



**COMMITTEE OF THE WHOLE MEETING
AGENDA
TUESDAY FEBRUARY 20, 2024 AT 6:00 P.M.
DR. S. F. MONESTIME MUNICIPAL COUNCIL CHAMBERS
160 WATER STREET, MATTAWA ON**

**Zoom Meeting Access: 1-647-374-4685
Meeting ID Code: 882 6742 6958
Passcode: 259515**

- 1. Meeting Called to Order**
- 2. Announce Electronic Participants**
- 3. Adoption of Agenda**
 - 3.1 To Adopt the agenda as presented or amended
 - That the agenda dated February 20, 2024 be adopted
- 4. Disclosures of a Conflict of Interest**
- 5. Presentations and Delegations**
- 6. Notice of Motions**
- 7. Standing Committee Recommendations/Reports – Motions**
- 8. Information Reports – Motions**
 - 8.1 Setting of the 2024 Water and Wastewater Rates – Report # 24-10R
 - 8.2 Residential Blue Box Transition – Report # 24-11R
 - 8.3 Standing Committees of Council Structure – Report # 24-12R
- 9. In Camera (Closed) Session**
- 10. Return to Regular Session**
- 11. Motions Resulting from Closed Session**
- 12. Adjournment**
 - 12.1 Adjournment of the meeting
 - That the February 20, 2024 meeting adjourn at _____ p.m.

DATE: TUESDAY FEBRUARY 20, 2024

3.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY: COUNCILLOR _____

SECONDED BY: COUNCILLOR _____

BE IT RESOLVED THAT the regular meeting agenda dated Tuesday February 20, 2024 be adopted.



INFORMATION REPORT

PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL
PREPARED BY: PAUL LAPERRIERE, INTERIM CAO/TREASURER
TITLE: SETTING OF THE 2024 WATER AND WASTEWATER RATES
DATE: TUESDAY FEBRUARY 20, 2024
REPORT NO: 24-10R

BACKGROUND

The annual water and wastewater rates have historically been presented to Council in February of each year to allow for the preparation and issuance of the 1st water billing of the year. Specifically, flat water billings are issued in two instalments, March and August. Metered water billings are issued in March, May, August and October.

ANALYSIS & DISCUSSION

The Water Capital Financial Plan, prepared by our auditors, Baker Tilly, and adopted by Council in 2019, recommended a 3% annual increase in alignment with the 10 year plan. This recommendation has been and continues to be implemented by staff.

The water and wastewater revenues and expenses are a function of the net operating budget, therefore, the rates presented in this report may be subject to amendment at the time of approval of the annual 2024 Operating Budget.

The Ontario Clean Water Agency (OCWA), who are contracted to operate the water and wastewater distribution system for the municipality have provided major maintenance recommendation (copy attached) for 2024 to 2029, the end of the 10 year plan. These will be prioritize and included in the annual budget as appropriate.

A copy of the public notice advising residents that the 2024 water and wastewater rates will be discussed at the February 20, 2024 Council meeting is also attached. This is to provide residents with the opportunity to ask questions with respect to the proposed rates, also attached.

FINANCIAL IMPLICATIONS

Water and wastewater rates are calculated based on a full cost recovery model such that generated revenues are sufficient to meet net operating expenses. 2023 results are not yet audited and subject to change.

With the investment in the ultraviolet treatment facility in 2022/23, we have applied some of the OCIF funding in 2023 against the approximate \$365,000 investment.

In April of 2024, the municipality will be submitting a funding application to the Province under the Homes-Enabling Water Systems Funding (HEWSF). This programs funds 73% of water infrastructure projects that enables new homes to a maximum of \$35 million. The application will be for the Dorion Road project which targets over 100 new residential homes. In a future year, the Town will likely make use of water reserves and OCIF funding towards the 27% the municipality needs to contribute.

RELEVANT POLICY/LEGISLATION

Water Capital Financial Plan

RECOMMENDATIONS/RESOLUTION

It is recommended that Council receives this report and further that Council approves the 2024 water rates as presented.

