THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

BY-LAW NO. 57-2026

Being a By-law to define the mandate and meeting procedures for Advisory Committees and Local Boards established by the Corporation of the Municipality of Port Hope and to repeal By-laws 05/2021, 49/2025, and 53/2025

WHEREAS By-law 08-2026 Council Procedural By-law establishes the rules and procedures under which Council and Committees of Council are to operate; and

WHEREAS on September 15, 2026, Council considered Report LLS-34-26 regarding the Advisory Committees and Local Boards Initial Review and By-law; and

WHEREAS Council has established advisory committees and local boards by By-law that are comprised both members of the public and members of Council and values the important role community members play helping to govern the Municipality; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Port Hope hereby enacts as follows:

1. Definitions:

1.1. "Advisory Committee" means an advisory committee established by Council in accordance with the Municipal Act, 2001, S.O. 2001, c. 25., as amended that provide non-binding recommendations, expert advice, and input on specific issues or areas of interest.

1.2. "Ad Hoc Working Group" or "Working Group" means a temporary, task-specific body established to address a particular issue, project, or problem, and does not include internal working groups established by staff.

1.3. "Council" means the elected Council of the Municipality of Port Hope.

1.4. "Ex Officio Member" means an Advisory Committee or Local Board Members that holds that position by virtue of their office who shall act in an advisory capacity and shall be a non-voting member.

The Mayor and Chief Administrative Officer (CAO) are Ex Officio Members of all Advisory Committees unless otherwise specified in the membership composition of the relevant Terms of Reference.

1.5. "Local Board" means any board established under legislation that has authority over its own operations and carries out responsibilities related to the Municipality's affairs or purposes (e.g. Port Hope Library Public Library Board, Police Services Board, etc.).

1.6. "Member" means a person who is appointed to an Advisory Committee or Local Board in accordance with this By-law.

1.7. "Municipality of Port Hope" or "the Municipality" means the Corporation of the Municipality of Port Hope.

1.8. "Staff Lead(s)" means the staff members assigned to Advisory Committee or Local Boards and are designates of Directors of municipal departments based on the subject matter expertise and act as a resource to the Advisory Committee or Local Board.

1.9. "Standing Committee(s)" means Committee of the Whole and Council. Only Members of Council form part of a Standing Committee.

1.10. "Sub-Committee" means a small group tasked to investigate, explore, address or explore on specific issues, matters or functions related to the Advisory Committee or Local Board reports back to the larger Advisory

Committee or Local Board, relative to the assigned task. Sub-Committees can be created with members assigned as long as the number of members appointed is fewer than quorum.

1.11. "Quasi-judicial Body" means a municipal body that is required by law to hold a fair and impartial hearing, consider evidence and submissions, and make a decision based on facts and applicable legal requirements, in a manner similar to court or tribunal (e.g., Committee of Adjustment, Property Standards Appeal Committee).

1.12. "Quorum" means the minimum number of members of a body required to be present at a meeting in order for a body to exercise its power or authority.

For the purposes of this by-law, Quorum means a majority of Members constituted by fifty percent plus one unless otherwise specified within the Terms of Reference for each Advisory Committee or Local Board.

1.13. "Terms of Reference" describes the structure, composition, purpose, mandate, scope, and role for each Advisory Committee and Local Board.

1.14. "Youth" refers to an individual between the ages of fifteen (15) and twenty-four (24), as defined by the World Health Organization (WHO) which recognizes the Municipality of Port Hope as an Age-Friendly Community.

2. Interpretation

2.1. This By-law shall be referred to as the "Advisory Committees and Local Boards By-law."

2.2. The Clerk, or their designate, is responsible for interpreting and administering this By-law.

3. Severability

If any section, paragraph or phrase of this By-law is for any reason held to be invalid by reason of a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the By-law.

If there is a conflict between this By-law and current legislation, legislation will prevail.

4. Creating, Amending, or Dissolving an Advisory Committee

Council may create a new, dissolve, or amend an existing Advisory Committee's mandate or Term of Reference in accordance with the following provisions:

4.1. **Creating a New Advisory Committee:**

4.1.1. Council may create a new Advisory Committee in response to any of the following:

4.1.1.1. Requirements of applicable legislation or regulation (Federal, Provincial, or Municipal By-law).

4.1.1.2. Changing priorities.

4.1.1.3. To address significant public issues or trends.

4.1.1.4. Where public input is deemed desirable.

4.1.1.5. Recommendation and report by staff.

4.1.1.6. Any other reason deemed appropriate by Council.

4.1.2. In creating a new Advisory Committee, Council shall have regard for the following:

4.1.2.1. Establishing a clearly defined mandate and Terms of Reference.

4.1.2.2. Membership and quorum requirements/qualifications.

4.1.2.3. Composition of the Advisory Committee.

4.1.2.4. Alignment with the Strategic Plan goals and objectives.

4.1.2.5. The reporting relationship and frequency of progress reports.

4.1.2.6. Public interest and financial considerations.

4.1.2.7. Staff resources required to establish and support the Advisory Committee, including impacts on the municipal departments, such as the department responsible for administering the body, administrative support to perform as recording secretary and Staff Lead duties.

4.1.2.8. Defined timeline for completion of assigned tasks.

4.1.3. To create a new Advisory Committee, Council shall, by resolution, direct staff to prepare a Terms of Reference. Once finalized, the Terms of Reference are to be passed by By-law or resolution through an amendment to the schedules attached to this By-law.

4.2. **Amending an Advisory Committee (Mandate or Terms of Reference)**

4.2.1. Council and/or the Advisory Committee may propose changes to the Advisory's Committee's mandate or Terms of Reference through a resolution. The following factors may be considered by Council when amending an Advisory Committee's mandate or Terms of Reference:

4.2.1.1. Results of the Advisory Committee's annual report which measures progress against fulfilling the mandate.

4.2.1.2. Impact of the change on the mandate/Terms of Reference.

4.2.1.3. Continued relevance of the committee's purpose and/or function.

4.2.1.4. The degree of public interest.

4.2.1.5. Changes to applicable legislation or regulations.

4.2.1.6. Changing Council priories or new issues at Council.

4.2.1.7. Cost analysis and required resources.

4.2.2. Any proposed changes must be outlined in a report prepared by the Staff Lead and approved by Council.

4.3. **Dissolving an Advisory Committee**

4.3.1. Council and/or the Advisory Committee may propose to dissolve an Advisory Committee through a resolution. The following factors may be considered by Council when dissolving an Advisory Committee:

4.3.1.1. Expiration of the prescribed term.

4.3.1.2. Completion of the Advisory Committee's task or mandate.

4.3.1.3. Effectiveness of the Advisory Committee's operation (e.g., frequency of meetings, amount of committee business, number of cancelled meetings).

4.3.1.4. Resolution of the issues that led to the creation of the Advisory Committee.

4.3.1.5. The legislative requirement for the Advisory Committee no longer exists.

4.3.1.6. Merger with another Advisory Committee.

4.3.1.7. Results of the annual report which measures progress against fulfilling the mandate.

4.3.1.8. Changing Council priorities.

4.3.1.9. Report and recommendation by staff and approved by Council.

4.3.2. Any dissolution of an Advisory Committee must be outlined in a report prepared by staff and approved by Council.

4.4. **Creating a Sub-Committee**

4.4.1. Advisory Committees and Local Boards may create Sub-Committees as necessary to investigate, explore, address or explore on specific issues, matters or functions related to the Advisory Committee. A 2/3 affirmed vote is required to successfully create a Sub-Committee.

4.4.2. Membership to a Sub-Committees cannot contain a quorum of the Advisory Committee or Local Board. The Staff Lead shall not be a member of a Sub-Committee.

4.4.3. A Sub-Committee must include at least one (1) voting Member who shall act as Chair of the Sub-Committee. Notwithstanding the requirement for at least one (1) Member, a Sub-Committee's membership may be comprised of any party determined by the Advisory Committee or Local Board to have knowledge or expertise relevant to the function of the Sub-Committee, such as:

4.4.3.1. Members;

4.4.3.2. Staff Lead(s);

4.4.3.3. Other municipal staff;

4.4.3.4. Consultants of the Town;

4.4.3.5. Contributing Stakeholders; and

4.4.3.6. Members of the Public.

4.4.4. A Sub-Committee may discuss matters via available technology or in-person and shall report directly to the Advisory Committee or Local Board with findings and/or recommendations.

4.4.5. Any recommendations from the Sub-Committee must be considered and endorsed by the Advisory Committee or Local Board, as appropriate.

4.4.6. Sub-Committees are subject to the same municipal accountability and transparency requirements as Advisory Committee or Local Board.

4.4.7. Sub-Committees are not subject to public notice requirements or agenda and minute publishing requirements. Sub-Committees report directly to the Advisory Committee at its public meetings.

4.5. **Creation an Ad-Hoc Working Group**

4.5.1. Council may, by resolution, establish an Ad-Hoc Working Group to address a particular issue, project, or problem. The resolution must include the following:

4.5.1.1. A clearly defined purpose and/or objectives;

4.5.1.2. A clearly defined start and end date;

4.5.1.3. A clearly defined membership; and

4.5.1.4. A clearly defined reporting authority (i.e., reporting to staff, another Advisory Committee, Local Board, Council, or Standing Committee, etc.).

4.5.2. Ad-Hoc Working Groups are not required to keep minutes or conduct meetings open to the public; however, Ad-Hoc Working Groups are responsible for providing a final report to the appropriate reporting authority (i.e., staff, another Advisory Committee or Local Board, Council, or Standing Committee, etc.). The final report shall include: the purpose and/or objectives, number of meetings held, an overview of the work completed by the Working Group and its pursuit of achieving its' mandate, key successes, and any next steps (if necessary), etc.

4.5.3. Where an Ad-Hoc Working Group reports directly to staff, staff shall incorporate the Working Group's feedback, findings, and/or final report into a staff report for Council's information and/or action.

4.6. **Creating, Amending, or Dissolving Local Boards**

4.6.1. Council may create, dissolve, or amend the mandate or Terms of Reference of a Local Board, subject to all applicable legislation and, where required, this By-law.

5. Municipal Process Compliance

5.1. **Records**

Records of Advisory Committees and Local Boards shall be retained and preserved in accordance with the Municipality's current Records Retention By-law and applicable legislation.

5.2. **Compliance to Municipal Processes**

Unless otherwise specified by Provincial legislation, or specifically identified within the Terms of Reference or establishing by-law, Advisory Committees and Local Boards are subject to the following:

5.2.1. All Advisory Committees and Local Boards must conform to the rules of governing the procedures of a meeting as outlined in the Procedural By-law adopted by Council.

5.2.2. When carrying out their responsibilities under this By-law, Advisory Committees and local boards act on behalf of the Municipality and within the authority given to them. No Advisory Committee or Local Board or Member may commit the Municipality to any debt, liability, or obligation without prior approval from Council via resolution, unless they have the authority to do so under applicable legislation or terms of reference.

5.2.3. Any policies, practices, or procedures related to the delivery of goods or services must comply with the Municipality's Integrated Accessibility Standards Regulation (IASR) Policy.

5.2.4. The Municipal Accountability Framework and the Code of Conduct for Council, Board and Committee Members is applicable.

