



Municipality of Mississippi Mills

**SPECIAL COMMITTEE OF THE WHOLE
AGENDA**

**Tuesday, February 18, 2020
3:00 p.m.
Council Chambers**

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- A. CALL TO ORDER**
 - B. ATTENDANCE**
 - C. APPROVAL OF AGENDA**
 - D. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF**
 - E. OTHER/NEW BUSINESS**
 - 1. CAO Ken Kelly
Re: Review of Non-Statutory Advisory Committees
 - F. ADJOURNMENT**

Pages 2-15



Agriculture Advisory Committee Terms of Reference

1.0 Mission Statement

The Agriculture Advisory Committee is an advisory committee of Council with a mandate to advise and support Council on matters of impact to the agricultural community for the benefit of the entire Municipality. The Agriculture Advisory Committee will also provide support on other related issues as requested by Council.

2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees on agricultural matters (policies, projects, other governmental programs, etc.)
- b. The Committee shall support awareness raising initiatives to support the local agriculture community as directed by Council.
- c. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- d. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- e. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- f. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee

3.0 Appointment of Committee

- a. The Committee shall consist of the following:
 - i. 1 Council member
 - ii. Mayor (ex-officio)
 - iii. Staff support

- iv. 5 to 7 members of the public representing various sectors of the community. Ideally membership may include representation from all wards and expertise in the following areas:
 - Agriculture
 - Agri-tourism
 - Rural development
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be two (2) years with an option to renew for an additional two (2) year term.
- d. The Agriculture Advisory Committee shall meet bi-monthly, with a minimum of four (4) meetings per year.
- e. The Agriculture Advisory Committee shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.
- f. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.

4.0 Committee Support

The Director of Planning is designated as the staff resource. Additional staff resources may be utilized as required.

5.0 Expenses/Budget

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.



Community Economic Development Advisory Committee Terms of Reference

1.0 Mission Statement

The Community Economic Development Advisory Committee (CEDC) is an advisory committee of Council with a mandate to foster, promote and implement economic, business and tourism development initiatives within the Municipality of Mississippi Mills. Mississippi Mills is a diverse municipality with strong rural and urban roots; the committee will work to promote development across all sectors.

2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to promoting community and economic development.
- b. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- c. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- d. Identify activities, events and opportunities to promote economic growth and tourism in Mississippi Mills.
- e. Provide a voice and forum for businesses, rural and urban communities, beautification, and arts and culture for the greater good of Mississippi Mills.
- f. Encourage community involvement in matters and projects related to economic development.
- g. The Committee shall assist with the development of new and innovative programs and services that positively affect the operation of the Department of Recreation and Culture.
- h. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.

- i. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

3.0 Appointment of Committee

- a. The Committee shall consist of the following:
 - i. 1 to 2 Council members
 - ii. Mayor (ex-officio)
 - iii. Staff support
 - iv. 5- 7 members of the public representing various sectors of the business community with diverse knowledge. Ideally membership may include representation from all wards and expertise in the following areas:
 - rural business community
 - urban business community
 - arts and culture community
 - marketing or tourism related experience
 - beautification
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be two (2) years with an option to renew for an additional two (2) year term.
- d. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.
- e. The CEDC shall meet a minimum of six (6) times per year.
- f. The CEDC shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.

4.0 Committee Support

The Community Economic & Culture Coordinator is designated as the staff resource. Additional staff resources may be utilized as required.

5.0 Expenses/Budget

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.

APPENDIX I

Riverwalk Expansion Working Group Guidelines

The Riverwalk Expansion Working Group is an advisory group to the Community Economic Development Committee. The Riverwalk Expansion Working Group has a clear mandate to promote, advance, define, extend and fundraise for the expansion of the Riverwalk.

General Objectives:

- Promote and encourage community involvement in the Riverwalk project.
- Assist with projects and programs related to the Riverwalk.
- Host public fundraising events or initiatives for the Riverwalk.
- Liaise with the CEDC on the Riverwalk expansion.
- Report back to the CEDC with advice or information in writing, verbal report, or as a delegation to the CEDC.

Membership:

- The working group should be comprised of Mississippi Mills residents representing the various sectors of the community.
- 1 member of the CEDC will be a liaison between the working group and the CEDC.
- The terms of office for the working group shall be established by the CEDC.

APPENDIX II

Beautification Working Group Guidelines

The Beautification Working Group is an advisory group to the Community Economic Development Advisory Committee. The purpose of the working group is to promote, advance and maintain the aesthetics of the natural and built resources of Mississippi Mills.

General Objectives:

- Coordinate and/or assist with projects and programs related to: public art, streetscapes, banners, planting (including baskets), maintenance and clean up (Pitch in Program)
- Encourage community involvement in advancing and maintaining the beautification and aesthetics of Mississippi Mills.
- Assist with the implementation of programs as prescribed by the Community Economic Development Advisory Committee.
- Report back to the Community Economic Development Advisory Committee with advice or information in writing, verbal report, or as a delegation to the Community Economic Development Advisory Committee.

Membership:

- The working group should be comprised of Mississippi Mills residents representing the various sectors.
- 1 member of the Community Economic Development Advisory Committee will be a liaison between the working group and the Community Economic Development Advisory Committee.
- The terms of office for the working group shall be established by the Community Economic Development Advisory Committee.



The Community Policing Advisory Committee Terms of Reference

1.0 Mission Statement

The Mississippi Mills Community Policing Advisory Committee (CPAC) is to provide a mechanism for independent community guidance, governance and accountability for policing at the local level.

