions and by-laws to make these appointments.

Background:

At the beginning of each term of Council, appointments to the various Boards and Committees must be made. The Procedural By-law contains provisions in Section 13 for appointments.

13.1 The Head of Council shall be responsible to appoint members of Council to the various Committees or local boards.

13.2 Members of Council shall appoint all other persons serving on committees/boards/ agencies. Vacancies, which occur during the year shall be filled by Council.

13.3 Council Vacancies shall be addressed following the prescriptions in section 259 of the Municipal Act, as amended.

13.4 If permitted by the County of Elgin Procedural By-Law, the Township of Southwold appoints the Deputy Mayor as an alternate member of the upper-tier council, to act in place of the Mayor, who is a member of the councils of the local municipality and its upper-tier municipality, when the Mayor is unable to attend a meeting of the upper-tier council for any reason

Comments:

The draft Committee of Appointment By-law (2022-89) is listed under by-laws. This by-law appoints Council to sit as Committee of Adjustment to deal with Minor Variance Applications and is required under the Planning Act.

The draft appointment by-law listed under By-laws (2022-90) has been prepared based on direction from Mayor Jones for the Council Member appointments. The By-law also includes appointments of other committee members, organizations that send representatives and staff. There are also several statutory positions such as Livestock Valuer and Fence Viewers included. The Appointment By-law also includes Terms of Reference for the Committees. Clarity around the committees and appointments is important, as Township Committees and their members are covered by the Township's comprehensive insurance program.

In addition to the appointments listed in the by-law, the Township makes recommendations and/or endorsements for other appointments.

One appointment included in this report is for the Elgin County Land Division Committee. See the attached letter from Elgin County (Appendix "A"). The Township's representative from the last term was John Andrews. Mr. Andrews has expressed interest in continuing to serve on the Elgin County Land Division Committee. Based on discussion with Mayor, it would be appropriate and, in the Township, and County's best interest to recommend Mr. Andrews be appointed for another term.

Attached as Appendix "B" is another letter from the County of Elgin with respect to the Police Services Board. This appointment is jointly made by Southwold, Dutton-Dunwich and West Elgin, with West Elgin making a selection this time. Once West Elgin has made a selection, more information will be brought forward for Southwold to consider endorsing the appointment.

Financial Implications:

None.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☐ Promoting residential, agricultural, commercial, and industrial development by ensuring policies and services are in place to support growth in The Township of Southwold.
- ☐ Promoting a healthy, naturally beautiful, and community-oriented municipality by encouraging and supporting involvement of volunteer organizations wishing to provide cultural and recreational activities in the Township of Southwold.
- ☐ Providing improved transportation and a strong commitment to asset management with a goal of maintaining the Township's infrastructure in the promotion of public safety
- ☐ Exercising good financial stewardship in the management of Township expenditures and revenues.
- ☒ Promoting public engagement, transparent government, and strong communications with all members of the community across various mediums for the strengthening of civic participation.

Respectfully Submitted by:
Jeff Carswell, CAO/Clerk
"Submitted electronically"

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Township of Southwold
c/o Jeff Carswell, CAO/Clerk
35663 Fingal Line
Fingal ON N0L 1K0

November 10, 2022

Dear Mr. Carswell,

Re: Land Division Committee Appointment

Please accept this letter as a request on behalf of the County of Elgin that the Council of the Township of Southwold submit a recommendation for a local member of the County's Land Division Committee ("LDC").

The County does not prescribe application materials that must be used, instead permitting each local municipal partner to make a recommendation using its own preferred processes. However, when soliciting interested persons, the County recommends that each local municipal partner be clear that the position is related to an appointment on a County committee and that any information collected will be disclosed to the County if the individual is selected as the recommended individual.

When submitting the recommendation, the County requests: a copy of the council resolution indicating the recommendation, inclusive of the individual's name; the contact information of the person being recommended; and, any pertinent details your local council collected and used in making its selection for recommendation (e.g. CVs, Application materials, statements of interest, etc.). These items should be sent via email to Jenna Fentie, Manager of Administrative Services/Deputy Clerk jfentie@elgin.ca.

Land Division Committee

As the approval authority for consents, the Council of the County of Elgin may by by-law appoint a land division committee composed of such persons, not fewer than three, as the council considered advisable. Pursuant to a resolution passed in confirming By-Law 14-19, the Elgin County LDC is composed of seven members with one appointee coming from each local municipality in Elgin County.

The criteria for appointment is that the recommended person must be resident of your local municipality. An appointee is permitted to be an elected member of your local Council (including Mayor or Deputy Mayors that form part of County Council, as may be applicable) or an unelected member of the community. Once appointed, the *Planning Act* sets out that the term of the appointment is the same as the term of County Council if the appointee is not a member of County Council, and one year if the appointee is a member of County Council. A Chair of the Committee is appointed by the Committee annually. If any vacancies occur mid-term, a new recommendation from the local municipality that no longer has representation on the LDC will be solicited by the County.

