

MUNICIPALITY



OF ASSIGINACK

**BOX 238, MANITOWANING, ON, P0P 1N0
(705) 859-3196 or 1-800-540-0179
www.assiginack.ca**

**SPECIAL MEETING OF COUNCIL
IN CHAMBERS
Tuesday, July 4, 2023, 7:00 pm
AGENDA**

- 1. OPENING**
 - a) Land Acknowledgment
 - b) Adoption of Agenda
 - c) Disclosure of Pecuniary Interest and General Nature Thereof

- 2. ANNOUNCEMENTS**

- 3. ADOPTION OF MINUTES**

- 4. DELEGATIONS**

- 5. REPORTS**

- 6. ACTION REQUIRED ITEMS**
 - a) Clover Valley Schoolhouse Tender Results
 - b) Recreation Committee Appointments
 - c) Airplane Hanger Request
 - d) Sunsite Estates Neighbours Dispute
 - e) AAEC: Next Steps
 - f) Curling Club Taxes
 - g) Roller Mills Committee: Request for Clarification

- 7. INFORMATION ITEMS**
 - a) Terms of Reference: Parks and recreation Committee
 - b) Roller Mills Committee
Strategic Planning Advisory Committee

- 8. BY-LAWS**

- 9. CLOSED SESSION**
 - a) Employment Conditions: 3 issues

- 10. ADJOURNMENT**



ROLLER MILLS COMMITTEE (RMC) FOR THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

TERMS OF REFERENCE

Name

This committee shall be known as the Roller Mills Committee (herein known as the "Committee").

Purpose

The end purpose of this Committee is to provide Council with direction / ideas for the future use of the Roller Mills and possible sources of community support and funding for the ideas generated.

Mandate

The mandate of the Committee is to advise and/or make recommendations to Council with respect to the Roller Mills.

Delegated Authority

The Committee is an advisory committee to Council and does not have any delegated authority.

The Committee has no authority to direct staff and any recommendations requiring implementation, reports or staff actions must first be considered by Council before any action by staff may be taken.

Committee Composition

The membership of the Committee will be comprised as follows:

Chair: Mayor Brenda Reid

Staff EDO / Secretary: Shelba Millette

Committee Members: Fionn Closs, Delmer Fields, and Jane Moggy

Jennifer Hooper – Councillor

The Committee can have any number of volunteers to work with, as long as Council has approved their participation for legal liability purposes.

Appointment

For the purposes of these Terms of Reference, "Ex-officio members" mean persons who are members of this Committee by virtue of another office. Without limiting the generality of the foregoing, for example the Mayor or Council are deemed ex-officio members.

All members of the Committee, save and except for ex-officio members, will be officially appointed by Council. The current Committee may consist of up to four members of Council and Staff.

Additional volunteer members of the Committee will be recommended by the Committee and officially appointed by Council.

The advertising of volunteer vacancies on and appointments to this Committee will be in accordance with the policies adopted by Council from time to time.

All volunteer members of the Committee will hold office for a term coincident with the term of Council and remain in office until their successors are appointed.

In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, such vacancy shall be dealt with in accordance with the policies adopted by Council from time to time.

Lead/Reporting Relationship

The lead staff liaison for the Committee to Council shall be the EDO, Administrator/Clerk or designate.

Representatives from special interest groups may be asked to attend meetings at the discretion of the Committee.

Administration of the Committee

Volunteer members of the Committee will serve without remuneration.

Any expenses shall be within the approved budget for the Committee, which will be fixed annually by Council. Expenses shall be authorized by the Treasurer under the Township's Procurement Policy,

The Committee will elect one Chair, a Recording Secretary and such other officers as it may deem necessary to serve for such period as determined by the Committee.

The Committee will record all meeting minutes by way of motions and submit quarterly reports to Council for approval and ratification via the staff liaison.

In the event a matter within the mandate of the Committee arises between meetings, staff will consult with the Chairperson of the Committee and the matter will be placed on the agenda for the next meeting for consideration by the Committee.

Quorum/Meeting Prerequisite

Quorum shall be a majority of the members of the Committee, not including the Chairperson. However, if the Chairperson is present at a meeting, he/she may be counted in determining if a quorum is present and / or to break a tie vote.

The Committee will meet every third Wednesday of each month or as needed, with the specific dates and times for regular meetings to be determined by the Committee.

Meetings of the Committee shall not conflict with regular meetings of Council.
(Generally Tuesday nights)

The Committee will address any alterations, inclusions or changes as determined by Council prior to Council ratification of any Committee recommendations.

Date of Adoption by Assiginack Council:

ASSIGINACK PARKS AND RECREATION COMMITTEE

TERMS OF REFERENCE

2023

MANDATE:

To provide advice to Council on priorities for planning and policy development and programming with regards to sports, arts, leisure, culture and parks and recreation facilities and activities.