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-10R titled Setting of the 2024 Water and Wastewater Rates.

AND FURTHER THAT Council approves a 3% increase to the 2024 water and wastewater rates and directs staff to return at the next regular meeting for formal adoption by By-law.

30-Nov-23

Paul Laperriere
Town of Mattawa
160 Water St.
Mattawa, ON
POH 1V0

RE: 2024 Major Maintenance Recommendations

Paul,

On behalf of the Ontario Clean Water Agency (OCWA), we have enclosed a rolling six-year list of major maintenance recommendations as per our Services Agreement. OCWA suggests the following improvements/upgrades to ensure the long-term health and operation of your facilities. Please note that as per the requirements of the Drinking Water Quality Management Standard (DWQMS) version 2.0, the outcomes of the risk assessment conducted for your water facility/facilities were considered and any related items have been included in the recommendations.

At a time amenable to both parties, OCWA's Operations Manager will meet with the Town's representatives to discuss the recommendations, projected expenses, and to decide on a course of action. Dialogue with and approvals from the Town are key components of the process. Please find a summary of the report in the chart below.

FACILITY	2024	2025	2026	2027	2028	2029
Mattawa Water Treatment	\$47,800	\$15,000	\$0	\$0	\$0	\$0
Mattawa Reservoir	\$0	\$0	\$0	\$0	\$10,000	\$38,000
601 McKenzie St. SLS	\$800	\$800	\$50,800	\$800	\$800	\$800
451 Bisette St. SLS	\$800	\$800	\$800	\$800	\$800	\$800
300 Mattawan SLS	\$800	\$800	\$800	\$800	\$800	\$800
101 First St. SLS	\$800	\$50,800	\$800	\$800	\$80,800	\$800
Louis St. SLS	\$50,800	\$800	\$800	\$80,800	\$800	\$800
Brook St. SLS	\$800	\$80,800	\$800	\$800	\$800	\$800
1101 Bisette St. SLS	\$800	\$800	\$80,800	\$800	\$800	\$800
Mattawa Lagoons	\$1,800	\$1,800	\$1,800	\$76,800	\$1,800	\$1,800
Total	\$105,200	\$152,400	\$137,400	\$162,400	\$97,400	\$45,400

As your service provider, OCWA has a comprehensive understanding of the strengths, unique issues and challenges associated with operating your water and wastewater facilities. It is OCWA's intention to work with the Town to determine the scope, budget, and timelines to complete any approved work.

We look forward to continuing to work with you as a trusted partner and advisor in the years to come.

Sincerely,



Paul Dyrda
Sr. Operations Manager

2024 FLAT WATER/WASTEWATER RATE COMPARISON CHART

Charge	Type	2023 Semi Annual Rate	With Proposed 3% Increase
ADDITIONAL ROOM	Flat	\$ 9.61	\$ 9.90
BASIC UNIT - 4 ROOMS	Flat	\$ 133.16	\$ 137.15
BASIN RES DWELLING	Flat	\$ 25.66	\$ 26.43
BATHTUB-RESIDENTIAL	Flat	\$ 33.64	\$ 34.65
TOILET-RESIDENTIAL	Flat	\$ 33.64	\$ 34.65
SEWER SURCHARGE(FLAT)	75%	\$ 176.78	\$ 182.09
Total Semi-Annual Rate		\$ 412.49	\$ 424.87
Total Annual Rate		\$ 824.99	\$ 849.74

NOTICE OF PUBLIC MEETING

In the matter of setting water and wastewater rates for 2024

The Council of the Corporation of the Town of Mattawa will hold a Public Meeting on the February 20, 2024 at 6:00 p.m. to consider a proposed by-law adopting the 2024 water and wastewater rates.

Any person may attend the Public Meeting and/or make written or oral representation either in support of or in opposition to the proposed rates.

