

Committee and Boards Application Form Package – 2019



The Town of Aylmer is committed to providing information in the format that meets your needs. If you need information in an alternate format, please contact the undersigned:

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Committee and Boards Overview

The Town of Aylmer is inviting applications from citizens interested in serving on the following Committees and Boards:

Aylmer Heritage Committee

The Aylmer Heritage Committee is concerned with increasing public knowledge and appreciation of the benefits of heritage conservation. For more information, see By-Law 39-05 on www.aylmer.ca.

Environmental Advisory Committee

The Aylmer Environmental Advisory Committee is concerned with identifying, recommending and carrying out public awareness opportunities with respect to the Town of Aylmer's Environmental programs as adopted by Council. It also aims to advise Council on other opportunities to improve the protection of the environment within the Town of Aylmer. For more information, see the Environmental Advisory Committee Terms of Reference on www.aylmer.ca.

Application Deadline

Individuals are asked to complete and submit the Application to a Committee or Board Form, no later than **May 1, 2019** by mail, email or fax. Application Forms can be accessed online at www.aylmer.ca or picked up in person at Town Hall. If you would like any of the above-mentioned information in an alternative format, please contact the undersigned:

BY-LAW NO. 39-05

**Being a By-Law to establish the
Aylmer Heritage Committee and
to provide for the appointment of members**

(as amended by By-law 14-09 and consolidated)

WHEREAS, Section 28 of the Ontario Heritage Act, R.S.O. 1990, c. 0.18, R.S.O. 1990, provides that a council of a municipality may by by-law establish a municipal heritage committee to advise and assist the council on matters relating to Part 1V and Part V and such other heritage matters as the council may specify by By-Law;

AND WHEREAS, By-Law No. 81-82, as amended, established the Local Architectural Conservation Advisory Committee (LACAC);

AND WHEREAS, the Aylmer LACAC is now referred to as The Aylmer Heritage Committee;

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

1. That a municipal heritage committee, established by By-Law No. 81-82, as amended, is continued and will now to be known as The Aylmer Heritage Committee which is hereby established under the authority of Section 28 of the Ontario Heritage Act, R.S.O. 1990, C. 018.
2. That the Aylmer Heritage Committee shall be composed of not fewer than ~~five~~ Seven (7) members appointed by Council. (amended by By-law 14-09)
3. (a) That the membership shall consist of Two (2) members of Town Council and ~~Seven (7)~~ up to Nine (9) members appointed from at-large in the community. (amended by By-law 14-09)

(b) That the membership shall consist of Voting Members (to include Council members) and up to Two (2) Non-Voting/Honourary Members. (section added by By-law 14-09)
4. That the Council of the Corporation of the Town of Aylmer may, by resolution, replace or appoint new members from time to time as it deems desirable.
5. That the Aylmer Heritage Committee, shall, at its first meeting of each year, elect a Chair and a Secretary, from its membership.
6. That the terms of reference of the Aylmer Heritage Committee shall be established as follows:
 - (a) To undertake educational activities to increase public knowledge and appreciation of the benefits of heritage conservation;
 - (b) To advise Council on current heritage legislation and to assist Council in the preparation of municipal legislation to conserve properties of cultural heritage value or interest;
 - (c) To advise Council on issues relating to the conservation of heritage architecture and items of historical significance;
 - (d) To establish criteria for the evaluation of properties of cultural heritage value or interest;

- (e) To prepare and maintain a list of properties and areas of cultural heritage value or interest;
 - (f) To advise and assist Council on any other matters relating to properties of cultural heritage value or interest;
 - (g) To prepare, before the 15th day of January, each year, a report of the previous years activities, a report of the previous years expenditures and a projected budget for the succeeding year;
 - (h) The Aylmer Heritage Committee shall meet as often as it deems necessary, but at last once every four months.
7. This By-Law shall come into force and take effect as of the date of its final passing.
8. That By-Law No. 81-82, and By-Law No. 34-87, and all amendments thereto, and any other By-Law in contravention with the provisions of this By-Law are hereby repealed.

READ A First and Second time this 11th day of July, 2005.