5.2.5. Advisory Committees and Local Boards may make recommendations to Council on matters within their mandate, or on matters referred to them by Council, and must use the reporting process set out in this By-law.

5.2.6. The Chair, in consultation with the Staff Lead, shall submit to Council, through the Clerk or designate, an annual report at the end of each year in the template as approved by the Clerk or designate. The annual report

must summarize the Advisory Committee's and Local Board's past and current activities.

5.2.7. The Chair, in consultation with the Staff Lead, shall submit to Council, through the Clerk or designate, a proposed work plan for the coming year, as approved by the Advisory Committee, and in the template approved by the Clerk or designate.

5.2.8. All Members of the Advisory Committee or Local Board, including the Council representative, have voting rights unless the Terms of Reference state otherwise. The Mayor, Chief Administrative Officer, and Youth Councillors are Ex Officio Members of every Advisory Committees and do not have voting rights.

5.2.9. Attendance by municipal staff at Advisory Committee and Local Board meetings, other than the Staff Lead, should be limited and is at the discretion of the applicable Director. Staff attend in an advisory role only and do not have voting privileges.

5.2.10. For clarity, Advisory Committees **are not** responsible for the following:

5.2.10.1. Managing, undertaking or directing the Municipality's day-to-day operations.

5.2.10.2. Giving direction to staff or dealing with administrative matters.

5.2.10.3. Reviewing staff structure, staff compensation, or other staffing matters.

5.2.10.4. Preparing, approving, or delivering the annual budget and capital projects.

5.2.10.5. Approving expenses.

5.2.10.6. Carrying out projects or programs, unless Council has specifically assigned that role.

5.2.10.7. Reviewing matters that may fall under the Municipality's closed meeting rules.

5.2.10.8. Re-debating decisions already made by Council or organizing political advocacy to have Council to reconsider those decisions.

5.2.11. The Clerk may establish simplified rules and procedures for any Advisory Committee, as outlined in the Procedural By-law. All Advisory Committees or Local Boards must comply with the Municipality's Procedural By-law and the Code of Conduct.

5.3. **Conflict of Interest**

5.3.1. Members must comply with the Municipality's Code of Conduct for Council, Board and Committee members. Members are responsible for identifying and declaring any conflict of interest in accordance with the Municipal Conflict of Interest Act, 1990, as amended.

5.3.2. A pecuniary interest must be declared at the beginning of the meeting and before any discussion of the matter.

5.3.3. Once a conflict has been declared, the Member must not participate in discussion or vote on the matter, and must not attempt to influence the vote before, during, or after the meeting.

5.3.4. When declaring a conflict of interest, Members must complete the required form and submit it to the Recording Secretary.

5.3.5. All declared conflicts of interest will be recorded in the meeting minutes and in the Municipality's publicly available online Conflict of Interest Declaration Registry.

5.4. **Attendance and Quorum**

The Recording Secretary will record the attendance of Members in the minutes of the meeting.

5.4.1. Absences

5.4.1.1. If a Member misses three (3) consecutive meetings without cause acceptable to the Committee, the Recording Secretary shall bring the absences to the attention of the Clerk or designate.

5.4.1.2. The Clerk or designate will contact the member to discuss the absenteeism and determine whether the Member wishes to continue serving on the Advisory Committee or Local Board or provide their resignation.

5.4.1.3. If the Member confirms they are no longer available to serve on the Advisory Committee or Local Board, the Clerk or designate will notify the Chair and Staff Lead of the vacancy and that a replacement may be needed.

If the member wishes to continue serving on the Advisory Committee or Local Board, they will be advised that regular attendance is required or they may be removed, and the position declared vacant.

5.4.1.4. Vacancies on Advisory Committees and Local Boards will be declared and advertised in accordance with this By-law.

5.4.2. Absence of Quorum

5.4.2.1. If quorum is not present fifteen (15) minutes after the scheduled meeting time, the Members present may ask the Secretary to record the names of the Members in attendance. The meeting will then be adjourned until the next scheduled meeting, or until a meeting is called by the Chair.

5.4.3. Loss of Quorum during a Meeting

5.4.3.1. If quorum is lost during a meeting for fifteen (15) minutes, the Members present may ask the Recording Secretary to record the names of the members in attendance. The meeting will then be adjourned until the next scheduled meeting, or until a meeting is called by the Chair.

5.4.4. Absence of Chair and/or Vice Chair

5.4.4.1. If, without notice, the Chair has not arrived within fifteen (15) minutes after the scheduled meeting time, the Vice Chair will assume the preside over the meeting.

5.4.4.2. If neither the Chair nor the Vice Chair arrives within fifteen (15) minutes of the scheduled meeting time, and quorum is present, the members may appoint one of the present members as Acting Chair for the meeting.

5.4.4.3. The Acting Chair will preside over the meeting and carry out the duties of the Chair until the meeting ends or until the Chair or Vice Chair arrive.

5.5. **Meetings**

5.5.1. Schedule of Meetings

5.5.1.1. A meeting schedule shall be established at the first meeting, or first annual meeting, of the Advisory Committee or Local Board and provided to the Legislative Services Department. Legislative Services staff shall review the proposed meeting dates and times and provide approval, taking into consideration of the schedules of other Advisory Committees and Local Boards to prevent overlap and to ensure the availability of Council representatives, recording secretary and Staff Leads.

5.5.1.2. Advisory Committees and Local Boards shall meet at least six (6) times a year and meetings shall be held on a bi-monthly basis, unless otherwise established through Terms of Reference. Additional meetings may be scheduled only where necessary to address time-sensitive matters or other urgent issues (see Section 5.5.2: Special Meetings).

5.5.1.3. In an election year, all Advisory Committee and Local Boards shall suspend meetings from September through December, until new Council representatives have been appointed, unless absolutely necessary.

5.5.1.4. If it is determined that there are no urgent agenda items for consideration, a meeting may be cancelled by the Chair in consultation with the Staff Lead and Legislative Services.

5.5.2. Special Meetings

5.5.2.1. The Chair, in consultation with the Staff Lead and recording secretary, may call a Special Meeting of the Advisory Committee or Local Board, with the support of a majority of Members, to address time sensitive matters that cannot wait until the next regular meeting.

5.5.2.2. Special meetings must meet the notice procedures within the Procedural By-law.

5.5.2.3. It is the role of the Recording Secretary to attend and prepare the agenda and minutes for the Special Meeting.

5.5.2.4. All Special Meetings are to be open to the public except in accordance with Section 5.5.3: Meetings Closed to the Public.

5.5.3. Meetings Closed to the Public:

5.5.3.1. All meetings shall be open to the public. Where a Chair or Staff Lead are considering whether a matter should be discussed in a meeting closed to the public, the Member shall consult with the Clerk or designate. If it is determined that the matter may properly be considered in a closed meeting, a Member may move a motion to proceed in closed session, provided the subject falls within one or more of the exceptions set out in Section 239 of the Municipal Act, 2001, as amended (as follows):

a) The security of the property of the municipality or local board;

b) Personal matters about an identifiable individual, including municipal or local board employees;

c) A proposed or pending acquisition or disposition of land by the municipality or local board.

d) Labour relations or employee negotiations;

e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;

h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

5.5.3.2. When moving the motion to meet in closed session, the exception to the Municipal Act, 2001, as amended, Section 239 (above) **and** the general nature thereof must be stated.

5.5.3.3. In general, voting in not allowed during a closed meeting under subsection 239(5) of the Municipal Act, 2001, as amended. However, there are two (2) exceptions under subsection 239(6).

A vote may take place in a closed meeting only if:

a) The meeting is legally permitted to be closed under one of the exceptions set out in Section 239 of the Municipal Act, 2001 as amended; and

b) The vote is for a procedural matter, or about giving direction or instructions to municipal or local board officers, employees, agents, committee members, or a person working under contract for the municipality or local board.

Therefore, a vote can happen in a closed meeting only when the closed meeting is allowed by legislation and the vote is limited to procedure or direction to staff or contractors.

5.5.3.4. When voting in closed session, the Chair should clearly state the item being voted on and conduct the vote. The Recording Secretary shall record the result in the Closed Session minutes.

5.5.3.5. If a matter is discussed in Closed Session and remains confidential, Members must not disclose the matter or the substance of discussion.

5.5.4. Electronic Participation

5.5.4.1. Notwithstanding any other provision in this By-law, a Regular or Special Meeting of an Advisory Committee may be conducted by a hybrid model consisting of both in-person and Electronic Participation, using available technology.

5.5.4.2. Electronic Participation allows Members to participate remotely with the same rights and responsibilities as if they were physically present, including the right to vote. A Member participating electronically at a Meeting shall count towards determining whether or not a quorum of members is present at any point in time.

5.5.4.3. An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with this By-law.

5.5.4.4. Members must provide written notice to the Chair and Recording Secretary a minimum of three (3) days in advance of the scheduled meeting which they intend to participate electronically. Members will endeavor to attend Meetings in person.

5.5.4.5. The Chair, in consultation with the Staff Lead and Recording Secretary, may determine if a meeting will be conducted in a fully in person or fully electronic format (i.e., no hybrid meeting option).

5.6. **Agendas**

Advisory Committee and Local Board Chairs are to work with the Staff Lead and Recording Secretaries to have agendas prepared, published, and made available to Members and the public in accordance with the Procedural By-law.

The Agenda for every committee will be structured as follows:

a) Roll Call/Quorum

b) Land Acknowledgement

c) Disclosure of Pecuniary Interest

d) Delegations

e) Approval of Previous Minutes

f) Correspondence

g) Sub-Committee Reports (if required)

h) Committee Business

i) New Business (Items to be placed on next Agenda)

j) Date of Next Meeting

k) Adjournment

5.6.1. Establishing the Agenda

5.6.1.1. The Chair, in consultation with the Staff Lead and Recording Secretary, may establish agenda deadlines to meet the notice requirements in the Procedural By-law.

5.6.1.2. Members may submit items for the agenda, provided the items fall within the Advisory Committee's and Local Boards Terms of

Reference and are submitted to the Staff Lead and Recording Secretary by the deadline.

5.6.1.3. The Chair, in consultation with the Staff Lead and Recording Secretary, prepares the agenda, based on items received by the agenda deadline.

5.6.1.4. The Advisory Committee and Local Board may only consider matters that fall within the Advisory Committee's Terms of Reference. Items shall not remain on an agenda as a standing item unless there is an ongoing need for discussion and/or action. Once an item has been considered and disposed of, it shall not be returned to the agenda unless new information or a new matter requires further consideration.

5.6.1.5. The Chair will try to include agenda items requested by Members whenever possible, but the Chair, in consultation with the Staff Lead, has the final decision on the content of the agenda. Chairs are encouraged to seek guidance from the Clerk or designate for all procedural matters.

5.6.1.6. The Recording Secretary will distribute the agenda to Members electronically or through publication on the public agenda page.

5.6.1.7. The agenda will be posted on the municipal website for public access. Supporting attachments should also be included whenever possible.

5.6.1.8. Business should be considered in the order listed on the agenda, unless the Advisory Committee or Local Board decides otherwise by motion.

5.6.1.9. The Advisory Committee or Local Board may change the order of business by a majority vote of the Members present, but it may not remove any item already included on the agenda.

