

By-law 2023-04

**A By-law of the City of Greater Sudbury regarding
Committees of Council and Advisory Panels**

Whereas Council for the City of Greater Sudbury wishes to create or continue certain Committees of Council to increase the operational efficiency of Council by providing committee members the opportunity for discussion prior to making recommendations to Council concerning the services and operations of the municipality;

And Whereas the said Committees of Council will be comprised only of members of Council, but will not comprise all of the members of Council, unless specifically provided;

And Whereas Council wishes to establish the terms of reference for each such Committee of Council;

And Whereas Council for the City of Greater Sudbury, by resolution, has created or will create a number of Advisory Panels for the purposes of providing advice, information and expertise to the municipality on specific municipal matters; improving lines of communication between citizens, staff and Council; creating greater opportunities for discussion of public issues and promoting involvement in municipal government by providing an opportunity for participation by interested citizens;

And Whereas Council for the City of Greater Sudbury wishes to establish the terms of reference for the Advisory Panels;

Now therefore the Council of the City of Greater Sudbury hereby enacts as follows:

1.-(1) Council of the City of Greater Sudbury hereby establishes the Committees of Council identified in Column A in the table below, and adopts for each Committee of Council, the terms of reference found in the Schedule on the corresponding line in Column B below:

**Column A
Committee of Council**

**Column B
Schedule for Terms of Reference**

Audit Committee	Schedule "A-1"
Community and Emergency Services Committee	Schedule "A-2"
Emergency Governance Committee	Schedule "A-3"
Finance and Administration Committee	Schedule "A-4"
Hearing Committee	Schedule "A-5"
Nominating Committee	Schedule "A-6"
Operations Committee	Schedule "A-7"
Planning Committee	Schedule "A-8"

(2) Members of the Committees of Council identified in subsection 1(1) shall be determined by resolution of Council for the City of Greater Sudbury, except where Terms of Reference identify the Committee of Council as being comprised of the entirety of City Council.

2.-(1) Council of the City of Greater Sudbury hereby establishes the Advisory Panels identified in Column A in the table below, and adopts for each Advisory Panel, the terms of reference found in the Schedule on the corresponding line in Column B below:

**Column A
Advisory Panel**

**Column B
Schedule for Terms of Reference**

Accessibility Advisory Panel	Schedule "B-1"
Bell Park Advisory Panel	Schedule "B-2"
Community Safety and Well-Being Advisory Panel	Schedule "B-3"
Development Liaison Advisory Panel	Schedule "B-4"
Lively Recreation Advisory Panel	Schedule "B-5"
Older Adult Advisory Panel	Schedule "B-6"
Solid Waste Advisory Panel	Schedule "B-7"
VETAC – Regreening Advisory Panel	Schedule "B-8"

(2) The term of the members on the Advisory Panels shall coincide with the term of Council of the City of Greater Sudbury, unless otherwise required by law or as provided to the contrary in the terms of reference.

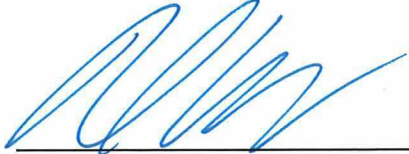
3.-(1) By-law 2019-51 and all By-laws amending By-law 2019-51 are hereby repealed.

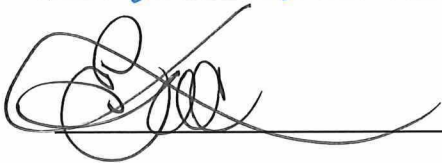
(2) Where a by-law is repealed by this By-law, the repeal does not:

- (a) affect the previous operation of any by-law so repealed; or
- (b) revive any by-law not in force or existing at the time of which the repeal takes effect.

4. This By-law shall come into full force and effect upon passage.

Read and Passed in Open Council this 10th day of January, 2023


_____ Mayor


_____ Clerk

Schedule "A-1"
to By-law 2023-04 of the City of Greater Sudbury

Audit Committee

Mandate:

To provide oversight to the Auditor General and to the work of the City of Greater Sudbury's external auditors. The Committee shall hear presentations and receive correspondence and reports from the Auditor General and other City staff regarding audits, the wrongdoing hotline and the City's enterprise risk management processes.

Primary Objectives:

- To review and approve the external auditors' annual work plan;
- To review the annual Audited Financial Statements and the annual Audit Findings Report and approve the external auditors' annual Audit Plan;
- To review the Auditor General's reports and annual work plan;
- To conduct an annual review of the Auditor General's office;
- To review matters included in the Auditor General's mandate;
- To study topics or issues referred to the Audit Committee by Council resolution;
- To review and approve reports on the City's Wrongdoing Hotline; and
- To review and approve reports on the City's Enterprise Risk Management process.

Membership:

A minimum of five (5) and a maximum of seven (7) Members of Council. An external advisor may be appointed by Committee to augment the knowledge, skills and experience of Committee members.

Meeting Dates:

The Audit Committee shall usually meet on the same days as the Finance and Administration Committee at the end of each quarter.

Schedule "A-2"
to By-law 2023-04 of the City of Greater Sudbury

Community and Emergency Services Committee

Mandate:

To hear presentations and receive correspondence and reports from each of the Community Development Department and the Community Safety Department, and to make recommendations to Council on these matters.

Primary Objectives:

- To hear community delegations and presentations on topics related to the provision of services by each of the Community Development Department and the Community Safety Department;
- To review proposals for new policies and for amendments to existing policies that pertain to each of the Community Development Department and the Community Safety Department;
- To sit as the Committee of Management for Pioneer Manor under the *Long Term Care Homes Act*, as amended;
- To conduct service level reviews, including proposed changes to existing service levels, or the introduction of new services or programs delivered by each of the Community Development Department and the Community Safety Department; and
- To study topics or issues referred to the Community and Emergency Services Committee by Council resolution.

Matters Outside Jurisdiction:

Matters which are under the jurisdiction of the Public Library Board are outside the scope and jurisdiction of this Committee, unless a matter is specifically referred to the Community Services Committee by way of a resolution.

Membership:

A minimum of five (5) and a maximum of seven (7) Members of Council.

Meeting Dates:

The Community and Emergency Services Committee shall usually meet on the third Monday of every month and the meeting shall commence at 4:30 p.m.

Schedule "A-3"
to By-law 2023-04 of the City of Greater Sudbury

Emergency Governance Committee

Mandate:

To carry out all of the duties and responsibilities of Council that may be lawfully delegated, provided the following conditions exist:

- an emergency has been declared by the Province of Ontario or the City of Greater Sudbury; and
- Council is unable to achieve quorum.

Membership:

A minimum of three (3) and a maximum of any six (6) Members of Council. The Committee shall elect a Chair.

Duration of Committee's Mandate:

The Emergency Governance Committee shall meet as necessary and carry out its mandate only during the time of the declared emergency or until a quorum of Council can be achieved, whichever is earlier.

Quorum:

At least three Councillors shall be necessary to achieve quorum for a meeting of the Emergency Governance Committee.

Action of Committee Authorized:

Should any action be necessary prior to the ability of Council to achieve quorum, the Emergency Governance Committee is authorized to direct the Chief Administrative Officer to take such action.

Schedule "A-4"
to By-law 2023-04 of the City of Greater Sudbury

Finance and Administration Committee

Mandate:

To hear presentations and receive correspondence and reports from the Corporate Services Department and the Office of the Chief Administrative Officer and to make recommendations to Council on these matters. The Finance and Administration Committee is responsible for the budget and budget process.

