



## BY – LAW No. 22-76

### **The Corporation of the United Counties of Leeds and Grenville**

#### **A BY-LAW TO APPOINT MEMBERS TO VARIOUS BOARDS AND COMMITTEES FOR THE YEARS 2022-2024 AND TO ADOPT TERMS OF REFERENCE**

**WHEREAS** By-law 22-73, Being a By-law to Govern the Proceedings of Council and its Committees establishes the rules and procedures under which Council and Committees of Council are to operate; and,

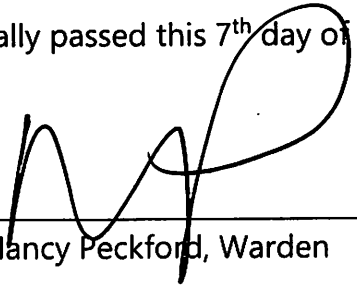
**WHEREAS** Council has established committees that are comprised of both members of the public and members of Council

#### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACT AS FOLLOWS:**

1. **THAT** appointments to Committees, Sub-Committees, Ad-Hoc Committees and Other Boards and Committees in accordance with the Terms of Reference, as applicable for the years 2022 to 2024 be endorsed and ratified as follows:
  - i. **THAT** all members of Counties Council be appointed to the Joint Services Committee of Leeds and Grenville; and
  - ii. **THAT** all members of Counties Council be appointed to the Committee of the Whole; and
  - iii. **THAT** all members of Counties Council be appointed to the Planning Advisory Committee; and
  - iv. **THAT** Warden Peckford be appointed to represent the United Counties of Leeds and Grenville on the Eastern Ontario Wardens' Caucus, and the Rideau Corridor Landscape Strategy Steering Committee; and

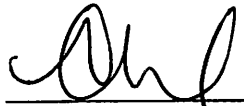
- v. **THAT** Warden Peckford, Herb Scott, Corinna Smith-Gatcke and Robin Jones be appointed to the St. Lawrence Lodge Committee of Management; and
  - vi. **THAT** Warden Peckford, Herb Scott, Roger Haley, Arie Hoogenboom, Michael Cameron, and Corinna Smith-Gatcke, be appointed to the Maple View Lodge Committee of Management; and
  - vii. **THAT** Brant Burrow, Jeff Shaver and Arie Hoogenboom be appointed to the Accessibility Advisory Committee; and
  - viii. **THAT** Jeff Shaver and Michael Cameron be appointed to the Friends of Limerick Forest Committee; and
  - ix. **THAT** Warden Peckford be an ex-officio member of all Committees, Sub-Committees and Ad-Hoc Committees; and
  - x. **THAT** Robin Jones and Tory Deschamps be appointed to the Leeds, Grenville and Lanark District Board of Health; and
  - xi. **THAT** Shelley Bacon, Ron Holman, Jim Pickard, Kevin Tackaberry, Roger Haley, Herb Scott, Arie Hoogenboom and Doug Struthers be appointed as members of the Maple View Lodge Redevelopment Fundraising Committee.
2. **THAT** the Terms of Reference for the Accessibility Advisory Committee attached hereto as Appendix A be hereby adopted.
  3. **THAT** the Terms of Reference for the Maple View Lodge Committee of Management attached hereto as Appendix B be hereby adopted.
  4. **THAT** the Terms of Reference for the Planning Advisory Committee attached hereto as Appendix C be hereby adopted.
  5. **THAT** any by-laws, or parts of by-laws contrary to or inconsistent with this By-law are hereby repealed; and
  6. **THAT** this by-law shall come into force and take effect on the date of its passing.

By-law read a first, second and third time and finally passed this 7<sup>th</sup> day of  
December, 2022.



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Nancy Peckford, Warden



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Sheena Earl, County Clerk

**Accessibility Advisory Committee**  
**Terms of Reference**  
December 2022

**1.0 Purpose of the Committee:**

The purpose of the Accessibility Advisory Committee is to provide advice to Counties Council on the requirements and implementations of accessibility standards set out in the *Integrated Accessibility Standards Regulations*, O. Reg 191/11, and to meet the legislated requirements of the *Accessibility for Ontario with Disability Act*.

**2.0 Membership:**

**2.1 Length of Term**

The term of the Committee is two years, with new members appointed by January in year one of the term of Counties Council and by January in year three of the term of Counties Council.

**2.2 Councillor Members**

The membership of the Committee will consist of three members of Counties Council.

**2.3 Citizen Members**

The membership of the Committee will also consist of not less than five and not more than ten residents of the United Counties of Leeds and Grenville.

**2.4 Warden as Ex Officio**

The Warden is an ex-officio member of the Committee.

**2.5 Persons with a Disability**

As per the legislation, a majority of the members will be persons with a disability.

**3.0 Meetings**

**3.1 Appointing Chair and Vice Chair**

The Committee will appoint a Chair and Vice-Chair at the first meeting of the Committee's term.

### **3.2 Meeting Schedule**

The Committee will meet quarterly or more often, if deemed necessary.

### **3.3 Notice of Meetings**

Notice of Meeting will be given by posting the agenda on the Counties' website four calendar days prior to the meeting date.

### **3.4 Procedure By-law Applies**

The Committee will follow accepted practices for municipal meetings as outlined in the Counties Procedure By-law.