SCOPE OF THE COMMITTEE:

To advise Council in order to meet the following objectives:

- Provide input in the development of plans and policies for open spaces, recreation, leisure and the arts
- Pursue and facilitate the involvement of the community in leading, developing and delivering activities, programs and events that provide public engagement opportunities and build on the vitality of the recreation, leisure of the community through partnerships and assistance to:
 - the business community in general
 - community groups
 - arts and cultural groups
 - non profit organizations
 - residents across all demographics
 - other communities
- Raise the profile of parks, recreation and culture through positive support and promotion of the community
- Help to ensure communication and coordination across all organizations in the municipality engaged in these activities
- Encourage and support volunteer organizations within the municipality who provide leisure, recreation, arts and cultural services
- Identify concerns and present constructive solutions for the municipality's programs, events and facilities
- Undertake other assignments as may be requested by Council as it relates to the overall purpose of the Committee.

The Committee does not concern itself with the administrative issues, except as presented in the context of policy and planning considerations.

MEMBERSHIP AND ORGANIZATION:

The Committee shall consist of the following:

Voting Members: Two Council representatives

Three Ratepayers

Non Voting Members: Municipal Staff

Consideration will be given to citizen members who represent a diversity of experience, knowledge and disciplines related to the Committee's mandate.

The Committee shall be appointed to coincide with the term of Council.

The Committee shall abide by the Municipality's Procedural By-law and other policies.

MEETINGS AND MINUTES:

The Committee shall hold monthly meetings at a date, time and location determined by the Chair. By majority agreement of voting members, meetings may be postponed, rescheduled or cancelled for lack of topics to be discussed.

Meetings shall be open to the public and conducted in accordance with the Municipality's procedural by-law.

The Committee Chair shall be responsible for speaking on behalf and representing the Committee.

REPORTING RELATIONSHIP:

Recommendations of the Committee must be adopted by Resolution and presented in the form of Minutes approved by Council.

The Committee may also refer matters to other committees for comment or input.



STRATEGIC PLAN OF ACTION COMMITTEE (SPAC) FOR THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

TERMS OF REFERENCE

Name

This committee shall be known as the Strategic Plan of ACTION Committee (herein known as the "Committee").

Purpose

The purpose of this Committee is to provide Council with a comprehensive Strategic Plan of ACTION for the next 5 years.

Mandate

The mandate of the Committee is to advise and/or make recommendations to Council with respect to Strategic Action items. (*Living document)

Delegated Authority

The Committee is an advisory committee to Council and does not have any delegated authority.

The Committee has no authority to direct staff and any recommendations requiring implementation, reports or staff actions must first be considered by Council before any action by staff may be taken.

Committee Composition

The membership of the Committee will be comprised as follows:

Chair: Mayor Brenda Reid

Staff EDO / Secretary: Shelba Millette

Committee / Council Members: Dwayne Elliot, Jennifer Hooper, and Rob Maguire

The Committee can have any number of volunteers to work with, as long as Council has approved their participation for legal liability purposes.

Appointment

For the purposes of these Terms of Reference, "Ex-officio members" mean persons who are members of this Committee by virtue of another office. Without limiting the generality of the foregoing, for example the Mayor or Council are deemed ex-officio members.

All members of the Committee, save and except for ex-officio members, will be officially appointed by Council. The current Committee may consist of up to four members of Council and Staff.

Additional volunteer members of the Committee will be recommended by the Committee and officially appointed by Council.

The advertising of volunteer vacancies on and appointments to this Committee will be in accordance with the policies adopted by Council from time to time.

All volunteer members of the Committee will hold office for a term coincident with the term of Council and remain in office until their successors are appointed.

In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, such vacancy shall be dealt with in accordance with the policies adopted by Council from time to time.

Lead/Reporting Relationship

The lead staff liaison for the Committee to Council shall be the EDO, Administrator/Clerk or designate.

Representatives from special interest groups may be asked to attend meetings at the discretion of the Committee.

Administration of the Committee

Volunteer members of the Committee will serve without remuneration.

Any expenses shall be within the approved budget for the Committee, which will be fixed annually by Council. Expenses shall be authorized by the Treasurer under the Township's Procurement Policy,

The Committee will elect one Chair, a Recording Secretary and such other officers as it may deem necessary to serve for such period as determined by the Committee.

The Committee will record all meeting minutes by way of motions and submit quarterly reports to Council for approval and ratification via the staff liaison.

In the event a matter within the mandate of the Committee arises between meetings, staff will consult with the Chairperson of the Committee and the matter will be placed on the agenda for the next meeting for consideration by the Committee.

Quorum/Meeting Prerequisite

Quorum shall be a majority of the members of the Committee, not including the Chairperson. However, if the Chairperson is present at a meeting, he/she may be counted in determining if a quorum is present and / or to break a tie vote.

The Committee will meet every second Tuesday of each month or as needed, with the specific dates and times for regular meetings to be determined by the Committee.

Meetings of the Committee shall not conflict with regular meetings of Council.
(Generally, Tuesday nights)

The Committee will address any alterations, inclusions or changes as determined by Council prior to Council ratification of any Committee recommendations.

Date of Adoption by Assiginack Council: