

The Corporation of the Township of Whitewater Region

By-law Number 17-09-995

Being a by-law to adopt Terms of Reference for the Corporation of the Township of Whitewater Region Standing Committees

Whereas, Section 29.2 of the amended Procedural By-law established the Standing Committees and provided for the adoption of Terms of Reference for the Committees; and

Whereas, Council of the Township of Whitewater Region deems it expedient and necessary to adopt Terms of Reference for its standing committees;

The Council of The Corporation of the Township of Whitewater Region enacts as follows:

1. That the following Terms of Reference, forming part of this by-law, are hereby adopted:

Schedule A - Building & Property Services Committee

Schedule B - Community Services Committee

Schedule C - Corporate Services Committee

Schedule D - Economic Development & Tourism Committee

Schedule E - Fire & Emergency Services Committee

Schedule F - Physical Services Committee

2. This by-Law shall come into force and take effect upon passing.

Read a first, second and third time and finally passed this 20th day of September, 2017.



Hal Johnson, Mayor



Robert H.A. Tremblay, Clerk

Schedule "A" to By-law 17-09-995

**Terms of Reference
Whitewater Region
Building & Property Services Committee**

1. Mandate

The Building & Property Services Committee is a standing committee. It reviews for recommendation to Council reports, policies, projects and levels of services emanating from the Building & Property Services Department.

2. Focus

The Building & Property Services Committee's areas of focus are as follows:

- Planning Act and Building Code matters
- Zoning and Official Plan
- Committee of Adjustment, including minor variances
- Severances
- Development Agreements
- Development Review Team
- By-law services
- Property standards and parking
- Animal control
- Corporate facilities.

3. Composition

The Building & Property Services Committee is comprised of all members of Council.

The Chair shall be appointed on the recommendation of the Mayor at the beginning and approximate mid-point of the Council Term.

The Chair will preside over Committee of Adjustment and the portion of the Council meeting dedicated to Building & Property Services items and serves as a sounding board and Council-liaison for the responsible department.

**Terms of Reference
Whitewater Region
Community Services Committee**

1. Mandate

The Community Services Committee is a standing committee. It reviews for recommendation to Council reports, policies, projects and levels of services emanating from the Community Services Department.

2. Focus

The Community Services Committee's areas of focus are generally as follows:

- Accessibility
- Arenas
- Parks and trails
- Active living, sports and recreation
- Recreation Advisory Committee
- Special events, including Cobden Taste of the Valley and Whitewater Streetstrut
- Crossing guards
- Arts, culture and heritage
- Library and museum.

3. Composition

The Community Services Committee is comprised of all members of Council.

The Chair shall be appointed on the recommendation of the Mayor at the beginning and approximate mid-point of the Council Term.

The Chair will preside the portion of the Council meeting dedicated to Community Services items and serves as a sounding board and Council-liaison for the responsible department.

**Terms of Reference
Whitewater Region
Corporate Services Committee**

1. Mandate

The Corporate Services Committee is a standing committee. It reviews for recommendation to Council reports, policies, projects and levels of services emanating from the Corporate Services Department.

2. Focus

The Corporate Services Committee's areas of focus are generally as follows:

- Administration
- Budget
- Financial services, including billing, fees & charges
- Community grants and bursaries
- Strategic planning
- Legislative services and governance
- Human resources and labour relations
- Health & safety (Physical Services Department)
- Asset management
- Legal and audit
- Information technology
- Intergovernmental relations
- Pembroke & Area Airport Commission
- Algonquin Land Claim.

3. Composition

The Corporate Services Committee is comprised of all members of Council.

The Chair shall be appointed on the recommendation of the Mayor at the beginning and approximate mid-point of the Council Term.

The Chair will preside the portion of the Council meeting dedicated to Corporate Services items and serves as a sounding board and Council-liaison for the responsible department.

**Terms of Reference
Whitewater Region
Economic Development & Tourism Committee**

1. Mandate

The Economic Development & Tourism Committee is a standing committee. It reviews for recommendation to Council reports, policies, projects and levels of services emanating from the Community Services Department and Office of the CAO/Clerk.

2. Focus

The Economic Development & Tourism Committee's areas of focus are generally as follows:

- Economic Development, including the Economic Development Advisory Committee
- Tourism, including tourist booth
- Community improvement planning
- Business attraction and growth
- Industrial Park.

3. Composition

The Economic Development & Tourism Committee is comprised of all members of Council.

The Chair shall be appointed on the recommendation of the Mayor at the beginning and approximate mid-point of the Council Term.

The Chair will preside the portion of the Council meeting dedicated to Economic Development & Tourism items and serves as a sounding board and Council-liaison for the responsible departments.

**Terms of Reference
Whitewater Region
Fire & Emergency Services Committee**

1. Mandate

The Fire & Emergency Services Committee is a standing committee. It reviews for recommendation to Council reports, policies, projects and levels of services emanating from the Fire Department, Ontario Provincial Police and Community Emergency Management Coordinator.

2. Focus

The Fire & Emergency Services Committee's areas of focus are generally as follows:

- Fire Services, including prevention, education and suppression
- Policing
- Emergency Management
- Community Safety.

3. Composition

The Fire & Emergency Services Committee is comprised of all members of Council.

The Chair shall be appointed on the recommendation of the Mayor at the beginning and approximate mid-point of the Council Term.

The Chair will preside the portion of the Council meeting dedicated to Fire & Emergency Services items and serves as a sounding board and Council-liaison for the responsible department, staff and agencies.

**Terms of Reference
Whitewater Region
Physical Services Committee**

1. Mandate

The Physical Services Committee is a standing committee. It reviews for recommendation to Council reports policies, projects and levels of services emanating from the Physical Services Department.

2. Focus

The Physical Services Committee's areas of focus are generally as follows:

- Roads and road allowances, including sidewalks and streetlighting
- Solid waste, including recycling, waste collection
- Water collection, treatment and distribution
- Wastewater collection and plant
- Energy matters
- Utilities, including Ottawa River Energy Solutions & Power Corporation
- Engineering
- Drainage.

3. Composition

The Physical Services Committee is comprised of all members of Council.

The Chair shall be appointed on the recommendation of the Mayor at the beginning and approximate mid-point of the Council Term.

The Chair will preside the portion of the Council meeting dedicated to Physical Services items and serves as a sounding board and Council-liaison for the responsible department.