



BY-LAW 133-18

of the

CORPORATION OF THE CITY OF CAMBRIDGE

Being a By-law of the Corporation of the City of Cambridge to define the mandate and meeting procedures for Advisory Committees and to repeal By-law 19-15.

WHEREAS By-Law 18-15, 'Council Procedural By-Law' establishes the rules and procedures under which Council and Committees of Council are to operate;

AND WHEREAS Council has established Advisory Committees that are comprised of both members of the public and Members of Council;

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

INTERPRETATION

Definitions

In this By-Law,

"Advisory Committee" means a group appointed to provide knowledge, skills and non-binding advice meant to address a specific issue or area of knowledge. The term Advisory Committee includes Boards, Sub-Committees and other similar entities, as identified by City Council. The term does not include Standing Committees, or Independent Committees, or any other type of Committee of which 50 percent, or more, of the members are also Members of City Council.

"Ad Hoc Committee" means a Committee or Task Force created by Council with a defined ending, to a report directly to Council on a specific matter.

"Chair" means the person presiding at a meeting.

"Committee" means any advisory or other committee, subcommittee, or similar entity and includes a Standing Committee, an Ad Hoc Committee, a Special Committee or a Task Force.

"External Board" means a board that is not governed by the City of Cambridge.

“Independent Committee” means a Committee appointed by Council that operates as a quasi-judicial body.

“Member” means a member of the Council or a member of an Advisory Committee.

“Quorum” means a majority of members.

“Standing Committee” means a committee of which at least 50% of the members are also Members of Council.

“Staff Liaison” means an employee of the City of Cambridge who acts as a technical advisor for an Advisory Committee to communicate and coordinate its activities.

“Striking Committee” means a committee which includes the Chairs of Standing Committees and two (2) other Council members, on a rotating basis, for the purpose of making Councillor and/or citizen appointments to Agencies, Boards and Committees.

“Sub-Committee” means a Committee established by an Advisory Committee with a clear mandate that has a beginning and end, and reports directly to the creating Advisory Committee.

“Terms of Reference” means a document that sets out the mandate and goals of an Advisory Committee.

APPLICATION

General Provisions

- 2.1 Except as otherwise provided for in this by-law, all Advisory Committees shall conform to the rules governing the procedures of a meeting of Council as outlined in the ‘Council Procedural By-Law’.
- 2.2 The rules of procedure outlined in the ‘Council Procedural By-Law’ can be suspended by a majority affirmative vote of the Members of an Advisory Committee who are present and voting.

Attendance

- 2.3 The Staff Liaison or Recording Secretary will record the attendance of Members in the minutes of the meeting. A Member of an Advisory Committee who intends to leave a meeting before the meeting is adjourned shall inform the Chair of this intention either at the start of the meeting or prior to leaving.

Absenteeism

- 2.4 If a Member of an Advisory Committee is absent for three (3) consecutive meetings or fifty percent (50%) or more of the annual meetings without cause acceptable to the Advisory Committee, the seat of the Member is vacant.
- 2.5 If a Member of an Advisory Committee is absent for three (3) consecutive meetings or fifty percent (50%) or more of the annual meetings without cause acceptable to the Advisory Committee as contained in a resolution of the Advisory Committee, the absences will be addressed by the Staff Liaison who supports the Advisory Committee.
- (a) The Staff Liaison will contact the absent Advisory Committee Member to inform him or her of their removal from the Advisory Committee.
 - (b) The Staff Liaison will notify the City Clerk who will publicize the vacancy and the need for a replacement.
 - (c) A Member who has been removed from an Advisory Committee will not be eligible to serve on any Advisory Committee until the start of the new four (4) year term of the municipal council.

Criteria to Serve on an Advisory Committee and Sub-Committee

- 2.6 Priority for service on an Advisory Committee and Sub-Committee will be given to residents of the City of Cambridge. Each Advisory Committees and Sub-Committee may determine specific membership criteria. All appointments to Advisory Committees and Sub-Committee are confirmed by Council.