Primary Objectives:

- To hear community delegations and presentations on topics related to the provision of services by the Corporate Services Department and the Office of the Chief Administrative Officer;
- To review proposals for new policies and for amendments to existing policies that pertain to the Corporate Services Department and the Office of the Chief Administrative Officer;
- To conduct service level reviews, including proposed changes to existing service levels, or the introduction of new services or programs delivered by the Corporate Services Department and the Office of the Chief Administrative Officer;
- To study proposed new policies which do not align with the mandates of other committees;
- To review and recommend to Council the approval of capital and operating budgets;
- To review the timetable and guidelines for the preparation of the following year's operating budget;
- To establish priorities for capital projects for the following year's capital budget; and
- To study topics or issues referred to the Finance and Administration Committee by Council resolution.

Membership:

All Members of Council.

Meeting Dates:

The Finance and Administration Committee shall usually meet on the third Tuesday of each month.

- Where there is no meeting of the Audit Committee scheduled on the same day, the Finance and Administration Committee shall meet at 4:00 p.m.
- Where there is a meeting of the Audit Committee scheduled on the same day, the Finance and Administration Committee shall meet at 6:00 p.m.

Schedule "A-5"
to By-law 2023-04 of the City of Greater Sudbury

Hearing Committee

Mandate:

To hear all matters requiring a hearing except for matters that are to be heard by the Planning Committee or Council.

Primary Objectives:

Matters include, but are not limited to:

- licensing under Part IV of the *Municipal Act, 2001*;
- property tax issues under s. 357 of the *Municipal Act, 2001*;
- issues under the *Drainage Act*, R.S.O. 1990, c. D.17;
- issues under the *Development Charges Act, 1997*, S.O. 1997, c. 27, as amended;
- lottery licensing for charities;
- site alteration;
- acting as a property standards committee pursuant to section 15.6 of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended;
- appeals of muzzling orders under s. 105 of the *Municipal Act, 2001*;
- street re-naming;
- appeals regarding the regulation of trees on municipal road rights of way;
- complaints under s.20 of the *Development Charges Act, 1997*;
- appeals regarding eligibility for Handi Transit services; and
- such other matters as set out in municipal by-laws.

Membership:

Five (5) Members of Council.

Meeting Dates:

The Hearing Committee shall meet, if required, on the third Wednesday of the months of February, April, June, August, October and December and the meeting shall commence at 6:00 p.m.

Overriding Principles

Where the Hearing Committee is exercising a statutory power of decision and is required by law to hold a hearing, or to afford to the parties to the proceeding an opportunity for a hearing, before making a decision, the hearing process shall comply with the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22, as amended.

Schedule "A-6"
to By-law 2023-04 of the City of Greater Sudbury

Nominating Committee

Mandate:

To consider and recommend to Council citizen appointments to agencies, boards, advisory panels, and other bodies as required.

Primary Objectives:

In making such appointments, the Nominating Committee shall take into consideration a balanced representation from communities of interest so as to be reflective of the cultural, geographical and demographic composition of the community.

Membership:

All Members of Council and chaired by a Deputy Mayor.

Meeting Dates:

As needed.

Term of Appointment:

The term of office of each citizen appointed shall be set out in the body's terms of reference and shall not exceed the term of Council, unless otherwise specified by statute. For purposes of continuity, such citizen appointments shall remain in effect following a municipal election until their successors are appointed by the incoming Council.

Term of Appointment – Staff:

Except where prohibited by statute, the Nominating Committee may recommend the appointment of a member of staff to a board or agency within its mandate in the place of a Member when no other Members are available to be appointed.

Schedule "A-7"
By-law 2023-04 of the City of Greater Sudbury

Operations Committee

Mandate:

To hear presentations and receive correspondence and reports from the Growth and Infrastructure Department, except for the Planning Services Division, and to make recommendations to Council on these matters.

