

BY-LAW 62-24

OF THE CORPORATION OF THE TOWN OF AYLMER

Being a By-Law to amend By-Law 56-24 being a By-Law to Establish and Adopt the Terms of Reference for the Old Town Hall Advisory Committee for the Corporation of the Town of Aylmer.


---

WHEREAS the Council of the Corporation of the Town of Aylmer deems it necessary to prepare a new establishing By-Law for the Old Town Hall Advisory Committee whereby the Terms of Reference are established.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF AYLMER HEREBY ENACTS AS FOLLOWS:

1. That the Terms of Reference of the Old Town Hall Advisory Committee as set out on Schedule "A" attached to and forming part of this By-Law are hereby approved with the addition of a fourth public member.
2. That this By-Law shall come into force and take effect upon the date of its final passing.

READ A first and second, and final time this 18<sup>th</sup> day of September 2024.

Signed by:  


DocuSigned by:  
*Jack Couckuyt*  
78A3E6BAFA44482...  
MAYOR, Jack Couckuyt

DocuSigned by:  
*Owen Jaggard*  
E081ADA7CF484FB...  
CLERK, Owen Jaggard

Authority: Council, Resolution 245-24  
Staff Report Number: CLRK 29-24  
Staff Report Date: September 4, 2024



## **Old Town Hall Advisory Committee**

### **Terms of Reference**

#### **1. Role**

The Old Town Hall Advisory Committee (hereafter referred to as the Committee) is an advisory Committee of the Town of Aylmer Council. The purpose of the Committee is to facilitate the exchange of ideas between Council and the public with respect to Old Town Hall. The Committee will advise Council on matters, issues and policies pertaining to the Old Town Hall in Aylmer.

#### **2. Mandate**

The mandate of the Committee is to provide input and perspectives on Old Town Hall matters. The Committee's role is advisory, consultative and intended to enhance community engagement.

Specifically, the Committee will:

- Advise and make recommendations on the programming and utilization of Old Town Hall;
- Initiate and assist in identifying and implementing community-wide and area-wide needs and partnership opportunities for new program development and service delivery including recommendations for broad recreational needs, trends, strategies and plans; and,
- Raise the profile of Old Town Hall through positive support and promotion in the community.

The Committee shall consider library services in Old Town Hall however such considerations shall exclude future capital projects to support this County service. This may be amended by Council referring this matter to the Committee

for consideration at a future date.

The Committee is advisory in nature and does not concern itself with administrative or operational issues, unless presented in the context of policy and planning considerations.

### **3. Committee Composition**

The Committee shall have up to 6 voting members.

The Committee will comprise 4 persons serving as organizational representatives from the primary user groups of Old Town Hall. Organizations to appoint a representative include:

One from each of the following arts disciplines:

- 1) Music
- 2) Literary
- 3) Theater

The voting membership of the Committee is 6 members, including:

- Two (2) members of the Council of the Town of Aylmer;
- Four (4) public members.

A Lead Staff will be appointed to the advisory committee by the appropriate member of senior management.

The Legislative Services department (Municipal Clerk or designate) of the Town of Aylmer shall provide administrative support services to the Committee by acting as the Recording Clerk.

### **4. Term**

The Committee members shall have a four-year term of membership to coincide with the Town of Aylmer Council.

The Committee must produce an end of term report that summarizes their activities and reviews implemented strategies. This report is due at the July 2026 meeting of Council.

Continuation of the Committee in the subsequent term of Council is subject to approval by the Town of Aylmer Council.

## **5. Remuneration**

None.

## **6. Meetings**

### Rules of Procedure/Order

Quorum will be considered to be a majority of the total number of voting members.

In the event that a quorum is not present within fifteen (15) minutes after the appointed time of the meeting, the meeting will stand adjourned.

If quorum is not met, the meeting may be rescheduled, canceled, or continued for information sharing only. Information shared in a meeting that does not have quorum cannot be used in future decision making.

In an instance where quorum is not met, but there are external guests present to provide a presentation, the presentation may be recorded and provided for the subsequent agenda.

In the absence of the Chair, the Vice-Chair shall conduct the meeting. If neither is present, the Committee shall appoint an Acting Chair from amongst those members present.

The Committee shall observe the Rules and Procedures and Rules of Conduct that govern Committees of Council as outlined in the Town of Aylmer Procedure By-Law.

Motions require a Mover and a Seconder.

### Schedule/Location of Meetings

Meetings shall be held at 25 Centre Street in Council Chambers.

Meetings will occur on a quarterly basis, at minimum. Where necessary, special meetings may be scheduled as required. The Committee will meet on the following dates:

- Tuesday September 24, 2024 8:00 a.m.

- Tuesday December 17, 2024 8:00 a.m.
- Tuesday March 25, 2025 8:00 a.m.
- Tuesday June 24, 2025 8:00 a.m.
- Tuesday September 28, 2025 8:00 a.m.
- Tuesday December 16, 2025 8:00 a.m.
- Tuesday March 24, 2026 8:00 a.m.
- Tuesday June 23, 2026 8:00 a.m.
- Tuesday September 22, 2026 8:00 a.m.
- Tuesday December 15, 2026 8:00 a.m.

### Meeting Structure

Agendas and minutes for Committee meetings should include the following components:

1. Call to Order
2. Approval of the Agenda
3. Disclosure of Pecuniary Interest
4. Approval of Previous Minutes
5. Delegations
6. Matters to be Considered
7. Other Business
8. Next Meeting
9. Adjournment

### Additional Meeting Components

An orientation session will be held at the first meeting of the Committee at the start of each new term.

The Committee may invite or hear delegations from individuals or organizations about any agenda item or matter under consideration at a Committee meeting.

If a member has any pecuniary interest, direct or indirect, the member shall disclose the pecuniary interest and shall not take part in the discussion of the matter, nor vote on the matter.

The Recording Clerk shall provide the recommendations of the Committee to the Council of the Town of Aylmer.

## **7. Roles and Responsibilities**

At its inaugural meeting each year, the Committee will be responsible for electing a Chair and Vice-Chair from amongst the members of the Committee.

### Committee Members:

- Attend Meetings (provide notification of absences to Meeting Clerk)
- Send suggested agenda items to the Chair and Meeting Clerk for possible inclusion on future agendas
- Be prepared for meetings by reviewing material provided by the Meeting Clerk
- Participate in discussions
- Carry out tasks assigned to them by the Committee
- Provide suggestions and share resources from community members

### Chair and Vice-Chair of the Committee:

- Manage the meeting and follow meeting procedures as outlined in the Town of Aylmer's Procedural By-Law
- Moderate discussions but do not participate in debate until the end of discussion
- The Chair has the same voting rights as other members and votes like all other members
- Direct the discussion in a fair and efficient manner
- Keep the meeting on track and on schedule
- Meet with the Meeting Clerk and Staff Liaison prior to the meeting to plan the agenda
- Represent the Committee in official capacities such as speaking at Council

### Council Committee Members:

- Advise members of the Committee on Council matters
- Bring Committee recommendations and motions to Council
- Report back to the Committee on feedback from Council
- The Council Committee Members do have a vote on Committee decisions

### Staff Liaison

- Provide guidance and advice and remain impartial during discussions of committee members with all members
- Prepare any necessary reports for Council's consideration

- Ensure that any recommendations proposed by the committee do not contradict the Town of Aylmer's budget, by-laws or policies and procedures

#### Meeting Clerk

- Prepare the agenda for each meeting in consultation with the Committee Chair;
- Distribute the agenda to the committee members as outlined in the Town of Aylmer's Procedural By-Law;
- Post agendas, minutes and meeting dates/times to the Town of Aylmer's website as outlined in the Town of Aylmer's Procedural By-Law;
- Record the minutes of the meeting including resolutions, decisions, and other proceedings at the meeting, without note or comment;
- Submit the approved minutes of each committee meeting for inclusion on the Regular Council agenda for Council's consideration;
- Track meeting attendance and coordinate Committee appointments and resignations;
- Book the meeting venue;
- When necessary and in consultation with the Chair, cancel a meeting (due to inclement weather or provide knowledge of lack of quorum), if time permits, the members should be contacted to advise of the cancellation.

All changes to the Terms of Reference require Council approval.