Committee By-law

By-law 2023-04, As Amended

"A By-Law To Define The Mandate And Meeting Procedures

For Committees Established By The

Corporation of The Township of South Frontenac"

Consolidation Of Amendments

Subject	Amending By-Law	Effective Date
Council Procedural By-law	By-law 2025-22	April 1, 2025
Committee Mid-term Evaluation	By-law 2025-23	April 1, 2025
Committee of Adjustment	By-law 2026-44	November 17, 2026
Committee of Adjustment	By-law 2026-60	November 17, 2026

The By-law numbers highlighted in this consolidation refer to the By-laws that amended the principal By-Law (By-law 2023-04).

Original copies are obtainable upon request from the Clerk’s Department.

Township of South Frontenac By-Law 2023-04

A By-Law To Define The Mandate And Meeting Procedures For Committees Established By The Township of South Frontenac

Passed: January 31, 2023

Whereas By-law 2025-21, ‘Procedural By-law’ establishes the rules and procedures under which Council and Committees of Council are to operate; and,

Whereas Council has established committees and boards that are comprised of both members of the public and members of Council;

Now Therefore Be It Resolved That the Council of The Corporation of the Township of South Frontenac enacts as follows:

1.0 Application of the Committee By-law

1.1 Code of Conduct

All members of Council and members of the public appointed by the Township of South Frontenac to a board, committee or community committee outlined in the Committee By-law must abide to By-law 2019-12, A By-Law to Adopt A Council Code Of Conduct, Complaint Protocol And A Council Staff Relationship Policy And Delegate To The Integrity Commissioner The Authority To Impose Penalties Under The Code Of Conduct.

1.2 Use of Terms; “Agency”, “Board” and “Committee”

The use of the terms “Agency”, “Committee” and “Board” shall be used interchangeably for the purpose of the Committee By-law.

2.0 Policy For Creating, Amending or Dissolving a Committee, Sub-Committee or Working Group

2.1 Procedure

Council may create a new committee, amend an existing committee and/or its mandate/terms of reference, or dissolve an existing committee in accordance with the following sub-sections. A non-statutory advisory committee shall not extend beyond the term of Council unless the newly elected Council confirms by resolution the continuance of the committee.

2.2 Creating a Committee - Council may create a new committee in response to any of the following:

(a) Requirements of applicable legislation or regulation (Federal, Provincial or Municipal By-law);
(b) Changing priorities;
(c) To address significant public issues or trends;
(d) Where public input is deemed desirable;
(e) Recommendation and report by staff; and,
(f) Any other reason deemed appropriate by Council.

In creating a new committee, Council shall have regard for the following:

(a) Establishing a clearly defined mandate and terms of reference;
(b) Membership and quorum requirements/qualifications;
(c) Composition of the committee;
(d) Alignment with the Strategic Plan, Departmental goals and objectives;
(e) The reporting relationship and frequency of meetings;
(f) Public and financial considerations;
(g) Staff resources to be made available and the impacts on Township Departments;
(h) The need for any sub-committees/working groups; and,
(i) Defined timeline for completion of the assigned tasks (i.e. sunset date).

2.3 Amending A Committee and/or Its Mandate

Amendments to the mandate/terms of reference of a committee may be initiated by Council, by resolution of the committee or by a report and recommendation from staff. The following factors may be considered by Council when amending a committee’s mandate/terms of reference:

(a) Impact of the change on the mandate/terms of reference;
(b) Continued relevance of the committee’s purpose and/or function;
(c) The degree of public interest;
(d) Changes to the applicable legislation or regulations;
(e) Changing Council priorities or new issues at Council;
(f) Cost analysis and required resources; and,
(g) Committee sunset date.

2.4 Dissolving A Committee

The dissolving of a committee may be triggered by any one of the following:

(a) Expiration of the committee term;
(b) Completion of the committee’s task or mandate;
(c) Effectiveness of the committee’s operations (e.g. frequency of meetings, amount of committee business, number of cancelled meetings);
(d) Resolution of the issues that led to the creation of the Committee;
(e) The legislative requirement for the committee no longer exists;
(f) Merger with another committee;
(g) Changing Council priorities;
(h) Recommendation by the committee by resolution; and,
(i) Report and recommendation by staff.

All committees created by Council will be formally dissolved by a Council resolution that is implemented through amendments to this By-law as necessary.

2.5 Establishment of Sub-Committees/Working Groups

If it is the desire of the majority of a Committee to establish a Sub-Committee/Working Group, a recommendation must be made to Council, either directly or through the appropriate Committee for approval of the creation of the Sub-Committee/Working Group.

Included with the recommendation for the establishment of the Sub-Committee/Working Group must be information with respect to:

(a) The Sub-Committee/Working Group mandate/terms of reference;
(b) The number of members;
(c) The composition of membership, including members of the public and staff, if applicable, and how members are to be recruited;
(d) The reporting structure;
(e) The staff and other resources to be made available; and,
(f) A start and finish date.

A Sub-Committee/Working Group may also be appointed directly by Council. Sub-Committee/Working Group authorizations must be reviewed annually by Council.

3.0 Criteria to Serve on Committee

Citizen appointees to committees listed in this By-law must be at least 18 years or older, a resident/business owner in the Township, and be one of the following:

- Canadian Citizen, or
- Permanent Resident, a person who has been given permanent resident status by immigrating to Canada but is not a Canadian Citizen, and has resided in the Township of South Frontenac for at least one year.

Appointees must maintain residence in the Township of South Frontenac for the duration of their term.

All appointments made to agencies, boards and commissions listed in Schedule B, C and D must be made in accordance with the rules established by their governing body.

3.1 Term of Appointment

(a) Committee members will continue to serve on a committee past the expiration of their term until they are replaced. All Council membership on all Committees end on November 14 of a municipal election year.

(b) Terms of office and membership on some external boards / commissions / authorities or quasi-judicial committees must be in accordance with this By-Law unless the term of office is established under statute, legislation or relevant governing body.

(c) The term of appointment is defined by the Committee By-law and confirmed by a resolution of Council.

(d) Renewed membership on a committee is not automatic, any member of the public who wishes to serve for an additional term must submit the approved application form or provide a letter which includes the necessary information in order to be considered for re-appointment.

3.2 Retention of Applications to Serve on Committees

Applications from members of the public who are not appointed during the regular appointment process will be kept on file in the Clerk’s Department for a period of one year from the date of submission. If a vacancy occurs on a Committee within one year, the applicants who applied to serve on that Committee and were not appointed will be contacted and asked if they are still interested in serving. Names of those who continue to have an interest to serve on the Committee will be submitted to Council for consideration to fill the vacancy. The Clerk’s Department will readvertise the vacancy if necessary.

4.0 General Provisions Governing Committees Outlined in Schedule A and Schedule C

Except as otherwise provided for in this by-law, all Committees outlined in Schedule A and Schedule C of this By-law must conform to the rules governing the procedures of a meeting of Council as outlined in the ‘Procedure By-Law’.

The rules of procedure outlined in the ‘Procedure By-Law’ can be suspended by a majority affirmative vote of the members of a Committee who are present and voting.

The rules of this By-Law can be suspended by a majority affirmative vote of the members of a Committee (excluding the Committee of the Whole) who are present and voting.

4.1 Role of the Clerk or Deputy Clerk

The Clerk or Deputy Clerk shall provide administrative and legislative support to the Committee as well as conduct their duties in accordance of the *Municipal Act* and all other relevant legislation.

Resolutions from Committees outlined in Schedule A will be referred to Council by the Clerk or Deputy Clerk.

4.2 Absenteeism

(a) If a member of a Committee is absent for three (3) consecutive meetings without cause acceptable to the Committee, the absences will be brought to the attention of the Clerk.

(b) The Clerk will contact the absent committee member to discuss the reasons for absenteeism and to determine whether the member wishes to provide a letter of resignation.

(c) Upon confirmation that the member will no longer be serving on the Committee, the Clerk will notify Council of the vacancy and the need for a replacement. If a member indicates the desire to continue to serve on the Committee, the member will be advised that attendance is required, or the member will be removed from the Committee.

4.3 Mayor as Ex-Officio Member of Committees and Council Member Participation

Note: Section 4.3. applies exclusively to Committees outlined in Schedule A of the By-law

(a) The Mayor of the Council is *ex officio* a member of every Committee out;

(b) Where a Committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor of the Council, such number is automatically increased by one, being the Mayor of the Council, as provided under (a) above, when the Mayor is present, and all members of the Committee are present.

In those instances when all members are not present, the Mayor’s attendance replaces an absent member and the membership number is not automatically increased by one.

