

# THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2019-11

## TERMS of REFERENCE

### LAKE KAGAWONG RESOURCE COMMITTEE

**Date Established by Council:** March 5, 2019

**Resolution:** 2019-065

**Type of Committee:** Advisory

#### Responsibilities

- It is the responsibility of all appointed committee members to comply with the following Acts and Township of Billings Policies:
  - the *Municipal Conflict of Interest Act*
  - the Code of Conduct for Members of Council and Local Boards of the Corporation of the Township of Billings
  - the Township of Billings Workplace Harassment, Discrimination and Violence in the Workplace Policy
  - the Township of Billings Accountability and Transparency Policy
  - the Township of Billings Procedural Bylaw
  - the Township of Billings Council-Staff Relationship Policy
  - any and all other applicable municipal bylaws
  - the *Municipal Act*
  - the *Municipal Freedom of Information and Protection of Privacy Act*
  - the *Occupational Health and Safety Act*
  - the Township of Billings Health and Safety Policy
- No individual member nor the committee as a whole, has the authority to make direct representations of the township to Federal or Provincial governments.
- Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act*, shall disclose any pecuniary interest to the chair, and shall absent herself/himself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

## **ROLE OF THE COMMITTEE**

To act as an advisory body to Billings Township council in matters concerning the agreement/lease, for drawing water from Lake Kagawong for the purposes of power generating, held between the Township of Billings (lessor) and Oakville Enterprises (lessee) by:

- having a better understanding of how the “Rule Curve” and other technical information, applies to the Lake Kagawong water levels, and how these levels are determined and monitored.
- ensuring that Oakville Enterprises are working within the guidelines of the agreement and to report any violations to the CAO and council.
- ensuring that businesses, seasonal and permanent residents and tourists to Lake Kagawong will be able to operate and enjoy their businesses and properties; and to minimize property damage and negative economic impact to Billings Township, due to low/high water levels. By, ensuring Oakville Enterprises are reporting accurate and timely information to Billings Township and to report any violations to the CAO and council.
- allowing business and property owners a voice to council.

## **COMMITTEE STRUCTURE**

The Lake Kagawong Resource Committee is hereby established as a standing advisory committee and is comprised of the following members as appointed by council:

- i. two (2) members of council;
- ii. seven (7) members of the general public representing business and both permanent and seasonal residents;
- iii. Mayor sitting *ex officio*, with voting privileges when present; and
- iv. One (1) staff member to assist in committee administration, keep minutes and act as a resource person/liaison.

## **REPORTING**

Any recommendations made by this committee will be in the form of a written report presented to council for their consideration. Time-sensitive infractions will be reported to the appropriate agency through the CAO as soon as possible for action.

## **MEETING TIMES and PROCEDURE**

Committee should meet bi-weekly until established (approx. 2months) then monthly thereafter.

Meeting times will be 7:30 pm

Meet at the Park Centre-Kagawong.

Committee members will respect the requirements of the *Municipal Act* and the township's procedural bylaw.

**TERMS OF REFERENCE**

Council may, at its discretion, change the Terms of Reference (TOR) for this committee at any time. Any changes proposed to these TOR shall be recommended to council through an appropriate report. The committee may also be dissolved by resolution of council.