Any written submissions and material in support of or in opposition to the proposed amendments will be received by the Municipal Clerk on or before the meeting.

Additional information relating to the proposed water and wastewater rates can be directed to the Interim CAO/Treasurer during regular office hours.

**Amy Leclerc
Municipal Clerk
Revenue Services Clerk
Town of Mattawa
160 Water Street, PO Box 390
Mattawa, ON POH 1V0
705-744-5611 ext. 204
Email: clerk@mattawa.ca**



Dated at Mattawa this 7th day of February, 2024



INFORMATION REPORT

PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL

PREPARED BY: PAUL LAPERRIERE, INTERIM CAO/TREASURER

TITLE: RESIDENTIAL BLUE BOX TRANSITION

DATE: TUESDAY FEBRUARY 20, 2024

REPORT NO: 24-11R

BACKGROUND

From July 1, 2023 to December 31, 2025 all existing residential blue box programs in Ontario will move to a single provincial collection system that is fully funded, overseen and operated by producers of recycling materials.

Producers are those that supply blue box material (packaging, paper products or packaging-like products) made up of paper, glass, metal or plastic, or a combination of these materials to consumers.

Previously, gross costs of residential recycling collection programs were split approximately 50/50 between municipalities (taxpayer) and producers of blue box recycling materials.

Under the new full producer responsibility framework, Circular Materials will administer and manage contracts to collect and receive blue box material.

ANALYSIS & DISCUSSION

After December 31, 2025, the Province will administer all residential blue box recycling as described above.

Between July 1, 2023 and December 31, 2025, municipalities, on their transition date, can either opt-in to the new Provincially administered program or opt-out in which the municipality will arrange for a private recycling program until December 31, 2025.

Mattawa's transition date is October 1, 2025. Given that this date is so close to the current blue box program end date, it makes little sense to opt-out and become compliant to whatever rules and regulations will be applied to opt-out municipalities.

Once transitioned, the change will affect:

- Low density residential / single family homes
- Multi-residential properties
- Specified non-profit / municipal long-term and retirement homes
- Specific public spaces, such as parks, playgrounds, sidewalks
- Public / private schools
- Residential components of mixed-use buildings

As of October 1, 2025, Circular Materials will take over the delivery of residential blue box recycling collection services currently administered by the Town of Mattawa. Circular Materials will contract with a major recycling collector (ie GFL Environmental) who will arrange for the blue box collection either by themselves or through a sub-contractor (ie Paul Lafreniere Contracting).

The Town of Mattawa will maintain collection of:

- Curbside garbage
- Large household items
- Organics (Green Bin)
- Leaf and yard waste
- All materials from industrial, commercial and some institutional establishments

Residential properties should not expect a change to their collection day or collection frequency (once per week) because Circular Materials must maintain current service levels during the transition period (until Dec. 31, 2025).

On Jan. 1, 2026, Circular Materials can make changes to the service and will be responsible for informing residents.

Changes to items collected

As of January 1, 2026, some items will be added to the blue box program which were previously not accepted, including straws, cutlery and plates, and multi-laminate packaging like drink pouches and frozen food pouches

Industrial, commercial and some institutional establishments are NOT captured in the new blue box regulation. Blue box recycling collection services to this non-eligible sector will still be the Town's responsibility through and after the transition period.

Circular Materials need to know by March 15, 2024 if a municipality will opt-in or opt-out during the transition period.

FINANCIAL IMPLICATIONS

After September 30, 2025, the Town will no longer pay for private recycling collection and since the funds received by the Province are much less than the collection costs, the Town will benefit from this arrangement.

It should be noted that if the Town will be penalized if the recycled material picked-up by the new Provincial program is either non-eligible material or coming from non-eligible sources (ie commercial operations). We will be advised what those "penalties" will be at a future date.

RELEVANT POLICY/LEGISLATION

Ontario Blue Box Transition Program

RECOMMENDATIONS/RESOLUTION

Recommend that Council receives this report and further that Council approves opting-in to the new transition program, effective October 1, 2025.

