Terms of Reference

Short Term Rental Advisory Committee

MANDATE:

The Short Term Rental committee reports directly to Town Council. The committee will be responsible for reviewing the Town's Short Term Rental Licensing By-law and providing recommendations to Council.

ORGANIZATION

- The Committee is established by The Town of Niagara-on-the-Lake Council (Council) in accordance with these Terms of Reference. Members are guided by these Terms of Reference.
- Members will be appointed by resolution of Council for the current four (4) year term until their successors are appointed.
- This committee will consist of two (2) members of Council and seven (7) citizen appointments.
- Sub-committee for finite terms may be formed as necessary.

DUTIES & RESPONSIBILITIES

Chair

- Chair all regular meetings of the committee and exercises authority and performs duties as required.
- Ensure that decorum is maintained at each meeting and that the rules of procedure and conduct are observed in accordance with By-law No. 4675-13 (Procedure by-law for the Town).
- Ensure that all committee members are provided an opportunity to comment.
- If applicable, assure that all applicants are provided an opportunity to present and comment.
- Provides guidance and leadership to the committee in the completion of its mandate.

Vice-Chair

Assume all functions of the Chair in the Chair's absence.

Members

- Attend meeting of the committee (if unable to attend notification should be sent the staff liaison as soon as possible prior to the meeting).
- Review agendas and reports sent prior to the meeting.
- Contribute time, knowledge, skill and expertise to the fulfillment of the committee mandate.
- Are cognizant of any conflict of interest or perceived conflict in terms of issues that may service to benefit them personally.

- Act to protect the privacy of individuals with respect to personal information contained in reports and information circulated to the committee.
- Periodically review the committee Terms of Reference and recommend changes as required.

Quorum
- A majority of the members of any committee of Council shall constitute a quorum.
- If quorum is not attained, no actions or recommendations emanating from a meeting have any force or effect.

Support Staff
This committee shall be assisted by staff of the Corporate Services Department, who will provide expert advice, technical reports, background information and will prepare the recommendations of the committee.

MANAGEMENT OF THE COMMITTEE

Meeting Schedule
- This committee shall monthly or at the call of the Chair.
- Established meeting dates and times will not be changed unless circumstances warrant special consideration.
- Meetings will be held in public. All notices of meetings will be posted on the Town's web-calendar.

Delegation
- Subject to the section immediately below, delegations will not be permitted.
- The Committee can request to receive a delegation. The request shall be voted and approved by a majority of the members.

Conflict of Interest
- Members shall avoid conflicts of interest. Members shall take proactive steps to mitigate conflicts of interest in order to maintain public confidence in the Town and its elected officials. Members are encouraged to seek guidance from the Integrity Commissioner and/or legal advice when they become aware that they may have a conflict between their responsibilities to the public as a Member and any other interest.
- All members have the duty to advise of any conflict of interest with respect to all matters before the committee. Members should decline to participate in the disposal of a matter where a real or apparent conflict is present.
- If a member has any conflict of interest on any matter and is present at a meeting at which the matter is the subject of consideration, the member:
  - Should, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
  - Should not take part in the discussion of any question in respect of the matter; and

- Should not attempt in any way whether before, during or after the meeting to influence the discussion of the application.

Reporting

- Minutes of this committee will be forwarded directly into the information package unless there are action items, then minutes will be forwarded directly to Council.

Remuneration

- Not applicable

Enabling Legislation

By-law No. 4675-13 (Procedure by-law for the Town)