(c) The Mayor is able to participate in the business of the Committee without any restriction including voting.

(d) Members of Council are entitled to attend a meeting of a committee that they have not been appointed to but cannot participate in deliberations or vote. Attendance by non-committee members will not be compensated.

4.4 Agenda

The Agenda of every committee outlined in Schedule A and Schedule C of this By-law will be structured as follows:

1) Call to Order
2) Approval of the Agenda
3) Confirmation of Minutes
4) Disclosure of Pecuniary Interest
5) Delegations
6) Briefings
7) Business
8) Motions
9) Notices of Motion
10) Correspondence
11) Date of Next Meeting
12) Adjournment
*Abeyance List

4.5 Agenda Distribution

Agendas will be circulated to Committee members and posted on the Township of South Frontenac Website (Civic Web Portal) by 3:00 p.m., the Friday prior to the Committee meeting.

4.6 Motions on Committee Agendas

Motions must be in the hands of the Clerk by 12:00 noon one week prior to the regular Committee meeting for inclusion in the Agenda.

4.7 Election of Officers

Each Committee will meet as soon as possible after the day of the inaugural meeting of Council and/or in December each subsequent calendar year to formulate its recommendations regarding Chair and Vice-Chair from its membership for a term commencing December 1st and terminating November 30th or until a successor is appointed. For the purpose of clarity, a member of the Committee who served as Committee Chair or Vice-Chair may be reappointed as Committee Chair or Vice-Chair.

4.8 Delegations

a) Delegations shall self-register by completing the Delegation Request Form on the Township website and submitting it to the Clerk before 4:00 p.m. two days prior to the Meeting at which the Delegation desires to be heard. Delegations may not be registered by a third party.

b) A maximum of three (3) Delegations may address a Committee during a meeting. Additional Delegations may be permitted by an affirmative vote of the majority of the Committee Members present and voting on the matter. Such a Motion shall be decided without debate.

c) Notwithstanding 4.8.b, two (2) additional Delegations may speak to a matter related to the Committee mandate but not included on the agenda provided that they register in writing with the Clerk’s Department by noon the Thursday prior to the committee meeting.

d) Delegations must provide any material to be presented to the Clerk before 4:00 p.m., two days prior to the Committee Meeting at which the Delegation desires to address the Committee.

e) Each Delegation shall have a maximum of five (5) minutes to address the Committee. The allotted time may be used by one (1) or more persons, as decided by the Delegation.

f) Committee members shall not pose questions to staff during a Delegation.

g) Delegations shall be permitted on the following topics:

i. a planning or road closure application before the Council, Committee of the Whole, County Council or the Committee of Adjustment;
ii. any matter that is not within the jurisdiction of Council or Committee, as determined by the Chair in consultation with the Clerk.

4.9 Briefings

Briefings provided by representatives acting on behalf of the Township of South Frontenac shall be permitted with respect to any item on the Agenda. Briefings shall be limited to ten (10) minutes, unless an extension has been recommended by the Chief Administrative Officer to the Clerk due to the importance of the subject.

4.10 Public Participation - Public Meetings

Members of the public may address the Committee during a public meeting for a maximum of five (5) minutes.

Members of the public must provide their name and address prior to commencing their statement.

4.11 Order of Debate/Deliberation

i. Introduction of Business Item (Typically by Staff)
ii. Questions from the Committee
iii. Put Motion on the Floor
iv. Deliberations
v. Vote

4.12 Location of Meetings

Committee meetings are held in the Council Chamber at the Town Hall, 4432 George Street, Sydenham unless otherwise advertised.

4.14 Virtual Participation – Committee Members

Committee members are expected to attend meetings in person. If a Committee Member is either ill or away from the municipality they may participate virtually in the meeting provided that they have made arrangements with the Clerk’s Department prior to the meeting. Members of the public may participate in meetings virtually.

4.15 Clauses Lost or Deferred at Committee Meetings

(a) Items rejected by any Committee must be reported to Council with a “negative recommendation”, allowing Council the opportunity to discuss the item.

(b) Motions that result in a tied vote at a Committee meeting must be reported to Council with no recommendation to allow Council the opportunity to discuss and make a decision.

5.0 General Provisions Governing The Committee of Adjustment

Except as otherwise provided for in this By-law, the Committee of Adjustment must conform to the rules governing the procedures of a meeting of Council, with necessary adjustments, as outlined in By-law Number 2025-21, as amended (‘Procedure By-Law’).