Selection to an Advisory Committee

- 2.7 Striking Committee will consider Advisory Committee applications quarterly and determinations are based on the following:
- (a) Evaluating the existing Advisory Committees to determine which ones are warranted for the term of Council;
 - (b) Selecting Council Member liaisons for Advisory Committees; and
 - (c) Reviewing applications for citizen appointments to Advisory Committees, as membership vacancies arise throughout the term.

Retention of Applications to Serve on Advisory Committees

- 2.8 Applications from volunteers will be kept on file in the Clerk's Division for a period of one (1) year from the date of submission or until the application is considered for an Advisory Committee vacancy (whichever comes first). Applications that were considered by Council but did not result in an appointment will become null and void. Applicants that were unsuccessful are encouraged to apply again.

Participation

2.9 Public Participation at Advisory Committee Meetings:

- (a) All Advisory Committee meetings will be open to the public, unless otherwise noted in accordance with the *Municipal Act, 2001*, and only members of the Advisory Committee may attend the closed session meeting of the Advisory Committee.
- (b) In accordance with the rules for delegations, members of the public will be permitted to speak to items listed on the agenda, as approved by the Chair.
- (c) Members of an Advisory Committee may speak once a motion has been introduced, which shall take place after members of the public have spoken.

2.10 Quorum

- (a) A Quorum shall be a simple majority of the Advisory Committee Members (fifty percent plus one (1)).
- (b) If a Quorum is not present at a scheduled Advisory Committee meeting fifteen (15) minutes after the scheduled commencement time, the meeting shall stand adjourned until the next regularly scheduled meeting.
- (c) If a Quorum is lost during an Advisory Committee meeting, the Chair shall call for a recess for a period of fifteen minutes, or until a Quorum is present, whichever is sooner.
- (d) If there is still no Quorum after fifteen minutes, the meeting shall stand adjourned.
- (e) If Quorum is not achieved, any business requiring a vote will be deferred to the next scheduled Advisory Committee meeting.
- (f) Any meeting which does not achieve Quorum will still publish a set of minutes, which simply reflect Members' attendance and absence.

Recommendations on Advisory Committee Agendas

2.11 Recommendations from Advisory Committees may be considered by the Standing Committee in place of Council.

2.12 Notwithstanding the consideration of recommendations by Advisory Committees and by Standing Committees, Council's decision regarding any recommendations is final.

APPOINTMENTS

3.1 Term of Appointment

- (a) Unless otherwise legislated, membership on all Advisory Committees will expire December 31 of a municipal election year.

- (b) Terms of office and membership on quasi-judicial committees shall be in accordance with this By-Law unless the term of office is established by the applicable provincial or federal legislation.

3.2 Duration of Appointments

- (a) Members of the public will be eligible to serve for a maximum of eight (8) consecutive years (two terms) on the same Advisory Committee.
- (b) On the recommendation of Council, a member of the public may, upon application, be appointed beyond eight years if there are compelling reasons, such as lack of applications.
- (c) Members of the public are required to take at least one (1) year absence after serving on the same Advisory Committee for eight (8) years. After the one (1) year absence, the member of the public is eligible to re-apply to serve on the former Advisory Committee. If no applications are received for a vacancy, a previous member may be appointed for an additional term at the discretion of Council.
- (d) During the one (1) year absence from an Advisory Committee, a member of the public may apply to serve on a different Advisory Committee.
- (e) A member of the public who has been appointed to fill a vacancy partway through the Advisory Committee term will be appointed for the balance of the existing term. The new Member is eligible to apply for re-appointment(s) for a maximum of eight (8) consecutive years. The balance of the term that the Member would have previously served does not count toward the eight-year (8) maximum term limit.
- (f) Renewed membership on an Advisory Committee is not automatic. Members who wish to serve for an additional term are required to reapply and shall be confirmed by Council for re-appointment.

3.3 Council Representative

- (a) A Council representative may be appointed as a Member of an Advisory Committee as determined by the Advisory Committee's Terms of Reference.
- (b) The Council Member will count toward the Advisory Committee's total number of members.
- (c) The Council Member will have voting privileges on the Advisory Committee.

