

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

BY-LAW NO. 79/2011

Being a By-law to Amend By-law 26/2011 being a By-law to Establish the Character Committee for the Corporation of the Municipality of Port Hope

WHEREAS Section 11 of the Municipal Act 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass by-laws respecting the governance and structure of its local boards;

AND WHEREAS By-law 26/2011 was adopted by Council to establish the Character Committee for the Municipality of Port Hope on March 29, 2011;

AND WHEREAS the Council of the Corporation of the Municipality of Port Hope deems it expedient to amend the composition of By-law 26/2011, establishing the Character Committee for the Port Hope to include the appointment of a staff representative of the Department of Parks, Recreation and Culture identified as the Program Manager or their designate as an ex-officio member and the appointment of an additional youth member, identified as the Student Councillor for the term of their appointment as identified in the Student Councillor Policy (Resolution 266/2005), and that both of the appointed youth be identified as voting youth members;

AND WHEREAS that Schedule "A" (Objectives) of By-law 26/2011 be revised to remove "Empathy" and add "Compassion and Inclusiveness" as values of the Character Committee;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE ENACTS AS FOLLOWS:

1. That Section 5 of By-law Number 26/2011 be deleted in its entirety and replaced with a new Section 5 as follows:

Composition

That the Committee shall consist of not more than eight (8) members appointed by the Council as follows:

- 1 Member of Council,
 - 6 members who are residents and/or ratepayers of the Municipality, being a minimum of 18 years of age and not an employee of the Municipality,
 - 1 youth member (age 13 to 17),
 - Student Councillor to be appointed for a one year term.
- All being voting members.

Ex-officio

A representative of the Department of Parks, Recreation and Culture identified as the Program Manager or their designate shall be an ex-officio member of the Committee.

2. That Schedule "A" (Objectives) be deleted in its entirety and replaced with a new Schedule "A" as attached.

3. That this By-law comes into force and takes effect upon the final passing thereof.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 28th day of June, 2011.

Linda Thompson, Mayor

S. C. Dawe, Municipal Clerk

Schedule "A" to By-law 26/2011
CHARACTER COMMITTEE
TERMS OF REFERENCE

GOALS

As an Advisory Committee, to work together to enhance the Municipality of Port Hope as a "Community of Character" by nurturing positive character attributes.

OBJECTIVES

A Community of Character is one in which elected officials, community leaders in education, business, faith, law enforcement, media and citizens-at-large recognize and promote the importance of good character and citizenship throughout the community. Everyone works together to ensure that families are strong, homes and streets are safe, education is effective, business is productive, neighbours care about one another and citizens are free to make wise choices for their lives and families.

As an Advisory Committee to Council, it is the objective of the Committee to promote values in the following areas:

- Compassion and Inclusiveness
- Respect
- Responsibility
- Honesty
- Integrity
- Fairness
- Initiative
- Perseverance
- Courage
- Optimism

TERMS OF REFERENCE

1. GENERAL
 - 1.1 Committee Meetings shall be conducted in accordance with the Municipality's Procedural By-law and records shall be maintained in accordance with the Municipality's Records Retention By-law.
 - 1.2 Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
 - 1.3 Members shall ensure that policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), Customer Service Standard – Ontario Regulation 429/07.
 - 1.4 The Committee shall hold regular monthly meetings, as required, unless otherwise agreed by a majority vote of the members.
 - 1.5 The Committee shall elect a chairperson and may elect a vice-chairperson at its first meeting in each new term, or as soon as practicable, from among the members. In the absence of the chairperson, and vice-chairperson as the case may be, an acting chairperson may be appointed by a majority vote of the members present to preside at the meeting where the chairperson is absent.

- 1.6 The Committee may appoint, as it deems necessary sub-committees to act in an advisory capacity to the Committee.
- 1.7 The Committee shall provide recommendations to the Committee of the Whole on matters referred by Committee of the Whole/Council to the Committee.
- 1.8 The Committee may liaise with community groups and individuals to maintain an awareness of their goals and mandate in order to gain support for approved initiatives and is authorized to work jointly with other Municipal Boards, Committees and/or services in encouraging its goals.
- 1.9 Approved minutes for each Committee meeting shall be forwarded through the Municipal Clerk (Director of Corporate Services) for inclusion in the Committee of the Whole agenda.
- 1.10 The Chair shall submit an annual report outlining the committee activities both past and current and proposed work plan for the upcoming year, to be submitted at the end of each year to Council through the Municipal Clerk (Director of Corporate Services).

2. ROLES AND RESPONSIBILITIES

2.1 CHAIRPERSON

- Provide leadership to the Committee
- Chair Committee meetings in accordance with the Municipality's Procedural By-law
- Prepare agendas for meetings
- Report to Council annually and at other times as required
- Ensure that adopted minutes are forwarded to the Municipal Clerk (Director of Corporate Services) in a timely manner
- Act as spokesperson for the Committee
- Express consensus as reached by Committee
- Ensure that the Municipalities By-laws and Policies are adhered to with respect to all matters.
- Ensure that all invoices recommended for payment are recorded in the minutes.
- Ensure that invoices recommended by the Committee for payment are forwarded to the Municipal Finance Department for processing in a timely manner

2.2 VICE-CHAIRPERSON:

- Act in the position of the Chairperson in the absence of the Chairperson.
- Otherwise, regular Committee member role.

2.3 COMMITTEE MEMBERS:

- Attend regular Committee meetings
- Advise the Chairperson if unable to attend a meeting
- Actively participate in Committee meetings
- Actively participate in carrying out the responsibilities of the Character Committee

2.4 RECORDING SECRETARY:

- The duties of the Recording Secretary, approved by the Municipality, are to record, process and distribute minutes and agendas, and to maintain the files of the Committee, including but not limited to Minutes, Agendas, policies, correspondence and other file information, in accordance with the Records Retention By-law.
- When the Recording Secretary is a Municipal employee or has a service contract with the Municipality, such Recording Secretary is a non-member, with no voting privileges.
- When the Recording Secretary is a Member of the Committee, subject to the approval of the Municipal Clerk (Director of Corporate Services), the Member Recording Secretary may retain voting privileges.

3. PLANNING AND POLICY DEVELOPMENT

- 3.1 The Committee shall annually review and make recommendations regarding the Committee's mandate and goal statements.

4. COMMUNITY DEVELOPMENT

- 4.1 The Committee will advocate the benefits of "character" to the residents of the Municipality.

5. PROMOTION

- 5.1 The Committee may assist with and/or take the lead in the promotion and staging of events and activities related to Port Hope as a "Community of Character.