The rules of procedure outlined in the ‘Procedure By-Law’ can be suspended by a majority affirmative vote of the members of the Committee who are present and voting.

5.1 Agenda

The Agenda of the Committee of Adjustment will be structured as follows:

1. Call to Order
2. Adoption of Agenda
3. Declaration of Pecuniary Interest
4. Approval of Minutes
5. Consent Applications
6. Minor Variance / Permission for Legal Non-Conforming Use Applications
7. Other Business
8. Adjournment

5.2 Agenda Distribution

The Committee of Adjustment Meeting Agenda and Addendum shall be distributed in accordance with Section 10.2, 10.3 and 10.4 of the ‘Procedure By-law’.

5.3 Election of Officers

The Committee of Adjustment will meet as soon as possible after the day of the inaugural meeting of Council and/or in December each subsequent calendar year to formulate its recommendations regarding Chair and Vice-Chair from its membership for a term commencing December 1st and terminating November 30th or until a successor is appointed. For the purpose of clarity, a member of the Committee who served as Committee Chair or Vice-Chair may be reappointed as Committee Chair or Vice-Chair.

5.4 Location of Meetings

Committee of Adjustment meetings are held in the Council Chambers at 4432 George Street, Sydenham unless otherwise advertised.

5.5 Virtual Participation

Virtual Participation shall occur in accordance with Section 4.13. of the ‘Procedure By-law’.

5.6 Duties and Responsibilities

(a) **Chair**

- Presides at all Committee of Adjustment hearings and meetings and exercises authority and performs duties as required.
- Provides guidance and leadership to the Committee in the completion of its mandate.
- Ensures that decorum is maintained at each hearing and meeting and that rules of procedure and conduct are observed.

(b) **Vice Chair**

- Acts in the Chair’s absence and assumes the roles and responsibilities of the Chair.

(c) **Committee Members**

- Review applications sent to them in advance of the hearing.
- Visit the sites that are subject to the applications prior to the hearing.
- Attend Committee of Adjustment hearings, consider applicant, agency and public comments, make decisions in public regarding applications and sign decisions.
- Contribute time, knowledge, skill and expertise to fulfill the Committee mandate.
- Are cognizant of any conflict of interest or perceived conflict in terms of issues that may serve to benefit them personally.
- Act to protect the privacy of individuals with respect to personal information contained in application forms and information circulated to the Committee and to ensure that personal information is used solely for the processing of the application.

(d) **Secretary-Treasurer**

- Provides administrative and legislative support
- Review all applications for processing
- Distribute the agenda and public notice
- Record and circulate the minutes
- Issue decisions

(e) **Planning Services Staff**

- Act as subject matter expert and provide information to assist the Committee in its decision-making.
- Prepare reports outlining the consistency and conformity of applications with relevant planning policies and provide recommendations to the Committee for each application.

6.0 General Provisions Governing Community Committees Outlined in Schedule E

Except as otherwise provided for in this by-law, all Community Committees outlined in Schedule E must conform to the rules governing the procedures of a meeting of Council as outlined in the ‘Procedure By-Law’.

The rules of procedure outlined in the ‘Procedure By-Law’ can be suspended by a majority affirmative vote of the members of a Committee who are present and voting.

The rules of this By-Law can be suspended by a majority affirmative vote of the members of a Committee (excluding the Committee of the Whole) who are present and voting.

6.1 Appointment of Recording Secretary

Each Community Committee must appoint a Recording Secretary at the first meeting of each year.

The Community Committee must provide the Clerk’s Department with the name and contact information of the Recording Secretary.

6.2 Role of the Recording Secretary

The Recording Secretary will conduct their duties in accordance of the *Municipal Act* and all other relevant legislation.

The Recording Secretary will prepare an agenda utilizing the agenda template provided by the Clerk’s Department in accordance to Sections 6.3. and 6.4. of this By-law.

The Recording Secretary will produce Minutes in accordance to Section 6.4. of this By-law which include attendance, a summary of discussions, all resolutions, decisions and other proceedings utilizing the minutes template provided by the Clerk’s Department.

It is the responsibility of the Recording Secretary to report to Council on all matters connected with their duties or referred to them by the Council.

