

CORPORATION OF THE TOWN OF RENFREW  
BY-LAW No. 69-2017

Being a By-law to amend By-law No. 34-2011  
to govern the proceedings of the Council and  
Committees of the Town of Renfrew.

WHEREAS Section 238 of the *Municipal Act, S.O., 2001, c.25*, as amended, requires municipalities to pass a procedural by-law governing the calling, place and proceedings of meetings; and

WHEREAS Renfrew Town Council, at a meeting held September 12<sup>th</sup>, 2011, passed By-Law 34-2011 to govern the proceedings of the Council and Committees of the Town of Renfrew; and

WHEREAS Renfrew Town Council has since passed amending By-Laws 32-2012, 42-2013 25-2014, 7-2015; 61-2015; and

WHEREAS Renfrew Town Council now deems it advisable to further amend By-Law 34-2011.

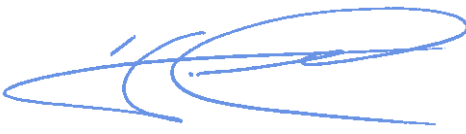
NOW THEREFORE the Council of the Corporation of the Town of Renfrew hereby enacts as follows:

1. THAT SCHEDULE D of By-Law 34-2011 be replaced with a new **SCHEDULE D** attached hereto:
2. THAT SCHEDULE E of By-Law 34-2011 be replaced with a new **SCHEDULE E** attached hereto:
3. THAT By-Law 25-2014 shall be repealed with the passing of this by-law.
4. THAT this By-law shall come into force and take effect immediately upon its passage thereof.

Read a first and second time this 10<sup>th</sup> day of October, 2017.

Read a third and final time this 10<sup>th</sup> day of October, 2017.

  
\_\_\_\_\_  
Don Eady, Mayor

  
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Kim R. Bulmer, Clerk

**SCHEDULE D**

**CORPORATION OF THE TOWN OF RENFREW**

**COMPOSITION OF STANDING  
COMMITTEES/BOARDS & COMMISSIONS**

**FINANCE & ADMINISTRATION COMMITTEE (includes Animal Control/Parking Enforcement)**  
3 Members of Council

**DEVELOPMENT & WORKS COMMITTEE**  
3 Members of Council

**PLANNING ADVISORY COMMITTEE**  
2 Members of Council  
3 Members of the Public

**COMMITTEE OF ADJUSTMENT/  
PROPERTY STANDARDS COMMITTEE**  
2 Members of Council  
3 Members of the Public

**PARKS & RECREATION COMMITTEE**  
3 Members of Council  
2 Members of the Public

**FIRE AND EMERGENCY MANAGEMENT COMMITTEE**  
3 Members of Council

**LABOUR RELATIONS/HUMAN RESOURCE COMMITTEE**  
3 Members of Council

**RENFREW POLICE SERVICES BOARD**  
2 Members of Council  
1 Member appointed by Council  
2 Members appointed by the Province

**RENFREW PUBLIC LIBRARY BOARD**  
2 Members of Council  
5 Members of the Public

**COUNTY COUNCIL**  
Reeve

**VOTING SHAREHOLDERS OF RENFREW HYDRO INC.**  
All of Council

**VOTING SHAREHOLDERS OF RENFREW HYDRO GENERATION INC.**  
All of Council

**SCHEDULE D cont'd**

**RENFREW & AREA HEALTH SERVICES VILLAGE INC.**  
Elected Mayors of Renfrew, Admaston/Bromley, Greater Madawaska, and Horton

**RENFREW ECONOMIC DEVELOPMENT & TOURISM COMMITTEE**  
**3 Members of Council**

- NOTES:**
- 1) The Mayor will be ex-officio on all Committees.
  - 2) Ad Hoc Committees may be struck by the Mayor from time to time as required. Members of Council will be requested to sit on these ad hoc Committees in addition to their current Committee workload.
  - 3) All Committee appointments are subject to change at the discretion of the Mayor.

## SCHEDULE E

### CURRENT COMMITTEES AND POTENTIAL SCOPE OF THEIR INVOLVEMENT

#### A. Standing Committees are:

- Finance & Administration (includes Animal Control/Parking Enforcement)
- Development & Works Committee
- Planning Advisory Committee
- Committee of Adjustment/ Property Standards Committee
- Parks & Recreation Committee
- Fire Committee
- Labour Relations/Human Resource Committee
- Renfrew Economic Development & Tourism Committee

#### Standing Committees will:

- Provide advice and public input to Department Head in regard to the mandate of the specific Department.
- Act in an advisory capacity to the Department Head and Council.
- As a courtesy to the individuals who devote their time freely to serve on these committees, in cases when their advice is not taken, the Committee should be provided with the rationale which has prompted an alternate course of action.

#### B. Boards and Commissions are:

- Renfrew Police Services Board (*Police Service Act*)
- Renfrew Public Library Board (*Ontario Public Libraries Act*)
- Renfrew Hydro Inc. (*Power Corporations Act*)
- Renfrew Hydro Generation Inc. (*Power Corporations Act*)
- Renfrew & Area Health Services Village Inc. (*Independent Corporation*)
- Renfrew Industrial Commission (*Independent Corporation*)

#### Boards and Commissions will:

- Perform their mandate as directed by specific legislation.
- Provide the Clerk with all Agendas and Minutes of meetings on a regular basis, when applicable
- Relate to Council in a manner agreed to by both parties in the form of a Working Agreement or a Memorandum of Understanding.

## COMMITTEE TERMS OF REFERENCE

### Finance & Administration Committee (including Animal Control/Parking Enforcement):

Examines and reviews the annual budget, providing advice and guidance.  
Makes recommendations to council on adoption of the budget, and on all other matters pertaining to Municipal finance.  
Makes recommendation for engagement of auditors.  
Prepares recommendations for Council which are consistent with best efforts to achieve a reasonable tax rate.  
Monitors budget expenditures periodically throughout the year to ensure that sufficient funds are available to meet established targets.  
Assists in the review of existing procedures and the implementation of new or revised parking control measures and provides advice on specific problem resolution.  
Assists in the review of current animal control measures and procedures. Makes recommendations to Council on any changes/additions under consideration.

Provides support and advice to resolve matters assigned or referred to the Clerk by forwarding recommendations to Council, including review and update of the Procedural by-law at the beginning of the term of a new council, deletion of redundant by-laws, preparation of new by-laws, creation of new policies, periodic reviews of procedures pertaining to property sales and purchases.

Regular meetings are held on a monthly basis. Special meetings are held as required.

### Development & Works Committee:

Provides guidance and advice to Council and the Department on policy and level of service priorities so that the programs delivered by the Department may be refined to meet established budget targets.  
Advises on matters requiring resolution with respect to infrastructure , and all activities under the Development and Works Department.  
More specifically, reviews operations of the Development and Works department including transportation, waste management services, roads, waste collection and recycling services, water/wastewater treatment contracts, and solar power agreements.  
Helps to ensure delivery of projects that best serve the needs of the community.  
Assists in the review of existing procedures and the implementation of new or revised parking control measures and provides advice on specific problem resolution.

Regular meetings are held on a monthly basis. Special meetings are held as required.

Planning Advisory Committee:

This Committee will provide a thorough review of all issues and considerations with a focus on the needs of development within the Town of Renfrew.

The Committee will provide recommendations to Council for proposed Zoning By-Law amendments, Official Plan amendments, and other planning matters including Plan of Sub-Division Agreements and Site Plan Control Agreements.

The Planning Advisory Committee will also advise Council in the preparation of new Official Plan and Comprehensive Zoning By-Law documents, in addition to property standards development.

Meetings are held on a regular basis as set out by the Town Planner. Special meetings are held as required.

Committee of Adjustment/ Property Standards Committee:

Committee of Adjustment:

Appointed under authority of the Planning Act, the Committee of Adjustment considers the merits of applications under Section 45 of the Planning Act (e.g. minor variance, permission) for the Town of Renfrew.

Approvals do not require Council endorsement, but can be appealed.

Part 3 of the Procedural By-Law contains the Town's procedural by law for this Committee.

Meetings are held on a regular basis as set out by the Town Planner. Special meetings are held as required.

Property Standards:

Hears appeals from an owner or occupant who has been served with an order due to non adherence to the Property Standards Bylaw, and who is not satisfied with the terms or conditions of the order.

On an appeal, the Committee has all the powers and functions of the officer who made the order. The Committee may confirm, modify or rescind the order to demolish or repair, or, extend the time for complying with the order, if, in the Committee's opinion, doing so would maintain the general intent and purpose of the by-law, and of the official plan or policy statement.

Meetings are held as required.

#### Parks and Recreation Committee:

The Parks & Recreation Committee provides advice to the Department on all aspects of leisure and recreation services offered through the Department by the Town and other agencies under the auspices of the Town.

Advises on the conceptual planning of park services, the creation of park development policies, including public open spaces and their acquisition, and the development and review of agreements that provide for the usage of parks and other Town recreational facilities.

Advises on the development of programs aimed at celebrating current and historic cultural strengths of the community.

Creates policies to ensure the most effective and efficient delivery of parks and recreation services.

Consults on the provision and use of recreation facilities.

Determines the recreational needs and wants of community groups, and establishes priorities for future development.

Assists, encourages and provides advisory services on request to all groups, organizations or persons carrying on recreational activities in the Town.

Keeps the residents of the Town aware of the recreational opportunities which are available.

Provides liaison with volunteer recreation committees.

Advises on park planning and development, parking at recreational areas, planning and organization of summer programs. Provides direction and guidance to the staff through the Director and Council, so that programs may be refined to meet established target levels.

Regular meetings are held on a monthly basis. Special meetings are held as required.

#### Fire and Emergency Management Committee:

Provides advice and support on requirements for the Fire Hall, fire fighting and related equipment and clothing (including fire trucks).

Recommends programs designed to enhance public relations through fire prevention, fire inspection programs, training programs, mutual aid, Fire protection agreements, Fire Department communications (including dispatch), emergency plan preparation and updates, 911 response system, building inspection services.

Regular meetings are held on a monthly basis. Special meetings are held as required.

#### Labour Relations/Human Resource Committee:

Prepares proposals for Council to deal with the resolution of Human resource issues. Makes recommendations to deal with all other personnel matters (including performance review, wages, benefits, etc.).

Regular meetings are held on a monthly basis. Special meetings are held as required.

Renfrew Economic Development & Tourism Committee:

The Committee is established to provide advice and strategic direction to Council concerning business promotion and development matters. The Committee will advise Council on policies, procedures and strategic directions that should be considered for the purposes of fostering and advancing economic and business opportunities and the promotion of the Town of Renfrew.

The Committee will promote the Town of Renfrew and Area as a destination that offers the friendship and hospitality of rural Ontario.

The Committee will research any available grants to help promote economic development and tourism.