BY-LAW 2019 - 23

THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

BEING a By-Law to establish Community Enhancement Committees for the Township of Rideau Lakes.

WHEREAS Section 5 of the Municipal Act S.O. 2001, S.O. 2001, c. 25 as amended, states that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the Council of The Corporation of the Township of Rideau Lakes deem it beneficial to the Municipality, Elected Officials, Staff and the Residents of the Township of Rideau Lakes to establish Committees which will be known as Community Enhancement Committees;

NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

1. That the following Community Enhancement Committees be established:
   a. South Elmsley and Area Community Enhancement Committee
   b. Portland and Area Community Enhancement Committee
   c. Delta and Area Community Enhancement Committee
   d. Elgin and Area Community Enhancement Committee
   e. Morton and Area Community Enhancement Committee
   f. North Crosby and Area Community Enhancement Committee
   g. Newboro and Area Community Enhancement Committee

2. That the Terms of Reference for the Community Enhancement Committees, as attached hereto as Schedule ‘A’ be approved and adopted.

3. That those individuals appointed to the Community Enhancement Committees shall form Schedule ‘B’ to this By-Law.

4. That the Transitional Term shall form Schedule ‘C’ to this By-Law.

5. That Schedules ‘A’, ‘B’ and C may be updated from time to time as deemed desirable by Resolution of Council.

6. That any other By-Laws, Resolutions, Motions or actions of Council that are in contravention of this By-Law are hereby repealed including By-Law 2010-114, 2010-115 and 2010-116.

AND FURTHER that this By-Law shall come into force and take effect on April 1, 2019.
Read a first and second time this 4th day of MARCH, 2019.

[Signatures]

Mayor

Read a third time and finally passed this 4th day of MARCH, 2019.

[Signatures]

Mary Ellen Truelove
Clerk
SCHEDULE “A” to BY-LAW 2019-23

Township of Rideau Lakes
Community Enhancement Committees (CEC)

Terms of Reference

Date: January 2, 2019         Approval Date: March 4, 2019

Purpose:

To establish and sustain Community Enhancement Committees (CEC) comprised of
community members serving the Township of Rideau Lakes, which will improve
communication, collaboration and knowledge and use of current activities, events and
facilities. The CEC's will improve community and provide local leadership as it relates to
community services provided by the Township including community halls, recreation,
events and beautification, outreach, planning, coordination and oversight. The CEC's
will provide input on issues of major concern and importance to the community.

Community Enhancement Committee Members:

There will be 7 Community Enhancement Committees throughout the Township, 2 per
ward with one in South Elmsley.

South Elmsley
South Elmsley Community Enhancement
Committee
Rideau Ferry
Lombardy

Bastard and South Burgess
Portland and Area CEC
Portland
Forfar
Harlem

Delta and Area CEC
Delta
Plum Hollow
Chantry
Philipsville

South Crosby
Elgin and Area CEC
Chaffey's Locks
Crosby
Elgin

Morton and Area CEC
Jones Falls
Morton
California

North Crosby-Newboro
North Crosby and Area CEC
North Crosby

Newboro and Area CEC
Newboro
The Community Enhancement Committee members will be appointed by Council. Term on the Committee will be four (4) years. These will include:

- 1 member from the Township of Rideau Lakes Municipal Council, with voting rights, who will not serve as Chair.
- 1 Township of Rideau Lakes Municipal Staff Member, Recreation and Volunteer Coordinator, without voting rights.
- 7-10 community members, with voting rights, including: 1 Chair, 1 Secretary and 1 Treasurer (as selected by the CEC).

Structure:
- Meetings will be held a minimum of four (4) times a year or at the call of the chair.
- The majority of members shall constitute a quorum (50% + 1).
- All meetings shall follow the Township procedural by-law.
- Minutes shall be taken and shall be emailed to the Recreation and Volunteer Coordinator and circulated to all Committee members.
- The Township of Rideau Lakes will provide administrative support.
- All fundraising/expense accounts will be held by the Township of Rideau Lakes. An open call for Expressions of Interest will occur. Individuals interested in serving on the Committee must submit the posted Expression of Interest Form. Appointments will be conducted by Council at the start of each term.

Responsibility of Chair:
- Prepare meeting agenda in consultation with Recreation and Volunteer Coordinator.
- Chair meetings.
- Facilitate discussions among committee members.
- Involve all Committee members in decision making.
- Delegate responsibilities to Committee members.
- Review minutes before distribution to Committee members.

Responsibility of Secretary:
- Send out meeting agenda, along with previous minutes, one (1) week in advance of meeting.
- Record meeting minutes.
- Send minutes to the Recreation and Volunteer Coordinator and Committee members within one (1) week of meeting.

Responsibility of Treasurer:
- Keep record of all accounts, balances, expenditures and revenues.
- Submit all receipts and invoices to the Recreation and Volunteer Coordinator for payment.
- Provide a budget report to the Committee at each of their meetings.
- All fundraising revenue shall be submitted to the Recreation and Volunteer Coordinator.
• Ensure year-end Financial Reports are completed and distributed - outlining opening balances, revenues, expenses and year-end closing balance.
• Account for and report cash float.

Responsibility of Committee Members:
• Bring perspectives of the community to the discussion.
• Consider what would benefit the community as a whole and have the greatest impact on the community.
• Be open to new ideas and bring innovation to the discussion.
• If a Committee member is no longer able to be part of the Committee, they will notify the Recreation and Volunteer Coordinator, who will then advise Council and a new member will be appointed.
• Undertake projects as approved by the Committee.
• Sit on any sub-committees.

Decision-Making:
Members will share responsibility for decision-making. Decisions will be made by consensus. Each member of the Committee has equal representation. If consensus cannot be reached, the matter must be put to a vote. The matter will carry with a simple majority of votes cast by the Committee members in attendance. A quorum consists of at least 50% + 1 Committee members in attendance.

Responsibility of Township of Rideau Lakes: Recreation and Volunteer Coordinator:
• Assist Committee members with:
  o Providing administrative assistance.
  o Provide meeting facilities when required.
  o Present minutes to Council.
  o Format and store agendas and minutes.
  o Seeking out and applying for grants and funding opportunities.
  o Printing and photocopying services.
  o Access to and posting on the Township of Rideau Lakes website and social media accounts.
  o Provide financial statement of the CEC account at each meeting of the Committee.
  o Ensure adequate insurance coverage.

Authority:
1. Hold and co-ordinate events and programs within the community.
   a. CEC’s are free to hold events and can retain the related revenue in their fundraising account for their own use, in a manner consistent with their mandate.
2. Establish an annual workplan and budget in accordance with the annual approved amount as provided by Council and any supplemental funds from the community account as per the Committees discretion.
3. Submit all financial receipts and invoices to the Recreation and Volunteer Coordinator for payment and/or reimbursement from the Committees account.
   a. All invoicing and expenses will be paid by the Township of Rideau Lakes in accordance with the CEC’s annual budget.
4. The CEC can establish sub-committees, to address one-time events or niche services, that shall have the following structure:
   a. One member from the CEC must sit on the sub-committee and provide a verbal report to the CEC at the next scheduled meeting.
   b. No minutes will be required from any sub-committee.
   c. Sub-committees will have no direct financial or operational authority. They are intended to be advisory to the CEC or established for working or planning purposes. The sub-committee must make a recommendation to the CEC via the CEC member for onward ratification, approval or action.

5. The CEC’s have the ability to undergo the following mandate:
   a. Community Halls
      i. Host and support events within the hall.
      ii. Make recommendations to the Township for improvement/upgrades to the hall.
   b. Recreation
      i. Host and support recreation events within the community.
      ii. Make recommendations to the Township for improvement/upgrades of recreation facilities and equipment.
   c. Beautification
      i. Purchase plant material and seasonal outdoor decorations to be used for the purposes of beautifying the villages/hamlets.
      ii. Plant and maintain welcome/hamlet signs and other public garden beds.
      iii. Hire a horticulturalist to assist with planting and maintenance, if required.

6. The Community Enhancement Committees are empowered to act to give effect to their purpose as stated in this policy in accordance with the principles of good governance, accountability and transparency in any by-laws or policies of the Township.

7. Notwithstanding the above, the Community Enhancement Committees shall not undertake the following without the express consent of Council:
   a. Incurring liabilities including credit or loans;
   b. Make representations on behalf of the municipality in the media or with other levels of government;
   c. Develop new municipal services or provide services outside the jurisdiction of municipal governments;
   d. Make any alterations to municipal property or facilities; and
   e. Purchase tangible capital assets valued over $2,500.

Terms of Reference will be reviewed at the beginning of each new Council term. Any changes must be submitted to the Recreation and Volunteer Coordinator 30 days prior to the appointment of new Council for review. The changes will then be adopted by a majority vote during the first month of a new Council.
SCHEDULE “B” to BY-LAW 2019-23

APPOINTMENTS TO COMMUNITY ENHANCEMENT COMMITTEES

South Elmsley and Area Community Enhancement Committee

Portland and Area Community Enhancement Committee

Delta and Area Community Enhancement Committee

Elgin and Area Community Enhancement Committee

Morton and Area Community Enhancement Committee

North Crosby and Area Community Enhancement Committee

Newboro and Area Community Enhancement Committee
TRANSACTIONAL TERM

Council recognizes that during the transition period for the Community Enhancement Committees there may be, from time to time, adjustments that may be required.

The Council of The Corporation of the Township of Rideau Lakes hereby acknowledges the following:

1. Portland Outdoors Skate the Lake:
   a. May continue to hold an external bank account recognizing that the Municipality does not currently accept payments via Mastercard. This shall continue until the Township is able to provide comparable service.

2. Appointment of Members to Committees:
   a. When appointing members for the first term of the Community Enhancement Committees, Council shall encourage expression of interest forms of the individuals who were Chairs and members of the local Hall, Recreation and Beautification Committees recognizing their experience and past commitment and contributions to the community.

3. Each Community Enhancement Committee be allotted access to up to $500 petty cash float.

4. Previously accumulated funds will be held by the Township and earmarked for their intended projects.

5. The Beautification allotment per Community will remain the same.

6. An additional $2,000 will be budgeted for seed funding for each Ward.