

CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 29-2023

Being a by-law to establish standing committees
and approve their terms of reference

WHEREAS By-law 95-2022, 'Procedure By-Law' as amended, establishes the rules and procedures under which Council and Committees of Council are to operate; and

WHEREAS the Procedural By-law defines Standing Committees to mean a Committee of the Council established to address matters which Council has referred to it and deems appropriate for the Committee to consider. Standing Committees shall address on-going matters within the scope and responsibility of Council and shall be expected to provide advice and/or recommendations on matters under Council consideration; and

WHEREAS each established committee functions within an established mandate and terms of reference framework;

NOW THEREFORE the Council of the Corporation of the Town of Renfrew enacts as follows:

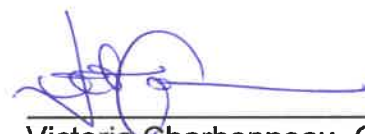
1. THAT Council approve the *Planning, Building and Environment* mandate and Terms of Reference attached hereto (Appendix A) and forming part of this By-Law be adopted.
2. THAT Council approve the *Infrastructure, Public Works and Asset Management Committee* mandate and Terms of Reference attached hereto (Appendix B) and forming part of this By-Law be adopted.
3. THAT Council approve the *Fire, Recreation & Community Services Committee* mandate and Terms of Reference attached hereto (Appendix C) and forming part of this By-Law be adopted.
4. THAT Council approve the *Corporate Services and Economic Development Committee* mandate and Terms of Reference attached hereto (Appendix D) and forming part of this By-Law be adopted.
5. THAT this By-Law is effective on the date of approval and adoption below.
6. THAT By-Law 99-2022 is hereby repealed.

Read a first and second time this 25th day of April, 2023.

Read a third time and finally passed this 25th day of April, 2023.



Tom Sidney, Mayor



Victoria Charbonneau, Clerk

Appendix A - Town of Renfrew Planning, Building and Environment Committee

Mandate

The Planning, Building and Environment Committee provides guidance on planning and building matters in accordance with the Town's Official Plan, Zoning By-law, Community Improvement Plan, the Ontario Building Code, and applicable County and Provincial policy and legislation. In addition to all issues related to solid waste, waste diversion, forestry, and environmental services.

Membership

Membership of the Planning, Building and Environment Committee shall consist of three Members of Council appointed by Council with the Mayor as Ex Officio.

General Responsibilities

The Planning, Building and Environment Committee shall:

1. Be responsible directly to Council for those items emanating from applicable services within the Development and Environment Department.
2. Consider any budget matters for recommendation to Council, including all operating and capital adjustments, pertaining to items within the Committee's mandate.
3. Make recommendations to Council related to planning policy and growth initiatives for the Town of Renfrew.
4. Receive reports from staff regarding the exercise of delegated authority on items within the Committee's mandate.
5. Receive information reports with key performance indicators and other data pertaining to the Development and Environment Department.
6. Receive reports and status updates on major capital items and projects within the Committee's mandate.
7. Receive public delegations on matters affecting general land use planning in the Town of Renfrew, and hold public meetings and hearings, as required by the *Planning Act* and the *Municipal Act, 2001* within the Committee's mandate.
8. Service as the Town's Committee of Adjustment and hold hearings and make decisions accordingly.
9. Monitor federal and provincial legislation within the Committee's mandate.
10. Address all matters related to, and arising from, any Local Board, Working Group, Task Force, Sub-committee, or Partner Organization that are within the area of responsibility of the Planning, Building and Environment Committee.
11. Recommend to Council proposed by-laws that are under the Committee's jurisdiction.

Specific Responsibilities

The Planning, Building and Environment Committee shall:

Planning and Building

1. Provide direction to staff for the implementation of the planning and development goals and policies as outlined in the Town's Official Plan document.
2. Make recommendations to Council with respect to all Official Plan matters.
3. Ensure the proper investigation and survey of the physical, social, economic, and environmental conditions in relation to the development and redevelopment of land within the town's boundary, within the scope of authority prescribed by the *Planning Act*.
4. Consult with applicable agencies having jurisdiction within the Town of Renfrew and whose mandates deal with items pertaining to this Committee.
5. When applicable, and where a policy of Council identifies the Committee as the approval authority, or where delegation of authority to staff has been lifted for a planning matter or category of matters, review and consider reports and issue decisions in accordance with applicable by-laws, policies, and legislation.
6. When applicable, where time permits, and where a policy of Council identifies Council as the approval authority, or where delegation of authority to staff has been lifted for a planning matter or category of matters, review and consider reports and issue recommendations to Council in accordance with applicable by-laws, policies, and legislation.
7. Review and make recommendations to Council concerning other planning matters of the Town, including area studies, special studies, aerial photography and mapping, development control matters and planning policy matters.
8. Receive reports from the Building Official Report to understand the current levels of development and identify any need and method for improvement to Council.
9. Review and make recommendations to Council on street name changes, sign by-laws, and other planning and building, or development-related matters referred to the Committee by staff or Council for review.

