

**THE CORPORATION OF THE TOWN OF MATTAWA**

**BY-LAW NUMBER 24-06**

**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) 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 **THAT** By-Law 23-06 is hereby repealed.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 26<sup>th</sup> day of February, 2024.

**READ THIRD TIME and FINALLY PASSED**, this 26<sup>th</sup> day of February, 2024.



*R. Belonger*

Mayor



*Amy Leclerc*

Clerk



**Schedule "A"  
to By-Law 24-06**

**STANDING COMMITTEES OF COUNCIL  
TERMS OF REFERENCE**

<b>Staff Support:</b> CAO/Treasurer Municipal Clerk Managers and/or Senior Staff	<b>Committee Type:</b>  Standing
<b>Next Review Date:</b>  First Meeting of January each year	<b>Approved by:</b>  By-Law # 24-06

**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](mailto: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
- Human Resources
- 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
- 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 may 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