5.6.1.10. Additional agenda items:

If a communication or agenda item is received before a meeting but too late to be included in the agenda, the Chair and Staff Lead will review it.

a) New substantive items should not be added under New Business. To support public notice, transparency, and disclosure, these items should be placed on the next agenda.

b) If the Chair, in consultation with the Staff Lead, determines that the item relates to a matter already on the agenda, it may be added as a supplementary item and considered when that matter is discussed.

c) If the Chair, in consultation with the Staff Lead, determines the item is not related to a matter already on the agenda but deem it necessary to consider, the Advisory Committee or Local Board must pass a motion to add the item to the agenda. This should only happen in exceptional circumstances, such as a time-sensitive or emergency matters.

5.6.2. Delegations to Advisory Committees

5.6.2.1. Delegation requests must be provided in writing to the Chair and/or Staff Lead a minimum of two (2) weeks prior to the scheduled meeting.

5.6.2.2. Any associated agenda material must be submitted to the Chair and/or Staff Lead at least two (2) days before the agenda is published.

5.6.2.3. Approved delegation requests and any associated materials will be included on the agenda and will form part of the public record.

5.6.2.4. Delegation requests that do not comply with the Procedural By-law will not be placed on the agenda.

5.6.2.5. Delegations to a Local Board are permitted in accordance with its Terms of Reference, subject to all applicable legislation and, where required, this By-law.

5.7. **Minutes**

Minutes will be prepared by the Recording Secretary for all meetings in the format established by the Clerk or designate and will record:

a) The place, date and time of the meeting;

b) The name of the presiding officer, and the attendance and regrets of members;

c) Any declarations of pecuniary interest (conflict of interest);

d) Approval of the minutes from previous meetings; and

e) All other proceedings of the meeting, without note or comment.

All minutes are public records. Once approved by the Advisory Committee or Local Board, the minutes shall be forward to Legislative Services for inclusion in the corporate records, placed on the next available Council agenda for information only, and posted on the municipal website. Receiving the minutes for information does not mean that Council has approved the recommendations or actions of the Advisory Committee or Local Board. If approval is required, it must be obtained through the reporting process set out in Section 6: Recommendations and Report.

The Clerk may circulate draft advisory committee minutes to Council for information before they are returned to the advisory committee for approval, where the Clerk determines that it is appropriate to do so, including where the matter is time-sensitive or requires immediate review or consideration by Council.

The Clerk shall have the authority to revise the minutes for content, form, and formatting, in consultation with the Chair, Recording Secretary and Staff Lead.

6. Recommendations and Reporting

6.1. All Advisory Committees and Local Boards shall follow the rules of procedure set out in the Municipality's Procedural By-law. Chairs and staff are encouraged to seek procedural advice and direction from the Clerk and or designate.

6.2. Advisory Committees report to Council. An Advisory Committee may make recommendations to Council in response to a request from Council or staff in that relates to the Advisory Committee's mandate. All decisions of an Advisory Committee are recommendations only and do not take effect unless approved by Council, or unless Council has granted delegated authority.

6.3. Recommendations by Advisory Committees can get actioned by Council three (3) ways:

6.3.1. In the minutes:

All recommendations must be recorded in the meeting minutes. A council representative may request the Minutes be removed from the Consent Agenda at Council for discussion. Any member of Council may make this request, which brings the matter forward for discussion.

For example, the committee may receive an update for information only. If a Council member has questions about the project, wants further detail, or wishes to refer the matter back to the Advisory Committee, they may request that it be removed from the Consent Agenda for discussion.

6.3.2. In a Staff Report:

If an Advisory Committee recommendation requires municipal resources and/or formal approval, the Staff Lead will prepare a report on the Advisory Committee's behalf outlining the rationale and request for Committee of the Whole's consideration. This process results in a formal resolution by Council being adopted.

For example, this may apply where the Advisory Committee is making a recommendation that requires approval, such as adoption of a policy, or support of an initiative or mandate within its mandate.

6.3.3. In a Memo:

If an Advisory Committee makes a recommendation that requires Council's attention and/or approval, but does not require additional resources, the Recording Secretary may prepare a brief memo that includes the motion and meeting date, and requests Council's consideration. The memo should be submitted to the Clerk for inclusion on the next available Committee of the Whole agenda. This process has the same effect as removing minutes from the Consent Agenda; however, it is initiated by the Advisory Committee rather than through a Council representative.

For example, a recommendation to endorse a request from an external organization to use a portion of municipal land for a particular purpose would require Council approval.

6.4. Local Boards are excluded from this process and shall be governed by their own processes, subject to all applicable legislation.

7. Advisory Committee's Annual Report and Work Plans

7.1. Advisory Committees shall report to Council annually, through the Legislative Services Division, using the prescribed form, on the following matters:

a) An annual report, in the prescribed form, providing a concise summary of the Advisory Committee's activities and accomplishments during the year; and

b) A work plan for the upcoming year, in the prescribed form, to accompany the annual report, outlining the Advisory Committee's focus for the following year. The work plan must be approved by the Advisory Committee prior to being brought forward.

c) An Advisory Committee may appear as a delegation before Council to provide clarification or additional information respecting its annual report, work plan, or other matters that may require the Advisory Committee

input. Delegation requests must be made in accordance with the regular delegation process as outlined in the Municipality's Procedural By-law.

7.2. Local Boards may submit their annual report or work plan through this process, or through an alternative process established in the Terms of Reference or by-laws.

8. Membership, Vacancies and Selection

8.1. Member Eligibility and Term

8.1.1. Unless otherwise specified in the Advisory Committee's or Local Board's Terms of Reference or the enabling legislation governing the Local Board, an applicant is eligible to serve on an Advisory Committee or Local Board, only if they are:

a) Are at least eighteen (18) years of age, unless applying for a designated youth position on an eligible Advisory Committee or Local Board, as specified in the Terms of Reference, and therefore must be between fifteen (15) and twenty-four (24) years of age; and

b) A resident or business owner in the Municipality of Port Hope.

8.1.2. Unless the Terms of Reference state otherwise, appointments of Members to Advisory Committees are for four (4) years. Terms begin on January 1 of the second year of a Council term and continue until a successor is appointed. This timing gives a newly elected Council time to review and update Advisory Committee's Terms of Reference, if necessary, so they reflect Council's strategic priorities.

8.1.3. Unless the Terms of Reference state otherwise, appointments of Members to Local Boards and Quasi-Judicial Committees are for four (4) years, concurrent with the term of Council.

8.1.4. If a seat on the Advisory Committee or Local Board becomes vacant before a Member's term ends, Council may appoint another eligible person to serve for the rest of that term.

A Member's term may end earlier if:

a) Council removes the Member because of a conduct complaint, where the Chair reports that the Member has missed more than three (3) consecutive meetings, or where Council determines that removal is otherwise warranted, including for reasons related to inappropriate conduct, egregious behaviour, harassment, discrimination, breach of the Municipality's policies, conflicts of interest, or any other serious matter affecting the member's ability or suitability to serve; or

b) The Member no longer meetings the eligibility requirements; or

c) The Member resigns and the seat is declared vacant; or

d) Council dissolves the Advisory Committee.

8.1.5. Each Member is limited to simultaneous service on a maximum of three (3) Advisory Committees or Local Boards. Any exception to this requirement must be granted by the approval through a Council resolution.

8.2. Vacancies

8.2.1. An Advisory Committee or Local Board seat becomes vacant when a Member resigns in writing to the Staff Lead and/or Recording Secretary. Upon receipt of the resignation, the Staff Lead and/or Recording Secretary must notify the Clerk.

Vacancies take effect on the earliest of the following:

a) The date the Clerk receives notification of the resignation;

b) The date specified in the resignation letter;

c) The date Council removes the member by resolution; or

d) The date the member no longer meets the qualifications for the position (i.e., moved outside of the Municipality, passed away, etc.).

The Chair, in consultation with the Recording Secretary, may also notify the Clerk and ask that a Member's seat be declared vacant if the member misses three (3) consecutive meetings in a row without notice. Although Members are appointed by Council resolution, Council does not need to pass a separate resolution to declare the seat vacant when one (1) of these conditions apply.

8.2.2. The Clerk, or designate, will work with the Human Resources Division for recruitment of Advisory Committee and Local Board vacancies.

8.2.3. Vacancies will be advertised through the Municipality's communication channels (i.e., website, social media, etc.) or as deemed appropriate by the Clerk.

8.2.4. Recruitment for the new Local Boards or Quasi-Judicial Committees' terms will begin during the election year, and Members will be appointed following the swearing-in of the newly elected Council. This timing is intended to align with Council's term, as per applicable legislation that governs the Quasi-Judicial Committees and/or Local Boards.

8.2.5. Recruitment for the new Advisory Committees term will begin during the first year of Council term. This timing is intended to allow for the recruitment, review, and appointment to be completed so that Advisory Committees are established and in place during the second year of Council and are aligned to Council's priorities.

8.2.6. Recruitment during a term will take place when a vacancy needs to be filled, after any changes to an Advisory Committee's or Local Board's Terms of Reference, or when a new Advisory Committee or Local Board is created.

8.3. **Selection**

8.3.1. Applications to Advisory Committees and Local Boards are received online by the Human Resources Division and provided to the Clerk or designate. The Clerk, or designate, shall provide all applications to the Staff Lead and Chair of the Advisory Committee or Local Board. If the Chair is unavailable, the Clerk will work with the Staff Lead, Mayor and/or Deputy Mayor to determine a selection committee for the Advisory Committee or Local Board.

8.3.2. An interview may be held with all applicants by the Chair and Staff Lead for the Advisory Committee or Local Board, and any other individual determined to be part of the recruitment process at the discretion of the Chair, in consultation with the Staff Lead and Clerk. Interviews may be held electronically or in person, at the discretion of the Clerk, Chair and Staff Lead or their designate.

8.3.3. The Chair and Staff Lead may waive the requirement to interview an applicant if that applicant has served a previous term on the Advisory Committee or Local Board of interest.

8.3.4. Members are appointed to Advisory Committees and Local Boards by Council resolution, unless a different process is required by legislation.

8.3.5. Appointment recommendations are provided to Committee of the Whole via a staff report and ratified by Council resolution at the subsequent meeting.

8.3.6. The Clerk may, where deemed necessary, bring applications for appointments directly to Council in Closed Session for consideration and determination of appointments, in accordance with the Municipal Act, 2001.

8.3.7. The Clerk, or designate, will notify all applicants, in writing, of Council's decision.

9. Remuneration

9.1. Members appointed to Advisory Committees and Local Boards shall serve on a voluntary basis unless otherwise provided for in the respective Terms of Reference.

10. Roles and Responsibilities

10.1. **Chair**

10.1.1. In accordance with the Municipality's Procedural By-law, the Council Member appointed to an Advisory Committee shall serve as its Chair. This does not include Quasi-Judicial Committees or Local Boards. Quasi-Judicial Committees and Local Boards may elect their Chair from the Members.

10.1.2. The Chair, will act as presiding officer over the conduct of the Meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the Meetings.

10.1.3. The Chair may be required to receive additional training on their roles.

10.1.4. Additional responsibilities include:

10.1.4.1. Leading meetings respectfully and fairly, encouraging different viewpoints, and helping the Advisory Committee develop its recommendations.