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-11R titled Residential Blue Box Transition.

AND FURTHER THAT Council approves opting-in to the new blue box transition program effective October 1, 2025.



INFORMATION REPORT

PREPARED FOR: MAYOR BÉLANGER AND MEMBERS OF COUNCIL
PREPARED BY: AMY LECLERC, MUNICIPAL CLERK
TITLE: STANDING COMMITTEES OF COUNCIL STRUCTURE
DATE: TUESDAY FEBRUARY 20, 2024
REPORT NO: 24-12R

BACKGROUND

At the first meeting of January 2023 Council adopted the new Standing Committees of Council structure which has been used until this date.

During the last meeting of Council the Mayor advised Council that a revised structure will be brought forward to Council.

ANALYSIS & DISCUSSION

Mayor Belanger and the Clerk revised the structure and are proposing changes. To highlight the document the proposed changes are to reduce the Standing Committees from three to two being Corporate Services and Community Services.

With the realignment of staff and the creation of the Director of Community Services it seemed fitting to combine the Public Services and Community Services Committees into one and rearrange each committee's responsibility.

Another change is reducing the members from four on a committee to three eliminating the majority of Council for each committee. This change will not create an atmosphere of having an issue or item brought to Council knowing that the majority will approve it.

FINANCIAL IMPLICATIONS

No changes to the remuneration as each committee meeting will be on an alternating month.

RELEVANT POLICY/LEGISLATION

Standing Committees of Council By-law 23-06 and Remuneration for Members of Council By-law 23-04.

RECOMMENDATIONS/RESOLUTION

Recommend that Council receives this report and approves the structure as presented.

BE IT RESOLVED THAT the Council of the Town of Mattawa receives Report # 24-12R titled Standing Committees of Council Structure.

AND FURTHER THAT Council approves the new structure for the Standing Committees of Council and directs staff to return for formal adoption at the next meeting of Council.

THE CORPORATION OF THE TOWN OF MATTAWA
BY-LAW NUMBER 24-xx

BEING a by-law to amend the Standing Committees of Council.

WHEREAS Section 8 (1) of the Municipal Act, 2001, S. O. 2001, c.25, ("Municipal Act") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues;

AND WHEREAS Council deemed it necessary to establish Standing Committees of Council to identify the functional activities thereof and to define the responsibilities and duties of the Standing Committees.

NOW THEREFORE the Council of the Corporation of the Town of Mattawa enacts as follows:

1. **THAT** the following Standing Committees of Council are hereby defined and established:
 - a) Corporate Services Committee
 - b) Community Services Committee.
2. **THAT** the Terms of Reference is attached hereto as Schedule "A" and forms part of this By-Law.
3. **THAT** the duties and responsibilities of the Standing Committees of Council as defined in Schedules 1 and 2 are attached hereto and form part of this By-Law.
4. **THAT** the Council members appointed to each Standing Committees of Council will be done by way of Council resolution at the beginning of each Council term, after the municipal elections and remain in force and effect for the term of Council.
5. **THAT** Schedule "A" shall be in accordance with the current Municipal Procedure By-Law.
6. **THAT** "Schedule A" can be amended by resolution.
7. **THAT** By-Law 23-06 is hereby repealed.
8. **THAT** this By-Law shall come into effect on the day of the final passing thereof.

READ A FIRST and SECOND TIME, this ___ day of _____, 2024.

READ THIRD TIME and FINALLY PASSED, this ___ day of _____, 2024.

Mayor

Clerk



Schedule "A" to By-Law 24-xx

STANDING COMMITTEES OF COUNCIL TERMS OF REFERENCE

Staff Support: CAO/Treasurer Municipal Clerk Managers and/or Senior Staff	Committee Type: Standing
Review Date:	Approved by: By-Law # 23-06

INTRODUCTION

Standing Committees of Council facilitate the decision-making process of Council. Committees work on behalf of Council to provide advice and make recommendations to Council. They are an important forum for policy debate and public input on issues within Council's area of responsibility. To capture the efficiency afforded by working in smaller groups, Council does not repeat the detailed discussion and analysis conducted by the Committee during Council sessions.