6.3 Agenda

The Agenda of every Community Committee outlined in Schedule E of this By-law will be structured as follows:

1) Call to Order
2) Approval of the Agenda
3) Confirmation of Minutes
4) Disclosure of Pecuniary Interest
5) Business
6) Correspondence
7) Date of Next Meeting
8) Adjournment

6.4 Agenda and Minutes Process

Community Committee agendas must be posted on the Events Calendar on the Township of South Frontenac Website by 2:00 p.m. of the Friday the week prior to the meeting. Note: The agenda will be posted by the Township Communications Officer.

Community Committee minutes are to be provided to the Clerk’s Department within one week of the meeting for inclusion in the Council Agenda.

6.5 Election of Officers

Each Committee will meet as soon as possible after the day of the inaugural meeting of Council and/or in December each subsequent calendar year to formulate its recommendations regarding Chair and Vice-Chair from its membership for a term commencing December 1st and terminating November 30th or until a successor is appointed. For the purpose of clarity, a member of the Committee who served as Committee Chair or Vice-Chair may be reappointed as Committee Chair or Vice-Chair.

6.6 Order of Debate/Deliberation

i. Introduction of Business Item
ii. Questions from the Committee
iii. Put Motion on the Floor
iv. Deliberations
v. Vote

6.7 Location of Meetings – Open to the Public

The location of the meeting will be determined by the respective Community Committee. It being understood that the meeting is to be held in a facility that is both accessible and open to the public.

6.7 Financial Administration

(a) All cash revenues and expenditures either raised by the Community Committee or approved by the Community Committee, can flow through a separate set of accounts in the Township subledger, however the Township is not responsible for approvals of these funds.
(b) If at any time any of the revenues or expenditures are in contravention of the Municipal legislation, the Township will notify the Community Committee and not issue payments or accept any payments.
(c) No Community Committee may contract or utilize the Township resources without prior approval from the relevant Township of South Frontenac director(s).

7. Committee Terms of Reference and Composition

8.0 Committees Reporting to Council – Schedule ‘A’

8.1 The composition and terms of reference for Committees Reporting to Council established by the Township of South Frontenac are in accordance with Schedule “A”, attached hereto and forming a part of this By-Law.

8.2 Committees defined under Schedule “A” are supported by the Clerk’s Department.

9.0 Agencies and Boards With Council Appointees – Schedule ‘B’

9.1 The Agencies and Boards to which Council makes appointments, but are not Committees of Council, are included in Schedule ‘B’, attached hereto and forming a part of this By-Law. These Committees are bound by the rules established by their governing body.

10.0 Legislated Committees and Boards – Schedule ‘C’

10.1 The composition and terms of reference for Legislated Committees and Boards are in accordance with Schedule “C”, attached hereto and forming a part of this By-Law.

10.2 Committees defined under Schedule “C” are supported by the Clerk’s Department.

11. Committee of Adjustment – Schedule ‘D’

11.1 The composition and terms of reference for the Committee of Adjustment are in accordance with Schedule “D”, attached hereto and forming a part of this By-Law.

11.2 The Committee of Adjustment is supported by the Secretary-Treasurer.

12. Community Committees – Schedule ‘E’

12.1 The composition and terms of reference for Community Committees are in accordance with Schedule “E”, attached hereto and forming a part of this By-Law.

12.2 Committees defined under Schedule “E” are primarily supported by the Recording Secretary.

13. Remuneration – Citizen Appointments

13.1 Committee Members are entitled to remuneration in accordance with Schedule “F” attached hereto and forming a part of this By-Law. It being understood that remuneration for members of Council is governed by By-law 2007-15, “A By-Law to Provide for the Remuneration for Members of Council” as updated by resolutions 2018-18-06 and 2019-18-17.

13.2 Committee Members are required to submit documentation provided by the Township of South Frontenac on a monthly basis to the Clerk.

14. **That** this By-law shall come into force and take effect upon the date of final passing.

15. **That** all other by-laws, policies and resolutions related to the governance of Township of South Frontenac boards and committees with exception of By-law 2017-76 be repealed.

Read a First and Second Time this 31st day of January, 2023.

Read a Third Time, Signed, Sealed and Finally Passed this 31st day of January, 2023.

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

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Ron Vandewal, Mayor

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Louise Fragnito, Clerk

Schedule A – Committees Reporting to Council

Committee Name: Heritage Advisory Committee

Reporting To: Council

Composition (As Appointed by Council): One (1) member of Council and between Four (4) and Eight (8) Members of the Public

Term of Appointment: Term of Council

Meeting Schedule: Fourth Thursday of the following Months; January, April, July, October at 1:00 p.m.

