

The Corporation of the Municipality of Grey Highlands

By-law No. 2021-124

A By-Law to adopt Terms of Reference for a Sign By-law Sub-Committee

Whereas, Section 8 of the Municipal Act 2001, R.S.O. 2001, as amended provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

Whereas, Council established a Sign By-law Sub Committee at the October 20, 2021 Council meeting; and

Whereas, Council received the draft terms of reference at the November 16, 2021 Council meeting and appointed 3 Council members;

Now Therefore the Council of the Municipality of Grey Highlands hereby enacts as follows:

1. That Terms of Reference for the Sign By-law Sub Committee (SBSC) in substantially the same form as attached hereto is hereby adopted; and
2. That this By-law comes into full force and effect on the date of its passing.

Read a first, second and third time, and finally passed on December 01 2021.

The Corporation of the
Municipality of Grey Highlands

Original Signed By

Paul McQueen, Mayor

Original Signed By

Raylene Martell, Municipal Clerk

Status: Passed

Sign By-law Sub Committee (SBSC)

Terms of Reference

Name: Sign By-law Sub Committee (SBSC)

Support: Planning Department

Type: Sub Committee

TOR Approved by Council:

Purpose:

Reporting to Council, the sub committee will research and present a comprehensive draft Sign By-law option for Grey Highlands.

Mandate:

- To re-examine the draft sign by-law presented at the Committee of the Whole on September 22, 2021, and at the October 6, 2021 Council meeting from the larger context of the need and/or desirability for locally appropriate safety regulations or aesthetic guidelines, and report back to Council with recommendations.

Delegated Authority:

The SBSC is a sub committee established to meet the requirements of the specific task as indicated in the mandate.

SBSC has no authority to direct staff and all reporting must be done within the membership of the sub committee.

SBSC is not responsible for undertaking or directing daily operations within the municipality, reviewing or researching staffing related matters except in relation to potential future enforcement of the by-law, performing project or program implementation (unless directed by Council), and shall not act as a forum to debate decided matters of Council, nor to organize any advocacy for Council to reconsider decided matters.

Composition:

The membership of the sub committee will be comprised as follows:

- **The Council Planning Liaison Representative;**
- **Two Council members**

Only the members of the Sub Committee may vote on any issue.

- Staff may be asked to attend meetings at the discretion of the sub committee, however they are not members of the sub committee.

All members of the sub committee will be appointed by Council.

Lead Department/Reporting Relationship:

The Lead Department supporting the sub committee will be the Planning Department. The Lead Department may call on other departments and outside agencies as required.

Meeting management support shall be provided by Corporate and Legislative Services for publishing and distributing documents and other secretarial and procedural support as may be required.

Meeting minutes will not be forwarded to Council, however, will be made available on the website and be used in the creation of the final report to Council. The sub committee shall not have any specific requests until such time as their final report and recommendations are presented to Council upon the completion of the mandate of the sub committee.

Administration:

Corporate and Legislative Services will provide meeting management support including agendas and minutes. The only item added to each agenda, shall be a review of the draft sign by-law, unless requested otherwise by a member of the sub committee.

Planning, By-law Enforcement, and Economic and Community Development Departments may provide guidance and information to the sub committee.

Save and except as set out in these Terms of Reference, the rules of procedure for Council and Committee as set out in the Procedural By-law shall apply to the sub committee. In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

The sub committee may request the attendance of experts, staff and/or representatives from Special interest groups at meetings to provide guidance on a specific issue.

Delegations shall not be heard at sub committee Meetings, however correspondence received from stakeholders may be used in the development of the final report. The sub committee shall hold a Public Meeting to obtain information from the public on the proposed draft prior to presenting to Council.

SBSC meetings shall be open to the public. Members of the public shall not have speaking rights at any sub committee meeting except the scheduled Public Meeting.

Schedule/Location of Meetings:

SBSC will meet as required with the first meeting being called by the Planning Department. Notice of SBSC meetings will be posted on the Municipal websites at least 48 hours in advance of the meeting and all meetings are open to the public.

Budget and Financial Report:

No budget set for this Sub Committee.

Special Considerations:

Grey Highlands is committed to being as environmentally friendly as possible. As such, printed copies of any agendas, minutes or reports will not be available unless necessitated and requested by the member.