The Standing Committee structure was chosen by Council because it serves to gain efficiencies for Councillors as they work collaboratively to successfully manage and share the workload. A key advantage of the Standing Committee is the practical benefit of sharing the total Council workload across a smaller group of Councillors appointed by the whole of Council to serve in the role of Committee Members. Further, Standing Committees of Council provide an opportunity for a smaller group of Councillors to engage with staff and the public in an in-depth discussion and analysis of policy issues and options in the Committees area of responsibility. It is implicit to this model of governance that those Committee Members will be diligent in fulfilling their roles.

All members of Council have an opportunity to provide written input (prior to the meeting) and/or verbal input (at the meeting) to the Standing Committee Chair for the Committee's consideration on a Committee's agenda.

GUIDING PRINCIPLES

1. All Committee work will be carried out in accordance with the Corporation of the Town of Mattawa Procedural By-Law, provisions of the Municipal Act and other governing legislation and policies.
2. The Council's Code of Conduct will guide the Committee efforts, promoting the highest ethical standards and professionalism while ensuring that the best interests of the community are met.
3. Committees will engage in with residents by receiving public delegations and ensuring Management is appropriately engaged to the community and stakeholders in the development of their recommendation to the Committee.

MANDATE

The Committee's mandate defines its core areas of management and responsibility, Standing Committees are established by the Corporation of the Town of Mattawa's Procedural By-Law for the purpose of ensuring that appropriate policies, principles, procedures and roles are established for the functional areas that comprise the scope of the Committee's responsibility.

SCOPE OF STANDING COMMITTEE RESPONSIBILITIES

Council has established two Standing Committees.

The scope of responsibilities for each Standing Committee is found in the following schedules:

Schedule 1 – Corporate Services

Schedule 2 – Community Services

Specific Committee Responsibilities

The following specific responsibilities apply to all Standing Committees. Refer to Schedules for additional responsibilities for specific Standing Committees.

Leadership & Stewardship

1. Established priorities for Committee work scheduled annually.
2. Track outstanding Committee items.
3. Consider risk management issues when debating options and recommendations.

Empowerment & Accountability

1. Review Annual Reports on delegated authority for each service area.
2. Recommend to Council opportunities for delegation of authority.

Communications, Engagement & Transparency

1. Recommend improvements to information flows for each service area.
2. Maintain a rolling calendar of regular performance and accountability reports.

Service & Fairness

1. Ensure the Committee conducts its business consistent with Council's policies.
2. Consider Mattawa's commitment to sustainability in the areas of social, economic, cultural, and environmental stewardship when developing recommendations.

Continuous Learning & Growth

1. Ensure members receive orientation on their services area.
2. Recommend service reviews.

Composition and Term

1. The Committees will be comprised of three members of the Corporation of the Town of Mattawa Council as appointed by resolution of Council.
2. Each Committee shall appoint the Chairs for Standing Committees of Corporate Services, and Community Services for the term of Council.
3. Vice-Chairs shall be appointed by their respective Committee Members.

4. The Mayor is a member of each Committee as ex-officio.

Resources

The Chief Administrative Officer/Treasurer (CAO/Treasurer), the Clerk and Department Heads may be called upon to conduct research, communications or any other Committee identified requirements.

Council has delegated responsibility to the CAO/Treasurer for the administration of the affairs of the Corporation of the Town of Mattawa staff has the responsibility and the authority to provide consultation, advice and recommendations to Council.

OPERATING PROCEDURES

Meetings

1. Committees shall meet on the first Monday of each month on an alternating basis, with the authority to convene additional meetings as may be necessary to exercise its responsibilities.
2. Should the first Monday fall on a holiday the Committee meeting shall be set for the Tuesday following the holiday.
3. Meetings shall begin at 6:00 p.m. in accordance with the municipal procedure by-law.