Primary Objectives:

- To hear community delegations on topics related to the provision of services by the Growth and Infrastructure Department, except for the Planning Services Division;
- To review proposals for new policies and for amendments to existing policies that pertain to the Growth and Infrastructure Department, except for the Planning Services Division;
- To conduct service level reviews, including proposed changes to existing service levels, or the introduction of new services or programs delivered by the Growth and Infrastructure Department, except for the Planning Services Division; and
- To study topics or issues referred to the Operations Committee by Council resolution.

Membership:

A minimum of five (5) and a maximum of seven (7) Members of Council.

Meeting Dates:

The Operations Committee shall usually meet on the third Monday of every month and the meeting shall commence at 2:00 p.m.

Schedule "A-8"

By-law 2023-04 of the City of Greater Sudbury

Planning Committee

Mandate:

To hear presentations and receive correspondence and reports from the Planning Services Division and to make recommendations to Council regarding development or land-use matters.

Primary Objectives:

- To hear community delegations on topics related to the provision of services by the Planning Services Division;
- To review proposals for new policies and for amendments to existing policies that pertain to the Planning Services Division;
- To conduct service level reviews, including proposed changes to existing service levels, or the introduction of new services or programs delivered by the Planning Services Division;
- To make recommendations to Council in relations to:
 - matters under the *Planning Act*, R.S.O. 1990, c. P.13;
 - front-ending agreements under the *Development Charges Act, 1997*, S.O. 1997, c. 27; and
 - approval authority matters under the *Condominium Act, 1998*, S.O. 1998, c. 19;
- To provide recommendations on any other land-related matters including acquisition and disposition of lands, expropriations, leases, road and lane closures, and heritage designations; and
- To study topics or issues referred to the Planning Committee by Council resolution.

Membership:

Five (5) Members of Council.

Meeting Dates:

Planning Committee meetings shall usually be held on the second and fourth Monday of each month commencing at 1:00 p.m., except in the months of July, August and December when there shall be one meeting in each month. The date, time and location for the July and August meetings shall be designated by the Clerk.

Schedule “B-1”
to By-law 2023-04 of the City of Greater Sudbury

Accessibility Advisory Panel

Mandate:

To provide advice on matters related to the accessibility of municipal services, municipal programs and municipal facilities as required under the *Ontarians with Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*.

Primary Objectives:

- To assist in the development of the City of Greater Sudbury Municipal Accessibility Plan and the City of Greater Sudbury Transit Accessibility Plan;
- To assist in the development of plans for the City of Greater Sudbury to come into compliance with the Accessibility Standards under the *Accessibility for Ontarians with Disabilities Act, 2005*; and
- To provide advice to CGS staff on matters related to accessibility of municipal programs, municipal services and municipal facilities, as requested.

Membership:

- A maximum of eleven (11) members as appointed by Council, including:
 - the majority of whom shall be persons with disabilities
 - Members of the Panel who are persons with disabilities will be provided with the resources and accommodations necessary for them to participate fully in the meetings
 - While not required, a Councillor may wish to sit on this Panel.

Time Commitment:

The Accessibility Advisory Panel will meet quarterly, with additional meetings scheduled as required.

Schedule “B-2”
to By-law 2023-04 of the City of Greater Sudbury

Bell Park Advisory Panel

Mandate:

To serve as a link between the City of Greater Sudbury and the various stakeholders of Bell Park and the community at large, ensuring that the facility continues to be Greater Sudbury's premier outdoor public space, which is open and accessible to all.

Primary Objectives:

- To recommend and advise on Bell Park opportunities for both passive recreation and organized festivals and events;
- To monitor the fulfillment of the Park's mandate as per the Bell Park Master Plan to assist in promoting the newly renovated amphitheatre as per the Grace Hartman Amphitheatre Business Plan;
- To provide input on Bell Park site developments and improvements;
- To act as advocates for Bell Park within the community and to promote the facility for beneficial opportunities; and
- To play an oversight / governance role and not have any jurisdiction for the day-to-day operation.