It is important to note that County Council ultimately has discretion on whether or not to appoint the recommended individual to the LDC.

Training and orientation for all members of the LDC will be provided prior to the first public meeting of the new term.

Below I have included some general information on the function of the LDC to aid in your search for potential members:

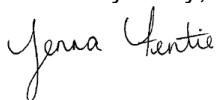
- The LDC meets once per month, typically the last Wednesday of the month for a half day beginning at 9am.
- Committee remuneration is paid at a rate of \$150.00 per half day meeting and \$300.00 for full-day meetings.
 - Mileage to and from the County office is reimbursed.
- Expenses including parking, meals and accommodation is reimbursed for attending conferences for Committee business such as those hosted by OACA (Ontario Association of Committees of Adjustment & Consent Authorities).
- Orientation will include information on relevant planning legislation and principles, including the Provincial Policy Statement (PPS), County of Elgin Official Plan (CEOP), and Planning Act.
- Committee meetings are typically held at the County Administration Building and are open to the public in a hybrid in-person and virtual format with recordings of meeting being posted to the County Facebook and YouTube pages.

Serving on the Land Division Committee is a rewarding and enriching experience. The Committee is an excellent opportunity for a local resident who wants to become more involved in the land use planning process and local governance issues. The LDC receives a variety of consent (severance) applications which can include the creation of a new lot, additions to a lot, surplus farm dwelling severances and the creation of easements. As a member of the LDC, local representatives vote on the decisions of severance applications as well as impose conditions which must be fulfilled by the applicants. Conditions are recommended by County staff, conservation authorities, municipal staff and councils. For interested potential members looking for more information on the format of LDC meetings, I would suggest watching previous meetings on the County's Facebook (<https://www.facebook.com/ElginCountyAdmin/>) or YouTube (https://www.youtube.com/channel/UC8efU1Djsig_nPLSuUzwD-Q).

I look forward to receiving your recommendations and continuing to work together on consents in the future. More information on the Committee and the land division process in Elgin County as well as previous meeting minutes are available at <https://www.elgincounty.ca/land-division/>.

If you have any questions or comments, please don't hesitate to contact me.

Yours Very Truly,



Jenna Fentie
Manager of Administrative Services / Deputy Clerk

cc Paul Clarke, Planning Technician/Land Division Committee Secretary-Treasurer
Julie Gonyou, Chief Administrative Officer/Clerk
Brian Lima, General Manager of Engineering, Planning & Enterprise/Deputy CAO



Jana Nethercott, Clerk
Municipality of West Elgin
22413 Hoskins Line
Rodney, ON N0L 2C0

November 10, 2022

Dear Ms. Nethercott,

On behalf of the Elgin Group Police Services Board ("PSB"), I am writing to request that West Elgin Council appoint by resolution a community representative from Western Elgin to the PSB following the municipal election. Please refer to the attached sample council resolution.

In accordance with Section 27(5) of the Police Services Act and the Elgin Group Police Services Board Governance and Procedural By-Law, the Board shall consist of five (5) members:

- (a) one (1) elected representative appointed by resolution from Eastern Elgin, alternating every 3 years between the Township of Malahide and the Municipality of Bayham;
- (b) one (1) elected representative appointed by resolution of the Council of the Municipality of Central Elgin for a 3-year term;
- (c) one (1) community representative from Western Elgin, appointed by resolution jointly by the Township of Southwold, the Municipality of Dutton/Dunwich and the Municipality of West Elgin for a 3-year term; and
- (d) two (2) persons appointed by the Lieutenant Governor In Council.

Under the Community Safety and Policing Act (CSPA), 2022, Section 10 municipalities were required to submit a proposal indicating the preferred composition for a new OPP detachment board. On behalf of the Elgin Group municipalities, the Secretary/Administrator applied for status quo board composition in June 2021. Once the Act comes into effect and the Ministry approves the board composition, the Elgin Group Polices Services Board will be dissolved, and a new board will be established.

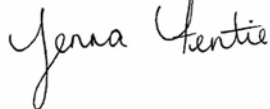
Although we anticipate hearing from the Ministry soon, the current Board structure will

remain in place until that time. The appointment of the elected representative from the Western Elgin will be for a three (3) year term or until such time that the Ministry approves the new Board composition. At that time, the Board will dissolve; a new Board will be formed; and new representatives will be appointed.

Please note that a letter will be sent to the Township of Southwold and the Municipality of Dutton Dunwich requesting that they endorse the appointment of the community representative from Western Elgin. Letters have also been sent to the Municipality of Bayham and the Township of Malahide as well as the Municipality of Central Elgin requesting that new appointments be made for the elected representatives from Eastern Elgin and Central Elgin.

I respectfully ask that you provide me with written confirmation of the appointment once it is made. If you have any questions, do not hesitate to contact me directly.