Development Charges

1. Review and make recommendations to Council on all front-ending agreements pertaining to items within the mandate of this Committee.
2. Review and make recommendations to Council on all issues pertaining to the *Development Charges Act*.
3. Review and make recommendations to Council on the general enactment of the Development Charges By-law.

Affordable Housing

1. Make recommendations to Council on housing policies for the Town's Official Plan, based on:
 - housing requirements and targets for the Town of Renfrew
 - federal and provincial housing policies and other related policy initiatives
 - reports outlining the periodic review of the housing situation in the Town, and
 - the development and implementation of a housing strategy and related policy initiatives.
2. Make recommendations to Council on how to adequately and affordably house Town of Renfrew residents and provide options for increasing the supply of affordable and attainable housing.
3. Make recommendations to Council on all issues related to any funding opportunities from other levels of government or other sources, supporting projects along the spectrum of housing-related needs from new construction to renovations to supportive housing.

Environment

1. Review and make recommendations to Council regarding the administration of the curbside waste collection and other waste initiatives, including associated contracts.
2. Oversee and make recommendations to Council regarding the operation and future initiatives of the Renfrew Landfill Site.
3. Make recommendations to Council on environmental policy issues, such as waste management and diversion, water quality, climate change, landfills, open spaces, forestry, etc.
4. Review and make recommendations to Council on energy conservation strategies and renewable energy policies.
5. Review and make recommendations to Council on policies to reduce greenhouse gas emissions and improve air quality.
6. Review and make recommendations to Council with regards to environmental initiatives proposed by the federal and provincial governments that impact municipalities.

Appendix B - Town of Renfrew Infrastructure, Public Works and Asset Management Committee

Mandate

The Infrastructure, Public Works and Asset Management Committee provides guidance and direction on all issues relating to roads, infrastructure, public works, stormwater management, utilities/water and wastewater, and asset management.

Membership

Membership of the Infrastructure, Public Works and Asset Management Committee shall consist of three Members of Council appointed by Council with the Mayor as Ex Officio.

General Responsibilities

The Infrastructure, Public Works and Asset Management Committee shall:

1. Be responsible directly to Council for those items emanating from applicable services within the Infrastructure & Public Works Department.
2. Take a lead policy and oversight role regarding the Town's Asset Management Plan and program.
3. Consider any budget matters for recommendation to Council, including all operating and capital adjustments, pertaining to items within the Committee's mandate.
4. Make recommendations to Council related to long term planning of capital programs for infrastructure and public works, including joint funding programs.
5. Receive reports from staff regarding the exercise of delegated authority on items within the Committee's mandate.
6. Receive information reports with key performance indicators and other data pertaining to the Infrastructure & Public Works Department.
7. Receive reports and status updates on major capital items and projects within the Committee's mandate.
8. Receive delegations from the public and hold public hearings as required by statute and Council.
9. Address all matters related to, and arising from, any Local Board, Working Group, Task Force, Sub-committee, or Partner Organization that are within the area of responsibility of the Infrastructure, Public Works and Asset Management Committee.
10. Recommend to Council, the Town of Renfrew's participation in county, federal or provincial cost-sharing programs for matters within the mandate of the Committee.
11. Recommend to Council proposed by-laws that are under the Committee's jurisdiction.

Specific Responsibilities

The Infrastructure, Public Works and Asset Management Committee shall:

Infrastructure

1. Recommend to Council revisions to levels of service for road maintenance.
2. Monitor traffic-management programs, projects and activities carried out by staff and make recommendations to Council on improvements to optimize traffic flow, including the potential use of emerging technologies.
3. Make recommendations to Council on the development and implementation of a comprehensive Master Transportation Plan to improve infrastructure, shared roadways, and connectivity to multi-use pathways and trails.
4. Oversee and make recommendations to Council on the efficient operation of the Town's roads and intersections.
5. Monitor and make recommendations to Council on the summer and winter maintenance operations to address community concerns about standard of service.
6. Under the guidance and advice of staff, review and make recommendations to Council on the planning, design, and implementation of infrastructure for developing neighbourhoods and commercial/industrial districts, specifically Environmental Assessments and Master Plans that relate to infrastructure required for future residential, commercial, industrial, and other types of growth.

Parking

1. Oversee and make recommendations to Council on the Town's parking operations, traffic, speed reduction programs.
2. Recommend new or revised parking by-laws.
3. Oversee and make recommendations to Council on the enforcement of parking restrictions to ensure a safe and efficient street network for residents.

Utilities/Water and Wastewater

1. Oversee and make recommendations to Council on all utilities matters.
2. Provide overall guidance and direction in areas of water supply and water pollution control, including contracts with the Ontario Clean Water Agency.
3. Review and confirm staff comments and recommendations on initiatives as proposed by the federal and provincial governments impacting municipalities.
4. Review and make recommendations to Council regarding operational programs for the maintenance of existing water, wastewater, and stormwater infrastructure.
5. Review and make recommendations to Council on future service level adjustments to the existing utilities infrastructure, in accordance with Council-approved policies.

6. Provide overall guidance and direction in areas of environmental protection, including water supply, solid waste management and disposal, and water pollution control.
7. Respond to federal and provincial environmental initiatives affecting municipal operations and surface water quality.
8. Review and recommend to Council the Water and Wastewater Rate-supported Budget.
9. Liaise with Renfrew Hydro Inc. and Renfrew Power Generation regarding electricity and power infrastructure and services within the Town of Renfrew.

Appendix C - Town of Renfrew

Fire, Recreation and Community Services Committee

Mandate

The Fire, Recreation and Community Services Committee provides guidance and direction on creating and maintaining a safe and healthy community that promotes and supports quality of life, while encouraging resident involvement in the culture and life of their communities. The Committee is responsible for issues relating to parks, recreation, cultural programming, and emergency and protective services.

Membership

Membership of the Fire, Recreation and Community Services Committee shall consist of three Members of Council appointed by Council with the Mayor as Ex Officio.

General Responsibilities

The Fire, Recreation and Community Services Committee shall:

1. Be responsible directly to Council for those items emanating from all applicable services within the Fire & Emergency Services Department, Parks & Recreation Department, and Library & Community Services Department.
2. Consider any budget matters for recommendation to Council, including all operating and capital adjustments, pertaining to items within the Committee's mandate.
3. Make recommendations to Council related to arts, heritage, culture, trails, parks and recreation, as well as fire, by-law, and emergency management.
4. Receive reports from staff regarding the exercise of delegated authority on items within the Committee's mandate.
5. Receive information reports with key performance indicators and other data pertaining to Fire & Emergency Services Department, Parks & Recreation Department and Library & Community Services Department.
6. Receive reports and status updates on major capital items and projects within the Committee's mandate.
7. Monitor federal and provincial legislation within the Committee's mandate.
8. Receive delegations from the public and hold public hearings as required by statute and Council.
9. Serve as the Town's Property Standards Committee to hear any appeals.
10. Address all matters related to, and arising from, any Local Board, Working Group, Task Force, Sub-committee, or Partner Organization that are within the area of responsibility of the Fire, Recreation, Community Services Committee, including but not limited to:
 - Renfrew Public Library Board
 - Inclusive, Age-Friendly and Barrier-Free Community Working Group Community Safety and Well-Being Planning Team
 - Renfrew & Area Seniors Home Support and Renfrew Golden Age
 - Renfrew Detachment Police Services Board
 - Renfrew & District Historical & Museum Society Inc.

- Heritage Renfrew
- NHA/NHL Museum Birthplace Museum
- Friends of the CN Caboose
- Renfrew Art Guild

11. Recommend to Council, the Town of Renfrew's participation in county, federal or provincial cost-sharing programs for matters within the mandate of the Committee.
12. Recommend to Council proposed by-laws that are under the Committee's jurisdiction.

Specific Responsibilities

The Fire, Recreation, Community Services Committee shall:

By-Law and Regulatory Services

1. Provide overall guidance and direction with respect for all by-laws and related programs and contracts that fall within the mandate of this Committee, including property standards and clean yards.
2. Ensure that all by-laws are enacted and enforced in accordance with applicable laws and guidelines.
3. Receive periodic by-law reports with key statistical information to understand the current levels of service and identify any need and method for improvement to Council.
4. Serve as the Property Standards Committee to hear and decide on any appeals.

Fire Services

1. Provide overall guidance and direction to Renfrew Fire Services in the three lines of defense, being suppression, inspection and prevention.
2. Ensure that all emergency response services are provided in accordance with the *Fire Prevention and Protection Act*, and other applicable laws and guidelines.
3. Receive and review the Renfrew Fire and Emergency Services Monthly Report to understand the current levels of service and identify any need and method for improvement to Council.
4. Ensure the implementation of the Fire Master Plan.

Protective Services

1. Receive and review minutes from the Renfrew Detachment Police Services Board.
2. Oversee any community safety and well-being programs and initiatives.
3. Ensure the Town adopts an Emergency Plan under the direction of an internal Programs Staff Team and forms a Community Control Group to act in the event of an emergency.
4. Ensure that all protective service services are provided in accordance with *Emergency Management and Civil Protection Act*, and other applicable laws and guidelines.

Parks and Recreation

1. Provide overall guidance and direction to the Parks & Recreation Department.
2. Oversee the establishment and implementation of recreation and parks programs including field sports, ice sports, fitness.
3. Plan and maintain recreational facilities, parks, and sports fields.
4. Ensure the implementation of the Parks & Recreation Master Plan.
5. Monitor emerging trends in parks, recreation, leisure services and health & wellness for municipalities.

Community Services and Culture

1. Provide overall guidance and direction to the Library & Community Services Department for matters outside the jurisdiction of the Renfrew Public Library Board.
2. Oversee the establishment and implementation of community programs including special needs, day camps, and other instructional programs.
3. Develop partnerships with community groups in the arts, heritage, and cultural sectors for the delivery of innovative programs that respond to community need.
4. Liaise with the Renfrew & District Historical & Museum Society Inc. for the on-going operation of McDougal Mill Museum, including groups and buildings.
5. Make recommendations to Council on all matters connected with the implementation of the Accessibility for *Ontarians with Disabilities Act, 2005* standards and the Town's Accessibility Plan.

Appendix D - Town of Renfrew Corporate Services and Economic Development Committee

Mandate

The Corporate Services and Economic Development Committee is responsible for the Town of Renfrew' high-level fiscal and management policy issues, including corporate financial planning, corporate performance measurement, and overall financial sustainability. All matters related to communications, public engagement, client service delivery, human resources, labour relations, information technology, legal services, as well as financial and legislative services. In addition to identifying corporate economic development goals and tourism.

Membership

Membership of the Corporate Services and Economic Development Committee shall consist of three Members of Council appointed by Council with the Mayor as Ex Officio.

General Responsibilities

The Corporate Services and Economic Development Committee shall:

1. Be responsible directly to Council for those items emanating from the offices of the CAO, including Clerks, Treasury and Economic Development.
2. Have oversight over all high-level fiscal policy and management items emanating from any department, including policies and reporting frameworks relative to performance measuring and municipal best practices.
3. Establish and implement the Town's fiscal framework and develop and monitor the Town's Operating and Capital Budgets and establishing the annual budget consultation and approval process.
4. Recommend a long-term Strategic Plan to Council to guide Council policy decisions.
5. Receive reports from staff regarding the exercise of delegated authority on items within the Committee's mandate.
6. Receive information reports with key performance indicators and other data pertaining to the Offices of the CAO, including Clerks, Treasury and Economic Development.
7. Receive reports and status updates on major capital items and projects within the Committee's mandate.
8. Address non-budgetary issues that affect the Corporation as a whole or that are cross-departmental.
9. Receive delegations from the public, and hold public hearings as required by statute and Council.
10. Address all matters related to, and arising from, any Local Board, Working Group, Task Force, Sub-committee, or Partner Organization that are within the area of responsibility of the Strategic Priorities and Corporate Services Committee, including but not limited to:

- Local Efficiency Group
 - Renfrew and Area Health Services Village Inc.
 - Mayor’s Task Force on Growth Readiness and Highway Expansion
 - Renfrew Business Improvement Area
 - Renfrew & Area Chamber of Commerce
 - Signature Events Working Group
11. Recommend to Council proposed by-laws that are under the Committee’s jurisdiction.
 12. Conduct, on behalf of Council, all public meetings or hearings required by provincial legislation except those meetings or hearings specifically delegated by Council to other Committees of Council.
 13. Consider, report, and recommend to Council on the creation of public/private and inter-municipal partnerships to support the delivery of Town programs and services.
 14. Responsible for the review of all issues relating to elected representatives, specifically expenditures by Councillors.

Specific Responsibilities

The Corporate Services and Economic Development Committee shall:

Budget

1. Oversee and develop the Town’s annual Operating and Capital Budgets.
2. Recommend to Council a budget process that allows for public consultation, comprehensive review of budget items, transparency, and accountability.
3. After the approval of the budget, review and approve all high-level operating and capital budget adjustments pertaining to items within the Committee mandate or that are not addressed by other Standing Committees or local boards.
4. After the approval of the budget, identify for Council any additional funding requirements or budget adjustments, including reserves that cannot be accommodated using existing capital or operating sources.