10.1.4.2. Chair meetings in accordance with the Municipality's Procedural By-law.

10.1.4.3. Provide agenda items to Recording Secretary in a timeline manner so meeting agendas can be prepared.

10.1.4.4. Work with Staff Lead to prepare the annual report and work plan presented to Council each year.

10.1.4.5. Act as spokesperson.

10.1.4.6. Communicating the Advisory Committee's shared decisions and respecting Council's final decisions.

10.1.4.7. Ensure that the Municipality's By-laws and Policies are adhered to with respect to all matters.

10.2. **Vice Chair**

10.2.1. The Vice Chair will be chosen every year by the Advisory Committee's Members through a nomination and vote, as set out below.

10.2.1.1. Selection of Vice Chair

Vice Chairs are elected using the following process:

10.2.1.1.1. The Recording Secretary announces that the meeting floor is opened for Members to nominate fellow Members for the position of Vice Chair. All nominations must be seconded.

10.2.1.1.2. The person who has been nominated must accept the nomination in order for their name to stand for the position of Vice Chair. The floor remains open for nominations until no more nominations are made.

10.2.1.1.3. When nominations have been completed, the nomination process is declared closed and those individuals who have agreed to let their names stand are now candidates for Vice Chair.

10.2.1.1.4. If only one person accepts the nomination for Vice Chair position, they become Vice Chair by acclamation, and it is not necessary to formally vote on the matter.

10.2.2. Act in the position of the Chair in the absence of the Chair.

10.2.3. Otherwise, the Vice Chair shall perform the duties of a regular Member of the Advisory Committee or Local Board.

10.2.4. Local Boards may choose to select Vice Chairs through a separate process outside of this By-law.

10.3. **Members**

10.3.1. Members are expected to attend all regular meetings whenever possible.

10.3.2. Members who are unable to attend a meeting shall notify the Chair in advance.

10.3.3. Members shall actively participate in meetings and be familiar with the Advisory Committee's or Local Board's mandate and Terms of Reference.

10.3.4. Members shall actively contribute to fulfilling the responsibilities of the Advisory Committee or Local Board and complete any assigned work, including special projects and research that they have agreed to undertake.

10.3.5. Members shall understand the Advisory Committee's and Local Board's role in providing advice to Council.

10.3.6. Members shall respect the role and responsibility of the Chair.

10.3.7. Members shall respect Council's decisions and their finality.

10.3.8. Members shall recognize that actions taken and recommendations made by the Advisory Committee's and Local Board's reflect the majority view of the Advisory Committee's or Local Board's.

10.3.9. Members shall disclose any pecuniary interest, in writing, using the prescribed form.

10.3.10. Members shall comply with the Code of Conduct.

10.4. **Council Members**

10.4.1. Council Members will be appointed to Advisory Committees and Local Boards at the beginning of each term of Council.

10.4.2. Council Members appointed to Advisory Committees will serve as Chair of that Advisory Committee. This does not apply to Quasi-Judicial Bodies or Local Boards.

10.4.3. Council Members will count toward quorum and shall be a voting member unless otherwise specified in the Terms of Reference.

10.4.4. Council Members will serve as a conduit of information between their respective Advisory Committee or Local Board and are expected to provide updates at Standing Committee Meetings, as required. This does not apply to Quasi-Judicial Bodies.

10.5. **Staff Lead**

10.5.1. Each Advisory Committee and Local Board is assigned a Staff Lead. Staff Leads are assigned by the appropriate Director based on knowledge and expertise, and they provide support and advice to the Advisory Committee or Local Board.

10.5.2. Assist new Members in understanding the subject matter of the Advisory Committee or Local Board, and work with the Clerk, or designate, who will provide training on meeting procedures, roles, and the Advisory Committee's or Local Board's reporting relationship to Council.

10.5.3. Provide guidance and direction on Municipal policies and procedures.

10.5.4. Share relevant correspondence, information, and resource materials with the Advisory Committee or Local Board.

10.5.5. Provide professional advice and prepare staff reports on behalf of the Advisory Committee or Local Board when recommendations are being brought forward for Council's consideration, including where actions and resources are required.

10.5.6. Provide information to the Advisory Committee through the preparation of staff memos, where appropriate and within the scope of the Committee's mandate.

10.5.7. Local Boards shall oversee the preparation of their budget for Council approval and monitor the approved budget and related expenses. Advisory Committees do not have separate budgets. Any expenses related to an Advisory Committee shall be paid from the applicable Staff Lead's approved divisional budget or as directed by Council.

10.5.8. Other than the Staff Lead, the number of municipal staff attending Advisory Committee or Local Board meetings will be kept to a minimum and participation is determined by the appropriate Director. Municipal staff attend as information resources only and do not have voting rights.

10.6. **Secretarial and Administrative Support**

10.6.1. As a general rule, Legislative Services will provide secretarial support for Advisory Committees. Local Boards shall generally be responsible for providing their own secretarial support, which may be provided by a Member appointed as the Local Board's secretary, an employee of the Local Board, or a Staff Lead, where the Local Board receives support from a Municipal Department.

Advisory Committees or Local Boards that do not receive secretarial support from Legislative Services shall ensure that approved minutes are forwarded to the Clerk for retention. In addition, any policies updated or approved by the Advisory Committee or Local Board shall be forwarded to the Clerk for retention.

10.6.2. Recording Secretaries are managed by the Clerk and provide administrative support to the Advisory Committees, including preparing, distributing, and maintaining agendas and minutes.

10.6.3. The Recording Secretary prepares agendas, in consultation with the Chair and Staff Lead, in the required format and posts upcoming agendas and attachments to the Municipal website.

10.6.4. When preparing minutes, the Recording Secretary records all resolutions, decisions, and proceedings of the Advisory Committee or Local Board, without note or comment, in accordance with the Municipal Act, 2001, as amended.

10.6.5. After the Advisory Committee or Local Board approves the meeting minutes, the Recording Secretary shall ensure the approved meeting minutes are provided to the Clerk or designate as soon as possible so they can be included on the next available Council agenda.

10.6.6. The Recording Secretary provides Conflict of Interest Declaration forms, collects completed forms from members during the meeting, and records any declared conflicts of interest in the meeting minutes. Any Conflict of Interest Declaration forms are to be provided to the Legal and Legislative Services Department for inclusion in the public Conflict of Interest Registry.

10.6.7. The Recording Secretary provides secretarial and administrative support only and is not responsible for managing, directing, or executing the work of the Advisory Committee, Local Board, or the Staff Lead. Responsibility for such work and related resourcing rests with the Advisory Committee, Local Board, or the Staff Lead, as appropriate.

11. Quasi-Judicial Bodies

11.1. Despite any other provisions of this By-law, Quasi-Judicial Bodies and in some cases, Local Boards, are governed by separate legislation and requirements. These rules may include requirements for membership, terms of office, procedures, and reporting. If there is a conflict between those requirements and this By-law, the separate legislative requirements will apply. Where possible, the Municipality will aim to keep this By-law consistent with those requirements.

12. Training

12.1. All appointed Members shall participate in orientation and training provided by the Municipality at the beginning of their term of office, which will include training on the Municipality's Equity, Diversity, and Inclusivity Policy and anti-oppression framework.

12.2. Attendance at orientation is mandatory for all Members.

12.3. The Municipality may provide supplementary education, information sessions, or governance training during the term where it is considered necessary or advisable to support the Committee's mandate and/or effectiveness.

13. Equity, Diversity and Inclusivity Application

13.1. Members shall conduct themselves in a manner consistent with the Municipality's Equity, Diversity, and Inclusivity Policy and Anti-Oppression Framework, and shall support inclusive and accessible participation in Advisory Committee and Local Board activities.

13.2. Advisory Committees and Local Boards shall review and carry out their work in accordance with the Municipality's established Equity, Diversity, and Inclusion Policy and Anti-Oppression Framework. This includes considering

equity, diversity, inclusion, and accessibility principles when developing recommendations, reviewing matters within their mandate, supporting public participation (if required), and conducting meetings or activities.

13.3. Each Advisory Committee and Local Board shall incorporate an equity, diversity, and inclusion lens into its consideration of matters before it and into all recommendations provided to Council, staff, or other governing bodies.

13.4. Recruitment for Advisory Committees and Local Boards shall be conducted using an equity, diversity, and inclusion lens to support fair, accessible, and inclusive participation and to encourage applications from a broad range of qualified individuals reflective of the community.

13.5. Accessible formats and reasonable accommodations are available to members during their term upon written request as well as throughout the recruitment process.

14. Terms of References

- Advisory Committees – Schedule ‘A’
- Quasi-Judicial Committees – Schedule ‘B’
- Local Boards with Council Appointees – Schedule ‘C’
- Working Groups – Schedule ‘D’

15. Exceptions

15.1. This By-law does not apply to Standing Committees.

15.2. This By-law does not apply to internal Committees of Staff.

16. Review

Legislative Services Division will review this By-law and the associated Terms of Reference for each Advisory Committee once during each term of Council and shall work with the Staff Leads and Advisory Committees to bring forward any necessary amendments.

17. Enactment

17.1. By-laws 05/2021, 49/2025, and 53/2025 are hereby repealed.

17.2. Schedules A, B, C, and D, affixed hereto form part of this By-law.

17.3. This By-law will come into force and effect on the date of its passing.

BYLAW READ AND PASSED in open Council this 15th day of September.

_____
Olena Hankivsky, Mayor

_____
Shrishma Davé, Clerk

By signing this by-law on the 15th day of September, 2026 Mayor Olena Hankivsky will not exercise the power to veto this by-law.

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Schedule “A” to By-law 57-2026

Advisory Committees

A1 - Accessibility Advisory Committee

Committee Name: Accessibility Advisory Committee or "AAC"

Reporting To: **Council**

Composition: The Accessibility Advisory Committee shall consist of no less than six (6) and no more than eight (8) members appointed by Council, as follows:

- Up to seven (7) members who are residents and/or ratepayers of the Municipality, including consideration for a youth representative. Employees of the Municipality cannot apply.
- One (1) Member of Council, appointed at the beginning of the Council term.
- In keeping with the requirements of the Accessibility for Ontarians with Disabilities Act, 2005, as amended, a majority of the members of the Committee shall be residents with disabilities.
- **All shall be voting members.**

Ex-Officio Representatives:
The Mayor, Chief Administrative Officer, and Youth Councillor(s) shall be non-voting ex-officio members of all Advisory Committees and Local Boards.

Additionally, one (1) representative from the Chamber of Commerce shall be a non-voting ex-officio member of the Accessibility Advisory Committee. The representative from the Chamber of Commerce will not count towards quorum.

Staff Lead:
Health and Safety/HR Coordinator or their designate. As requested by the staff lead, additional staff may be requested to attend to provide resource information and support.

Purpose:
To advise Council on matters that will enhance the ability of people with disabilities to have equal access to opportunities within the municipality. This authority is in accordance with the *Ontarians with Disabilities Act, 2005.*

Mandate:
The mandate of the Accessibility Advisory Committee is to encourage and facilitate accessibility on behalf of all persons with disabilities by promoting public awareness and sensitivity; encouraging co-operation among all service and interest groups to ensure an inclusive community for all persons; identifying and documenting relevant issues and concerns; improving access to housing, transportation, education, recreation, and employment; improving communication among all levels of government and service agencies to make recommendations regarding policy, procedure and legislation; to educate and champion needs that arise based on the

Accessibility for Ontarians with Disabilities Act (2005); and recognizing that the needs of all persons, including persons with disabilities, are constantly changing.

Objectives:

1. In accordance with the *Accessibility for Ontarians with Disabilities Act (2005)*, as amended from time to time:

1.1 The Committee shall:

- Advise Council in each year about the preparation, implementation and effectiveness of its accessibility plan.
- Advise Council on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,
- that the Council purchases, constructs or significantly renovates;
- for which the Council enters into a new lease; or
- that a person provides as municipal capital facilities under an agreement entered into with the Council in accordance with Section 110 of the Municipal Act, 2001.
- Advise Council on the purchase of goods and services through the procurement process for the use of the municipality, its employees or the public, having regard to the accessibility for persons with disabilities to the goods or services.
- Review the site plans and drawings described in section 41 of the Planning Act that the Committee selects; and
- Comply with any applicable regulations that may be established from time to time.

2. In consultation with Council and Municipal Staff the Committee shall:

- Review new and existing municipal by-laws and policies
- Encourage improved services which will allow disabled persons to live a full and productive life
- Promote public awareness and understanding of the needs of disabled persons
- Coordinate an annual Schools Program to promote awareness and understanding of accessibility and inclusion among local youth.

3. The Committee shall provide advice to Council on other issues of importance to persons with disabilities.

Role of Council:

Council will consider the recommendations and advice provided by the Committee in accordance with the provisions of the Advisory Committees and Local Boards By-law.

Role of Staff:

Staff will perform the responsibilities set out in the Advisory Committees and Local Boards By-law.

Term:

Terms shall be in accordance with the Advisory Committees and Local Boards By-law.

Frequency of Meetings:

Meetings will be held in accordance with the schedule established by the Committee to properly discharge its responsibilities and as set out in the Advisory Committees and Local Boards By-law.

A2 – Civic Awards Advisory Committee

Committee Name: Civic Awards Advisory Committee or "CAAC"

Reporting To: Council

Composition: The Civic Awards Advisory Committee shall consist of not less than six (6) and no more than eleven (11) members appointed by Council, who are residents and/or ratepayers of the Municipality, being a minimum of 18 years of age, and not an employee of the Municipality. The composition of members will include:

- Three (3) to Eight (8) members with consideration given to individuals with diversity, experience, and knowledge in community engagement, event planning, policy development, adjudication and the disciplines reflected in Award Categories (culture, heritage, environment, agriculture, philanthropy, arts, innovation, athletics, and community service);
- One (1) representative from the Heritage Business Improvement Area;
- One (1) representative from the Chamber of Commerce;
- The Council appointed Chair of Parks, Recreation and Culture Committee or designate.
- **All being voting members**.
- Youth Councillors: may participate in committee meetings in a non-voting capacity, and activities at their discretion and as requested by Council or the Committee. Their involvement is voluntary and may vary based on availability, interest, and capacity.

Ex-Officio Representatives:
The Mayor, Chief Administrative Officer, and Youth Councillor(s) shall be non-voting ex-officio members of all Advisory Committees and Local Boards.

Staff Lead:
Director of Parks, Recreation & Culture or their designate. As requested by the staff lead, additional staff ay be requested to attend to provide resource information and support.

Purpose:
To provide advice to Council relative to the administration and maintenance of the Civic Awards Program Criteria and Ceremony.

The Committee serves in an advisory capacity to Council, providing recommendations on the selected nominees to be awarded a Civic Award in accordance with the Civic Awards Program Criteria, with delegated authority under Staff to develop, promote and host the Awards Ceremony.

Mandate:
To administer the provisions of the Civic Awards Program which celebrates nominees worthy of recognition for exceptional contributions and/or achievements bringing honour and/or enrichment to the Municipality of Port Hope.

Objectives:
Promotion & Nomination

- To encourage and reward achievements and volunteerism within the Municipality;
- To increase awareness about the Civic Awards while promoting and soliciting nominees for civic recognition, through several means, including communication with other Advisory Committees;
- To ensure the nomination process is designed to be accessible and barrier-free;
- To ensure nominations and award selection is completed in a fair and consistent manner to help preserve the integrity of the Civic Awards;
- To collaborate with Municipal staff and Council to host a successful program annually;
- Comply with Municipal branding requirements and review annually as it relates specifically to the function of the Civic Awards program.

Administration of the Civic Awards Program

- Collaborating and assisting municipal staff and other advisory committees as needed in the planning and execution of the annual Civic Awards Program and ceremony;
- Managing and tracking each year's award recipients and their nominations to prevent duplication of awards;
- Ensuring that each recipient receives a duly inscribed award;
- Ensuring that the Outstanding Citizen and Outstanding Youth award recipients' names are displayed for public viewing in Town Hall;
- Creating and updating, a nomination form that is readily available to the public;

- Submit program budget requests to the Staff Lead for consideration in keeping with budget directions and timelines;
- Administer the council approved communication plan funded through the Civic Awards Annual Budget Allocation.
- To evaluate the Municipality's recognition program once each Council term, including available input from Civic Awards Advisory Committee volunteers who have contributed over the previous four (4) years.
- To review and recommend award categories and criteria for Council's consideration and required amendments to the Civic Awards Program Policy.

Role of Council:
Roles and responsibilities are outlined in the Advisory Committees and Local Boards By-law.

Role of Staff:
In addition to the responsibilities outlined in the Advisory Bodies and Local Boards By-law, the role of the Staff Lead is, with the assistance of the Committee:

- Organize the annual Civic Awards Event on behalf of Council;
- Oversee administrative functions, including, but not limited to tracking of nominations, generating correspondence, managing inventory, and budget;
- Provide orientation and training on the mandate of the Committee; Legislative Services Staff will be responsible for procedural training.

Term:
Terms shall be in accordance with the Advisory Bodies and Local Boards By-law.

Frequency of Meetings:
The Committee will endeavor to meet monthly, calling additional meetings and completing assignments between meetings, as needed to fulfil ceremony planning and nomination review duties. Thus, the Committee will engage in a minimum of ten (10) meetings per year, breaking for summer in July and August.

Meetings will be held in accordance with the schedule established by the Committee to properly discharge its responsibilities and as set out in the Advisory Committees and Local Boards By-law By-law.

A3 – Environmental Advisory Committee

Committee Name: Environmental Advisory Committee or "EAC"

Reporting To: Council

Composition: The Environmental Advisory Committee shall consist of no less than seven (7) and no more than nine (9) members appointed by Council, as follows:

- Up to (8) Members who are residents and/or ratepayers of the Municipality, including consideration of a youth representative, with consideration given to achieving representation from both urban and rural communities, equity-deserving groups, including Indigenous Peoples, and individuals with lived experience of environmental and climate impacts, including those from communities disproportionately affected by environmental hazards. Preference will be given to individuals who have interest, knowledge and/or experience in energy efficiency and electrification, active transportation and sustainable land use planning, sustainable agriculture and local food systems, environmental stewardship, tree canopy, and biodiversity, and/or waste reduction and circular economy. Employees of the Municipality cannot apply.
- One (1) Member of Council, appointed at the beginning of the Council term.
- All shall be voting members.

Ex-Officio Representatives:

The Mayor, Chief Administrative Officer, and Youth Councillor(s) shall be non-voting ex-officio members of all Advisory Committees and Local Boards.

Staff Lead:

Manager, Environmental Remediation or their designate. As requested by the Committee through the staff lead, additional staff may be requested to attend a meeting to provide resource information and support.

Purpose:

To provide leadership for the implementation of the Port Hope's Sustainable Future: Community Climate Action Plan*,* and to provide advice and recommendations to Council relative to climate change and environmental sustainability in, or potentially impacting, the Municipality of Port Hope.

Mandate:

The Committee shall provide recommendations to Council on municipal policies and programs; and will engage with the broader community to advance climate action and environmental sustainability.

Objectives:

1. **Engage**
    - To develop and maintain relationships with diverse community stakeholders to promote and support local climate action and environmental sustainability efforts.
    - To liaise with committees working on climate action and environmental sustainability at the County and other Northumberland lower tier municipalities for shared learning.
    - To collaborate with schools and other community organizations to expand environmental education and stewardship.
    - To build and maintain respectful relationships with local and surrounding Indigenous communities and First Nations, seeking to learn from Indigenous knowledge and perspectives on environmental stewardship and climate resilience.
    - To take proactive steps to reach community members who are traditionally less represented in municipal advisory processes, including through accessible meeting formats, plain language communications, and targeted outreach to equity-deserving groups
    - To receive delegations from community members and organizations on climate action and environmental sustainability issues.
    - To contribute to development and amplification of municipal communications regarding climate action and environmental sustainability initiatives of the municipality and broader community.
2. **Advance**
    - To organize and implement community programs and events that advance recommendations of *Port Hope's Sustainable Future: Community Climate Action Plan.*
    - To monitor emerging issues related to climate change and environmental sustainability across the community and ensure they are brought forward for consideration, as relevant.
    - To research relevant climate action and environmental sustainability initiatives in other jurisdictions and identify opportunities to action relevant lessons, ideas, and opportunities.

3. **Champion**

- To provide input on matters that may have significant environmental impacts as directed by Council, new programs and services, and new municipal policies and by-laws as they arise, relative to: energy efficiency and electrification; active transportation and sustainable land use planning; sustainable agriculture and local food systems; environmental stewardship, tree canopy, and biodiversity; waste reduction and circular economy.

- To regularly review and propose relevant updates to existing programs, policies and by-laws to advance recommendations in the Corporate Climate Action Plan and *Port Hope's Sustainable Future: Community Climate Action Plan.*

- To monitor and provide recommendations on the implementation of the Corporate Climate Action Plan, *Port Hope's Sustainable Future: Community Climate Action Plan,* Tree Protection Bylaw, Tree Removal and Replacement Policy, Official Plan, Forest Master Plan, and any other relevant policies and by-laws with implications for climate action and environmental sustainability.

- To monitor and provide recommendations with respect to the impact of the Port Hope Area Initiative on tree canopy, biodiversity, and sustainability in the municipality.

- To consider, when developing recommendations on environmental and climate matters, the differential impacts on equity-deserving communities and to advocate for approaches that promote environmental justice and equitable access to the benefits of climate action.

Role of Council:

Council will consider the recommendations and advice provided by the Committee in accordance with the provisions of the Advisory Bodies and Local Boards By-law.

Role of Staff:

Staff will perform the responsibilities set out in the Advisory Bodies and Local Boards By-law.

Term:

Terms shall be in accordance with the Advisory Bodies and Local Boards By-law.

Frequency of Meetings:

Meetings will be held in accordance with the schedule established by the Committee, and as set out in the Advisory Bodies and Local Boards By-law By-law, to enable the Committee to properly discharge its responsibilities.

Meeting Agendas:

The Committee agenda will be organized in accordance with the Advisory Bodies and Local Boards By-law. Objectives and sub-objectives set out in the Committee's Terms of Reference shall be placed on the agenda as standing items. At least one (1) objective and/or sub-objective will be discussed at each meeting to ensure all items are considered during the Committee's term.