Membership:

- Eight (8) citizens as appointed by Council, including:
 - Three (3) neighbourhood representatives;
 - One (1) user Group representatives; and
 - Four (4) community members; and
- One (1) Member of Council.

Time Commitment:

The Bell Park Advisory Panel will meet quarterly, with additional meetings scheduled as required.

Schedule “B-3”
to By-law 2023-04 of the City of Greater Sudbury

Community Safety and Well-Being Advisory Panel

Mandate:

To advise and assist Council in the development and implementation of an inclusive and diverse Greater Sudbury Community, Safety and Well-Being (CSWB) Plan ((formerly known as the Greater Sudbury Population Health, Safety and Well-Being (PHSWB) Plan) as required under the *Safer Ontario Act, 2018*, and in alignment with the City’s strategic priorities.

Primary Objectives:

- To engage planning partners and stakeholders in the development of a continuum of services and programs for all citizens that address CSWB priority risk areas;
- To work with planning partners and stakeholders in identifying the CSWB priority risk areas
- To advise Council and staff on CSWB issues and initiatives;
- To educate and build awareness of CSWB planning by all partners and the public; and
- To measure and report on outcomes of CSWB planning initiatives against priority risk areas.

Membership:

- As per the *Safer Ontario Act, 2018* seven community leaders as appointed by their agencies, including:
 - One representative of Ontario Health
 - One representative of Health Sciences North
 - One representative of Public Health Sudbury & Districts
 - Two representatives of the Greater Sudbury Police Service (Chief/GSPS Police Board Member)
 - One representative from a French school board
 - One representative from an English School Board
- Three citizens as appointed by Council
 - One representative of a community and/or social service agency
 - Two representatives from the Indigenous community
- One Member of Council

Time Commitment:

The Community Safety and Well-Being Advisory Panel will meet quarterly. Additional meetings may be scheduled as required.

Schedule “B-4”
to By-law 2023-04 of the City of Greater Sudbury

Development Liaison Advisory Panel

Mandate:

To bring together key development and construction industry interests (developers, construction associations, development consultants and approval authorities) for the purpose of maintaining and improving the development and construction environment within the City of Greater Sudbury.

Primary Objectives:

- To provide interaction and liaison between the City and development community;
- To provide a forum to facilitate better understanding between stakeholders;
- To explore development issues of mutual interest and concern; and
- To explore process improvements with respect to development applications.

Membership:

- Membership is based on stakeholder interest and commitment and not appointment by Council. Membership includes representatives from:
 - Sudbury and District Homebuilders Association;
 - Sudbury Construction Association;
 - Greater Sudbury Chamber of Commerce;
 - Sudbury Real Estate Board;
 - Ontario Architects Association - Sudbury Chapter;
 - Professional Engineers of Ontario - Sudbury Chapter;
 - Ontario Land Surveyors - Sudbury Chapter;
 - Ontario New Home Warranty Program; and
 - Chair of Planning Committee and Planning Committee Members ex-officio.
- Members are appointed on the basis of interest and willingness to participate in sub-committee workloads.

Time Commitment:

The Development Liaison Advisory Panel will meet approximately six (6) times annually, with sub-committee meetings scheduled as required.

Term:

The term of membership is determined by individual members, and not restricted to the term of Council.

Schedule “B-5”
to By-law 2023-04 of the City of Greater Sudbury

Lively Recreation Advisory Panel

Mandate:

To serve as a link between the City of Greater Sudbury, various stakeholders and the community at large, in the development of a plan ensuring future recreational amenities in Lively reflect local needs in alignment with Council’s strategic priorities.

Primary Objectives

- To advise municipal staff on new or upgraded recreation opportunities that will meet the needs of the Lively community and that supports the creation of a plan for applying the proceeds from the sale of Meatbird Lake Park.
- To provide input and insight on location development or improvements for recreation infrastructure.
- Assist City staff in preparation of final recommendations to Council.

Membership

The committee will be comprised of 10 members.