ROLES AND RESPONSIBILITIES

4.1 The responsibilities Advisory Committees are

- (a) To annually review, revise (if necessary) and recommend for approval the Advisory Committee's Terms of Reference.

- (b) To work in conformity with the Advisory Committee's approved Terms of Reference.

4.2 The responsibilities of Advisory Committee Members are

- (a) To elect a Chair and Vice-Chair per the Advisory Committee's Terms of Reference.
- (b) To attend meetings and provide personal skill/knowledge.
- (c) To represent the interests of the community.
- (d) To work toward the Advisory Committee's Terms of References.

4.3 The role of the Advisory Committee Chair is

- (a) To facilitate and chair Advisory Committee meetings.
- (b) To work with the Staff Liaison to build and coordinate the Advisory Committee's work plan in accordance with the Advisory Committee's Term of Reference.
- (c) To serve as a spokesperson for the Advisory Committee, liaising with General Committee, Planning and Development Committee, Council and/or the public at large.
- (d) Upon request, provide an annual update to General Committee and/or Planning and Development Committee on the Advisory Committee's actions and performance.

4.4 The role of the Staff Liaison is

- (a) To provide orientation to new Members.
- (b) To work with the Chair and Vice-Chair in order to build a work plan for the Advisory Committee.
- (c) To prepare and submit the annual schedule of meetings to the City Clerk.
- (d) To provide the approved Terms of Reference to the City Clerk annually.
- (e) To keep track of Members' attendance, notifying those Members who have missed three (3) consecutive meetings, as well as notifying the City Clerk of Advisory Committee vacancies.
- (f) To provide administrative, secretarial and technical support to the Advisory Committee, including the preparation, publication and distribution of agendas and minutes.
- (h) To provide the Advisory Committee's agenda and approved signed minutes to the City Clerk.
- (i) To post the Advisory Committee's agendas and minutes on the City's website for public consumption.
- (j) To provide procedural and technical advice.
- (k) To incorporate input from the Advisory Committee minutes into staff reports where appropriate.
- (j) Upon request, provide an annual update to General Committee and/or Planning and Development Committee on the Advisory Committee's actions and performance.

4.5 Some Committees have an assigned Recording Secretary to carry out administrative, secretariat and technical duties.

- 4.6 The Staff Liaison shall not vote on any matter considered by the Advisory Committee.
- 4.7 The role of the Council Representative is
- (a) To attend meetings and provide needed skill/knowledge.
 - (b) To incorporate input from the Advisory Committee at Council meetings where appropriate.
 - (c) To provide Council updates to the Advisory Committee.
- 4.8 The responsibilities of the Clerk's Division are
- (a) To facilitate and support the recruitment and appointment process.
 - (b) To provide training, advice and support to the Staff Liaisons.
 - (c) To maintain annual files of Advisory Committee agendas and approved signed minutes.

SUB-COMMITTEES

- 5.1 If it is the desire of the majority of an Advisory Committee to establish a Sub-Committee, a recommendation shall be approved by a majority of the Members. Included with the recommendation for the establishment of the Sub-Committee there shall be information regarding the mandate of the proposed Sub-Committee, the beginning and the ending date, the composition and the recruitment of Members, and the reporting structure.

COMPOSITION

6.1 Standing Committees – Schedule 'A'

- (a) The composition and Terms of Reference for Standing Committees established by the City of Cambridge are in accordance with Schedule 'A,' attached hereto and forms part of this By-Law.
- (b) It is the responsibility of the Standing Committees to report to Council on all matters connected with their duties or referred to them by Council and to recommend such action as they deem necessary.

6.2 Advisory Committees – Schedule 'B'

The composition and Terms of Reference for Advisory Committees established by the City of Cambridge are in accordance with Schedule 'B,' attached hereto and forming part of this By-Law.

6.3 Agencies and Boards with Council Appointees – Schedule 'C'

The Committees to which Council makes appointments, but which do not constitute Committees of Council, are included in Schedule 'C.' These Committees are bound by the applicable provincial and federal legislation.