A4 – Heritage Port Hope Advisory Committee

Committee Name: Heritage Port Hope Advisory Committee or "HPH"

Reporting To: Council

Composition: The Heritage Port Hope (HPH) Advisory Committee shall consist of no less than five (5) and no more than nine (9) members appointed by Council, as follows:

- Up to eight (8) members who are residents and/or ratepayers of the Municipality, including consideration for a youth representative, with consideration given to individuals who have interest, experience, knowledge, or expertise in cultural heritage, heritage conservation, heritage design, architecture, preservation, and/or adaptive reuse. Employees of the Municipality cannot apply.
- One (1) Member of Council, appointed at the beginning of the Council term.
- All shall be voting members.

Ex-Officio Representatives:
The Mayor, Chief Administrative Officer, and Youth Councillor(s) shall be non-voting ex-officio members of all Advisory Committees and Local Boards.

Staff Lead:
Director of Development Services or their designate. As requested by the staff lead, additional staff may be requested to attend a meeting to provide resource information and support.

Purpose:
The Heritage Port Hope Advisory Committee is the Municipal Heritage Committee as described by and pursuant to the Ontario Heritage Act, 1990, as amended.

The Committee is established to advise, assist, and make recommendations to Council on matters relating to the conservation of cultural heritage resources, applications for repeal of designations, construction, alterations, and removal or demolition of heritage properties and matters relating to the conservation and designation of heritage properties and districts in accordance with Part IV and Part V of the Ontario Heritage Act, 1990, as amended.

Mandate:
Heritage Port Hope advises, assists, and makes recommendations to Council on matters related to Part IV (Conservation of Buildings of Historic or Architectural Value, Designation of Properties by Municipalities) and to Part V (Heritage Conservation Districts) of the Ontario Heritage Act, 1990, as amended.

Objective:

The Committee provides advice and recommendations to Council and staff, as needed, regarding:

- designations, including the repeal of designations, under Part IV and V of the Ontario Heritage Act, 1990, as amended, including the listing of non-designated properties of cultural heritage value or interest;
- review of heritage application(s) referred by Council and/or staff;
- promotion and public awareness of Port Hope's cultural heritage, including the Heritage Plaque Program which recognizes designated properties;
- other cultural heritage matters as referred to the Committee by Council, staff and/or other Advisory Bodies; and
- prepare an annual report to Council on the activities of the Heritage Port Hope Advisory Committee.

For clarity, and to ensure the Committee can effectively achieve its mandate, members **are not** responsible for the following:

- approval of heritage applications;
- inspection of work (e.g. construction, renovation and/or rehabilitation activities) performed at individual properties;
- undertaking or directing the daily operations of the Municipality;
- administrative matters including directing staff and budgeting;
- the preparation of grant application, or the administration and approvals for incentive programs; and
- activities not approved by Council.

The Committee shall carry out its mandate in a manner consistent with the Municipality of Port Hope's Equity, Diversity, and Inclusivity Policy and Anti-Oppression Framework, and shall consider the potential impacts of its advice and/or recommendations on diverse community members, including equity-deserving groups, with a view to reducing barriers and supporting inclusive and equitable outcomes.

Authority:

The Heritage Port Hope Advisory Committee is established by Council as an advisory body to provide advice and recommendations on matters within its mandate in accordance with the Ontario Heritage Act, 1990, as amended and any applicable municipal by-laws, policies, and procedures.

The Committee does not have delegated authority to make decisions on behalf of Council unless such authority is expressly provided by Council by by-law. The Director of Development Services, or their designate, may exercise delegated authority to approve certain heritage applications in accordance with the Municipality's Delegated Authority By-law. The delegated authority may only be exercised following a recommendation from the Committee or as outlined in the Delegated Authority By-law. Where the Committee's recommendation differs from the staff recommendation, the matter shall be referred to Council for consideration through a staff report.

In carrying out its mandate, the Committee shall recognize that cultural heritage conservation and adaptive reuse require a collaborative approach that extends beyond regulatory compliance and enforcement. The Committee shall work co-operatively with property owners, applicants, stakeholders, and the broader community in promoting the conservation and long-term viability of cultural heritage resources.

When making recommendations to Council, the Committee will take into consideration the perspectives of the property owners and the role of adaptive reuse in supporting preservation, continued use, and long-term conservation of heritage buildings for future generations.

Role of Council:

Roles and responsibilities are outlined in the Committee By-law.

In addition, under Part IV of the Ontario Heritage Act, 1990, as amended, on Conservation of Cultural Heritage Value or Interest, Council is required to consult with the Committee on the following:

- Updating the municipal register of properties with cultural heritage value or interest;
- Before giving notice of intention to designate a property;
- Before amending a by-law affecting a property under the Ontario Heritage Act, 1990, as amended;
- Before repealing, in whole or in part, a by-law designating a property;
- Before considering an application for designated property to repeal the by-law or part thereof designating the property;
- On an application to alter a designated property where the alteration is likely to affect the heritage attributes (listed in the statement of heritage value or interest) as set out in the bylaw designating the property;
- Before delegating power to an employee or official of the municipality to consent to alterations to property.;
- On an application to demolish or remove any building or structure on a designated property; and
- Before Council passes a by-law to enter into an easement or covenant with a property owner to help protect the property that has cultural heritage value or interest.

Under Part V of the Ontario Heritage Act, 1990, as amended, on Heritage Conservation Districts, Council is required to consult with the Committee on the following:

- Before passing a by-law to define a study area for future designation as a heritage conservation district;
- Before passing a heritage conservation district plan;
- Before delegating by by-law its authority to grant permits for the alteration or property situated in a heritage conservation district; and
- On an application to demolish or remove any building or structure on property situated in a heritage conservation district.

Under Part IV and V of the Ontario Heritage Act, 1990, Council may delegate by by-law its power to grant permits for the alteration of designated properties to an employee or official of the municipality.

Role of Staff:

In addition to the responsibilities set out in the Committee By-law, staff are responsible for the following:

- The Director of Development Services, or their designate, on behalf of the Municipal Clerk, will maintain the municipal register of properties of cultural heritage value or interest in accordance with the Ontario Heritage Act, 1990, as amended.
- Where authority has been delegated by by-law, the Director of Development Services, or their designate, may review and approve proposals for alterations to designated properties of cultural heritage value or interest, provided that such applications have first been reviewed by the Heritage Port Hope Advisory Committee and are accompanied by the Committee's recommendation. Where the Committee's recommendation differs from the staff recommendation, the matter shall be referred to Council for consideration through a staff report.
- The Municipality's Chief Building Official, or their designate, shall provide applications for demolition permits to the Committee for review prior to the issuance of a demolition permit.
- The Director of Development Services, or their designate, shall coordinate the Heritage Plaque Program.

Term:

Terms shall be in accordance with the Advisory Bodies and Local Boards By-law.

Frequency of Meetings:

Meetings will be held in accordance with the schedule established by the Committee, and as set out in the Advisory Bodies and Local Boards By-law, to enable the Committee to properly discharge its responsibilities.

A5 – Parks, Recreation and Culture Advisory Committee

Committee Name: Parks, Recreation and Culture ("PRC") Advisory Committee

Reporting To: Council

Composition: The Parks, Recreation and Culture Advisory Committee shall consist of not less than seven (7) and not more than eleven (11) members appointed by Council as follows:

- Nine (9) members with consideration given to individuals with the diversity, experience, knowledge and disciplines in culture, waterfront, trails, parks and recreation and who are residents and/or ratepayers of the Municipality, being a minimum of 16 years of age, and not an employee of the Municipality;
- Option for 1 member as a liaison with the Ganaraska Region Conservation Authority, if available
- The Council appointed Chair of Parks, Recreation and Culture Committee or designate.
- **All shall be voting members.**
- Youth Councillors: may participate in committee meetings in a non-voting capacity, and activities at their discretion and as requested by Council or the Committee. Their involvement is voluntary and may vary based on availability, interest, and capacity.

Ex-Officio Representatives:
The Mayor, Chief Administrative Officer, and Youth Councillor(s) shall be non-voting ex-officio members of all Advisory Committees and Local Boards.

Staff Lead:
Director of Parks, Recreation and Culture or their designate. As requested by the staff lead, additional staff may be requested to attend to provide resource information and support.

Purpose:
The purpose of the PRC Advisory Committee is to advise Council on matters pertaining to parks, recreation, events, waterfront, and cemeteries within the Municipality.

Mandate:
To provide advice to Council relative to Parks, Recreation and Culture initiatives enhancing the quality of life for Port Hope residents through a wide range of innovative, inclusive, and accessible programming, providing opportunities for physical activity, social interaction, and community engagement.

Objectives:

- The Committee shall assist staff in the development and implementation of long-range parks, recreation, and culture services and project plans in accordance with the Leisure Services Master Plan, the Waterfront and Riverwalk Master Plan, the Cultural Plan, and other relevant plans and documents.
- The Committee shall provide review and advice in relation to the development of innovative programs and services that positively affect the operation of the department of Parks, Recreation and Culture.
- The Committee will advocate the benefits of parks, recreation, and culture services and assist with the active promotion of the services of the Municipality.
- The Committee shall liaise with the broader community to provide input and advice relating to provision of parks, recreation, and culture opportunities and services. This assistance may also include developing and nurturing of new partnerships and collaborations.
- The Committee will support staff in hosting meetings and consulting with the community at large on major park, trails, and facility developments.
- Collaborate with other advisory bodies of Council on project or program matters, such as economic development, accessibility, environmental, etc.

Role of Council:
Council will consider the recommendations and advice provided by the Committee in accordance with the provisions of the Advisory Bodies and Local Boards By-law.

Role of Staff:
Staff will perform the responsibilities set out in the Advisory Bodies and Local Boards By-law.

Term:

Terms shall be in accordance with the Advisory Bodies and Local Boards By-law.

Frequency of Meetings:
Meetings will be held in accordance with the schedule established by the Committee to properly discharge its responsibilities and as set out in the Advisory Bodies and Local Boards By-law.

Schedule “B” to By-law 57-2026

Legislated Committees

B1 – Committee of Adjustment

Committee Name: Committee of Adjustment or "COA"

Reporting To: Council

Composition: The Committee of Adjustment shall consist of five (5) members appointed by Council by By-law in accordance with Section 44 of the Planning Act, R.S.O. 1990, as amended.

- **All shall be voting members.**

Council Representative:
The Council-appointed Councillor shall serve as **a non-voting member** of the Committee.

Ex-Officio Representatives:
The Mayor, Chief Administrative Officer, and Youth Councillor(s) shall be non-voting ex-officio members of all Advisory Committees and Local Boards.

Staff Lead:
Director, Development Services or their designate; Committee of Adjustment Secretary-Treasurer. As requested by the staff lead, additional staff may be requested to attend to provide resource information and support.

Purpose:
The Committee of Adjustment is a Legislated Committee established in accordance with Section 44 of the Planning Act, R.S.O. 1990 as amended. The Committee is responsible for making decisions on consent applications, minor variance applications, enlargement of existing non-conforming uses, and other technical matters set out by the provisions of the Planning Act, R.S.O. 1990 as amended.

Mandate:
The Committee of Adjustment hears applications and makes decisions on minor variances, alterations to legal non-conforming uses and consents/severances as well as consents for leases, rights-of-way or easements which extend beyond 21 years and to partially mortgage or partially discharge a mortgage on a parcel of land in accordance with provisions set out in the Planning Act, R.S.O. 1990 as amended, Municipality of Port Hope Official Plan and/or Zoning By-law.