Meeting Agenda

Items included on the Committee meeting agendas shall be the responsibility of the Clerk working in collaboration with the Chair and CAO/Treasurer. The meeting agendas shall follow the municipal procedure by-law (policy 3).

Notice of Meetings

Public notice of all Committee meetings will be posted on the municipal website, Town of Mattawa Facebook page and Mattawa App on the Thursday prior to the meeting.

Section 239 in the Municipal Act recognizes some items may permit a meeting to be closed to the public. The holding of any closed meetings and the general nature of the matter to be considered will be made public to ensure all transparency.

Meeting Minutes

Meeting minutes will be recorded by the Clerk or designate without note or comment in accordance with Section 239 (7) if the Municipal Act.

Committee Working Process

All decisions that lead to the formulation of recommendations for Council consideration will take place at the Committee meetings only and not through electronic or other outside exchanges. All pertinent information will be shared with all Committee members in advance of meetings. This can include, but not limited to, meeting minutes, any supplemental information, public input, media requests, etc.

Quorum

A quorum shall be majority of the whole committee (2).

In the event that the Committee fails to reach quorum the Mayor shall be counted to reach quorum and has a vote during the meeting.

Chair Votes

The Chair shall vote on all motions.

Attendance at Meeting

Any Committee Member shall, if possible, notify the Clerk of non-attendance by email through info@mattawa.ca, 24 hours before a scheduled meeting.

Reporting to Council

The Committee will report to Council with recommendations for approval.

Procedural Rules

Any rule not stated herein is deemed to be provided in the current Procedural By-Law.

ROLES OF STAKEHOLDERS

The following key stakeholders are recognized:

1. Committee Chair (applies to the Vice Chair when serving as Chair)
2. Committee Members
3. Visiting Councillors
4. Chief Administrative Officer/Treasurer
5. Clerk
6. Public/Delegations

1. COMMITTEE CHAIR ROLE

Specific roles and responsibilities for the Committee Chair include:

Preparation

1. Call the meetings.
2. Work in collaboration with the Clerk on the development of the agenda, including delegations, sequence, flow and timing and to be apprised on any changes to the agenda prior to the meeting. Seek out the opinions of Councillors relevant to specific Committee work.
3. In reviewing materials, ensure clarity on the discussion parameters for each report appearing on the agenda.

In Committee Meetings

1. Ensure Committee works within the assigned mandate.
2. Collaborate with the CAO/Treasurer, Mayor and the Clerk to encourage efficient and effective conduct of Committee business and accomplish the work of each meeting agenda.
3. Exhibit the behavior expected of all Committee members.

Specific Agenda Items

1. Define discussion parameters and remind members of decision options that include approve, defeat, amend, refer, or defer a staff recommendation.
2. Frame the issues, focus discussion and set the tone for the Committee's discussions: fostering a constructive culture for respectful dialogue between Councillors, Community and Staff.

Specific to decision-making

1. Maintain order and decorum during meetings, decide questions of procedure, and generally ensure that the Committee work proceeds smoothly according to the Committees work plan.
2. Engage all Committee members in the decision-making process.
3. Ensure the Committee has sufficient information to make a decision.
4. Ensure that the CAO/Treasurer and Clerk has been provided with the opportunity to clarify any matters of fact or seek professional advice.
5. Build consensus where possible.
6. Ensure the will of the Committee prevails.

Specific to engaging the public and stakeholders:

1. Ensure adequate and appropriate opportunities are provided for input by the public and other key stakeholders at meetings.
2. Ensure delegations understand the process and are treated with respect.
3. Be respectful of all stakeholders' points of view.

After Committee Meetings

1. Speak on behalf of the Committee at the Council level.
2. Act as the primary spokesperson for any Committee-related inquiries in concert with the CAO/Treasurer.
3. Work closely with the CAO/Treasurer as required.

