

CORPORATION OF THE TOWN OF PETROLIA

BY-LAW NUMBER 32-2019

Being a By-Law to amend By-Law 56-2018, a By-Law to establish terms of reference for Committees of Council & Advisory Committees of Council

**WHEREAS** Section 8 of the Ontario Municipal Act 2001, S.O. as amended, confers broad authority to the municipality to enable the municipality to govern its affairs as it considers appropriate, and enhance the municipalities ability to respond to municipal issues; and

**WHEREAS** under Section 238 (2), of the Ontario Municipal Act 2001, S.O. as amended requires every municipality and local board to pass a procedure by-law governing the calling, place and proceedings of meetings; and

**WHEREAS** the procedure Bylaw of the Corporation of the Town of Petrolia By-Law 08-2016, as amended, requires that the general procedures to be followed by all Advisory Committees established shall be set out generally within the relevant terms of reference; and

**WHEREAS** the Council of the Corporation of the Town of Petrolia passed By-law 56-2018 on the 24<sup>th</sup> day of September, 2018 to adopt Terms of Reference for Advisory Committees of Council and now deems it desirable to amend said Terms of Reference;

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF PETROLIA ENACTS AS FOLLOWS:**

1. THAT the following amendments be made, forming part of By-Law 56-2018 to govern Advisory Committees of Council:

1.1 AODA Advisory Committee

- Chairperson: to be elected from the Committee, a non-staff member, may be a member of Council
- Chair: one year position, member may remain for the two year term of the committee
- Secretary: Senior Staff member (non-voting)
- Meetings: meet at call of Director of Facilities & Community Services as needed, ensuring a minimum of one meeting annually

1.2 Community Services Advisory Committee

- Chairperson: to be elected from the Committee, a non-staff member, may be a member of Council
- Chair: one year position, member may remain for the two year term of the committee
- Secretary: Senior Staff member (non-voting)
- Remove from composition: Administrative Assistant, Special Events Department Advisor and Operations Department Advisor

1.3 Petrolia In Bloom Advisory Committee

- Chairperson: to be elected from the Committee, a non-staff member, may be a member of Council
- Chair: one year position, member may remain for the two year term of the committee
- Secretary: Senior Staff member (non-voting)
- Remove from composition: Executive Assistant

- Meetings: April, May, June, September & October each year, Second Wednesday of the Month at 7:00 PM

1.4 Petrolia 150 Advisory Committee

- Chairperson: to be elected from the Committee, a non-staff member, may be a member of Council
- Chair: one year position, member may remain for the two year term of the committee
- Secretary: Senior Staff member (non-voting)
- Remove from composition: Special Events Staff Member
- Council Representative: 2 members
- Meetings: First Wednesday of the month at 5:00 PM

1.5 Health & Wellness Advisory Committee

- Chairperson: to be elected from the Committee, a non-staff member, may be a member of Council
- Chair: one year position, member may remain for the two year term of the committee
- Secretary: Senior Staff member (non-voting)
- Remove from composition: Executive Assistant
- Meetings: add January and April

1.6 Petrolia Heritage Advisory Committee

- Chairperson: to be elected from the Committee, a non-staff member, may be a member of Council
- Chair, one year position, member may remain for the two year term of the committee
- Secretary: Senior Staff member (non-voting)
- Meetings: to be held at 6:00 PM

2. THAT the appointment period for members of council with an individual committee be for 12 months, reviewed in December and appointed in January;
3. THAT the Clerk of the Town of Petrolia is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law;
4. **THAT** this By-law shall come into force and effect on the day it is finally passed;
5. **AND THAT** all By-Laws and motions of Council found to be inconsistent with the Provisions found in this By-Law shall be and are Hereby Repealed;

By-Law Read a First and Second this 13<sup>th</sup> day of May, 2019

By-Law Read a Third Time and Finally Passed this 13<sup>th</sup> day of May, 2019



R. Brad Loosley  
Mayor



Mandi Pearson  
Clerk/Operations Clerk