1.1 The powers of the Committee of Adjustment are:

- As set out in Section 45 of the Planning Act, R.S.O. 1990 as amended, together with any supplementary powers contained in the Planning Act, R.S.O. 1990, or any amendment thereto.

- The power to give consents under s. 53 of the Planning Act, R.S.O. 1990 as amended, or any amendment thereto, provided, and only so

long as, the authority to give such consents is delegated to the Council for the Municipality of Port Hope.

- The power to issue certificates of validation under s. 57 of the Planning Act, R.S.O. 1990 as amended, or any amendment thereto.

1.2 The Committee of Adjustment shall function in accordance with the relevant provisions of the Planning Act, R.S.O. 1990, as amended, having regard to pertinent by-laws of the Municipality, and the Secretary-Treasurer shall file all documents as required by Section 44(10) of the said Act, and all minutes and records of all applications pursuant to Section 53 and the decisions thereon, in the office of the Municipal Clerk of the Municipality of Port Hope.

Term:
Members shall be appointed by Council in accordance with Section 44 of the Planning Act, R.S.O. 1990, as amended, for the term of Council that appointed them, or until their successors are appointed.

Remuneration:
Members will receive remuneration in the amount of $1,200 per year. Remuneration shall be paid in accordance with the Municipality's applicable policies and procedures.

Role of Council:
The Committee is legislated to make decisions on behalf of Council in accordance with the Planning Act, R.S.O. 1990 as amended. The role of the Council representative is set out in the Advisory Bodies and Local Boards By-law.

Role of Staff:
Staff will perform the responsibilities set out in the Advisory Bodies and Local Boards By-law. In addition, the Secretary-Treasurer will perform all statutory responsibilities of the role.

Frequency of Meetings:
Meetings will be held in accordance with the schedule established by the Committee, and as set out in the Advisory Bodies and Local Boards By-law to properly discharge their responsibilities.

B2 – Property Standards Appeal Committee

Committee Name: Property Standards Appeal Committee

Reporting To: Council

Composition: The Property Standards Appeal Committee shall consist of three (3) members, appointed by Council by By-law in accordance with Section 15.6 of the Building Code Act, 1992, S.O. 1992, c.23, as amended, and in accordance with Municipality's Property Standards By-law 67-2024 or any subsequent By-law that follows, as follows:

- 3 members who are who are residents and/or ratepayers of the Municipality, being a minimum of eighteen (18) years of age and not an employee of the Municipality.
- **All being voting members.**

Council Representative:
The Council-appointed Councillor shall serve as **a non-voting member** of the Committee.

Ex-Officio Representatives:
The Mayor, Chief Administrative Officer, and Youth Councillor(s) shall be non-voting ex-officio members of all Advisory Committees and Local Boards.

Staff Lead:
The Manager of Legislative Services/Clerk or their designate and Manager of Municipal Law Enforcement or their designate. As requested by the staff lead, additional staff may be requested to attend to provide resource information and support.

Purpose:
The Property Standards Appeal Committee is a quasi-judicial committee appointed by Council established under the provisions of the Ontario Building Code Act, 1990, S.O. 1992, c.23, as amended, to conduct appeal hearings to property standards orders that have been issued under the Ontario Building Code Act, 1990, S.O. 1992, c.23, as amended, and the Municipality's Property Standards By-law 67-2024.

Mandate:
To oversee appeals pertaining to Orders to Comply or Remedy issued by Municipal Law Enforcement Officers where property does not conform to prescribed standards in accordance with the Municipality of Port Hope's Property Standards By-law 67-2024 or any subsequent By-law that follows.

The duties and obligations of the Property Standards Committee shall be in accordance with Section 15.6 of the Building Code Act, 1992, S.O. 1992, c.23, as amended, and in accordance with the Municipality's Property Standards By-law 67-2024.

When hearing a Property Standards appeal, the Appeal Committee operates with the full powers of the Municipal Law Enforcement Officer who issued the original order. The Appeal Committee may:

- Confirm the Order; or
- Modify or amend the Order, including extending the time for complying with the Order; or
- Quash or rescind the Order completely.

The Property Standards Appeal Committee shall also sit as the Animal Services Appeal Committee, as required, and oversee appeals associated with Orders to Restrain in accordance with the Municipality's Animal Control By-law 60-2022, as amended, or any subsequent by-laws that follow.

When hearing an Order to Restrain, the Animal Services Appeal Committee operates with the full powers of the Municipal Law Enforcement Officer who issued the original order. The Animal Services Appeal Committee may:

- Exempt the Owner from muzzling and/or leashing requirements; or
- Confirm the muzzling and/or leashing requirements; or
- Vary muzzling and/or leashing requirements and other requirements of the Order; or
- Combine any exemption confirmation or variance as they deem fit.

Term:
Members shall be appointed by Council in accordance with Section 15.6 of the Building Code Act, 1992, S.O. 1992, c.23, as amended, for the term of Council that appointed them, or until their successors are appointed.

Remuneration:
Members will receive remuneration in the amount of $400 per year. Remuneration shall be paid in accordance with the Municipality's applicable policies and procedures.

Role of Council:
Council is responsible for appointing members to the Property Standards Appeal Committee.

Role of Staff:
Staff will perform the responsibilities set out in the Advisory Bodies and Local Boards By-law.

Frequency of Meetings:
Meetings will be held as needed to facilitate the hearing process in accordance with applicable by-laws.

Schedule “C” to By-law 57-2026

Local Boards with Council Appointees

C1 – Police Services Board

Board Name: **Police Services Board or "PSB"**

Reporting To: **Council**

Composition: The Port Hope Police Services Board as established in accordance with the Transition Board Resolution TR129/00 and the Police Services Act, R.S.O. 1990, c.P.15, as amended, shall consist of five (5) members, as follows:

- The Head of Council or if the Head chooses not to be a member of the Port Hope Police Services Board, another Member of Council appointed by Resolution of Council
- One (1) member of Council appointed by Resolution of Council
- One (1) other person appointed by Council who is neither a Member of the Council nor an employee of the Municipality and is a minimum of 18 years of age
- Two (2) persons appointed by the Lieutenant Governor in Council.

Definitions:
That the definitions as outlined by the Port Hope Police Services Board in accordance with the Police Services Act, R.S.O. 1990, c.P.15, as amended or other applicable legislation shall apply.

Policies/Procedures:
That the rules, regulations, policies, practices and procedures governing the Police Services Board shall apply in accordance with the Port Hope Police Services Procedural Policies and other applicable legislation.

Records:
That the records of the Port Hope Police Services Board shall be retained and preserved in accordance with the provisions of the Port Hope Police Services Board Records Retention Policies and other applicable legislation.

Mandate:
That the powers, duties and obligations of the Port Hope Police Services Board are in accordance with the relevant provisions of the Police Services Act, R.S.O. 1990, c.P.15, as amended.

Remuneration:
Members shall receive an honorarium as established by Council, as well as remuneration in accordance with the Port Hope Police Services Board Management Policies.

Term:
That the term of office shall be consistent with the provisions of the Police Services Act, R.S.O. 1990, c.P.15, as amended.

Frequency of Meetings:
The Police Services Board shall meet in accordance with the schedule established by the Board.

C2 – Port Hope Public Library Board

Board Name: **Port Hope Public Library Board or "PHPLB"**

Reporting To: **Council**

Composition: The Port Hope Library Board shall consist of not more than ten (10) members appointed by Council by By-law for the term of the appointing Council as follows:

- Eight (8) residents of the Municipality of Port Hope appointed in accordance with the qualifications set out in Section 10 of the Public Libraries Act, R.S.O. 1990, c.P.44, as amended from time to time, and
- Two (2) members of Council
- **All being voting members.**

Definitions:
That the definitions as outlined by the Port Hope Public Library Board in accordance with the Public Libraries Act, R.S.O. 1990, c.P.44 as amended or other applicable legislation shall apply.

Policies/Procedures:
That the rules and regulations of the Corporation of the Municipality of Port Hope Procedural By-law and the Public Libraries Act shall govern all proceedings of the Port Hope Public Library Board.

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.

Records:
That the records of the Port Hope Public Library Board shall be retained and preserved in accordance with the provisions of the Port Hope Public Library Board Records Retention Policies and other applicable legislation, including the Municipality of Port Hope's Records Retention By-law.

Mandate:
That the rights, duties, powers and responsibilities of the Port Hope Library Board shall be in accordance with the relevant provisions of the Public Libraries Act, R.S.O. 1990, c.P.44, as amended, having regard to pertinent by-laws of the Municipality.

That in carrying out the provisions of this By-law, the Port Hope Library Board shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law neither the Board nor any member thereof shall incur any liability by reason of anything done or left undone by the Port

Hope Public Library Board; provided however, that nothing in this section contained shall authorize or empower the Port Hope Library Board to incur any debt, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Municipality of Port Hope.

That the Chief Executive Officer for the Board shall call the first meeting of the Board in a new term.

That at the first meeting in a new term of the Board the members of the Board shall elect one of its members as Chairperson.

That the Board shall submit to Council annually on or before the date and in the form specified by the Council, estimates of all sums required during the year for the purposes of the Board.

That the amount of the Board's estimates that is approved or amended and approved by the Council shall be adopted by the Board and shall be paid to the Board out of money appropriated for it in accordance with the estimates as submitted and approved and shall not be used in any other manner or for any other purpose, without the prior approval of Council declared by Resolution.

Term:
That the members of the Board shall be appointed by Council for the term of Council, in accordance with the Public Libraries Act, R.S.O. 1990, c.P.44, as amended, or until their successors are appointed. When a member's seat on the Board is declared vacant, that vacancy shall be determined and filled in accordance with the Public Libraries Act, R.S.O. 1990, c.P.44, as amended.

Role of Council:
Council will consider the recommendations and advice provided by the Board in accordance with the provisions of the Public Libraries Act, R.S.O. 1990, c.P.44, as amended.

Role of Staff:
The role of the Chief Executive Officer for the Board is in accordance with the Public Libraries Act, R.S.O. 1990, c.P.44, as amended.

Frequency of Meetings:
The Port Hope Public Library Board shall meet in accordance with the schedule established by the Board.

C3 - Commissioners of the Port Hope Harbour

Board Title: **Commissioners of the Port Hope Harbour or "CPHH"**

Reporting To: **Council**

Composition: The Commissioners of the Port Hope Harbour shall be appointed as follows:

- Mayor is automatically a Commissioner by virtue of the Port Hope Harbor Vesting Act, 1853, 16 Vict. C140;
- all six (6) remaining Members of Council;
- two (2) members of the public as set out in Section IV of the Port Hope Vesting Act, 1853, 16 Vict. C140 being Schedule "A" to By-law 116-2011

Council Representative
All members of the Municipality of Port Hope's Council form part of the Commissioners of the Port Hope Harbour.

Staff Lead
Director of Finance or their designate is Treasurer for the Harbour Commission; Chief Administrative Officer or designate provides administration. As requested by the staff lead, additional staff may be requested to attend to provide resource information and support.

Purpose:
The Port Hope Harbour Vesting Act 1853 requires the establishment of the Commissioners of the Port Hope Harbour. The CPHH was created as a body corporate and as such is separate and autonomous from Council.

