

**Terms of Reference****City of Kawartha Lakes Rural Zoning By-law Consolidation and Update  
Task Force (Rural Zoning By-law Task Force)**

Date Established by Council: March 26, 2019.

Task Force Completion Date: December 31, 2021 or upon final recommendation to Council/Staff.

**Mission:**

The Rural Zoning By-law Task Force is a volunteer steering committee established to provide advice and recommendations to Council and Staff to inform development of a new consolidated Rural Zoning By-law for City Council approval.

The objectives of the Rural Zoning By-law Task Force are:

- To provide a forum for Council, City Staff, project stakeholders, the public, and the Project Consultant to discuss matters related to preparation and approval of a new consolidated Rural Zoning By-law.
- To identify issues and approaches for City Staff and the Project Consultant to consider in the development of rural area and hamlet zoning standards.
- To provide advice and recommendations to City Staff and the Project Consultant on summary reports and draft Rural Zoning By-law provisions and draft documents.
- To provide advice to City Staff and the Project Consultant on the public consultation process and review the results of the public consultation.

**Roles and Responsibilities:**

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct for Task Force Members
- the City Procedural By-law
- Other applicable City by-laws and policies

- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual member or the Rural Zoning By-law Task Force as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Rural Zoning By-law Task Force will abide by any terms and conditions which may be set out by the City's Council, CAO, City Clerk, City Solicitor, Auditor and/or Insurer for any activities relating to Rural Zoning By-law Task Force business in keeping with the Task Force's Terms of Reference and established Policies.

**Activities:**

The following represents the general activities of the Rural Zoning By-law Task Force:

- a) To make recommendations to Council and Staff on strategy, policies and various issues to achieve Council's strategic priorities relating to the Task Force's established scope of work as defined in the Terms of Reference;
- b) To identify issues and review and discuss background report findings;
- c) To review and comment on summary reports and draft Rural Zoning By-law;
- d) To provide advice on public consultation process; and
- e) To review and comment on final draft Rural Zoning By-law prior to statutory public open house and meeting.

**Composition:**

The Rural Zoning By-law Task Force shall be comprised of a maximum of seven (7) members:

- four (4) members from stakeholder interest groups representing agricultural, environmental, development, and tourism issues;
- two (2) members of the public; and,
- one (1) Council representative

all of whom will have full authority to debate and vote. Rural Zoning By-law Task Force members will be appointed by Council in accordance with established policy.

All appointed voting members may be represented at meetings by a designated alternate (if applicable). A designated alternate must be formally designated by an appointed member in writing to the Rural Zoning By-law Task Force to represent them. Designated alternates must be approved by the Rural Zoning By-law Task Force and are subject to all of the requirements and criteria set out in the Terms of Reference.

#### **Appointment of Officers:**

The Rural Zoning By-law Task Force shall, at its first meeting, elect from its membership a Chair, and Vice-Chair. It is acknowledged that there are no per diems for any Rural Zoning By-law Task Force positions and it is acknowledged that none of the above positions shall be paid for their services. All Rural Zoning By-law Task Force members are considered volunteer positions.

#### **Term of Appointment:**

Rural Zoning By-law Task Force members will be appointed for a term ending upon final recommendation to Council/Staff and prior to December 31, 2021. Any extension to this Term shall be recommended to Council via the liaison department through a report to Council prior to the expiration date with the final decision being that of Council.

#### **Resources:**

The Development Services Department – Planning Division will provide support in the form of background information and issues, advice, day-to-day liaison with the City and information sharing.

A member of staff shall be designated as Recording Secretary by the liaison department.

The Recording Secretary function will be split in the following manner between the Consultant and Staff. Staff in collaboration with the Consultant shall have notices and agendas prepared and published; attend all formal business Rural Zoning By-law Task Force Meetings for the purpose of taking Minutes; and prepare and publish minutes in an accessible format acceptable to the City Clerk's Office as detailed through the City's contract with the Consultant. The Recording Secretary shall ensure that all notices, agendas, meeting minutes, and information are posted on the City's website in an accessible format.

The Recording Secretary shall ensure that a current Terms of Reference for the Rural Zoning By-law Task Force has been provided to the City Clerk's Office and is posted on the City website.

