



ADVISORY COMMITTEE / BOARDS – MANDATES

Qualifications for All Applicants

Candidates must be; - at least 18 years old,

- a Canadian citizen, and

- an eligible elector (resident, owner or tenant of land or spouse of owner or tenant) in the Township.

Please note that the details of the Advisory Committees / Boards indicated below are subject to change upon Council approval.

Community Centre Hall Boards

Composition: minimum 3 members per hall board – (2 Citizen / 1 Council - Mayor is not ex-officio member)

Term: 4 years, concurrent with the term of the appointing Council

Legislation: Municipal Act

Meetings: minimum semi-annually

Mandate: To advise and assist Council with the responsibilities of overseeing operations and management of designated Community Centres as defined by the Community Centre Policy.

More specifically, each Community Centre Hall Board is responsible for:

- Ensuring that minutes are taken at each meeting and submitted to the Township in a timely fashion.
- Meeting with Township staff prior to the end of each year to provide input into the operating and capital budget.
- Establishing Community Centre needs, and recommending appropriate actions to Council.
- Coordinating and promoting programs and keeping a log of programs and users for submission to the Township at year-end.
- Promoting the benefits of the Community Centre and encouraging use.
- Ensure conformance to current policies and procedures passed by Council.
- Participating in periodic Joint Community Centre Board discussions on amendments and enhancements to the program.

Economic Development and Grants Committee

Composition: 10 members (6 Citizen / 4 Council - Mayor is not ex-officio member)

Term: 4 years, concurrent with the term of the appointing Council

Legislation: Municipal Act

Meetings: minimum of four times per year

Mandate: The Economic Development and Grants Committee (EDGC) is a sub-committee of Council established to advise Council on matters associated with improving the economic, physical and social well-being of Muskoka Lakes.

The committee will support overall objectives of the Township Strategic Plan, Economic Development Strategy, and Downtown Enhancement Action Plan. The committee will review and consider all grant applications as per the criteria in Policy C-FS-09, discuss and prioritize grant requests, and determine a list of successful grant applicants.

The Muskoka Lakes Economic Development and Grants Committee will promote economic prosperity within the Township of Muskoka Lakes by:

- Advising Council in implementation of the economic development strategy and downtown enhancement action plan, both in the short-term and long-term;
- Advising Council on co-ordination of economic development strategies and initiatives with other organizations;
- Advising Council on marketing and branding strategies to attract investment and promote local business opportunities;
- Providing strategic planning advice on business developments as they arise in the community;
- Assisting in communication of Muskoka Lakes vision for economic development to the community;
- Seeking out and identifying opportunities to help the Township achieve economic sustainability as set out in the current Strategic Plans;
- Advise Council on successful grant applicants;
- Providing Council minutes of the Economic Development and Grants Committee.

Heritage and Attainable Housing Committee

Composition: 8 members (5 Citizen / 3 Council - Mayor is not ex-officio member)

(NOTE – Section 28 (2) of the Ontario Heritage Act, provides that a municipal heritage committee shall be composed of not fewer than five members.)

Term: 4 years, concurrent with the term of the appointing Council

Legislation: Ontario Heritage Act, Municipal Act

Meetings: minimum of four times per year

Mandate: To advise and assist Council with the following;

Heritage

- To advise and assist Council on means of conserving heritage properties and areas, through a review of the Township policies, practices and programs and also by review of development applications referred to the committee by Council;
- To advise and assist Council on all matters relating to Parts IV and V of the Ontario Heritage Act;
- To advise Council on heritage conservation issues and to assist Council in the preparation of municipal legislation to conserve heritage properties and areas;
- To establish criteria for the evaluation of properties of historical and/or architectural value or interest;
- To prepare and maintain a list of properties and areas worthy of conservation;
- To encourage the support of owners, or administrators, of those properties which fit the criteria to appreciate and preserve their integrity;
- To work with partners to implement programs and activities to increase public awareness and knowledge of heritage properties;
- To submit to Council an annual report of the committee's previous years activities, before May 1st of the following year; and,
- The minutes of the Heritage Advisory Committee shall be forwarded to a standing committee of Council.

Attainable Housing

- To provide a forum for monitoring, advocacy and information exchange regarding attainable housing needs in the Township of Muskoka Lakes;
- To identify creative solutions to increase the supply of attainable housing within the Township;
- To identify opportunities and constraints for the Township to lead or assist with identified solutions;
- To identify how additional support for these solutions can be provided by senior levels of government;
- To promote programs, initiatives and collaboration between local governments and the development industry, and facilitate partnerships and education related to attainable housing;
- To provide advice related to the Township of Muskoka Lakes Attainable Housing Initiative Rebate Program, Muskoka Affordable Housing Initiatives Program (MAHIP) and other housing initiatives;
- To provide advice on policy related to planning, best practices and development across Muskoka; and,
- The minutes of the Attainable Housing Committee shall be forwarded to a standing committee of Council.

Parks and Trails Committee

Composition: 7 members (5 Citizen / 2 Council - Mayor is not ex-officio member)

Term: 4 years, concurrent with the term of the appointing Council

Legislation: Municipal Act

Meetings: minimum of four times per year

Mandate: To provide advice and assist the Council and the citizens of the Township of Muskoka Lakes on matters associated with Parks and Trails.

Guiding principles include:

- A commitment to enhancing the quality of life for all residents,
- A commitment to fostering a greater appreciation for trail development and utilization within the Township of Muskoka Lakes,
- A commitment to collaboration and partnership to achieve common objectives.

The mandate of the Parks and Trails Advisory Committee is to provide advice to Council on a range of multi-disciplined trail development including but not limited to:

- Promote, protect and assist in the development of enjoyable, safe, convenient parks and recreational trails opportunities throughout the Township of Muskoka Lakes.
- Identify current and future parks and recreational trails interests and provide recommendations concerning maintenance and improvement of existing parks and recreational trails, establishment of new parks and recreational trails, and linkages with other recreational trail systems.
- Work cooperatively with partners and the community concerning programs and activities to increase public awareness and knowledge of the parks and recreational trails and to promote parks and recreational trails interests.
- Initiate and provide advice with respect to the properties best suited for multi-disciplined trails use within the Township of Muskoka Lakes;
- Provide advice as to how trail development features may be achieved through the adoption of appropriate municipal policies;
- Establish criteria for the evaluation of public and/or private properties of interest;
- Promote the awareness of the Township of Muskoka Lakes' existing network of trails and those proposed through publications, events, public speaking, displays, signage and plaques;
- Advise on relevant development, applications and funding opportunities that may be available for trail development in the Township;
- Report on multi-disciplined trail development opportunities in a broader sense as it relates to mandate features and utilization;
- Communicating, and collaborating where appropriate, with other Township of Muskoka Lakes staff and committees.