Mandate:
The CPHH oversees the lands vested by the Port Hope Harbour Vesting Act 1853 in trust for the sole and only use and benefit of the Municipality.

Objectives:
To fulfill the mandate as identified within the Port Hope Harbour Vesting Act 1853 as trustees for the lands vested to the CPHH.

The eighth recital of the Port Hope Harbour Vesting Act 1853 states that the harbour lands are to be vested in the Commissioners for the purpose of rendering the Harbor as "*safe, commodious, and convenient as possible for the purposes of the trade* and attracting thither vessels navigating Lake Ontario."

Term:
The term shall be in accordance with By-law 116-2011 being a By-law to establish a protocol for the appointment of Members of the Board for the Commissioners of the Port Hope.

Role of Council:
The CPHH is separate and autonomous from Council.

Role of Staff:
Staff will perform administrative functions as required by By-law 116-2011.

Frequency of Meetings:
Meetings will be held in accordance with the provisions of By-law 116-2011.

C4 – Heritage Business Improvement Area (HBIA) Board of Management

Board Title: **HBIA Board of Management**

Reporting To: **Council**

Composition: Minimum of six (6) and Maximum of eleven (11) Directors as set out in Section 5 below

1. For the purposes of the HBIA Board of Management establishing By-law 64-2007, as amended:

1.1 "Act" shall mean the Municipal Act, S.O. 2001, c. 25, as amended.
1.2 "Board" shall mean the Board of Management for the Heritage Business Improvement Area.
1.3 "Director" shall mean Director of the Board of Management for the Heritage Business Improvement Area.
1.4 "HBIA" shall mean the Port Hope Heritage Business Improvement Area.
1.5 "Municipal Clerk" shall mean the Clerk for the Corporation of the Municipality of Port Hope.
1.6 "Council" shall mean the Council of the Corporation of the Municipality of Port Hope.
1.7 "Member" shall mean member of an improvement area consisting of the persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a prescribed business property class and tenants of such property.
1.8 "Municipal Treasurer" shall mean the Treasurer for the Corporation of the Municipality of Port Hope.

2. All properties fronting on the following streets are hereby collectively designated as an improvement area and shall be known as the "Port Hope Heritage Business Improvement Area":

STREET	SIDE	FROM	TO
Walton Street	Both	Pine Street	Mill Street
Ontario Street	East	Walton Street	South Limit of Barrett Street
Ontario Street	West	Walton Street	Ganaraska River
Mill Street	Both	CNR tracks	South Limit of Barrett Street
Queen Street	Both	Walton Street	Hayward Street
John Street	Both	Walton Street	Hayward Street
Robertson Street	Both	John Street	Mill Street
Augusta Street	Both	John Street	Queen Street
Brogden's Lane	Both	Ontario Street	End
Maitland Street	South	Cavan Street	Ontario Street
Cavan Street	West	Maitland Street	Walton Street

Elias Street	Both	Augusta Street	End
Thompson Drive	Both	Ontario Street	Mill Street

3. A Board of Management for the Port Hope Heritage Business Improvement Area is hereby established.

4. The Board is entrusted, subject to such limitations hereinafter set out, with the improvement, beautification and maintenance of municipally owned lands, buildings, and structures in the area, beyond such improvement, beautification and maintenance as is provided at the expense of the municipality at large, and the promotion of the area as a business or shopping area.

5. **Composition**:
The Board shall consist of a minimum of six (6) and a maximum of eleven (11) Directors to be approved by Resolution of Council as follows:

- One (1) member of Council to be appointed by Council;
- A minimum of five (5) and a maximum of ten (10) members appointed by Municipality of Port Hope selected by a vote of the HBIA membership at a General Meeting of which not more than 2 shall be owners assessed for business assessment in respect of land in the HBIA who do not operate a commercial business from their assessed property in the HBIA or nominees of a corporate member of the HBIA, to be appointed by Council; and
- An ex-officio representative as a non-voting member to be a Designate of the Director of Development Services;
- In addition, the Board may appoint ex-officio/non voting members to the Board at its own discretion.

6. Each Director has one vote regardless of the number of properties that the Director may own, lease, or represent as an officer of a corporation which owns or leases properties, in the Port Hope Heritage Business Improvement Area.

7. The term of the Directors shall be the same as the term of the Council that appointed them, however in an election year, the Directors shall continue to hold office until their successors have been appointed.

7.1 A Director must continue to be qualified in accordance with Section 5 of this By-law throughout the Director's term of appointment.

8. A Director may not serve more than eight consecutive years without an absence from the Board for at least one year.

9. Where a vacancy on the Board occurs from any cause, Council shall, by Resolution, appoint a Director qualified as set out in Section 5 of this By-law to be a member, who shall hold office for the remainder of the term for which his or her predecessor was appointed.

10. The Board shall from amongst its Directors, as soon as possible in each year, elect a chairman and vice-chairman and appoint a secretary and treasurer, and such other officers as it may deem necessary to properly conduct the business of the Board during the said year. The Board shall forthwith advise the Municipal Clerk of names of Directors elected and appointed to such positions. The Board shall provide the Municipal Clerk with any changes on the Board as they occur.

11. The Board shall, by November 1st of each year, provide a list to the Municipal Clerk under Section 204(5) of the Municipal Act, 2001, as amended, which, if satisfactory the Municipal Clerk, shall be accepted by the Municipal Clerk in determining tenancy.

12. A Procedural Manual shall be adopted by the Board, satisfactory to the Municipality, which shall provide procedures with respect to Notice, Schedule of Meetings, Agendas, Minutes and the responsibility for minute taking and circulation, records retention, proceedings at meetings, Chairs and Alternates, Committees and Subcommittees, voting, quorum, open meetings, procedure for In Camera matters, and any other procedural matter appropriate for the proper and orderly administration of the Port Hope Heritage Business Improvement Area, responsibilities and conduct of its Board and Members. Any amendments to the Procedural Manual shall be to the satisfaction of the Municipality.

13. All Board banking and accounting records shall be processed by the Municipal Treasurer and all invoicing and budget items approved by the HBIA Board's Treasurer before processed by the Municipal Treasurer. The Municipal Treasurer will supply monthly budget printout reports to the Board's Treasurer or Chair for reporting to the Board.

14. The auditors of the Municipality shall be the auditors of the Board and all books, documents, transactions, minutes and accounts of the Board shall at all times be open to their inspection.

15. On or before the 1st of March in each year, the Board shall submit its annual report for the preceding year to Council, including a complete financial statement of its affairs with balance sheet and revenue and expenditure statement as supplied by the Municipal Treasurer.

16. The Board shall prepare a proposed budget for each fiscal year in a form required by the Municipality and in accordance with Section 17 of this By-law, and shall hold one or more meetings of the Members of the HBIA in accordance with the provisions of the HBIA procedural manual, for discussion of the proposed budget, prior to submission to Council.

17. The Board shall submit to the Council its estimates for the following year no later than October 31st each year in the form prescribed by the General Government and Finance Committee of Council, but nothing herein divests the Council of its authority with reference to rejecting such estimates in whole or in part.

18. The Board may make requisitions upon the Municipal Clerk for all sums of money, including penalties and interest, required to carryout its powers and duties in accordance with the estimates approved by Council. The Municipal Treasurer shall, upon receipt of valid requisitions signed by the Chair of the Board, pay out such money.

19. The Board shall not expend any moneys not included in the budget approved by Council or in a reserve fund established under Section 417 of the Municipal Act.

20. The Municipality shall annually raise the amount required for the purposes of the Board, including any interest payable by the Municipality on money borrowed by it for the purposes of the Board in accordance with Section 208 of the Municipal Act, 2001, as amended. The Municipality shall establish a special charge to raise the amount required for the purposes of the Board by levy on rateable property in the Port Hope Heritage Business Improvement Area, in accordance with Section 208 of the Municipal Act 2001, as amended.

20.1 The Council shall in each year, commencing with 2007, levy a special charge upon rateable property in the Heritage Port Hope Business Improvement Area that is in a prescribed business property class defined in the Assessment Act, R.S.O. 1990, Chapter A31, Section 7 (2), as amended, in accordance with the Municipal Act, 2001, as amended, provided that the total levy in the first year shall not exceed $37,000.00 and the levy in any subsequent year shall not be increased by more than five percent of the levy for the preceding year unless the increase is approved by two-thirds of the total number of persons entitled to notice under Section 210, subsection (1) and under clause 2(a) of the Municipal Act, 2001, as amended representing at least two-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the Port Hope Improvement Area. The special charge shall be levied in accordance with Section 208 of the Municipal Act, provided that in 2007 the minimum such portion of the special charge levied on any such taxpayer shall be $75.00 and the maximum portion shall be $1,385.00. Each of the said minimum portions and maximum portions shall increase annually by the amount of increase, if any, in the annual amount to be levied, provided that no such portion shall increase by more than 5% per year.

20.2 The payment of the special charges or rates levied in accordance with Section 208 of the Municipal Act, 2001, shall be the responsibility of the assessed property owners. It shall be the responsibility of the assessed property owners to apportion and collect the share of the taxes or special charges that each tenant may be required to reimburse the owner.

20.3 The Board shall not borrow money and, without the prior approval of the Council, it shall not incur any indebtedness extending beyond the current year.

20.4 The Board shall not request the approval of Council to incur indebtedness or request municipal borrowing on its account unless and until:

20.4.1 any requests are in accordance with Section 65 of the Ontario Municipal Board Act and Section 401 of the Municipal Act, 2001, in the same manner as if a debt incurred was that of the Municipality, and

20.4.2 The Municipal Clerk has sent out by prepaid mail to every person who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed business property class which is located within the HBIA, and to each tenant of the property who is required to pay all or part of the taxes on the property, and who is listed on the list being reported to the Municipal Clerk by the Board under Section 210 (2) of the Municipal Act and accepted by the Municipal Clerk under Section 204(5) of the Act, and

20.4.3 only if the Municipal Clerk certifies that he or she has not received a sufficient petition within 60 days next following the latest day of the mailing of such notices provided in Section 20.1 of this By-law, which petition objects to incurring indebtedness and is signed by at least one-third of the persons who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed business property class which is located within the HBIA, and to each tenant of the property who is required to pay all or part of the taxes on the property, and who is listed on the list being reported to the Municipal Clerk by the Board under Section 210 (2) of the Municipal Act and accepted by the Municipal Clerk under Section 204(5) of the Act. The sufficiency of any such petition shall be determined by the Municipal Clerk and his or her determination shall be evidenced by a certificate by the Municipal Clerk and when so evidenced is final and conclusive.

20.4.4 In the event that there is compliance with Section 20.4.1, 20.4.2 and 20.4.3 above, then an appropriate draft By-law shall be presented to Council for its consideration.

21. These Terms of Reference shall be reviewed every three years to ensure compliance with the purpose of the Port Hope Heritage Business Improvement Area mandate.

22. If any section, clause or provision of this by-law, including anything contained in the schedule attached hereto, is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the section, clause or provision so declared to be invalid; and it is hereby declared to be the intention of Council that all remaining sections, clauses or provisions of this by-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof may have been declared invalid.

Frequency of Meetings:
Meetings will be held in accordance with the Procedural Manual for the HBIA.