## **4.0 Duties of the Committee**

### **4.1 Standard, Plans and Policies**

The Committee will advise Council on the requirements and implementation of accessibility standards, plans and policies.

### **4.2 Buildings and Premises**

When requested, the Committee will provide advice to Council on accessibility matters relating to buildings and premises when the Counties is purchasing, constructing or significantly renovating, including new leases or capital facilities.

### **4.3 Annual Report**

The Committee will provide an annual status report to be presented to Council in accordance with the *Accessibility for Ontarians with Disabilities Act*.

### **4.4 Other**

The Committee will address any other matter as directed by Council.

## **5.0 Resources**

The Accessibility Coordinator will be responsible for support services including preparation of agendas, minutes and correspondence.

## **6.0 Remuneration**

Remuneration for members of the Committee, including citizen members, is in accordance with the Council Remuneration By-law.

# **Maple View Lodge Committee of Management**

## **Terms of Reference**

December 2022

### **1.0 Purpose of the Committee**

The purpose of the Maple View Lodge Committee of Management is to make recommendations to Counties Council on long-term care issues in ensuring compliance with the legislative requirements of the *Fixing Long-Term Care Act, 2022* and other applicable legislation.

### **2.0 Membership and Term**

#### **2.1 Length of Term**

The term of the Committee is two years, with new members appointed by January in year one of the term of Counties Council and by January in year three of the term of Counties Council.

#### **2.2 Membership**

Six members of Counties Council, including the Warden as ex officio, the Counties Councillor representing the Township of Athens, and four (4) other additional members of Counties Council.

### **3.0 Meetings**

#### **3.1 Appointing Chair and Vice Chair**

The Committee will appoint a Chair and Vice-Chair at the first meeting of the Committee's term.

#### **3.2 Meeting Schedule**

The Committee will meet monthly, on the first Thursday of the first full week of each month, excluding August.

#### **3.3 Notice of Meetings**

Notice of meetings will be given by posting the agenda on the Counties' website four calendar days prior to the meeting date.

#### **3.4 Procedure By-law Applies**

The Committee will follow accepted practices for municipal meetings as outlined in the Counties Procedure By-law.

#### **4.0 Duties of the Committee:**

- Advise Council on long-term care issues, plans and policies;
- Through the Chief Administrative Officer, provide oversight of the management of Maple View Lodge;
- Research and examine the long-term financial sustainability options for Maple View Lodge;
- Regularly report back to Council through a Committee Report
- Other duties as directed by Council, including overseeing and monitoring redevelopment projects.

#### **5.0 Resources:**

The Clerk's Department will provide staff support for the purposes of Committee meetings, including the preparation of agendas, minutes and correspondence.

#### **6.0 Remuneration**

Remuneration for members of the Committee is in accordance with the Council Remuneration By-law.

# **Planning Advisory Committee**

## **Terms of Reference**

December 2022

### **1.0 Purpose of the Committee:**

The purpose of the Planning Advisory Committee is:

- to meet the legislative requirements of the Planning Act following the proclamation of Bill 73;
- to provide Council with recommendations on the Official Plan for the United Counties of Leeds and Grenville and any amendments to the Official Plan; and,
- to provide Council with recommendations on complex (not "standard") local official plan amendments.

### **2.0 Membership:**

#### **2.1 Length of Term**

The term of the Committee is two years, with new members appointed by January in year one of the term of Counties Council and by January in year three of the term of Counties Council.

#### **2.2 Councillor Members**

All members of Counties Council are also members of the Planning Advisory Committee.

#### **2.3 Citizen Members**

The membership of the Committee will consist of at least one and up to four residents of the United Counties of Leeds and Grenville who meet the following eligibility requirements: be at least 18 years of age, be a resident of the United Counties of Leeds and Grenville, have knowledge of rural issues, be able to attend meetings during the day, and be neither a member of a municipal council nor an employee of the Counties or any local municipality. For citizen members, any experience or education in land use planning would be an asset.



### **3.0 Meetings**

#### **3.1 Appointing Chair and Vice Chair**

The Committee will appoint a Chair and Vice-Chair at the first meeting of the Committee's term.

#### **3.2 Meeting Schedule**

The Committee will meet as required.

#### **3.3 Notice of Meetings**

Notice of Meeting will be given by posting the agenda on the Counties' website four calendar days prior to the meeting date.

#### **3.4 Procedure By-law Applies**

The Committee will follow accepted practices for municipal meetings as outlined in the Counties Procedure By-law.

### **4.0 Duties of the Committee**

To make recommendations to Council on land use planning matters and planning applications within the Counties' jurisdiction and includes the following:

- approve local official plans;
- approve local official plan amendments of a complex nature including municipal five-year official plan reviews;
- hold statutory open houses or public meetings under the Planning Act on any proposed Counties Official Plan amendments;
- receive updates on and review any long-term planning studies such as Growth and Population Studies, an Aggregate Resources Master Plan, and a Natural Heritage Strategy;
- receive public delegations on any land use planning matters under Counties authority; and,
- any other planning matters referred by Council to the Planning Advisory Committee.

### **5.0 Resources**

The Clerk's Office will be responsible for support services including preparation agendas, minutes and correspondence. Planning Services staff will be responsible for providing advice, conducting research and preparation of any reports to the Committee.

## **6.0 Remuneration**

Remuneration for members of the Committee, including citizen members, is in accordance with the Council Remuneration By-law.