



MUNICIPALITY OF EAST FERRIS

Boards & Committees Policy

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Table of Contents

Definitions	3
Purpose of Policy	4
Appointments to Agencies, Boards and Committees	4
Citizen Appointments:	4
Council Appointments:	5
General Obligations.....	5
Conflicts of Interest.....	6
Board Compensation.....	6
List of Boards and Committees	6
Terms of Reference for Boards and Committees	8
Striking Committee	8
Recreation, Parks and Events Committee	12
Planning Advisory Committee	15
Committee of Adjustment	17
Public Works & Infrastructure Committee	19
Emergency Management Program Committee	21
Lake Nosbonsing OPP Detachment Board	24
East Ferris Public Library Board	25

Definitions

Advisory Committee: established to provide advice to Council in accordance with its mandate. Advisory Committees provide advice to Council through committee recommendations/resolutions and/or staff reports. Appointments of Council members and citizens are made by Council in keeping with approved Terms of Reference.

Statutory Committee: established by a by-law and/or under provincial legislation. The Committee shall function according to requirements of the by-law and/or provincial legislation. Appointments of Council members and citizens are made by Council in accordance with the by-law and/or provincial legislation.

Ad Hoc committee: established by resolution of Council to perform a specific function in accordance with the Terms of Reference. They can be created quickly to mobilize a group to take on a particular project or task. Ad hoc committees have a specific end date that coincides with the completion of their mandate. All Ad Hoc Committees cease to exist at the end of a term of Council and may be re-established at the beginning of a new term of Council to continue their mandate. Council members and citizen appointments are made by Council in accordance with approved Terms of Reference.

Subcommittee: established by Council or by an existing Committee, and overseen by the existing Committee, to delegate part of its mandate or a particular task. The existing Committee shall nominate members of the Subcommittee for approval by Council. The Subcommittee shall be composed of members of the existing Committee. The Subcommittee is responsible for preparing their own agendas and meeting notes for review and approval by the Committee as part of the existing Committee's next regular agenda. Subcommittee agendas and minutes will not be included on the agenda for Council meetings.

Local Agency: *an external agency, board, or board of management with Council representation* appointed by Council or having a representative on its board endorsed by Council resolution that administers services in accordance with provincial legislation. These agencies are external organizations and generally have their own Terms of Reference agreed to by all parties or are governed by provincial legislation.

Local Board: a board, with Council representation, that administers services on behalf of the municipality. These boards are established by by-law and in accordance with provincial Legislation.

Purpose of Policy

The Municipality of East Ferris has several boards and committees to ensure that there is appropriate consultation to assist Council in making informed decisions and to ensure that residents can provide input and make recommendations on matters affecting the community. Most committees (Advisory Committees and Ad Hoc Committees) are established to act in advisory role to Council although some are statutory in nature (Statutory Committees) and are established in accordance with legislation. Local agencies and boards are established and governed by provincial legislation. The purpose of this policy is to support the members appointed to agencies, boards, and committees that are established by Council or mandated by the province.

Appointments to Agencies, Boards and Committees

The Municipality of East Ferris acknowledges the value of boards and committees and the advice they provide to Council. At the beginning of a new term of Council, Council shall review all agencies, boards, and committees and amend the *Boards & Committees Policy, if needed*. The CAO and Clerk will assist Council by providing any information available such as mandates, goals, and objectives of each agency, board, and committee, and may recommend future priorities and direction in keeping with any policies of the municipality.

Citizen Appointments:

Numerous boards and committees require citizen representation. At the beginning of each term of Council, the newly elected Council will advertise for vacant positions on boards and committees. Applicants must submit an application to highlight their experiences and qualifications to support their appointment. Applicants are advised to review the Terms of Reference for the board or committee they are applying for to ensure that their experiences and qualifications are suitable. Members will be selected on the basis of their demonstrated interest, academic qualifications, availability, professional experience, community involvement and general knowledge of the Municipality.

Appointments will be made as soon as reasonably possible at the beginning of a Council term. Council makes the final decision on board and committee appointments unless there is legislation that governs the appointment process. The Municipal Clerk will notify all applicants, in writing, of Council's decision and retain all applications on file for the duration of the term of Council. The term for board and committee members shall be the same as the term of Council, unless otherwise stated or adopted by resolution.

Should a member resign or otherwise cease to be a member of the board or committee, Council may appoint another qualified person to complete the remainder of the term. Priority will be given to any applications on file.

Members of boards and committees must be a resident of or own a business in East Ferris. Immediate family members (spouse, partner, children, siblings, parents) of Council members and staff are not eligible to apply for a board or committee position.

Council Appointments:

After its inaugural meeting, Council shall meet for the purpose of appointing Council members to Agencies, Boards and Committees. Prior to this meeting, the Mayor will canvass Council members and report to Council each member's interests in being appointed to agencies, boards and committees as well as their interest to act as Committee Chair.

General Obligations

In carrying out their duties, members are expected to adhere to the following:

- a) make every effort to act with good faith and care;
- b) conduct themselves with integrity, courtesy and respectability at all committee meetings and in accordance with the Municipality's Procedural By-law or other applicable procedural rules and policies;
- c) seek to advance the public interest with honesty and integrity;
- d) refrain from making statements known to be false or with the intent to mislead Council or the public;
- e) refrain from making disparaging comments about another member or unfounded and speculative accusations about the motives of another member;
- f) treat members of the public, one another, and staff with respect and without abuse, bullying or intimidation and to ensure that their work environment is free from discrimination and harassment;
- g) not use or permit the use of municipal land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the Municipality;
- h) not seek financial gain for themselves, family or friends;
- i) respect the role of staff in the administration of the business affairs of the Municipality; and
- j) not accept a fee, advance, gift, gift certificate, cash or personal benefit connected directly or indirectly with the performance of his or her duties unless the compensation is authorized by by-law.

All boards and committees are governed by the Boards and Committees Policy as well as the Municipality's Procedural By-Law (2023-55). The conduct of members is also governed by these laws:

- *Municipal Act, 2001;*
- *Municipal Conflict of Interest Act; and*
- *Municipal Freedom of Information and Protection of Privacy Act*

Should any board or committee member have any questions concerning proper protocols and procedures that relate to the board's or committee's activities or applicable legislation, contact the Clerk for the Municipality of East Ferris.

Conflicts of Interest

Members shall take appropriate steps to avoid conflicts of interest both apparent and real. Proactive steps to mitigate conflict of interest is important to maintaining public confidence in committee members. If a pecuniary interest or an appearance of such arises in relation to any matter, members of the public appointed to a board, committee or subcommittee must declare the pecuniary interest in a matter being discussed. The member shall not participate in the discussion or vote on the matter and must not communicate with Committee members about the matter before, during, or after the meeting at which the matter is discussed.

For further information pertaining to conflicts of interest, members are advised to refer to the *Municipal Conflict of Interest Act*.

Board Compensation

There is no compensation paid to members of boards or committees unless explicitly indicated in the Terms of Reference. Local agencies and boards may choose to compensate their members and, if so, it is subject to their governance and oversight. Any compensation received by Council members from local agencies and boards will be included on the annual *Statement of Council Remuneration and Expenses*.

List of Boards and Committees

Advisory Committees:

- Striking Committee
- Fire and Emergency Services
- Parks, Recreation & Culture
- Planning Advisory
- Public Works & Infrastructure

Statutory Committees:

- Committee of Adjustment
- Community Emergency Management
- Municipal Election Compliance Audit Committee

Ad Hoc Committees:

Local Boards:

- East Ferris Police Services Board
- East Ferris Public Library Board

Local Agencies:

- North Bay Mattawa Conservation Authority
- North Bay Parry Sound District Health Unit
- District of Nipissing Social Services Administration Board (DNSSAB)
- Cassellholme, East Nipissing District Home for the Aged

Terms of Reference for Boards and Committees

Striking Committee

Applicable Legislation: N/A

Applicable Municipal By-law(s): Council Procedural By-law No. 2023-55

Purpose:

To recommend citizen appointments to the various agencies, boards, and committees at the beginning of each term of Council and as may be required.

Mandate:

Recommend to Council citizen appointees to various agencies, boards, and committees of council following their Inaugural meeting in the year of a municipal election and as may be required throughout their term. Appointments recommended by the Committee shall be for the term of Council unless otherwise directed by Council by by-law, resolution or in the terms of reference of a committee.

Committee Composition:

When filling positions for new term of Council:

- Mayor;
- Deputy Mayor;
- Chief Administrative Officer; and
- Director of Community Services

When filling vacancies within the term of Council:

- Mayor;
- Chief Administrative Officer;
- Director of Community Services; and
- Chair of the Board or Committee with the vacancy

The Mayor shall be the Chair of the Striking Committee.

Meeting Procedures:

The meeting procedures shall follow Council's Procedural By-Law No. 2023-55, a by-law to govern the proceedings of Council, Local Boards and Committees.

Reporting Relationship:

The Striking Committee shall report directly to Council.

Remuneration:

There is no remuneration for this Committee.

Fire and Emergency Services Committee

Applicable Legislation Ontario Fire Code; Regulations made under the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4
Applicable Municipal By-law(s): Council Procedural By-law No. 2023-55

Purpose:

The purpose of the Fire and Emergency Services Committee is to provide advice to Council on how to improve the protection of lives and properties in East Ferris.

Mandate:

The Committee advises Council on requirements and issues pertaining to fire responses, emergency medical assist responses, and other emergency responses in keeping with the Fire Protection and Prevention Act. In doing so it provides support to the Fire Chief.

Committee Composition:

The Committee shall be composed of the following members for the duration of the term of Council:

- one (1) member of Council acting as Chair;
- the Chief Administrative Officer;
- the Fire Chief; and
- Municipal Clerk or Deputy Clerk as recording clerk.

Meetings Procedures:

Meetings shall follow Council's Procedural By-Law No. 2023-55, a by-law to govern the proceedings of Council, Local Boards and Committees. The Committee shall meet quarterly (January, April, July, October) or at the call of the Chair. The regular meeting day and time that is convenient to members of the Committee shall be determined on consensus at the first meeting of the term.

The Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

- preparing agendas for circulation to Committee members;
- distributing agendas, minutes, and correspondence to Committee members; and
- recording minutes of meetings and distributing them to the municipal Clerk for Council.

Reporting Relationship:

The Committee will provide recommendations to Council. They may also refer matters to other Committees for comments or input.

Department Jurisdiction:

- Fire Department

Department Staff Contact:

- Fire Chief

Remuneration:

- There is no remuneration for this Committee.

The Committee will not be responsible for the following:

- daily operations of the Municipality's Fire Department; and
- administrative matters including Human Resources and direction to staff.

Recreation, Parks and Events Committee

Applicable Legislation: N/A

Applicable Municipal By-law(s): Council Procedural By-law No. 2023-55

Purpose:

The Recreation, Parks and Events Committee focuses on initiatives aimed at making East Ferris a strong community to live and play in. The guiding principles for the committee's mandate are expressed in the *East Ferris Strategic Plan*.

Mandate:

The Committee acts as an advisory body to the Council of the Municipality of East Ferris on matters pertaining to recreation services, parks and events.

The Committee will:

- schedule and execute family-friendly events in the community to promote gathering and connection
- review and provide recommendations on the conceptual planning of parks and recreation facilities that will benefit the community;
- assist in bringing together informal groups and ensure appropriate community involvement: to determine the recreation, parks and culture programming needs of the community; and to aid in cooperative planning;
- liaise with Municipal Staff in response to inquiries from the community related to recreation, events, parks and culture matters;
- consider and make recommendations with respect to issues as referred to from time to time by the CAO, Director of Community Services or Council; and
- foster high levels of communication between the staff Liaison, the community groups and partners regarding local recreation, leisure and cultural events and services.

Committee Composition:

The Committee shall be composed of five (5) members for the duration of the term of Council as follows:

- one (1) member of Council to act as Chair; and
- four (4) members of the public.

The following members are non-voting members/resource persons:

- Director of Community Services;
- Municipal Clerk or Deputy Clerk as recording clerk; and
- Program Coordinator as support staff.

The Mayor is an “ex-officio” member. The Mayor has a right to vote but has no right in quorum.

Meeting Procedures:

The meeting procedures shall follow Council’s Procedural By-Law No. 2023-55, a by-law to govern the proceedings of Council, Local Boards and Committees. Meetings shall be held every other month (January, March, May, July, September and November) or at the call of the Chair. The regular meeting day and time that is convenient to members of the Committee shall be determined on consensus at the first meeting of the term. Occasional correspondence may be sent by staff between meetings to clarify items, or to provide information regarding events.

The Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

- preparing agendas for circulation to Committee members;
- distributing agendas, minutes and correspondence to Committee members; and
- recording minutes of meetings and distributing to the municipal Clerk for Council.

Reporting Relationship:

- The Municipality commits to an annual budget for events, to which the Committee is delegated the authority to manage. Senior management shall maintain the final signing authority for all invoices prior to payment.
- If in extenuating circumstances, the Committee finds itself in a situation where they will be significantly over budget, they must, by resolution of the Committee, bring a request to Council for consideration which details the reason for the over expenditure, the necessity of the expense, and any proposed solutions for counteracting the over expenditure. Minor budget amendments may be made by the CAO and/or the Director of Community Services.
- All other recommendations of the Committee must be adopted by resolution prior to presentation to Council; and
- Recommendations of the Committee will be submitted to Council in the form of a resolution and/or staff report containing the proposed recommendation.

Department Jurisdiction:

- Recreation & Facilities Department

Department Staff Contact:

- Director of Community Services

Remuneration:

- There is no remuneration for this Committee.

The Committee will not be responsible for the following:

- daily operations of the Municipality's Recreation & Facilities Department;
- administrative matters including human resources and direction to staff; and
- deliberation and implementation of the Department's operating budget.

Planning Advisory Committee

Applicable Legislation: Planning Act, R.S.O. 1990, c. P.13
Applicable Municipal By-law(s): Council Procedural By-law No. 2023-55

Purpose:

The purpose of the Planning Advisory Committee (PAC) is to review planning applications and make unbiased recommendations to Council.

Mandate:

The Committee is appointed by Council under the authority of the Planning Act. The committee considers and make unbiased recommendations on various planning applications after carefully reviewing all information presented and listening to concerns raised by the public. Decisions are based on the review of all pertinent information and including the Municipality's Official Plan, Zoning By-Law, other relevant policies, and legislation. The prescribed legislative requirements for the Committee are contained in the Act and associated Regulations.

Committee Composition:

The Committee shall be formed of seven (7) members for duration of the term of Council:

- two (2) members of Council with one (1) member of Council as Chair; and
- five (5) members of the public.

The following members are non-voting members/resource persons:

- Director of Community Services; and
- Municipal Clerk or Deputy Clerk as recording clerk.

The Mayor is an "ex-officio" member. The Mayor has a right to vote but has no right in quorum.

Circulation of Materials:

Committee members shall be provided with a tablet by the Municipality for the purpose of receiving meeting agendas and packages through municipal agenda software. All circulations will generally be done only in digital format and not hard copy. The tablet is property of the Municipality and shall only be used for committee purposes. Tablets shall be returned to the Municipality at the end of the term or upon resignation.

Meeting Procedures:

The meeting procedures shall follow Council's Procedural By-Law No. 2023-55, a by-law to govern the proceedings of Council, Local Boards and Committees. The Committee shall meet monthly, generally on the third Wednesday of the month at 6:30 p.m., or at the call of the Chair.

The Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

- preparing agendas for circulation to Committee members;
- distributing agendas, minutes and correspondence to Committee members; and
- recording minutes of meetings and distributing them to the municipal Clerk for Council.

Reporting Relationship:

The Planning Advisory Committee will make recommendations to the Council of the Municipality of East Ferris.

Department Jurisdiction:

- Planning and Economic Development Department

Department Staff Contact:

- Director of Community Services

Remuneration & Expenses:

- There is remuneration for non-Council members of \$50.00 per meeting to cover costs of site inspections.

The Committee will not be responsible for the following:

- daily operations of the Municipality's Planning and Development Department;
- administrative matters including human resources and direction to staff; and
- deliberation and implementation of the annual budget.

Committee of Adjustment

Applicable Legislation: Planning Act R.S.O. 1990,c.P.13, Sections 44 & 45
Applicable Municipal By-law(s): Council Procedural By-law No. 2023-55

Purpose:

The Committee of Adjustment reviews and makes decisions on minor variance applications.

Mandate:

The Committee of Adjustment evaluates and approves a number of minor applications. In accordance with Section 45 of the *Planning Act*, the Committee of Adjustment is authorized to make decisions on minor variances from the provisions of the Zoning By-law and to grant permission for altering or changing a lawful non-conforming use of land, buildings or structure.

Committee Composition:

The Committee of Adjustment is composed of five (5) members appointed by by-law for the duration of the term of Council. The members are the same members as the Planning Advisory Committee. The Director of Community Services shall be the secretary-treasurer of the Committee. The Municipal Clerk or Deputy Clerk shall be the recording clerk.

Circulation of Materials:

Committee members shall be provided with a tablet by the Municipality for the purpose of receiving meeting agendas and packages through municipal agenda software. All circulations will generally be done only in digital format and not hard copy. The tablet is property of the Municipality and shall only be used for committee purposes. Tablets shall be returned to the Municipality at the end of the term or upon resignation.

Meeting Procedures:

The Committee shall meet monthly, generally on the third Wednesday of the month at 7:00 p.m., if required, or at the call of the Chair.

The Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

- preparing agendas for circulation to Committee members;
- distributing agendas, minutes, and correspondence to Committee members; and
- recording minutes of meetings and distributing to the Municipal Clerk for Council.

Reporting Relationship:

The decisions of the Committee are final but may be appealed to the Local Planning Appeal Tribunal (LPAT). The minutes of the meetings and decisions will be forwarded to Council for their information.

Department Jurisdiction:

- Planning and Economic Development Department

Department Staff Contact:

- Director of Community Services

Remuneration:

- There is no remuneration for this Committee unless there is a meeting where a Planning Advisory Committee meeting does not follow. In that case, remuneration of \$50.00 will be paid to non-Council members to cover the costs of site inspections.

The Committee will not be responsible for the following:

- municipal daily operations of the Planning and Development Department;
- administrative matters including human resources and direction to staff; and
- deliberation and implementation of the annual budget.

Public Works & Infrastructure Committee

Applicable Legislation: Municipal Act, 2001, S.O. 2001, c.25, Highway Traffic Act, R.S.O. 1990, c.H8, Environmental Protection Act, R.S.O. 1990, c.E.19, Provincial Standards, Minimum Maintenance Standards Regulations

Applicable Municipal By-law(s): Council Procedural By-law No. 2023-55

Purpose:

The Public Works & Infrastructure Committee focuses on ensuring the performance and good working order of all municipal infrastructure and equipment in keeping with the Municipality's Asset Management Plan.

Mandate:

The Committee is established to advise Council on matters pertaining to East Ferris' infrastructure needs and services. In doing so it provides support to the Municipal Engineer/Director of Public Works in all aspects related to public works and infrastructure including municipal policies, plans, service levels, general operations, and where required, makes recommendations to Council on such matters.

Committee Composition:

The Committee shall be composed of five (5) members for the duration of the term of Council:

- two (2) members of Council with one (1) member acting as Chair;
- the Director of Public Works/Municipal Engineer;
- the Chief Administrative Officer; and
- Municipal Clerk or Deputy Clerk as recording clerk.

Meeting Procedures:

The meeting procedures shall follow Council's Procedural By-Law No. 2023-55, a by-law to govern the proceedings of Council, Local Boards and Committees. Meetings shall be held quarterly (April, June, September, and December) or at the call of the Chair. The regular meeting day and time that is convenient to members of the Committee shall be determined on consensus at the first meeting of the term.

The Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

- preparing agendas for circulation to Committee members;

- distributing agendas, minutes and correspondence to Committee members; and
- recording minutes of meetings and distributing them to the Municipal Clerk for Council.

Reporting Relationship:

The Committee will provide recommendations to Council. They may also refer matters to other Committees for comments or input.

Department Jurisdiction:

- Public Works Department

Department Staff Contact:

- Municipal Engineer/Director of Public Works

Remuneration:

- There is no remuneration for this Committee

The Committee will not be responsible for the following:

- daily operations of the Municipality's Public Works Department; and
- administrative matters including human resources and direction to staff.

Emergency Management Program Committee

Applicable Legislation: Emergency Management and Civil Protection Act,
R.S.O. 1990, c.E.9

Ontario Regulation 380/04

Applicable Municipal By-law(s): Council Procedural By-law No. 2023-55

Purpose:

Every municipality is required to have an Emergency Management Program Committee with members appointed by Council. The purpose of the Emergency Management Program Committee (EMPC) is to assist in, and advise Council on, the development and implementation of the emergency management program consisting of an Emergency Plan, training programs and exercises, and public education. The aim is to mitigate impacts related to the effect of an emergency on the residents of the Municipality of East Ferris and those individuals and organizations involved in the emergency situation.

Mandate of the Committee:

The Committee acts in accordance with the duties and obligations as assigned by the Emergency Management and Civil Protection Act. The Plan is formulated to assign responsibilities and to guide the immediate actions of key officials in the first few critical hours after the onset of an emergency and until such time as the emergency is over. Council shall appoint an employee or Council member as its Community Emergency Management Co-ordinator (CEMC). The CEMC is responsible for co-ordinating the development and implementation of the municipality's emergency management program and shall report to the Committee.

Emergency Management Program Committee (EMPC) Composition:

The Committee shall consist of the following:

- Mayor;
- Chief Administrative Officer;
- Treasurer;
- Fire Chief ;
- Emergency Information Officer (EIO) (Designated as CAO);
- Director or Public Works;
- CEMC; and
- Scribe.

The Committee shall appoint a member of the EMPC as Chair.

Meeting Procedures:

Meetings will be held in accordance with the requirements of Emergency Management Ontario. The Committee shall meet three (3) times per year at the call of the Chair.

Municipal Emergency Control Group (MECG):

The municipality is required to have a municipal control group which may be composed of different members from the Emergency Management Program Committee. The MECG is responsible for directing the municipality's response in an emergency, including the implementation of the emergency response plan, and conducting an annual practice exercise (tabletop exercise) for a simulated emergency incident.

The Control Group shall consist of the following members:

- Mayor or Deputy Mayor as alternate;
- Chief Administrative Officer or Clerk as alternate;
- Scribe or alternate;
- Fire Chief or alternate;
- CEMC or alternate;
- Director of Public Works or alternate;
- Emergency Information Officer or alternate; and
- Treasurer or alternate.

A scribe shall be appointed to the Emergency Control Group. Duties will include:

- preparing agendas for circulation to Committee members;
- distributing agendas, minutes and correspondence to Committee members; and
- recording minutes of meetings and distributing them to the Municipal Clerk for Council.

Reporting Relationship:

The minutes of the meetings and training exercise shall be forwarded to Council. An annual report will be forwarded to Emergency Management Ontario after the training exercise is completed. The Committee may also refer matters to other departments for comments if necessary.

Department Jurisdiction:

- Fire Department

Department Staff Contact:

- Fire Chief

Remuneration:

- There is no remuneration for this Committee.

The Committee will not be responsible for the following:

- daily operations related to Municipal Emergency Management;
- administrative matters including human resources and direction to staff; and
- implementation of the annual budgets.

Lake Nosbonsing OPP Detachment Board

Applicable Legislation: Community Safety and Policing Act, 2019, S.O. 2019, c. 1,

Applicable Municipal By-law(s): N/A

Purpose/Mandate:

The Lake Nosbonsing OPP Detachment Board shall perform duties as are assigned to it by the *Community Safety and Policing Act* or any other Act, including any prescribed duties.

Board Composition:

The Lake Nosbonsing OPP Detachment Board is comprised of the Municipalities of Bonfield, Chisholm and East Ferris. Unless otherwise determined by Provincial Legislation, membership shall be comprised of three (3) Council representatives based on one (1) per O.P.P. policed municipality, three (3) community representatives based on one (1) per O.P.P. policed municipality, one (1) community representative from one of the O.P.P. policed municipalities, and two (2) provincial representatives.

Meeting Procedures:

The meeting procedures shall follow the Lake Nosbonsing OPP Detachment Board's Terms of Reference.

The Board shall appoint a Secretary-Treasurer who will act as the recording clerk.

Reporting Relationship:

- The Board will report to the three respective Councils.

Department Jurisdiction:

- N/A

Department Staff Contact:

- N/A

Remuneration:

- As set out in the Lake Nosbonsing OPP Detachment Board's Terms of Reference.

East Ferris Public Library Board

Applicable Legislation: Public Libraries Act, R.S.O. 1990, c. P.44

Applicable Municipal By-law(s): Council Procedural By-law No. 2023-55

Purpose:

The Library Board's primary purpose is to provide resources and services in a variety of media to meet the unique needs of individuals and groups in East Ferris.

Mandate:

Pursuant to the Public Libraries Act, R.S.O. 1990, Chapter P.44 ('PLA'), a public library shall be under the management and control of a Board" (s.3 (3)). The Board is responsible for submitting an annual budget to the Municipal Council; however, the Municipal Council shall be responsible for the approval of the budget and the Board shall adopt the approved budget. The Powers and Duties of the Board are found in Section 20 of the *Public Libraries Act*.

Board Composition:

The Board shall be composed of five (5) members appointed by the Municipal Council and for the duration of the term of Council:

- one (1) member of Council; and
- four (4) members of the public.

The following members are non-voting members/resource persons:

- the Library CEO;
- the Municipal Deputy Clerk as recording clerk; and
- the Municipal Treasurer.

The Board shall elect one (1) of its members as Chair at its first meeting in a new term. In the absence of the Chair, the Board may appoint one (1) of its members as Acting Chair.

The Mayor is an "ex-officio" member. The Mayor has a right to vote but has no right in quorum.

Meeting Procedures:

The meeting procedures shall follow Council's Procedural By-Law No. 2023-55, a by-law to govern the proceedings of Council, Local Boards and Committees. The Board shall meet once per month or at the call of the Chair, but shall have not less than seven (7) regular meetings per year. Members shall advise staff if they are not able to attend a meeting.

The Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

- preparing agendas for circulation to Board members;
- distributing agendas, minutes and correspondence to Board members; and
- recording minutes of meetings and distributing them to the Municipal Clerk for Council.

Reporting Relationship:

- The Board and CEO will liaise with the Chief Administrative Officer.

Department Jurisdiction:

- Library Board

Department Staff Contact:

- Library CEO

Remuneration:

- There is no remuneration for this Board.

The Board will not be responsible for the following:

- daily operations of the East Ferris Library; and
- administrative matters including human resources and direction to library staff.