Yours very truly,



Jenna Fentie
Manager of Administrative Services/Deputy Clerk

cc: Julie Gonyou, Chief Administrative Officer/Clerk – County of Elgin
Carolyn Krahn, Secretary/Administrator – Elgin Group Police Services Board
Elgin Group Police Services Board
Municipality of Dutton Dunwich
Township of Southwold

SAMPLE COUNCIL RESOLUTION

THAT the Council of the Municipality of West Elgin appoints _____ to the Elgin Group Police Services Board as the community representative from Western Elgin for a three (3) year term ending December 31, 2025 or until such time that the Ministry approves the new Board composition under the Community Safety and Policing Act (CSPA), 2022, whichever is earlier.



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2022-89

BEING A BY-LAW TO APPOINT A COMMITTEE OF ADJUSTMENT FOR THE TOWNSHIP OF SOUTHWOLD AND TO REPEAL BY-LAW NO. 2022-03

WHEREAS it is deemed expedient to appoint a Committee of Adjustment, as provided for in Section 44 (1) of the Planning Act, R.S.O. 1990, c. P.13, as amended;

AND WHEREAS Section 44 (3) of the Planning Act, R.S.O. 1990, c. P.12, as amended states that the members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually;

AND WHEREAS pursuant to Section 45(1) of the Planning Act, the committee of adjustment, upon the application of the owner of any land, building or structure affected by any by-law that is passed under section 34 or 38, or a predecessor of such sections, or any person authorized in writing by the owner, may, despite any other Act, authorize such minor variance from the provisions of the by-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development or use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained;

AND WHEREAS pursuant to Section 45(3) of the Planning Act the Council may by by-law empower the committee of adjustment to grant minor variances from the provisions of any by-law of the municipality that implements an official plan, or from such by-laws of the municipality as are specified and that implement an official plan, and when a committee of adjustment is so empowered subsection (1) applies with necessary modifications;

AND WHEREAS the Council of the Corporation of the Township of Southwold deems it advisable and expedient to establish a Committee of Adjustment;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD HEREBY ENACTS AS FOLLOWS:

1. Authority

- a) The Committee of Adjustment for the Corporation of the Township of Southwold shall have all statutory duties listed under Sections 44 and 45 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

2. Composition of the Committee

- a) That the following members of Council shall be appointed to the Township of Southwold Committee of Adjustment for a term to expire December 31, 2023 Grant Jones, Justin Pennings, John Adzija, Sarah Emons, and Scott Fellows.

3. Term of Office

- a) The members of the committee shall be appointed annually.
- b) Should a Council member's seat become vacant, his/her seat on the committee shall also become vacant and the individual filling the said Council vacancy shall fill the vacancy on the committee.
- c) The Committee members shall elect one of themselves as Chair, and when the chair is absent, the Committee may appoint another member to act as acting chair.

4. Secretary-Treasurer

- a) The Clerk shall be appointed as Secretary-Treasurer.

5. Meetings and Minutes

- a) The Committee shall hold meetings as is necessary, according to the submission of applications for minor variances and shall forward to Council all decisions and minutes of their meeting.
- b) A quorum, consisting of three (3) members appointed to this Committee, is required before a meeting of the Committee can begin.
- c) In the conduct of Committee business all members of the Committee shall have equal voting rights, including the Chairperson and abide by the Council Procedural By-law established for the conduct of meetings.

6. Tariff of Fees

- a) Minor variance applications made pursuant to the Planning Act, R.S.O. 1990, c. p.13, as amended, shall be subject to the tariff of fees as set out by the tariff of fees by-law adopted by Council.

7. That any by-law inconsistent with this by-law shall be hereby repealed.
8. That this by-law shall come into force and take effect immediately upon the final passing thereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 21st DAY OF NOVEMBER, 2022.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NUMBER 2022-90

BEING A BY-LAW TO APPOINT COUNCILLORS AND RATEPAYERS TO VARIOUS BOARDS AND COMMITTEES REQUIRING COUNCIL REPRESENTATION AND TO REPEAL BY-LAW NO. 2022-06.

WHEREAS the Line Fences Act, .S.O 1990, c. 17, s. 2, as amended, requires that the Council of every local municipality shall by by-law appoint such number of fence-viewers as are required to carry out the provisions of this Act and the by-law shall fix the remuneration to be paid to the fence-viewers and the remuneration may be fixed on an hourly or daily rate or a rate for each attendance or re-attendance by the fence-viewers;

AND WHEREAS the Protection of Livestock and Poultry Act, R.S.O. 1990, c. L.24, s. 4 (1), as amended, requires that the council of every local municipality shall appoint one or more persons as valuers of livestock and poultry for the purposes of this Act;

AND WHEREAS the Municipal Act, S.O. 2001, Chapter 25, S.11(1), as amended, confers broad authority to municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS the Township of Southwold is a member of various bodies and organizations to which it appoints members;

AND WHEREAS the Township of Southwold has established a variety of Committees to carry out programs and make recommendations to Council;

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD HEREBY ENACTS AS FOLLOWS:

1. THAT the following persons are hereby appointed as Fence Viewers for the Township of Southwold;

Dwight Koyle

Nick Doelman

2. THAT the remuneration for Fence Viewers be set at a rate of \$60 for each attendance up to a maximum of two hours, and then \$60 for each hour thereafter, plus mileage;
3. THAT the fee to the applicant is set at \$180 (which represents \$60/fence viewer x 3) for each authorized attendance up to a maximum of 2 hrs + mileage, and then \$180 for every hour thereafter plus all administrative costs associated with the request.
4. THAT the following person are hereby appointed as Livestock Evaluators for the Township of Southwold;

Julian Brown

5. THAT the remuneration be set at a rate of \$50 per attendance plus mileage;
6. THAT the Members of Council for the Township of Southwold are hereby appointed to the following Boards and Committees:
 - a. Elgin Area Primary Water Supply System Joint Board of Management
Councillor John Adzija
 - b. St. Thomas Area Secondary Water Supply System Joint Board of Management
Deputy Mayor Justin Pennings Alternate: Councillor John Adzija
 - c. Kettle Creek Conservation Authority
Mayor Grant Jones
 - d. Green Lane Landfill Public Liaison Committee
Councillor Scott Fellows
 - e. Lower Thames Valley Conservation Authority
Councillor Sarah Emons
 - f. Southwold Community Policing Association
Councillor Scott Fellows
 - g. Green Lane Community Trust Fund – Board of Directors
Mayor Grant Jones Deputy Mayor Justin Pennings
Councillor Sarah Emons

7. THAT the following members of Council, ratepayers and staff are hereby appointed to Township Committees as follows:

a. Canada Day Committee

Councillor John Adzija
Jim Carder

Lizeanne Kerkvliet

b. Parks Committee

Deputy Mayor Justin Pennings

Councillor Scott Fellows

Talbotville:

Representative from Men's Baseball

Representative from Men's Soccer

Representative from Ladies' Soccer

Janice Fisher, Acting Representative

Shedden:

Representative from Men's Baseball

Representative from Adult Soccer

Representative from Youth Soccer

Fingal

Representative from Men's Baseball

Ross Bugar

*Staff Resources – Accounting Clerk, Parks and Facilities Operator

c. Shedden Recreation & Keystone Complex Committee

Councillor John Adzija

Councillor Scott Fellows

Shirley Longhurst – Fair Board

Don Miller – Fair Board

John Coleman – Ice Pad

Jim Carder – Optimist Club of Fingal-Shedden & District (Alt. Bill Carder)

Keith Orchard – Rosy Rhubarb

Brian Rieger – Shedden Tractor Pull (Alt. Bob Cummings)

Lindsay Lackey – Shedden Soccer

*Staff Resource – Community Services & Communications Clerk

d. Southwold War Memorial Committee

Councillor Sarah Emons

Rev. John Brown

Bill Aarts

Len Lynch

Rev. Diane Macpherson

Gayle Bogart

Sandy Annett

* Staff Resource – Deputy Treasurer

e. Southwold Economic Development Committee

Deputy Mayor Justin Pennings Councillor John Adzija

Jim Carder Graydon Laing

Steve Bushell Hiba Arabi

Barry Harrison

*Representative from Elgin Business Resource Centre

*Representative from County of Elgin Economic Development

* Staff-Resources – Director of Corporate Services/Treasurer, Director of Infrastructure and Development Services

f. Communities in Bloom

Mayor Grant Jones Karen Graff

Shelley Smith Christine McArthur

Cathy Koyle Jo-Anne Cummings-Stinson

Dan Nichols Harvey Graff

*Staff Resource – Corporate Services Clerk

g. History Committee

Ross Bugar Pat Temple

Mary Clutterbuck Perry Clutterbuck

Karen Collard Janice Fisher

Kim Poole Ken Monteith

Luella Monteith

h. Family Day Committee

Councillor John Adzija Councillor Scott Fellows

Jim Carder Jade Rogers

Abi Drewitt Deb Logghe

Jane Cox Darlene Wadsworth

Scott Young Joe McKinnon

Morgan Gillespie

*Staff Resource – CAO/Clerk

i. Southwold Young at Heart Committee

Councillor Sarah Emons

Deb Logghe Karen Olmstead

Pat Stannard Trudy Kanellis

Karen Auckland Alan Bogart

Ida Martin Sharon Hinz

*Staff Resource – Corporate Services Clerk

j. Zero Waste Committee

Councillor Sarah Emons

Shannon Lynch

Niki Pennings

Andrea Kerkvliet

Richard Andrews

Jess Andrews

*Staff Resource – Community Services & Communications Clerk

k. Talbotville Station Technical Advisory Committee

Mayor Grant Jones

Jeff McArthur

Rene Coenen

Deputy Mayor Justin Pennings

Barry Smith

Steve Van Maanen

*Staff Resource – Fire Services Coordinator

* denotes Non-Voting Members

l. In order to qualify as an appointed member of a Committee of Council, applicants shall;

i. Be a Canadian citizen

ii. Be at least 18 years old

iii. Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law

m. In the event of a vacancy, the Committee of Council will recruit replacement members and recommend appointments to be made by Council.

n. Upon acceptance of an application the Municipal Clerk shall notify the applicant(s) and Committee or Board that the position has been filled. The Committee Appointment by-law shall be updated accordingly.

