



Terms of Reference

Town of Halton Hills Advisory Committees of Council

Site Alteration

1. Mandate of Committee

To receive, consider, and to act as a decision-making body for site alteration applications or request for exemption under Site Alteration By-law No. 2017-0040, as amended from time to time, for properties in the rural area of Halton Hills, or applications that require importing or exporting material in excess of 5,000 cu.m., or as required through the By-law.

2. Goals & Objectives

To advise, record, and assist the Council and the Citizens of the Town of Halton Hills in the protection, enhancement, restoration, management and appreciation of the Town's assets, road allowances, easements, and lands, and to support the Town's goals for environmental sustainability and a healthy environment in our rural and urban communities.

3. Guiding Principles

The Committee, through Site Alteration By-law No. 2017-0040, considers, at a minimum but not limited to, the following when making decisions for site alteration applications received:

- construction impacts to surrounding neighbours,
- grading and drainage,
- supporting the agricultural community, and
- the Town's Strategic Plan.

4. Membership

The Site Alteration Committee shall be composed of a maximum of six (6) Members, as follows:

- Two (2) Members of Town Council – concurrent with the term of Council.
- Four (4) Citizen Members – appointed by Council each term.

The Development Engineering staff, headed by the Director of Development Engineering, attends the Site Alteration Committee meetings to provide resources to the Committee Members.

The Transportation & Public Works Administration attends the Site Alteration Committee meetings to support the Chair and Committee Members in facilitating the meeting.

5. Recruitment, Selection of Committee Members & Member Qualifications

The recruitment process will be followed as outlined in the Town's Public Appointment Policy. Recruitment information and member qualifications may vary based on the committee's necessity of membership experience.

The Town will seek volunteers with farming expertise and/or community related experience.

Transportation & Public Works, Development Engineering staff are designated and appointed as Inspectors by the Director of Development Engineering, as stipulated within the Site Alteration By-law. A Memo to Council is then prepared by the Director of Development Engineering advising them of the appointment.

New Committee Members must attend an Information Meeting which will contain Town and Legal guidance to assist in being a member of the Site Alteration Committee.

6. Remuneration

There is no remuneration relating to this Committee. The community representatives are volunteers.

7. Responsibilities of Committee Members

Committee members shall:

- attend meetings as required
- provide adequate notice if unable to attend a scheduled meeting
- conduct themselves in a respectful manner to staff and other committee members
- actively participate in meetings providing support and insight to agenda topics
- adhere to the Town's Procedure By-Law

8. Chair

The Chair shall be appointed by the Mayor from the Council Members appointed to the Committee.

In the case of absence of the Chair, another appointed Council member shall act in their place and stead.

9. Meeting Dates & Proceedings

Meeting dates, times and methods (in-person or virtual) will be determined at the beginning of each calendar year. Times and dates may be altered or cancelled by the Committee or the Chair.

Meetings shall be conducted in accordance with the Town of Halton Hills Procedure By-law unless otherwise specified in these Terms of Reference.

Should Committee site visits be deemed necessary to evaluate an application, Development Engineering staff will co-ordinate with the Owner(s) and/or Agent(s) ensuring permission to enter the property is granted.

10. Quorum

A quorum means fifty percent (50%) of the membership plus one.

Staff members shall not be included in the calculation of quorum and Committee meetings shall not proceed if quorum is not met.

11. Vacancy

The position of a member of a committee becomes vacant if the member is absent for a certain period of time as outlined in the Town's Advisory Committee of Council - Public Appointment Policy.

12. Call to Order

The Chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting provided quorum is present. If no quorum is present, the meeting shall not process and the meeting shall stand adjourned until the date of the next regular meeting.

In the absence of the Chair, the Vice-Chair shall assume the Chair position and call the meeting to order.

13. Voting – Motions

Members of the Committee shall declare any pecuniary interest that they may have in any matter under consideration by the Committee. Committee members shall abstain from any discussion or voting on a matter in which they have declared a pecuniary interest.

In the event of a tie vote, the motion is lost.

14. Agenda & Minutes

Committee meeting agendas and minutes will be prepared and distributed as outlined in the Town's Advisory Committee of Council - Administration Policy.

15. Town Policies, Guidelines and Procedures

Committee members shall adhere to all Town policies, guidelines and administrative procedures.

- Code of Conduct
- ACOC - Public Appointment Policy
- ACOC - Administrative Policy
- Procedure By-Law

16. Sunset Clause

The terms of Committee members shall end every four (4) years concurrent with the term of Council.

Committee Terms of Reference and Advisory Committees of Council policies will be reviewed every four (4) years.