Mandate/Terms Of Reference: The Committee shall study and report to Council on matters which include, but are not limited to issues related to:

- To advise and assist Council on matters relating to Part IV (conservation of properties of architectural and / or cultural heritage value or interest) and Part V (identification of a potential Heritage Conservation District) of the Ontario Heritage Act. Specifically, a Heritage Committee would be engaged**:**
    - during the heritage designation process for individual properties and for districts;
    - on applications to alter heritage designated properties;
    - on applications to demolish or remove heritage designated properties;
    - on applications to repeal designation by-law of a heritage designated property.

  Note: The Committee may only consider applications for the designation of properties under Part IV of the Ontario Heritage Act which have the support of the property owner or as requested by Council.
- To identify properties and features which have architectural and/or cultural heritage value or interests.
- To assist with the registration of properties which have been identified as having architectural and / or cultural heritage value or interests.
- To assist and advise Council on the research, education/training, promotion and celebration of the heritage of South Frontenac and the area’s rural traditions and values.
- To initiate programs such as interpretive plaques showcasing heritage locations and features, historical walking tours, Doors Open events and similar celebrations of heritage which contribute to the overall sense of place and appeal of South Frontenac as a place to live and visit.
- To explore financial assistance programs related to the conservation of heritage properties and features.
- To assist and advise Council on changes to Official Plan policies and Zoning By-law regulations related to heritage matters.
- To assist and advise Council on proposals for adaptive reuse of properties and features having architectural and / or cultural heritage value or interests.

- To facilitate and assist with communication with local and regional heritage interests and the exchange of ideas and expertise through cooperation, partnership and consultation.
- To prepare an Annual Work Plan and Budget estimates for Council’s consideration.
- To carry out other assigned duties and responsibilities identified by Council related to heritage matters.

-and further-

To consider such similar matters as may be directed by Council, or referred by the Clerk from time to time.

Schedule A – Committees Reporting to Council

Committee Name: Recreation & Leisure Services Advisory Committee

Reporting To: Council

Composition (As Appointed by Council): Two (2) members of Council and Six (6) members of the public

Terms of Appointment: Term of Council

Meeting Schedule: Fourth Thursday of the following Months; February, May, Aug, November at 6:00 p.m.

Mandate/Terms of Reference: The Committee shall study and report to Council on matters which include, but are not limited to issues related to:

- Advise Council in the implementation of the recommendations of the Recreation, Parks, and Leisure Master Plan. This will include an annual review of the recommendations and setting specific goals towards achieving the recommendations.
- Act as a conduit between the community and Council. The committee will support and guide residents through the process of successfully presenting ideas and needs to Council.
- Assist with the coordination and execution of Township-led events and programs.
- Provides input to the annual recreation capital and operating budget from an asset management perspective, prioritizing recommendations for budget inclusion based on actual usage, community needs, and recommendations from the Recreation, Parks, and Leisure Master Plan.
- Support community recreation education initiatives, including the annual Community Services and Activity Guide, the Recreation and Leisure Services Fair, and the Annual Volunteer Appreciation program.

-and further-

To consider such similar matters as may be directed by Council, or referred by the Clerk from time to time.

Notwithstanding Section 2.1. of the Committee By-law, the Recreation & Leisure Services Committee is considered a permanent advisory committee.

Schedule B - Agencies and Boards with Council Appointees

1. The **Cataraqui Region Conservation Authority** - 2 members of Council, appointed for the term of Council. This body sets policies and reviews the operations of the Conservation Authority pursuant to the *Conservation Authorities Act* of Ontario.

2. The **Quinte Conservation Authority** – 1 member of Council, appointed for the term of Council. This body sets policies and reviews the operations of the Conservation Authority pursuant to the *Conservation Authorities Act* of Ontario.

3. The **Rideau Valley Conservation Authority** – 1 member of Council, appointed for the term of Council. This body sets policies and reviews the operations of the Conservation Authority pursuant to the *Conservation Authorities Act* of Ontario.

4. The **Frontenac Community Area Board** - 2 members of Council, appointed for the term of Council. The Board sets policy reviews arena operations and approves monthly financial statements.