8. The term of office for all volunteer appointments shall be for the term of Council unless terminated sooner by a resolution of Council and unless otherwise prohibited. Volunteer members may be reappointed by resolution of Council to the following term. All members including volunteer and Council members will remain in office until their respective successors are appointed by Council. Council member appointments shall be reviewed at the end of two (2) years.

9. The Council Appointee or Chair of each Committee shall ensure that minutes of each meeting are provided to the Clerk to be circulated to Council.

10. Committee Terms of Reference
 - a. That the “Township of Southwold Committee Structure – Terms of Reference – General” shall form Schedule “A” to this by-law.
 - b. That Schedule “B”, Terms of Reference, Southwold Economic Development Committee, shall form part of this by-law.
 - c. That Schedule “C”, Terms of Reference, Southwold Young at Heart Committee, shall form part of this by-law.
 - d. That Schedule “D”, Terms of Reference, Southwold Zero Waste Committee, shall form part of this by-law.
 - e. That Schedule “E”, Terms of Reference, Talbotville Station Technical Advisory Committee, shall form part of this by-law.
11. That by-law 2022-06 is hereby repealed in its entirety and any Bylaws that are inconsistent with the provisions found in this By-Law be and are hereby repealed.
12. That Council may make additional appointments to the committees by resolution.
13. This by-law shall come into force and take effect upon the final reading thereof.
14. If mileage for attending a meeting outside of Elgin County or City of London is not paid for by the associated organization, then mileage would be reimbursed in accordance with the Township of Southwold current policy.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 28th DAY OF NOVEMBER, 2022.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



Schedule "A" to By-Law No. 2022-90

TOWNSHIP OF SOUTHWOLD COMMITTEE STRUCTURE

TERMS OF REFERENCE - GENERAL

1. NAME

The Committees of Council shall be established and named as follows:

- (a) Canada Day Committee
- (b) Parks Committee
- (c) Shedden Recreation & Keystone Complex Committee
- (d) Southwold War Memorial Committee
- (e) Communities in Bloom
- (f) History Committee
- (g) Family Day Committee
- (h) Other Committees and Sub-committees appointed from time to time by recommendation of Council.

The Terms of Reference shall apply to all Committees of Council where applicable.

2. STATEMENT OF PURPOSE

To make recommendations to Council for the operation of the Township.

To make recommendations to Council for the operation of the appropriate department.

3. OBJECTIVES

The Committee should be established to recommend to Council regarding the operation of the area of responsibility for which the Committee has responsibility. This will help to ensure an efficient operation of the department.

4. ROLE OF THE COMMITTEE

To make recommendations to Administrative Staff and Council for the operation of the various departments of the Township.

- i) Parks Committee and Shedden Recreation and Keystone Complex Committee shall be responsible for the following:
 - (a) To assist Council with identifying recreational needs with the community and recommending programs to fulfill these needs;
 - (b) Monitor recreational activities and report on all activities through the minutes of their meeting;
 - (c) The Committee with the assistance of members and volunteer will undertake and promote fundraising and donation programs to the best of their ability. Such programs may be for general operating assistance or special programs /capital projects approved by Council;
 - (d) Prepare and submit an recommended proposed annual operating and capital budget;
 - (e) Recommend to Council the appointments of Committee Members and the formation and make up of any Sub Committee;
 - (f) Provide minutes of the Committee meetings to be circulated to Council for their approval in a timely manner.
- ii) Canada Day Committee
 - (a) To organize on behalf of Council the annual Canada Day celebrations;
 - (b) To work with other groups and volunteers to organize the Canada Day activities;
 - (c) To provide Council with the minutes of the Committee meetings to be circulated and approved by Council in a timely manner.
- iii) Southwold War Memorial Committee
 - (a) To organize on behalf of Council the annual Remembrance Day Ceremony;
 - (b) To provide Council with the minutes of the Committee meetings to be approved by Council in a timely manner.

5. MEETING FREQUENCY AND LOCATION OF MEETINGS

Meetings will be held on a monthly basis and/or as needed basis, or as called by the

Chair of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairman or at the request of two Committee members.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

6. VOTING

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairman. A majority vote of the members present will be used to reach a decision.

7. MEMBERSHIP

The Committees of Council shall be comprised of the following members appointed by Council:

(g) Voting Members appointed for the term of Council:

- Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);
- Minimum of four (4) to a maximum of ten (10) volunteer members from the Township of Southwold at large, representing interest in recreational activities and facility management.

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council.