6.4 Independent Committees (Administrative Tribunals) – Schedule ‘D’

Committees that are independent from Council that operating as quasi-judicial bodies and governed by applicable provincial and federal legislation. The decisions of the Independent Committees are subject only to the appeal procedures contained in the applicable provincial and federal legislation.

REVIEW

- 7.1 This By-law be reviewed at least once every Council term to evaluate the effectiveness of each Advisory Committee.
- 7.2 Council shall determine which Advisory Committee may be created and or disbanded.
- 7.3 This By-law shall be known as the “Advisory Committee By-law.”
- 7.4 By-law 19-15 be and the same is hereby repealed.

EFFECT

- 8.1 This By-law shall come into full force on the day it is passed.

PASSED AND ENACTED this 18th day of September, 2018

MAYOR

CLERK

SCHEDULE 'A' – STANDING COMMITTEES

COMMITTEE NAME: Budget and Audit Committee

REPORTING TO: Council

COUNCIL MEMBERSHIP: All members of Council

MANDATE/PURPOSE:

The Budget and Audit Committee considers and advises Council on financial planning, funding opportunities and financial statements.

The Committee shall study and report to Council on policy matters which include, but are not limited to issues related to:

- (a) Annual budgets and rates/fees
- (b) Annual and quarterly financial statements
- (c) Minutes and recommendations from the Grants Review Committee

COMMITTEE NAME: General Committee

REPORTING TO: Council

COUNCIL MEMBERSHIP: All members of Council

MANDATE/PURPOSE:

General Committee considers matters of business presented from all corporate departments and/or advisory committee of Council, with the exception of planning matters. Issues related to corporate matters such as financial planning, levels of service and policy will be dealt with at General Committee.

Consideration of:

- a) Finance
- b) Policy Administration
- c) By-Law and Licences
- d) Recreational Programs, Parks and Culture
- e) Fire and Emergency Services
- f) Environment
- g) Water and Wastewater Management
- h) Engineering and Roads
- i) Minutes and recommendations from the following Advisory Committees:
 - (1) Archives Board
 - (2) Arthur White Sports Bursary Fund Committee
 - (3) Arts and Culture Advisory Committee

- (4) Cambridge 50+ Advisory Board
- (5) Cambridge Accessibility Advisory Committee
- (6) Cambridge Farmers' Market Advisory Committee
- (7) Cultural Awards Committee
- (8) Economic Development Advisory Committee
- (9) Youth Advisory Committee

COMMITTEE NAME: Planning and Development Committee

REPORTING TO: Council

COUNCIL MEMBERSHIP: All members of Council

MANDATE/PURPOSE:

The Planning and Development Committee considers and advises Council on planning and development related matters affecting the City of Cambridge.

The Committee conducts public meetings, where required, for all matters related to planning and development, with the exception of Committee of Adjustment consent (severance), minor variance and validation of title applications.

The Committee fulfills the requirements of the Planning Act by providing an opportunity for the public to express their views on planning related policies and development applications. The Committee also considers planning related policies and conditions under which site specific development can occur.

The Committee shall study and report to Council on policy matters which include, but are not limited to issues related to:

- a) The following types of applications, in cases where delegated authority has not been provided to City staff:
 - i) Official Plan Amendments
 - ii) Zoning Amendments including removal of holding provisions
 - iii) Temporary use by-laws
 - iv) Interim control by-laws
 - v) Plans of Subdivision
 - vi) Plans of Condominium
 - vii) Part Lot Control
 - viii) Site Plans (for controversial proposals)
 - ix) Fence By-law amendments (for controversial proposals)

- x) Sign by-law variances and amendments (for controversial proposals), where such variances are not the subject of a previous Committee of Adjustment decision.
- (b) Conducting public meetings for:
- i) Planning applications in accordance with Planning Act specifications
 - ii) Policy and planning studies in accordance with study terms of reference and applicable legislation
- (c) Consideration of:
- i) Policy and planning study recommendations to implement and/or address matters such as: the City's Official Plan and Zoning By-law and their required updates; the Ontario Heritage Act; and land use planning issues for the city
 - ii) Proposed legislative changes applicable to planning and development matters
 - iii) Minutes and recommendations from the following Advisory Committees:
 - (1) Municipal Heritage Advisory Committee (MHAC)
 - (2) Cambridge Environmental Advisory Committee (CEAC)
 - (3) Trails Advisory Committee
 - iv) Minutes from the following independent Committees:
 - (1) Committee of Adjustment
 - (2) Property Standards Committee
 - v) Properties recommended for inclusion on the Cambridge Heritage Properties Register as a property of interest by MHAC
 - vi) Properties recommended for designation under the Ontario Heritage Act by the MHAC
 - vii) Alterations to designated properties under the Ontario Heritage Act as recommended by the MHAC
 - viii) Demolitions to designated properties under the Ontario Heritage Act as recommended by the MHAC
 - ix) Financial incentives programs for development where required
 - x) Brownfields redevelopment
 - xi) Council-directed follow up relating to planning and development matters

- xii) Applications under Provincially or Federally regulated programs that relate to planning and development matters where required (e.g. Solar Feed In Tariff, telecommunications facilities)

COMMITTEE NAME: Striking Committee

REPORTING TO: Council

COUNCIL MEMBERSHIP: 7 Council Members (Chair of Budget and Audit Committee, Chair of General Committee, Chair of Planning and Development Committee, Mayor and Acting Mayor and 2 other Council Members, on a rotating basis)

MANDATE/PURPOSE:

To review citizen applications for Committees and appoint citizens to fulfill Committee vacancies.

SCHEDULE 'B' – ADVISORY COMMITTEES

COMMITTEE NAME: Arthur White Sports Bursary Fund Committee

REPORTING TO: General Committee

COUNCIL MEMBERSHIP: No Council Members

MANDATE/PURPOSE:

The Trustees of the Fund are responsible for the disbursement of funds to deserving athletes, both as individuals or as teams, or athletic groups representing the City of Cambridge.

COMMITTEE NAME: Arts and Culture Advisory Committee

REPORTING TO: General Committee

COUNCIL MEMBERSHIP: 1 Council Member

MANDATE/PURPOSE:

The City of Cambridge recognizes the growing need for the continued development of artistic and other cultural opportunities in the City in relation to and in support of the quality of life of City residents. The Cambridge Arts and Culture Advisory Committee will make recommendations and provide advice to Cambridge City Council on matters pertaining to arts and cultural activities in the community.

COMMITTEE NAME: Cambridge 50+ Advisory Board

REPORTING TO: General Committee

COUNCIL MEMBERSHIP: 1 Council Member

MANDATE/PURPOSE:

The Board provides a format for the three (3) Cambridge Seniors Centres and tri-centre clubs and committees to communicate, discuss common problems, and advise City staff on matters related to seniors and the programs operated by or for seniors under the auspices of the city. The committee shall be the link between the city and seniors groups affiliated with the centres on a city-wide basis.

COMMITTEE NAME: Cambridge Accessibility Advisory Committee

REPORTING TO: General Committee

COUNCIL MEMBERSHIP: 1 Council Member

MANDATE/PURPOSE:

The Cambridge Accessibility Advisory Committee shall advise and assist the City in promoting and facilitating a barrier-free Cambridge for citizens of all abilities (universal accessibility), including persons with disabilities. This aim shall be achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by persons with disabilities.

COMMITTEE NAME: Cambridge Farmers' Market Advisory Committee

REPORTING TO: General Committee

COUNCIL MEMBERSHIP: 1 Council Member

MANDATE/PURPOSE:

The Committee advises City Council on strategies and policies to sustain the vitality of the Market and McIntyre Place and promotes discussion and coordination of initiatives and programs for the Market and McIntyre Place.

COMMITTEE NAME: Cambridge Environmental Advisory Committee

REPORTING TO: Planning and Development Committee

COUNCIL MEMBERSHIP: 1 Council Member

MANDATE/PURPOSE:

The purpose of CEAC is to advise Cambridge City Council of ways to protect, maintain and enhance the natural environment in harmony with the built environment. CEAC also coordinates community projects, such as the Cambridge Stewardship tree planting and, through its Cambridge City Green subcommittees. Members shall not be expected to function as a representative of a particular agency, organization or interest group. Expertise in one or more of the following areas would be particularly desirable: water resources, forestry, biology, climatology, economics, urban design, community development (volunteerism).

COMMITTEE NAME: Cambridge Trails Advisory Committee

REPORTING TO: Planning Development Committee

COUNCIL MEMBERSHIP: 1 Council Member

MANDATE/PURPOSE:

The mandate of CTAC is to advise Cambridge Council on policy, planning, development and implementation of public trails and related off-road and on-road cycling matters as outlined in the "2010 Cambridge Trails Master Plan" and "2008 Cambridge Bikeway Network Study" (includes neighbourhood and community trails, riverbank trails and on-road linkages, currently existing and proposed). CTAC also co-ordinates planning, projects and activities with the Cambridge Cycling Focus Group. Individuals with knowledge of the community's parks, open space, trails and cycling routes, along with knowledge of trail and cycling planning issues are encouraged to apply.

COMMITTEE NAME: Cultural Awards Committee

REPORTING TO: General Committee

COUNCIL MEMBERSHIP: 1 Council Member

MANDATE/PURPOSE:

The Committee administers the distribution of awards and expenses of the Bernice Adams Memorial Fund to provide assistance to deserving and qualified persons or groups in the fields of communications, arts and culture. The Committee may recognize special achievements on the part of individuals or groups in the arts and cultural fields in Cambridge through the Annual Bernice Adams Memorial Awards Event.

COMMITTEE NAME: Economic Development Advisory Committee (EDAC)

REPORTING TO: General Committee

COUNCIL MEMBERSHIP: 2 Council Members and the Mayor as ex-officio

MANDATE/PURPOSE:

The primary responsibility of EDAC is to advise Council on overall economic development strategy and initiatives to promote and strengthen the City's economic base. The Committee also works with other community groups and agencies to coordinate economic development initiatives.

COMMITTEE NAME: Grants Review Committee
REPORTING TO: Budget and Audit Committee
COUNCIL MEMBERSHIP: 3 Council Members (Mayor and Chair of Budget and Audit Committee and Chair of General Committee)

MANDATE/PURPOSE:

This Committee is responsible for the review of all applications from community non-profit organizations for municipal financial assistance and recommends to General Committee of Council the level of funding determined by their assessment process.

COMMITTEE NAME: Municipal Heritage Advisory Committee
REPORTING TO: Planning and Development Committee
COUNCIL MEMBERSHIP: 1 Council Member

MANDATE/PURPOSE:

The Committee provides advice to and assists Cambridge Council on matters related to Parts IV and V of the Ontario Heritage Act, and assists Council with the implementation of policies and programs pertaining to Cultural Heritage Resources (e.g. Official Plan Policies and Ontario Heritage Act). Candidates should have an interest in the community's history and heritage resources.

COMMITTEE NAME: Youth Advisory Committee
REPORTING TO: General Committee
COUNCIL MEMBERSHIP: 1 Council Member

MANDATE/PURPOSE:

A committee of youth ages 14-21 years will meet to discuss the issues and problems facing today's youth of Cambridge. This committee will also provide input and guidance to the City of Cambridge on behalf of the youth of Cambridge, with a goal to provide a positive bridge between youth and City Council. This committee will not only have the voice of the youth of Cambridge, but will also consist of the Youth Recreation Coordinator and a City Councillor as guiding voices.

SCHEDULE 'C' – BOARDS

COMMITTEE NAME: Archives Board

REPORTING TO: General Committee

COUNCIL MEMBERSHIP: 1 Council Member

MANDATE/PURPOSE:

The Board promotes the collection, restoration, preservation and exhibition of documents, pictures and manuscripts of historical significance that relate to the social and economic development of the City of Cambridge and the accessibility of those records, under suitable conditions, to the general public; advises Council on Archival issues; and supports the continued physical and financial development of the City of Cambridge Archives.

COMMITTEE NAME: Downtown Cambridge Business Improvement Area Board

REPORTING TO: General Committee

COUNCIL MEMBERSHIP: 1 Council Member

MANDATE/PURPOSE:

The B.I.A. Board of Management is appointed by City Council and is a corporate body charged with the responsibility of overseeing the planning of B.I.A. projects, budgeting and implementation.

COMMITTEE NAME: Hespeler Village Business Improvement Area Board

REPORTING TO: General Committee

COUNCIL MEMBERSHIP: 1 Council Member

MANDATE/PURPOSE:

The B.I.A. Board of Management is appointed by City Council and is a corporate body charged with the responsibility of overseeing the planning of B.I.A. projects, budgeting and implementation.

COMMITTEE NAME: Preston Towne Centre Business Improvement Area Board

REPORTING TO: General Committee

COUNCIL MEMBERSHIP: 1 Council Member

MANDATE/PURPOSE:

The B.I.A. Board of Management is appointed by City Council and is a corporate body charged with the responsibility of overseeing the planning of B.I.A. projects, budgeting and implementation.

SCHEDULE 'D' – INDEPENDENT COMMITTEES

COMMITTEE NAME: Boulevard Appeal Committee
MINUTES TO: Planning and Development Committee
COUNCIL MEMBERSHIP: Not Applicable

MANDATE/PURPOSE:

The Boulevard Committee hears appeals from the Orders of the By-law Enforcement Officers, and makes decisions to confirm, modify or rescind the order to demolish or repair, and to extend time for complying with the order if, in Committee's opinion, the general intent and purpose of the by-law are maintained.

COMMITTEE NAME: Cambridge Public Library Board
REPORTING TO: General Committee
COUNCIL MEMBERSHIP: 1 Council Member

MANDATE/PURPOSE:

The Board manages, regulates and controls the Cambridge Public Libraries under the terms and conditions of the Public Libraries Act. Idea Exchange is a municipal tax-supported institution operating under the Public Libraries Act and administered by a volunteer board of Cambridge residents.

COMMITTEE NAME: Committee of Adjustment
MINUTES TO: Planning and Development Committee
COUNCIL MEMBERSHIP: Not Applicable

MANDATE/PURPOSE:

The Planning Act allows a municipal council to appoint a Committee of Adjustment to consider minor variances from zoning by-laws, permit changes to legal non-conforming uses, and to interpret generalized by-laws. The consent approval authority has been delegated to the Committee of Adjustment. This allows the Committee of Adjustment to consider consent applications, which include land severances, creation of a new lot, leases over 21 years, mortgage or charge, or partial discharge of mortgage or chart, foreclosure of exercise of power of sale, rights-of-way and easements over 21 years and lot adjustments and/or extensions.

COMMITTEE NAME: Dog Muzzling Committee

MINUTES TO: General Committee

COUNCIL MEMBERSHIP: Not Applicable

MANDATE/PURPOSE:

The primary responsibilities are to hear and consider appeals to the designation of potentially dangerous dogs by the Animal Control Officer under the Statutory Powers Procedure Act; to hear individuals that may wish to comment on the designation of a dog by the Animal Control Officer; to provide a written ruling regarding the designation of the dog; and to provide written requirements for keeping of such designated dogs.

COMMITTEE NAME: Municipal Election Compliance Audit Committee

MINUTES TO: Council

COUNCIL MEMBERSHIP: Not Applicable

MANDATE/PURPOSE:

The Municipal Election Compliance Audit Committee (MECAC) will consider applications for a compliance audit of a candidate's or registered third party's election campaign finances received under Sections 88.33 or 88.35 of the Act from an elector to determine if the application should be granted or rejected.

COMMITTEE NAME: Property Standards Committee

MINUTES TO: Planning and Development Committee

COUNCIL MEMBERSHIP: Not Applicable

MANDATE/PURPOSE:

The Property Standards Committee operates under the authority of the Building Code Act and the Statutory Powers and Procedure Act. The Committee hears appeals from the Orders of the Property Standards Officers, and makes decisions to confirm, modify or rescind the order to demolish or repair, and to extend time for complying with the order if, in Committee's opinion, the general intent and purpose of the by-law are maintained.