2.0 General

The responsibilities of the Mississippi Mills Community Policing Advisory Committee (CPAC) include, but shall not be limited to the following:

- a. To provide input to the Detachment Commander regarding priorities and objectives for police services in the community.
- b. To receive regular reports from the Detachment Commander concerning community policing issues, initiatives and statistics as requested by the Committee.
- c. To ensure meetings are open to the public. When public is excluded such exclusion shall only be done in accordance with Section 35 of the *Police Services Act*.
- d. To receive and address issues brought to the Board's attention by the citizens of Mississippi Mills.
- e. To attend community events and meetings, when reasonably practical and when invited.

3.0 Appointment of Committee

- a. The Committee shall consist of five (5) members. There shall be three (3) members appointed from the community and two (2) members of Council.
- b. All new appointees to the CPAC will receive training with respect to their roles and responsibilities.
- c. The CPAC shall elect a Chair and Vice-Chair and appoint a Secretary-Treasurer.
- d. All members of the CPAC shall sign a Code of Conduct for Committee / Board members.
- e. The CPAC shall meet at least four (4) times a year and a majority of the members shall constitute a quorum.

4.0 Committee Support

A staff resource person will be utilized for taking minutes and compiling the agenda. Additional staff resources may be utilized as required.

5.0 Expenses/Budget

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.



Finance and Policy Committee Terms of Reference

1.0 Mission Statement

The Finance and Policy Advisory Committee's role is to serve in an advisory capacity to Council in regards to matters related to: budget; investment; long range financial planning and policies; corporate policies and by-laws.

2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees on policy and financial matters.
- b. To make recommendations to Council as directed by Council with respect to cost saving opportunities and financial matters or policies.
- c. To make recommendations to Council as directed by Council with respect to updates to current or proposed by-laws and policies.
- d. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- e. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- f. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- g. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee

3.0 Appointment of Committee

- a. The Committee shall consist of the following:
 - i. 1-2 Council members
 - ii. Mayor (ex-officio)
 - iii. Staff support

- iv. 5 to 7 members of the public representing various sectors of the community. Ideally membership may include representation from all wards and expertise in the following areas:
 - Policy development
 - Finance
 - Law
 - Government
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be two (2) years with an option to renew for an additional two (2) year term.
- d. The Finance and Policy Advisory Committee shall meet bi-monthly, with a minimum of four (4) meetings per year.
- e. The Finance and Policy Committee shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.
- f. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.

4.0 Committee Support

The Treasure is designated as the staff resource. Additional staff resources may be utilized as required.

5.0 Expenses/Budget

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.



Public Works Advisory Committee Terms of Reference

1.0 Mission Statement

The Public Works Advisory Committee is an advisory committee of Council with a mandate to advise and support Council on matters that relate to public works such as: roads and bridges, active transportation and environment. The Public Works Advisory Committee will also provide support on other related issues as requested by Council.

2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to public works.
- b. To make recommendations as directed by Council with respect to Public Works practices, policies and procedures, as well as maintenance standards.
- c. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- d. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- e. To make recommendations to Council concerning the prioritization and implementation of Active Transportation Master Plan.
- f. Review and provide comment on new public works capital projects with the objective of meeting complete street objectives.
- g. Provide a voice and forum for accessible, pedestrian friendly and cycling friendly community, environmental issues, and transportation-related matters.
- h. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- i. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

3.0 Appointment of Committee

- a. The Committee shall consist of the following:
 - i. 1-2 Council members
 - ii. Mayor (ex-officio)
 - iii. Staff support
 - iv. 5 to 7 members of the public representing various sectors of the community. Ideally membership may include representation from all wards and expertise in the following areas:
 - Public works
 - Active transportation
 - Environment
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be two (2) years with an option to renew for an additional two (2) year term.
- d. The Public Works Advisory Committee shall meet bi-monthly, with a minimum of four (4) meetings per year.
- e. The Public Works Advisory Committee shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.
- f. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.

4.0 Committee Support

The Director of Roads and Public Works is designated as the staff resource. Additional staff resources may be utilized as required.

5.0 Expenses/Budget

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.



Parks and Recreation Advisory Committee Terms of Reference

1.0 Mission Statement

The Parks and Recreation Advisory Committee is an advisory committee of Council with a mandate to provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to enhancing the quality of life for Mississippi Mills residents through a wide range of innovative, inclusive and accessible programming, providing opportunities for physical activity, social interaction and community engagement.

2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to promoting recreation activities, programming, recreation facilities, recreation trails and parks.
- b. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- c. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- d. Support Council and staff in the advancement of parks, sport and recreation planning and programming.
- e. Help identify to staff and/or Council recommendations regarding: community parks, recreation trails, sport, and recreation services that exist or may be needed.
- f. Identify activities that support community and individual well-being through a collaborative delivery of sustainable parks and recreation opportunities.
- g. Provide a voice and forum for recreational organizations, agencies, and or community groups for the greater good of Mississippi Mills.
- h. Encourage community involvement in matters and projects related to parks and recreation.
- i. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.

- j. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

3.0 Appointment of Committee

- a. The Committee shall consist of the following:
 - i. 1 to 2 Council members
 - ii. Mayor (ex-officio)
 - iii. Staff support
 - iv. 5- 7 members of the public representing various sectors of the business community with diverse knowledge. Ideally membership may include representation from all wards with expertise in recreation-related activities.
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be two (2) years with an option to renew for an additional two (2) year term.
- d. The Parks and Recreation Advisory Committee shall meet a minimum of six (6) times per year.
- e. The Parks and Recreation Advisory Committee shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.
- f. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.

4.0 Committee Support

The Recreation Manager is designated as the staff resource. Additional staff resources may be utilized as required.

5.0 Expenses/Budget

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.