**Timing of Meetings:**

Meetings will be held on a set day and time as may be determined by the Rural Zoning By-law Task Force or at the call of the Chair.

**Location of Meetings:**

The location of the meetings will be set by the Rural Zoning By-law Task Force and must be held in an accessible City facility.

**Meetings:**

The Rural Zoning By-law Task Force shall hold a minimum of four (4) meetings during their term. The Chair, through the liaison department, shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Rural Zoning By-law Task Force and posted to the City website a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary. Quorum for meetings shall consist of a majority of the members of the Rural Zoning By-law Task Force. No meeting shall proceed without quorum.

At the first meeting of the Rural Zoning By-law Task Force, an Orientation Session shall be held for members.

Working meetings throughout the term to advance the efforts of the work plan shall be held at the call of the Chair with the Chair providing notice of the working meetings to all members of the Rural Zoning By-law Task Force a minimum of three (3) business days prior to the date of each

meeting through the Recording Secretary. No formal minutes are required to be taken at working meetings; however, notes shall be taken.

**Procedures:**

Procedures for the formal business meetings of the Rural Zoning By-law Task Force shall be governed by the City's Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

**Closed Meetings:**

The Rural Zoning By-law Task Force shall not be permitted to hold Closed Meetings.

**Agendas and Minutes:**

A copy of the Agenda shall be provided to the City Clerk's office at the same time it is provided to Rural Zoning By-law Task Force Members. The City Clerk's office will distribute the agenda to Council members as per established procedures.

Minutes of all formal business meetings and notes from working meetings of the Rural Zoning By-law Task Force shall be forwarded to the liaison department, and to the City Clerk's Office, not later than two weeks after the meeting. Action items requested of staff and/or Council will be brought to the attention of the Development Services Department – Planning Division at that time. The City Clerk's Office will electronically circulate the formal business meeting minutes to all members of Council for their information. The City Clerk's Office will maintain a set of printed minutes on file for public review.

The Recording Secretary shall ensure that all Rural Zoning By-law Task Force Agendas and Minutes are posted to the City website at the same times as they are circulated to the City Clerk's Office.

**Reports:**

The Rural Zoning By-law Task Force recommendations shall be brought forward to Council via the liaison department through a report to Council.

It will be the responsibility of the Rural Zoning By-law Task Force Chair to provide a memo to the liaison department identifying the Rural Zoning By-law Task Force recommendations for final preparation of the report.

### **Purchasing Policy:**

This Rural Zoning By-law Task Force has no purchasing or procurement responsibilities.

### **Insurance:**

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to this Rural Zoning By-law Task Force and its members. The applicable insurance policies extend to Rural Zoning By-law Task Force members while in the performance of his/her duties and to those activities authorized by the City of Kawartha Lakes and Council. Members must adhere to the policies and procedures of the City of Kawartha Lakes and Council, including the Terms of Reference.

The Rural Zoning By-law Task Force must provide, via the liaison department, an annual updated listing of all members, including member positions, to the City of Kawartha Lakes to ensure the applicable insurance coverage remains in force.

Rural Zoning By-law Task Force members are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

### **Expulsion of Member:**

Any member of the Rural Zoning By-law Task Force who misses three consecutive formal business meetings, without being excused by the Task Force, may be removed from the Rural Zoning By-law Task Force in accordance with adopted policy.

Any member of the Rural Zoning By-law Task Force may be removed from the Task Force at the discretion of Council for reasons including, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, The Municipal Conflict of Interest Act or the Code of Conduct for Rural Zoning By-law Task Force Members; disrupting the work of the Rural Zoning By-law Task Force; or other legal issues. The process for expulsion of a Rural Zoning By-law Task Force member is outlined in the City's **Council Committee, Board and Task Force Policy**.

**Terms of Reference:**

The Recording Secretary shall ensure that a current Terms of Reference for the Rural Zoning By-law Steering Committee has been provided to the City Clerk's Office and is posted on the City website.

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference for this Task Force at any time. Any changes proposed to these Terms of Reference by the Rural Zoning By-law Task Force shall be recommended to Council via the liaison department through a report to Council.

**At the discretion of Council, the Rural Zoning By-law Task Force may be dissolved by resolution of Council.**