Vice Chairs

Vice Chairs will assume the role and responsibilities of the Chair when the Chair is unable to fulfill their role.

2. COMMITTEE MEMBER ROLE

Specific roles and responsibilities for the Committee Members include:

Preparation

1. Read all agenda material and seek clarification from staff on any matters prior to meetings in order to make the most effective use of the Committee's time.
2. Have a broad awareness of the inter-relationship of the Corporation of the Town of Mattawa's strategic initiatives and its operations.
3. Understand the difference between the role of the Committee and the role of management.

In Committee Meetings

1. Attend meetings and participate fully in all Committee work.

2. Debate the issues in an open, honest and informed manner to assist the decision-making process.
3. Actively contribute to the development of Committee recommendations and directions.
4. Represent and advocate on behalf of constituents, keeping in mind the entire Municipality when considering and addressing issues.
5. Respect the role of Committee Chair.
6. Respect the role of staff.
7. Have a willingness to respectfully challenge Management when necessary.

3. VISITING COUNCILLOR ROLE

Specific roles and responsibilities for Visiting Councillors include:

In Committee Meetings

1. Add value to Committee work by offering verbally, to the Committee Chair, items of new information, items Committee extracted from the consent agenda, reinforcing the interests of constituents or presenting questions.
2. Make specific requests of the Committee Chair for additional information or analysis prior to recommendations coming before Council.
3. Respect the intent of the Standing Committee structure.
4. Do not directly engage with delegations, Municipal Staff, or Committee debates, or voting motions.

4. CHIEF ADMINISTRATIVE OFFICER/TREASURER

The CAO/Treasurer may attend and speak at a meeting of any Standing Committees on an as needed basis.

Preparation

1. Work in collaboration with the Committee Chair and Clerk on the development of the agenda, including delegations, sequence, flow and timing, to be appraised of any changes to the agenda prior to the meeting. Items on the final Committee meeting agendas shall be the responsibility of the Clerk.
2. Ensure the timely submission of all agenda related materials to the Clerk by the prescribed submission deadline.

5. CLERK'S ROLE

Specific roles and responsibilities for the Clerk include:

Preparation

1. Oversee the process of appointing the Committee Chair and Committee members.
2. Manage the Committee agenda and process for Committees and ensure that meetings are held in accordance with Council – approved protocol and applicable legislation.
3. Supervise staff in the preparation and distribution of agendas and agenda materials.

In Committee Meetings

1. Attend, or designate staff to attend, all meetings of Standing Committees.
2. Provide advice on legislative protocol and meeting procedures as requested by the Chair.

3. Supervise the issuance of notices, recordings of minutes and resolutions and other meeting and documentary processes.

6. PUBLIC / DELEGATION ROLE

Preparation

1. Register as a delegation through the Clerk, to speak to the Committee with respect to the Committee services.
2. Access Committee agendas and minutes from the Municipal website and/or Mattawa App.
3. Participate in community engagement processes related to their issue of interest.

In Committee Meetings

1. Attend Committee Meetings
2. Adhere to procedural rules for delegations to Committees.
3. Respect the role of the Committee Chair with responsibility for timely conducts of business and retaining meeting decorum.

SCHEDULE 1 – CORPORATE SERVICES

Scope of Corporate Services Committee's Responsibilities

The Corporate Services Committee's scope of responsibilities includes:

- Finance
- Personnel
- Building Department
- By-Laws
- Technology
- General Government
- Planning & Development

The Corporate Services Committee reports directly to the Municipal Council. The Committee hears delegations from residents, reviews reports and makes recommendations to Council. The following areas are under the Corporate Services umbrella and can be changed by Council's direction:

- Animal control
- AODA Compliance and Annual Plan
- Appointment of Auditors
- Asset Management
- Building fees and services
- By-law creations
- Council conduct
- Corporate communications
- Emergency Management
- Enforcement (parking, noise, building permits, etc)
- Governance
- Human resources
- Intergovernmental and community liaison
- Legal services (if required)
- Municipal elections
- Municipal records management
- Official plan and Zoning
- Policies and procedures
- Standing committees terms of reference review
- Strategic plan