Original Signed By

MAYOR

Original Signed By

CLERK

READ a Third time and finally passed this 11th day of July, 2005.

Original Signed By

MAYOR

Original Signed By

CLERK

COMMITTEE TERMS OF REFERENCE

NAME: Environmental Advisory Committee

TYPE OF COMMITTEE:

Advisory Committee appointed by Council under subsection 17(c) of Procedure By-law #05-16 (previously 14-08).

MANDATE:

To identify, make recommendations and carry out public awareness opportunities with respect to the Town of Aylmer's Environmental programs as adopted by Council. To advise Council on other opportunities to improve the protection of the environment within the Town of Aylmer.

- Develop promotion and education plan for conservation of environmental resources
- Identify options for improving public awareness of environmental protection opportunities in support of Town programs or services.
- Seek out community and other government partners willing to sponsor information meetings, ad, public awareness material
- Review, evaluate and advise Council on opportunities for improving the environmental impact of its programs and services at minimal or no additional cost
- Report to Council on the above
- To be reviewed in each new term of Council within the first six months, make recommendations for changes and whether there is a continuing need for the Committee.

The committee is to appoint a chair (and vice-chair if required) whose responsibility includes setting meeting dates, preparing agendas, chairing meetings, recording decisions of the committee and filing these regularly with Municipal Clerk, ensuring reporting deadlines are met and ensuring that the committee operates within its mandate provided by Council.

TIME FRAME:

Ongoing

MEMBERSHIP:

- 2 members of Council
- Up to 8 community representatives representing a diverse number of interests including youth, seniors and the business community and schools appoint by Council based on responses to a public advertisement for interested citizens.

BUDGET:

TBD

REMUNERATION:

Advisory committee members shall serve without remuneration.

MEETINGS:

Meetings shall be established on a quarterly basis as a minimum with additional meetings scheduled for the delivery of approved public awareness programs.

REPORTS TO COUNCIL:

- First report within 3 months outlining how the committee proposes to carry out the prescribed mandate.
- Update reports to Council annually in December of each year outlining accomplishments of the committee.

DATE APPROVED BY COUNCIL:

Recommend that this Committee be established Early 2017 and further that the Committee continues to raise public awareness of Council's approved environmental programs through public education.

Commencement date: amended by Council on January 16, 2017 by Resolution No. 15-17– that the Committee commence in January, 2017.

COMPLETION DATE:

Ongoing

MANDATE AMENDED BY COUNCIL:

- October 11, 2011 by Resolution #409-11
(first paragraph replaced – reflected in this revised Mandate)
- March 12, 2012 by Resolution #136-12
(first item changed from develop communication plan to develop promotion and education plan – reflected in this revised Mandate)
- January 16, 2017 by Resolution # 15-17
(previous Mandate completed by Committee, new Mandate to maintain momentum of environmental programs)

Application for the Appointment to a Board or Committee



Name		
Home Address		
Home Phone	Cell Phone	Email Address

What Committees or Boards are you interested in being appointed to? (Check all that apply)

- Aylmer Heritage Committee
- Aylmer Environmental Advisory Committee
- Aylmer Police Services Board

Are you able to attend evening meetings?

- Rarely
- Sometimes
- Always
- Other (please explain if applicable)

Please indicate your education and/or work-related skills and achievements, or experience that would be applicable to this appointment

Please explain how your appointment would benefit the board or committee

Notice of Collection and Signature

Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA. Personal information collected on the application form will be used to assist in selecting appointees for the various civic bodies and may form part of the publicly available meeting agendas and minutes. If appointed to a committee or board, your personal information may also be used by Town staff to conduct committee and Town business. Questions regarding the collection, use, and disclosure of this personal information may be directed to Josh Brick, Director of Legislative Services/ Clerk, at 519-773-3164 extension 4911 or jbrick@town.aylmer.on.ca.

Yes

No

By checking Yes in the above box, I am attesting that the information provided in this application is true and correct.

Signature of Applicant

Date

If you are completing a print copy of this application, please mail or deliver your application to:

Town of Aylmer
Director of Legislative Services/ Clerk
46 Talbot Street West
Aylmer, Ontario N5H 1J7