5. The **Southern Frontenac Community Services Board** - 2 members of Council, appointed for the term of Council. The Board of Directors of Southern Frontenac Community Services, while ultimately responsible for all aspects of the organization’s work and functions, is a governing Board. It is primarily focused on policy direction intended to ensure the continuing capacity to provide the services needed by vulnerable people and families in its catchment area.

   Note: Members of Council appointed to the Southern Frontenac Community Services Board represent the Township of South Frontenac in an non-voting capacity.

Schedule C - Legislated Committees

Committee Name: Compliance Audit Committee

Reporting To: Clerk

Composition: The committee shall be composed of not fewer than three and not more than seven members and shall not include,

(a) employees or officers of the municipality or local board;

(b) members of the council or local board;

(c) any persons who are candidates in the election for which the committee is established; or

(d) any persons who are registered third parties in the municipality in the election for which the committee is established.

Terms of Appointment: Term of Council

Meeting Schedule: As Required

Mandate/Terms of Reference:

Under the Municipal Elections Act, the Township is required to establish a Compliance Audit Committee. The committee will consider applications from electors who believe that a candidate in the Municipal Election has contravened the campaign finance rules under the Municipal Elections Act.

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Schedule D – Committee of Adjustment

Committee Name: Committee of Adjustment

Reporting To: Not Applicable

Composition (As Appointed by Council): Nine (9) members of Council

Term of Appointment: Term of Council

Meeting Schedule:

- Second Tuesday of February, March, April, May, June, August, September, October, November and December; and
- Third Tuesday of July.

Mandate/Terms of Reference:

The Committee of Adjustment shall operate in accordance with Sections 44 and 54 of the *Planning Act.*

Hearings

The Committee of Adjustment is a quasi-judicial body. It shall provide for and conduct a fair hearing by:

- Allowing anyone wishing to speak to an application a reasonable opportunity to do so.
- Giving due diligence to the consideration of each application.
- Openly having all discussions about each application and making all decisions in public at the hearing.
- Making rational decisions with appropriate, well-thought-out conditions.
- Clearly stating the reasons for the decisions.

Quorum

Notwithstanding the South Frontenac Township Procedure By-law, consistent with the Planning Act, three members constitute a quorum for consent, minor variance, and legal non-conforming use applications.

Voting

Voting is by simple majority on the application. A tie vote means the application is refused.

Schedule E - Community Committees

1. The **Battersea Pumpkin Festival** – 1 member of Council, appointed for the term of Council. Members of the public are appointed by Council for the term of Council. This Community Committee is responsible for the organization of the annual festival.

2. The **Bellrock Community Hall Committee**– 1 member of Council, appointed for the term of Council. Members of the public are appointed by Council for the term of Council. This Community Committee is responsible for the operation of the Bellrock Community Hall.

3. The **Harrowsmith Beautification Committee** – 1 member of Council, appointed for the term of Council. Members of the public are appointed by Council for the term of Council. This Community Committee will act as an executive committee, working with other committees (Harrowsmith and District Social and Athletic Club) and individuals who volunteer to assist with events sponsored by the Committee.

4. The **Portland Community Caring**– 1 member of Council, appointed for the term of Council. Members of the public are appointed by Council for the term of Council. This his Community Committee is responsible for the operation of the Hartington Community Caring Centre Second Hand Store.

5. The **South Frontenac Museum Board**– 1 member of Council, appointed for the term of Council. Members of the public are appointed by Council for the term of Council. This Community Committee is responsible for the operation of the South Frontenac Museum.

6. The **Verona Community Association** – 1 member of Council, appointed for the term of Council. Members of the public are appointed by Council for the term of Council. The Community Committee promotes community involvement and welfare.

7. The **Verona Medical Center**– 1 member of Council, appointed for the term of Council. Members of the public are appointed by Council for the term of Council.

Schedule F – Remuneration Schedule

Committee or Board	Meeting and Associated Site Visits	Mileage (Includes Mileage for Site Visits and Meeting)	Other
Heritage Advisory Committee	50.00 (Meeting) + 50.00 (Total: Site Visits Associated with Meeting)	0.73 per KM	Not Applicable
Recreation & Leisure Services Advisory Committee	50.00	0.73 per KM	Not Applicable
Committee of Adjustment	50.00 (Total: Site Visits Associated with Meeting)	0.73 per KM	Not Applicable
Community Committees	Not Applicable	Not Applicable	Not Applicable