

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL**

**BY-LAW NO. 2020-69**

**“A BY-LAW TO AMEND BYLAW 2020-69 TO ESTABLISH TERMS OF  
REFERENCE FOR COMMITTEES OF COUNCIL”**

**WHEREAS** Bylaw 2019-15 to govern the proceedings of Council and Committees of Council authorizes Council to establish Committees of Council; and

**WHEREAS** Bylaw 2020-69, being a bylaw to establish the terms of reference for Committees of Council was passed by Municipal Council at its regular meeting of November 23, 2020; and

**AND WHEREAS** the Council of the Township of Edwardsburgh Cardinal deems it Desirable to amend Bylaw 2020-69;

**NOW THEREFORE** the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That Schedule “D”, Section 4: Committee of Adjustment, Subsection: “Membership” shall be deleted and replaced by the following:

“A minimum of three citizen members, to a maximum of five citizen members shall be appointed for the term of council. The chair shall be selected by the appointees. The Mayor may review and make recommendations annually regarding the effectiveness of the public representatives.”
2. That an updated Schedule “D”, attached hereto, shall form part of this bylaw.
3. That this bylaw shall come into force and effect on the date of passing and may be referred to as the Committees of Council Bylaw.
4. That all other provisions of Bylaw 2020-69 and its Schedules shall remain in force and effect.

Read a first and second time this 23 day of August, 2021.

Read a third and final time, passed, signed and sealed this 23 day of August, 2021.

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Mayor

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Clerk

## Schedule "D" By-law 2021-

### Terms of Reference

#### 1. Administration & Finance Committee of the Whole

##### **Purpose**

The Administration & Finance Committee is responsible for matters related to the Corporation's administration, finances, including capital planning and the annual budget, legal matters, human resources, senior government and upper tier matters. While the drafting of by-laws is the role of staff, the Administration & Finance Committee will develop and maintain a priority list of by-laws to be reviewed and developed. The Committee will also provide the initial review of drafted legislation prior to any public consultation process.

##### **Membership**

All members of Council plus two advisory members of the public, with the Chair designated by the Mayor. Members shall be appointed for a term of two years. The Mayor may review and make recommendations annually regarding the effectiveness of the public representatives.

##### **Meetings**

Second Monday of each month at 6:30 pm, except for the month of December. Where the second Monday of the month falls on a Statutory holiday, the meeting will be moved to the Tuesday immediately following.

##### **Department Jurisdiction**

CAO, Clerk, Treasurer, Chief Building Official

##### **Staff Contact**

CAO, Clerk

#### 2. Public Works/Environmental Services and Facilities Committee of the Whole

##### **Purpose**

The Public Works/Environmental Services and Facilities Committee oversees the operations of the Operations Department, the Fire Department and the Parks, Recreation and Facilities Department. Specific areas include the transportation system including roads and sidewalks, solid waste management including landfills and collection, the water, sewer and waste water treatment system, stabilization ponds and municipal drainage. Fire Department matters will be reviewed as needed. Issues relating to public access facilities such as cemeteries, parks, arenas, swimming pools and community halls including the maintenance of all facilities/buildings owned by the Township will be addressed.

##### **Membership**

All members of Council plus two advisory members of the public, with the Chair designated by the Mayor. Members shall be appointed for a term of two years. The Mayor may review and make recommendations annually regarding the effectiveness of the public representatives.

##### **Meetings**

Third Monday of each month at 6:30 pm, except for the month of December. Where the third Monday of the month falls on a Statutory holiday, the meeting will be moved to the Tuesday immediately following.

##### **Department Jurisdiction**

Operations, Fire, Parks/Recreation & Facilities

##### **Staff Contact**

CAO, Clerk

### **3. Community Development Committee of the Whole**

#### **Purpose**

The Community Development Committee of the Whole ensures broad community sustainability by reviewing beautification, land use planning, economic development and recreation activities in the Township. It assists in developing a healthier and more dynamic and diverse business environment by encouraging and supporting existing business while working to attract new business opportunities. The Community Development Committee acts in a Planning Advisory role and makes recommendations relative to development in the municipality. The mandate of the Committee is generally to address items related to “Live, Work and Play”.

#### **Membership**

All members of Council plus two advisory members of the public, with an additional two existing advisory members of the public existing until the end of the 2018-2022 term or upon resignation, with the Chair designated by the Mayor. Members shall be appointed for a term of two years.

Council will strive to ensure a balanced representation between urban and rural interests as well as residential, business and agricultural interests when making appointments. The Mayor may review and make recommendations annually regarding the effectiveness of the public representatives.

#### **Meetings**

First Monday of each month at 6:30 pm except for the month of December and January. Where the first Monday of the month falls on a Statutory holiday, the meeting will be moved to the Tuesday immediately following.

#### **Department Jurisdiction**

Community Development, Recreation

#### **Staff Contact**

CAO, Clerk, Community Development Coordinator

### **4. Committee of Adjustment**

#### **Purpose**

Appointed under the authority of the Planning Act, the Committee of Adjustment considers applications under Section 52 of the Planning Act (e.g. minor variance) for the Township of Edwardsburgh/Cardinal.

#### **Membership**

A minimum of three citizen members, to a maximum of five citizen members shall be appointed for the term of council. The chair shall be selected by the appointees. The Mayor may review and make recommendations annually regarding the effectiveness of the public representatives.

#### **Meetings**

At the call of the Chair in consultation with staff when applications dictate.

#### **Department Jurisdiction**

Planning, Building

#### **Staff Contact**

Community Development Coordinator, appointed as Secretary-Treasurer.

### **5. Fenceviewers**

#### **Purpose**

To determine responsibility for erection and/or repair of boundary fences, in accordance with the Line Fences Act

#### **Membership**

A minimum of three citizen members shall be appointed for the term of Council.

#### **Meetings**

At the call of the Clerk when required by application.

#### **Department Jurisdiction**

Clerk's Department

#### **Staff Contact**

CAO, Clerk

**6. Edwardsburgh Cardinal Cemetery Board**

**Purpose**

To oversee management of the Mainsville, Shanly, Adams and North Channel Cemeteries.

**Membership**

Four to ten citizen members appointed for the term of Council, plus the Township Treasurer.

**Meetings**

At the call of the Treasurer as needed.

**Departmental Jurisdiction**

Clerk's Department, Treasury

**Staff Contact**

Treasurer

**7. Library Board**

**Purpose**

As per the Public Libraries Act, responsible for operation of the two branches of the Edwardsburgh/Cardinal Public Library Board.

**Membership**

At least one council member shall be appointed as a member of the Board. Members are appointed for the term of Council; Chair to be selected from time-to-time by the membership.

**Meetings**

Monthly in accordance with the Public Libraries Act.

**Staff Contact**

Chief Librarian