SCHEDULE 2 – COMMUNITY SERVICES

Scope of Community Services Committee's Responsibilities

The Community Services Committee's scope of responsibilities includes:

- Public Works
- Environmental Services
- Fire Department
- Parks and Recreation
- Culture / Tourism & Special Projects
- Cemetery
- Health Services

The Community Services Committee has the following Advisory Committees reporting to it through the appointed Councillor:

1. Landfill Advisory Committee
2. Mattawa & Area Food Bank
3. Mattawa & District Museum Board
4. John Dixon Public Library Board
5. Mattawa & Area Community Safety & Well-Being Committee

The Community Services Committee reports directly to the Municipal Council. The Committee hears delegations from residents, reviews reports and makes recommendations to Council. The following areas are under the Community Services umbrella and can be changed by Council's direction:

- Beautification of Town
- Business retention and development
- Cemetery governance
- Community planning and improvements
- Curling Club / Fitness Centre
- Drainage and flood control
- Landfill / Waste Management
- Mattawa Travel Information Centre / Service Ontario
- Mike Rodden Arena & Community Centre
- Museum maintenance
- Parks and Beaches
- Physician Recruitment
- Roadways and Sidewalks
- Seniors' programs
- Water / Wastewater Services

SCHEDULE 3 – APPOINTMENT OF COMMITTEE MEMBERS

Each standing committee shall appoint members of Council in the order that each member was elected onto Council.

The structure will be as follows:

CORPORATE SERVICES

Deputy Mayor
Councillor # 4
Councillor # 5

COMMUNITY SERVICES

Councillor # 2
Councillor # 3
Councillor # 6

SCHEDULE 4 – PARTICIPATION DURING MEETINGS

Obligations and Expectations of Stakeholders Participating in Standing Committees Meetings

Principles:					
1. Committees publish their annual work plan to encourage input from the public and Council colleagues.					
2. Input is received in writing or in person during scheduled times in Committee meetings.					
3. Committee meeting minutes capture the essence of discussions and analysis without attributing specific comments.					
4. Commitment to fair, effective and efficient decision making practices.					
Activity	Chair	Committee Members	Visiting Councillors	Staff	Delegations/ Public
Receive background material, staff reports, public correspondence	Yes	Yes	As Requested	Create all materials	As requested through MFIPPA
Contact staff to ask questions prior to Committee Meetings	Yes	Yes	Yes	N/A	Yes
Attend entire Committee Meetings:					
Open session -----	Yes -----	Yes -----	Yes -----	Yes -----	Yes -----
Closed session	Yes	Yes	No	Yes (as required)	No
Engage in Committee discussions and deliberations	Yes	Yes	No	Yes as requested	No
Engage in decision making	Yes	Yes	No	No	No
Offer opinion to Committee through Chair:					
In advance -----	Yes -----	Yes -----	Yes -----	Yes -----	Yes -----
At meeting	Yes	Yes	Yes	Yes	Yes
Review written input	Yes	Yes	Yes	Yes	No
Listen to public delegations	Yes	Yes	Yes	Yes	Yes
Ask questions of delegations	Yes	Yes	No	No	No
Ask questions of visiting Councillors	Yes	Yes	No	No	No
Ask questions directly to staff	Yes	Yes	No	No	No
Pose questions and/or provide input to the Chair for the Committee's consideration	N/A	Yes	Yes	Yes	Yes
Request through the Chair for additional information prior to Committee meetings	N/A	Yes	Yes	N/A	No

DATE: TUESDAY FEBRUARY 20, 2024

12.1

THE CORPORATION TOWN OF MATTAWA

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

BE IT RESOLVED THAT the February 20, 2024 meeting adjourn at _____ p.m.