



MUNICIPALITY OF
West Elgin

The Corporation of The Municipality of West Elgin

By-Law 2025-xx

Being a By-Law to appoint members to the various Boards, Committees and Authorities in the Municipality of West Elgin, and Repeal By-law 2024-82.

Whereas the *Municipal Act 2001*, as amended, Section 8 confers broad authority on municipalities thereby allowing them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and

Whereas the Council of the Municipality of West Elgin deems it expedient to appoint persons to provide for and assist in the administration, protection and management of the Municipality; and

Now Therefore Be It Resolved That the Council of The Corporation of the Municipality of West Elgin enacts as follows

1. Application

- 1.1 In the event of conflict with provincial legislation, the provisions of the provincial legislation shall prevail.
- 1.2 This by-law does not apply to a Compliance Audit Committee established by Council under the provisions of the Municipal Elections Act, 1996, as amended.
- 1.3 The Clerk is responsible for establishing and updating from time to time any forms which may be required by this by-law.

2. Definitions

- a) "Ad Hoc Committee" means a Committee established by Council to review a specific matter and once the Committee has reported to Council with respect to its findings and recommendations, the Committee is automatically dissolved;
- b) "CAO" means the Chief Administrative Officer, or his or her designate;
- c) "Clerk" means the Municipal Clerk, or his or her designate;
- d) "Council" means the Council of The Corporation of the Municipality of West Elgin;
- e) "Council Member" means any member of the Council;
- f) "Member" means a person, including a Council Member, appointed to serve on a Board or Committee established under this by-law;

- g) "Procedural By-Law" means the Municipality of West Elgin Procedural By-Law, as amended, and any successor procedural by-law adopted by Council;
- h) "Statutory Board or Committee" means a committee or local board that Council is required by provincial legislative to establish; and
- i) "Standing Committee" means a committee established by Council and consisting solely of Members of Council.

3. Creation and Disposition of Committees

3.1 Ad Hoc Committees

Council may from time to time, by resolution, establish such Ad Hoc Committees as it deems appropriate to provide recommendations to Council on a specific initiative or matter. Ad Hoc Committees shall be discontinued by Council resolution when their mandate has been completed.

3.2 Advisory Committees

Council may from time to time, by resolution, establish such Advisory Committees as it deems appropriate to provide recommendations to Council on a specific matter.

3.3 Local Boards

Council may from time to time, by by-law, establish such Local Boards as it deems appropriate to carry out those functions which Council may lawfully authorize such Local Boards to perform, pursuant to the statute authorizing the creation of the Local Boards.

3.4 Standing Committee

Council may from time to time, by by-law, establish such Standing Committees as it deems appropriate to address matters.

4. Terms of Reference

- 4.1 Whenever possible, the Terms of Reference for a committee shall be established by Council in conjunction with the creation of the Ad Hoc or Advisory Committee. In circumstances where to do so is not possible as a prelude to undertaking any other action, staff may be directed to prepare a proposed Terms of Reference for approval concurrent with the recruitment and first meeting(s) of the Committee.

5. Terms of Office

- 5.1 That appointments shall be for the Term of Council unless otherwise specified.

5.2 Resignation, Withdrawal or Removal from Office

Members may resign from office at any time by submitting a letter of resignation to the Clerk and such resignation shall be effective upon receipt of such letter by the

Clerk. Normally resignations are tabled for the information of Council at a subsequent meeting.

5.3 Continuation Where a Member is Retired

It is intended that all Local Boards and Committees shall have the membership as set forth in the Terms of Reference for that entity. Where a Member resigns or is removed from office, Council shall determine within two (2) months whether to select a new Member or amend the Terms of Reference respecting the membership of that entity.

5.4 Attendance

Members are expected to attend all Meetings. Should an appointee engage in a course of absenteeism, as reflected in the minutes of the Local Boards and Committees, Council may, with or without a recommendation from the Local Boards and Committees, resolve to remove said Member from office.

6. Membership

- 6.1 The Mayor shall be an ex-officio Member of all Committees and Local Boards as may be established from time to time. Ex-officio Member may take part in Committee discussions and may take part in the vote but is not counted in order to form a quorum.
- 6.2 The Members for each Local Board shall be appointed from time to time by by-law or resolution until such time as the by-law is amended.
- 6.3 All vacancies for Local Boards and Committees shall be advertised in the local media and any manner determined by the Clerk.
- 6.4 All applications shall be submitted on a form established by the Clerk. Such applications shall be considered public documents. All applications received shall be kept by the Clerk until the end of the term of the current Council.
- 6.5 The selection of applicants shall be confirmed in an open Council Meeting. Nonetheless, given that aspects of the selection process may touch upon matters of a personal nature, Council may, at its discretion, review applications for office in a Closed Session Meetings prior to confirming appointments at an open Council Meeting.
- 6.6 All Members of Local Boards and Committees must at all times during their term of office be a resident within the municipality, or an owner of land within the municipality, or a tenant for the purposes of business tax as shown on the last revised Assessment Rolls for the municipality.
- 6.7 Upon selection by Council and prior to undertaking any activity associated with the Local Boards and Committees, all appointees shall complete a Committee Declaration of Appointed Office and Authorization Form to Release Personal Information approved by the Clerk. The format of the Committee Declaration of Appointed Office

and Authorization Form to Release Personal Information shall be approved by the Clerk.

7. Administrative Support

- 7.1 The duties of the Secretary to each Committee shall be carried out by Clerk or Alternate. Where the staff person appointed is unavailable, the Committee or Local Board Members shall appoint a person as Secretary for the purposes of that Meeting.
- 7.2 The Secretary shall prepare an Agenda and attachments at the direction of the appropriate Chair and shall make such materials available to all Council Members and Committee Members.
- 7.3 The Secretary shall provide Notice of the Meeting to the public in accordance with the provisions in the current Procedural By-Law or applicable provincial legislation.

8. Open Meetings and Notice of Meetings

- 8.1 All Meetings of Ad Hoc and Advisory Committees and Local Boards shall be open to the public, except as provided for in the Municipal Act, and Committee/Board Members shall observe all provisions respecting Closed Session Meetings.

9. Procedures and Rules of Debate

- 9.1 Procedures and rules of debate as set out in the Procedural By-law shall apply in the conduct of all Committee Meetings.
- 9.2 It is intended that the conduct of all Local Board Meetings shall be respectful, and the Meeting shall incorporate all statutory requirements in relation to that Local Board.
- 9.3 The order of business shall include disclosures of pecuniary interest and the general nature thereof.

10. Enactment

- 10.1 That Schedule "A" being a listing of Council appointments, attached hereto, is hereby adopted and forms and integral part of the by-law.
- 10.2 That this By-Law shall take effect and come into force on the third and final reading thereof.
- 10.3 That By-law 2024-82 be hereby repealed.

Read a first, second and third and final time this 11th day of September, 2025.

Richard Leatham, Mayor

Terri Towstiuc, Clerk

Schedule "A" to By-Law 2025-xx

Name of Committee/Board	Type of Committee	Type of Agreement	Member(s) of Council
Bo Horvat Community Centre Board of Management (Arena)	Council	By-law 2019-63 & Agreement	Councillor Statham Councillor Denning
Committee of Adjustment	Council	By-law 2023-78 (to be replaced)	All Members of Council
Port Glasgow Yacht Club Board of Management	Council	By-law 94-56, S. 12.1	Mayor Leatham Councillor Denning
Property Standards	Council	By-law 2018-70	All Members of Council
Tri-County Water Board	Council	By-law 2021-62 S. 7. & Agreement	All Member of Council (<i>Mayor Leatham as Alternate only</i>)
Economic Development	Council	Terms of Reference (2024)	Councillor Statham Councillor Denning
Four Counties Transit	Council	Terms of Reference (Annual Review)	Mayor Leatham Councillor Statham
Old Town Hall, Ad Hoc	Council	Terms of Reference (2024)	Deputy Mayor Tellier Councillor Statham
West Elgin Recreation	Council	Terms of Reference (2023)	Deputy Mayor Tellier VACANT
Rodney Park Revitalization	External-Community	Res. No. 2023-224	Councillor Statham
Elgin Land Division	External (County)	Elgin County By-law	Dug Aldred
Lower Thames Valley Conservation Authority	External	Appointment Agreement (LTVCA)	Mayor Leatham
Rodney Alborough Agriculture Society (Fair)	External-Community	None	VACANT
West Lorne Heritage Homes Board of Directors	External	None	Mayor Leatham Deputy Mayor Tellier