Financial Planning, Operations and Sustainability

1. Review and make recommendations to Council on all matters associated with the tax rates and reserve funds.
2. Review and make recommendations to Council on all matters associated with the Town’s Long Range Financial Plan, Fiscal Framework, and the overall establishment and implementation of Corporate financial management and sustainability principles.
3. Receive and make recommendations to Council on regular financial status reports.
4. Monitor all matters connected with high-level expenditure, revenue and investment, and make recommendations to Council where necessary.
5. Receive and make recommendations to Council on investment and debt policies.
6. Oversee and make recommendations to Council on all matters pertaining to the Town’s day-to-day transactional processes, including payroll, bill payments and collections, purchasing card resolutions, and permit fee processing.

7. Recommend to Council the approval of necessary Procurement Policies and consider any public-private partnerships, including sponsorships.

Audit and Risk Management

1. Recommend the appointment of the external auditor and the audit fees to Council, as required.
2. Receive and review the Annual Financial Statements with management and the external auditors and ensure Council receives an information report.
3. Review any other matters brought to the Committee's attention by the external auditor and determine the appropriate disposition.
4. Review any changes in accounting principles and practices followed by the Town.
5. Discuss with the external auditor the annual evaluation of the internal control systems and recommendations for improvements.
6. Provide oversight with regard to risk management matters, including corporate insurance.

Communications and Organizational Development

1. Oversee and make recommendations to Council on the Town's brand and communications and engagement goals, strategies, and methods for providing timely and accurate information to residents.
2. Receive and review reports on customer service initiatives and recommend to Council methods for improvement.
3. Oversee and make recommendations to Council on all matters related to the function of the Town website and any online service tools.
4. Ensure that all client services are provided in a clear, efficient, and accessible manner.
5. Review and make recommendations to Council on Corporate Administrative Policy Frameworks.
6. Identify and make recommendations to Council on rectifying overlaps and duplications of programs.
7. Monitor and make recommendations to Council on the establishment and implementation of the Strategic Plan.
8. Monitor and make recommendations to Council on the establishment and implementation of Performance Measurement practices and reporting framework.
9. Oversee and make recommendations to Council on all issues relating to information technology, including policy and projects, availability of new technologies, and products and services improving access to Town services by the public.

Clerks

1. Monitor and make recommendations to Council on all Clerks functions.
2. Review and make recommendations to Council on the Town's legislative processes, including the Council and Committee meeting schedules, the Procedure By-law, and overall Governance matters.
3. Receive and review reports on the administration of vital statistics, including death registrations, marriage licenses and civil ceremonies, in accordance with the *Vital Statistics Act*.

4. Review and make recommendations to Council on the Town's business licensing by-laws and processes.

Human Resources

1. Review and make recommendations to Council on matters related to corporate human resource policies affecting the Town's employee base, including compensation, performance management, training and development, recruitment, retention, retirement, employment equity and diversity initiatives, wellness and health and safety.
2. Review employee engagement as well as health, safety and wellness initiatives, including the employee assistance program and employment benefits.

Community Initiatives

1. Review and make recommendations to Council on grants to organizations that support the Town's strategic goals and objectives.
2. Review and make recommendations on a volunteer program, including recruitment, training, engagement, health and safety and recognition to support the community's quality of life and support programs, events, and projects.
3. Monitor the creation of an Ontario Health Team that best serves the residents of the Town of Renfrew.
4. Collaborate with health care agencies to improve and evaluate the provision of client-centered care.

Corporate Real Estate & Facilities

1. Make recommendations to Council on the acquisition of lands and buildings required for any purpose of the Town of Renfrew. Recommend to Council the acquisition or disposition of property, including limited interest therein, such as easements, rights of way, mortgages, leases, and licenses.
2. Provide overall guidance and direction regarding Town-owned facilities and tenancies with overall day-to-day facility operations remaining with individual departments.

Economic Development and Tourism

1. Have general responsibility for economic development and tourism.
2. Receive advice from and liaise with economic development stakeholders such as the BIA and Chamber of Commerce.
3. Liaise with other levels of government, other municipalities, and the business community regarding economic development issues.
4. Encourage the creation of initiatives to support the development and implementation of the Town of Renfrew's Economic Development Strategy and on-going implementation and review of the Community Improvement Plan.
5. Oversee and make recommendations to Council on all matters related to the function of the town's Economic Development website and any online service tools.