(h) Non-Voting members:

- The Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

8. QUALIFICATIONS

In order to qualify as an appointed member of Committee applicants shall;

- Be a Canadian citizen
- Be at least 18 years old
- Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law

9. VACANCIES

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

10. ESTABLISHMENT OF SUB-COMMITTEES

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council*. Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

11. HIRING OF EMPLOYEES/CONTRACTORS

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

12. QUORUM

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within thirty (30) minutes of the scheduled time for the meeting, the Chairman will re-schedule the meeting date. Members are urged to call the Chairperson and advise of any regrets.

13. OFFICERS

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairman (2) Vice-Chairman and (3) Secretary, if required.

14. DUTIES OF OFFICERS

Chairman

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

Vice Chairman

- ✓ Act in the capacity of the Chairman in his/her absence

Secretary, if required

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairman
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairman prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

Members

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to call the Chairman or Secretary and advise of any regrets

Absentee Members

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may

request Council to appoint a recommended replacement for the remainder of the term.

Alternates

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by Council for that meeting.

New Members

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

Volunteers

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

15. AUTHORITY

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.



Schedule "B" to By-Law No. 2022-90

TOWNSHIP OF SOUTHWOLD

TERMS OF REFERENCE

Southwold Economic Development Committee

1. NAME

The following Committee of Council shall be established and named as follows:

- (a) Southwold Economic Development Committee

2. STATEMENT OF PURPOSE

To identify, develop and evaluate potential economic development opportunities that will ultimately improve the stability of the Township's tax base and bring jobs to this Township.

3. OBJECTIVES

To identify new industrial and residential housing development possibilities, promote tourism, large and small business opportunities, agricultural businesses, and other appropriate economic development opportunities. To evaluate these opportunities and bring them to Council for consideration.

4. ROLE OF THE COMMITTEE

- (a) Development and implementation of an appropriate action plan;
- (b) Development of a cost effective marketing program to promote Southwold Township;
- (c) Monitor all economic development activities within Southwold Township;
- (d) Prepare and submit a proposal for annual operating budget requirements including long term capital projects for Councils' consideration and approval annually as required. The Committee will monitor the budget throughout the year;
- (e) Identify all potential funding sources;

- (f) Identify any potential for shared responsibilities/cost/revenue with our municipal neighbours;
- (h) Develop effectiveness measurement plan;
- (i) Oversee development and implementation of the Township's Sustainability Plan;
- (j) Identify projects that will help diversify our economic base and explore new projects that will support and lead to new economic growth;

- (k) Work in conjunction on joint initiatives when possible with representatives from the Elgin County Economic Development Department;
- (i) To recommend the formation of Subcommittee to Council.



Schedule "C" to By-Law No. 2022-90

TOWNSHIP OF SOUTHWOLD

TERMS OF REFERENCE

Southwold Young at Heart Committee

1. NAME

The Committee of Council shall be established and named as follows:

(a) Southwold Young at Heart Committee

The Terms of Reference shall apply to the Southwold Young at Heart Committee, as applicable.

2. STATEMENT OF PURPOSE

To make recommendations to Council for the engagement of all Township seniors as it relates to all matter of interest to this age group.

To make recommendations to Council in meeting the Strategic Plan Goal of promotion and supporting participation in cultural, recreational, social and good health activities for seniors in the Township.

3. OBJECTIVES

The Committee should be established to recommend senior's engagement in recreation, social and cultural activities and promoting senior's activities in the community.

4. ROLE OF THE COMMITTEE

To make recommendations to Administrative Staff and Council on the following for the Township:

Southwold Young at Heart Committee shall be responsible for the following:

- (a) Creation of strategies to support senior's Active Living engagement throughout the entire municipality.
- (b) Recommend the types of activities, the frequency, and the location of these activities.
- (c) Recommend operational and financing responsibilities for senior's activity programs.
- (d) Recommend participation requirements/membership structures for activities designed for seniors.
- (e) Provide input and suggestions on special guest speakers and topics for education.
- (f) Act as a hub/centralized source for dissemination of information on issues (i.e. use of social media, home security, affordable housing, etc.) pertinent to seniors in the municipality.
- (g) Providing Council with the minutes of the Committee meetings to be approved by Council in a timely manner.

5. MEETING FREQUENCY AND LOCATION OF MEETINGS

Meetings will be held on a monthly basis and/or as needed basis at the Township of Southwold Fingal Office's Council Chambers, or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

6. VOTING

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson. A majority vote of the members present will be used to reach a decision.

7. MEMBERSHIP

The Committees of Council shall be comprised of the following members appointed by Council:

(a) Voting Members appointed for the term of Council:

- Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);
- Minimum of four (4) to a maximum of 8 (8) volunteer members from the community consisting of the following regional community representation, if available:
 - Member from Shedden Area
 - Member from Fingal Area
 - Member from Talbotville Area
 - Member from Boxall Area
 - Member from Frome Area
 - Member from Ferndale Area
 - Member from Lawrence Station Area
 - Member from Paynes Mills Area

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee.

