

CORPORATION OF THE TOWN OF MATTAWA



DATE: MONDAY, FEBRUARY 13TH, 2023 Page No 36 Resolution No: 23-

MOVED BY COUNCILLOR ROSS

SECONDED BY COUNCILLOR GARDINER

RESOLUTION:

BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa adopt By-law 23-06 to establish the Standing Committees of Council as amended.

Recorded Vote – Yes No

Recorded Vote Requested by:

Councillor Sarrazin

| | Yea | Nay |
|---------------------|-------------------------------------|-------------------------------------|
| Mayor Bélanger | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Gardiner | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Sarrazin | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Levesque | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Mick | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Councillor Ross | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Councillor Thibert | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

R. Bélanger
MAYOR

Deferred Tabled Lost Carried

Declaration of Pecuniary Interest:

Disclosed his/her/their interest(s), vacated he/her/their seat(s), abstained from discussion and did not vote

THE CORPORATION OF THE TOWN OF MATTAWA

BY-LAW NUMBER 23-06

BEING a by-law to establish 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) Public Services Committee
 - c) 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, 2 and 3 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 95-20 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 13th day of February, 2023.

READ A THIRD time and **FINALLY PASSED** this 13th day of February, 2023.



Mayor



Clerk



Schedule "A" to By-Law 23-06

STANDING COMMITTEES OF COUNCIL TERMS OF REFERENCE

| | |
|---|---|
| Staff Support: CAO/Treasurer Clerk Department Heads | Committee Type: Standing |
| Date Approved: Monday, February 13 th , 2023 | 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 approved Committee Members will be diligent in fulfilling their roles.

All member 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 a 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 three Standing Committees.

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

- Schedule 1 – Corporate Services
- Schedule 2 – Public Services
- Schedule 3 – 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 four 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, Public 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, in accordance with decisions adopted by Council, under the direction of the CAO/Treasurer, 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 a quarterly 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.

Meeting Agenda

Items included on the Committee meeting agendas shall be the responsibility of the CAO/Treasurer working in collaboration with the Chair and Clerk.

Notice of Meetings

Public notice of all Committee meetings will be provided on the Municipal website at least 72 hours prior to a meeting.

It is recognized that some items consistent with Section 239 in the Municipal Act 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) of the Municipal Act. Minutes from the meeting will be included in a forthcoming agenda for confirmation by the respective Committee.

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 (3).

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

Committee members are expected to attend all Committee meetings to which they have been appointed. They are expected to advise the Chair and Clerk, in a timely manner, if they are unable to attend a meeting.

Committee members are expected to be punctual.

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 CAO/Treasurer and 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 Committee's 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 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 and the Department Heads, as required.
4. Maintain strong communications with committee members between meetings.

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:

Preparation

1. Contact staff prior to Committee and Council meetings with questions.
2. Provide written input to the Chair, through the Clerk, in advance of the meeting on any committee agenda item. All members of Council, whether attending a committee meeting or not, may provide written comment.

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 Municipal 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, and attend all Preview Meetings. Items on the final Committee meeting agendas shall be the responsibility of the CAO/Treasurer.
2. Ensure the timely submission of all agenda related materials to the Clerk by the prescribed submission deadline.
3. At the request of the Committee Chair, draft an annual report from the Committee to Council.
4. Maintain, in consultation with the Chair, a rolling planning calendar for the Committee.

After Committee Meetings

1. Ensure follow up on all matters related to the discussion and decisions of the Standing Committee and on all time specific requests for additional information required by Council prior to their final deliberation of reports.
2. Serve as the primary spokesperson for each Committee.
3. Bring to the attention of the Clerk any matters of conflict or contraventions that impact relevant and applicable by-laws, resolutions, policies or guidelines by Council.

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. In conjunction with the CAO/Treasurer, plan committee agendas and support preview meetings.
4. 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.

After Committee Meetings

1. Evaluate the effectiveness of Committee meetings and offer suggestions for improvement to the Chair and CAO/Treasurer.
2. Assist with the development of policies and appropriate training on relevant municipal legislation and governance issues with the CAO/Treasurer, Councillors and the Mayor.
3. Provide strategic advice with respect to the governance and legislative considerations that surround the implementation of other Municipal policies.

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. Communicate with the CAO/Treasurer and Councillors to make perspectives known and discuss issues and options.
4. 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
- 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:

- Appointment of Auditors
- Asset Management
- Business retention and development
- By-law creations
- Citizen appointments to advisory committees
- Council conduct
- Community planning and improvements
- Corporate communications
- Council support services
- Customer services
- Enforcement (parking, noise, building permits, etc)
- Finance
 - Assessment
 - Banking
 - Budget – operating and capital
 - Grants
 - Debentures
 - Financial monitoring and performance
 - Reserve funds – establishing and reporting
 - Taxation
 - User fees
- Governance
- Human resources
 - Benefits
 - CAO/Treasurer's Performance Evaluation
 - Compensations
 - Employment policies

- Collective Bargaining
- Health and safety
- Labour relations
- Recruitment and retention
- Information technology
- Intergovernmental and community liaison
- Legal services (if required)
- Municipal elections
- Municipal records management
- Official plan
- Policies and procedures
- Purchasing (excluding tender matters falling within the jurisdiction of another standing committee)
- Standing committees terms of reference review
- Strategic plan
- Zoning

SCHEDULE 2 – PUBLIC SERVICES

Scope of Public Services Committee's Responsibilities

The Public Services Committee's scope of responsibilities includes:

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

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

1. Landfill Advisory Committee
2. Beautification Committee

The Public 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 Public Services umbrella and can be changed by Council's direction:

- Beautification of Town
- Pont Mauril Bélanger Bridge
- Curling Club / Fitness Centre
- Drainage and flood control
- Fire services
- Hydro, gas, telecommunications – operational services
- Mattawa Travel Information Centre / Service Ontario
- Mike Rodden Arena & Community Centre
- Museum maintenance
- Parks and Beaches
 - Annie's Park
 - Conservation Mattawa Island Beach
 - Explorer's Point
 - Fraggie Rock Beach
 - Lion's Park
 - Timmins Park / Splash Pad
 - Gordon Dufoe Park
- Policies and procedures
- Public Works equipment acquisition and maintenance
- Recreation equipment acquisition and maintenance

- Roadways – planning and maintenance
- Sidewalks – planning and maintenance
- Street lighting
- Tenders for infrastructure projects
- Tourism promotion
- Waste management such as garbage collection and recycling collection
- Water / Wastewater Services

SCHEDULE 3 – COMMUNITY SERVICES

Scope of Community Services Committee's Responsibilities

The Community Services Committee's scope of responsibilities includes the following functional areas:

- Protection to Persons & Property
- Building Department
- Cemetery
- Social & Family Services
- Health Services

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

1. Accessibility Advisory Committee
2. Mattawa & Area Police Services Board
3. Mattawa & Area Food Bank
4. Mattawa & District Museum Board
5. John Dixon Public Library Board
6. 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:

- Animal control
- AODA Compliance and Annual Plan
- Building fees and services
- Cemetery governance
- Emergency Management
- Hospital Requests
- Physician Recruitment
- Policies and procedures
- Seniors' programs

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 |