- 7 citizens as appointed by Council, including:
 - One (1) Lively resident who is a parent/guardian (child/children under 18)
 - One (1) Lively resident who is an older adult
 - Four (4) community members
 - One (1) member of an active Lively area neighbourhood association or community group
- Ward Councillor
- Director of Leisure Services
- Staff member of the Communications and Community Engagement section.

Time Commitment

The Lively Recreation Advisory Panel will meet monthly with additional meetings scheduled as required, until mandate is complete.

Schedule “B-6”
to By-law 2023-04 of the City of Greater Sudbury

Older Adult Advisory Panel

Mandate:

- To promote, maintain and enhance older adults’ quality of life in the City of Greater Sudbury through consultation, education, advice and advocacy; and
- To advise and respond to requests by the Mayor and Council on older adults’ issues, and to promote the development of a continuum of services for older adults.

Primary Objectives:

- To address the needs of an aging population through research, consultation and providing advice on policy development;
- To ensure that older adults are actively involved in planning for older adults;
- To respond to requests from the Mayor and Council on matters relating to older adults; and
- To enhance the sense of self-worth of older adults in order to maximize their contribution to society.

Membership:

- A maximum of nine (9) citizens as appointed by Council, including:
 - Three (3) representatives with a vital interest in older adults’ issues in areas such as health, research and education (no age restrictions); and
 - Six (6) representatives age 50+ from the Greater Sudbury area; and
- Member(s) of Council.

Time Commitment:

The Older Adult Advisory Panel will meet quarterly, with additional meetings scheduled as required.

Schedule “B-7”
to By-law 2023-04 of the City of Greater Sudbury

Solid Waste Advisory Panel

Mandate:

To function as Council's public liaison on current solid waste management issues.

Primary Objectives:

To increase waste diversion and recycling efforts.

Membership:

- Up to ten (10) members
 - A minimum of Six (6) and a maximum of eight (8) citizens as appointed by Council; and
 - Two (2) members of Council.

Time Commitment:

The Solid Waste Advisory Panel will meet twice per year, with additional meetings scheduled as required

Schedule “B-8”
to By-law 2023-04 of the City of Greater Sudbury

VETAC - Regreening Advisory Panel

Mandate:

Established in 1973, VETAC's Mandate is to work towards the recovery of self-sustaining, indigenous terrestrial and aquatic ecosystems in Greater Sudbury through the City's Regreening Program. VETAC also provides the community with opportunities to participate in this initiative by improving the environment at home, in neighbourhoods, and on public lands.

Primary Objectives:

- To develop and implement plans that facilitate the ecological recovery of Greater Sudbury's industrially damaged landscape;
- To provide advice, information and expertise to the City's regreening operations that include grassing, tree and shrub planting and other techniques to increase biodiversity and create self-sustaining ecosystems;
- To increase community involvement in the ecosystem recovery initiative by informing, educating and providing the public with various opportunities for participation;
- To encourage and foster ecologically sound practices in all forms of human activity within the City of Greater Sudbury; and
- To foster the continuing participation of the scientific community in the ecosystem recovery efforts.

Membership:

- Volunteer technical experts from government, academia, industry and the community;
- Members are not appointed by Council but are selected by the Panel on the basis of their interest and qualifications;
- The current Membership will be reinstated annually, unless:
 - The Member wishes to resign by indication to the Chair; or
 - By virtue of continuous and consecutive absences at meetings with the number of acceptable absences to be determined by the Panel; at which time the Panel will seek interested Members.

Time Commitment:

The VETAC - Regreening Advisory Panel will meet monthly, with sub-committee meetings scheduled as required.

Term:

- The current Membership will be reinstated annually, unless:
- The Member wishes to resign by indication to the Chair; or
 - By virtue of continuous and consecutive absences at meetings with the number of acceptable absences to be determined by the Panel; at which time the Panel will seek interested Members.