(b) **Non-Voting members:**

- The CAO/Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

8. QUALIFICATIONS

In order to qualify as an appointed volunteer Community member, Committee applicants shall;

- Be a Canadian citizen
- Be at least 55 years old
- Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law
- Reside or own property within the Township of Southwold.

• **VACANCIES**

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

10. ESTABLISHMENT OF SUB-COMMITTEES

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council.*

Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

11. HIRING OF EMPLOYEES/CONTRACTORS

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

12. QUORUM

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within twenty (20) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to call the Chairperson and advise of any regrets.

13. OFFICERS

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairperson (2) Vice-Chairperson and (3) Directors, if required.

14. DUTIES OF OFFICERS**Chairperson**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

Vice Chairperson

- ✓ Act in the capacity of the Chairperson in his/her absence

Secretary (Staff Resource)

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital
- ✓ budget preparation and follow-up

- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

Directors

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to call the Chairperson or Secretary and advise of any regrets

Absentee Members

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended replacement for the remainder of the term.

Alternates

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by Council for that meeting.

New Members

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

Volunteers

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of

participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

15. AUTHORITY

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

16. DISSOLUTION

The dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate
- c) Resolution of issues
- d) Legislative requirement no longer exists
- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report
- i) Recommendation by Council

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
- b) Thank you letters on behalf of Council will be sent to committee members
- c) Relevant staff members will be informed;
- d) Council will be informed via correspondence from the Committee Chairperson



Schedule “D” to By-Law No. 2022-90

TOWNSHIP OF SOUTHWOLD

TERMS OF REFERENCE

Southwold Zero Waste Committee

1. NAME

The Committee of Council shall be established and named as follows:

(a)Southwold Zero Waste Committee

The Terms of Reference shall apply to the Southwold Zero Waste Committee, as applicable.

2. STATEMENT OF PURPOSE

To make recommendations to Council to maximize diversion from landfill facilities and actively promote waste prevention and reduction in the Township of Southwold.

To make recommendations to Council on resolutions, policies, and action items to reduce waste and increase diversion.

To make recommendations to Council on policies aimed at meeting the Strategic Plan Goal of investigating progressive waste management solutions and cost evaluations of diverse programs and service levels.

To support education and public awareness campaigns within the municipality that support the overall broader goal achieving zero waste in the community.

3. **OBJECTIVES**

The Committee should be established to recommend strategies of improved waste reduction in the municipality.

4. **ROLE OF THE COMMITTEE**

To make recommendations to Administrative Staff and Council on the following for the Township:

Southwold Zero Waste Committee shall be responsible for the following:

- (a) Drafting different strategies to support sustainable community events.
- (b) Supporting community outreach efforts including public education and social media campaigns to promote waste reduction and waste diversion.
- (c) Encouraging collaboration between community groups and consultation on waste/recycling/organics and different service level options for waste collection and disposal. Supporting providing comment on Township waste collections and disposal contracts.
- (d) Making suggestions on ways to support municipal transition to less waste.
- (e) Researching and identifying infrastructure needs in the municipality to support waste reduction goals.
- (f) Providing support to community groups and committees to encourage waste reduction.
- (g) Developing policies for administration and council consideration for:
 - a. Green Meetings
 - b. Single Use Plastic Use at Municipal Facilities
 - c. Recycling at Municipal Facilities and in Municipal Parks
 - d. Waste Reduction at Municipal Facilities and Municipal Parks
 - e. Greening Community Events
- (h) Working to fundraise and provide budget advice for waste reduction initiatives.
- (i) Providing Council with the minutes of the Committee meetings to be approved by Council in a timely manner.

5. MEETING FREQUENCY AND LOCATION OF MEETINGS

Meetings may be held on a monthly basis and/or as needed basis at the Township Municipal Office (35663 Fingal Line), or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

6. VOTING

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson, or as requested by a Committee member. A majority vote of the members present will be used to reach a decision.

7. MEMBERSHIP

The Committees of Council shall be comprised of the following members appointed by Council:

(a) Voting Members appointed for the term of Council:

Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);

Minimum of four (4) to a maximum of six (6) volunteer members from the general Southwold community, consisting of the following community representation, if available:

- Up to two (2) members of the general Southwold Community (preference for geographic balance on the Committee (i.e. one member each from Shedden, Talbotville, Fingal, North Port Stanley, Lawrence Station, etc.)
- Southwold Business Owner
- A member representing Southwold Youth (Southwold resident aged 13-25)
- A member representing Southwold Seniors (Southwold resident aged 65+)
- A standing member of a Township service club or community organization (i.e. Shedden Agricultural Society, Optimist Club, Minor Sports Organization, Rosy Rhubarb, etc.)

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee. Voting members means the same as directors in these Terms of Reference.

(a) **Non-Voting members:**

- The Community Services and Communication Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

8. QUALIFICATIONS

In order to qualify as an appointed volunteer Community member, Committee applicants shall;

- Be a Canadian citizen
- Be at least 18 years old (except for the youth appointee)
- Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law
- Reside in, rent, or own property within the Township of Southwold.

9. VACANCIES

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

10. ESTABLISHMENT OF SUB-COMMITTEES

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council*. Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

11. HIRING OF EMPLOYEES/CONTRACTORS

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

12. QUORUM

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within twenty (20) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to contact the Chairperson and advise of any regrets.

13. OFFICERS

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairperson (2) Vice-Chairperson and (3) Directors, if required.

14. DUTIES OF OFFICERS**Chairperson**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner

- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

Vice Chairperson

- ✓ Act in the capacity of the Chairperson in his/her absence

Secretary (Staff Resource)

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

Directors

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to contact the Chairperson or Secretary and advise of any regrets

Absentee Members

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended

replacement for the remainder of the term.

Alternates

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by the committee for that meeting.

New Members

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

Volunteers

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

15. AUTHORITY

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

16. DISSOLUTION

The dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate
- c) Resolution of issues
- d) Legislative requirement no longer exists
- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report
- i) Recommendation by Council

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
- b) Thank you letters on behalf of Council will be sent to committee members
- c) Relevant staff members will be informed;
- d) Council will be informed via correspondence from the Committee Chairperson



Schedule "E" to By-Law No. 2022-90

TOWNSHIP OF SOUTHWOLD

TERMS OF REFERENCE

Talbotville Station Technical Advisory Committee

1. NAME

The Committee of Council shall be established and named as follows:

(a) Talbotville Station Technical Advisory Committee

The Terms of Reference shall apply to the Talbotville Station Technical Advisory Committee, as applicable.

2. STATEMENT OF PURPOSE

To ensure the Township receives a properly located, appropriately designed, and financially suitable building, that will serve the Fire Department for several decades.

3. OBJECTIVES

To ensure the Township receives a properly located, appropriately designed, and financially suitable building, that will serve the Fire Department for several decades.

4. ROLE OF THE COMMITTEE

To make recommendations to Council on the properly located, appropriately designed and financially suitable building, that will serve the Fire Department.

5. MEETING FREQUENCY AND LOCATION OF MEETINGS

Meetings may be held on a monthly basis and/or as needed basis at the Shedden Fire Hall, or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

6. VOTING

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson, or as requested by a Committee member. A majority vote of the members present will be used to reach a decision. In the event of a tied vote, the motion fails to pass.

7. MEMBERSHIP

The Committees of Council shall be comprised of the following members appointed by Council:

a. Voting Members appointed for the term of Council:

- Fire Chief (Chair)
- Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);
- Minimum of (2) Talbotville Station Representatives
- Member of the public from the Talbotville Settlement Area

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee. Voting members means the same as directors in these Terms of Reference.

b. **Non-Voting members:**

- The Communications Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

8. QUALIFICATIONS

In order to qualify as an appointed member of the public, Committee applicants shall;

- Have Committee experience
- Reside or own property within the Talbotville Settlement Area, as defined in the Township of Southwold Official Plan, as amended.
- Has education in the following fields: engineering, architecture, construction technology, building design and/or equivalent.
- Has experience in large building construction, building design, municipal design and contracting, engineering etc.

9. VACANCIES

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

10. ESTABLISHMENT OF SUB-COMMITTEES

No anticipation of the establishment of sub-committees.

11. HIRING OF EMPLOYEES/CONTRACTORS

Hiring of all employees and/or contractors shall be the responsibility of the

Township of Southwold.

12. QUORUM

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within ten (10) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to contact the Chairperson and advise of any regrets.

13. OFFICERS

Council has established the committee with the following positions of (1) Chairperson and (5) Committee Members.

14. DUTIES OF OFFICERS

Chairperson

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

Secretary (Staff Resource)

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
- ✓ Forward any invoices and receipts promptly to the Municipal Office as required

- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

Committee Members

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to contact the Chairperson or Secretary and advise of any regrets

Absentee Members

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended replacement for the remainder of the term.

15. AUTHORITY

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

16. DISSOLUTION

The dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate

- c) Resolution of issues
- d) Legislative requirement no longer exists
- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report
- i) Recommendation by Council

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The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
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THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2022-91

BEING A BY-LAW TO CONFIRM THE RESOLUTIONS AND MOTIONS OF THE COUNCIL OF THE TOWNSHIP OF SOUTHWOLD, WHICH WERE ADOPTED ON NOVEMBER 21, 2022.

WHEREAS Section 5(3) of the Municipal Act, 2001, Chapter 25, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it has been expedient that from time to time, the Council of the Corporation of the Township of Southwold should enact by resolution or motion of Council;

AND WHEREAS it is deemed advisable that all such actions that have been adopted by a resolution or motion of Council only should be authorized by By-law;

NOW THEREFORE the Council of the Corporation of the Township of Southwold hereby enacts as follows:

1. That the actions of the Council of the Township of Southwold at the Inaugural Meeting of Council held on November 21, 2022; in respect to each report, motion, resolution or other action passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Township of Southwold to all such documents.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 21st DAY OF NOVEMBER, 2022.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell