

CORPORATION OF THE VILLAGE OF MERRICKVILLE - WOLFORD

BY-LAW NO. 12 – 17

BEING a By-Law to amend By-Law 1-98 of the Corporation of the Village of Merrickville-Wolford commonly referred to as the "Procedural By-Law"

WHEREAS sec. 5(3), the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a Council may exercise its powers by By-Law;

AND WHEREAS the Council of the Village of Merrickville - Wolford did pass By-Law 1-98, a procedural by-law for the conduct of Council business;

AND WHEREAS the Council of the Village of Merrickville-Wolford did subsequently pass By-Law 06-04 to amend Section R, Boards and Committees in order to more completely establish the rules, areas of jurisdiction and terms of reference for the order and dispatch of business by the committees;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford does deem it in the best interest of the municipality to amend Section R of By-Law 1-98 ;


NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford enacts as follows:

1. Schedule A, Section R, of By-Law 1-98, is hereby amended by Schedule "A" hereby attached, creating a Canada Day Committee, being a permanent committee of Council.
2. This by-law shall be appended to By-Law 1-98 which shall be consolidated for ease of reference.

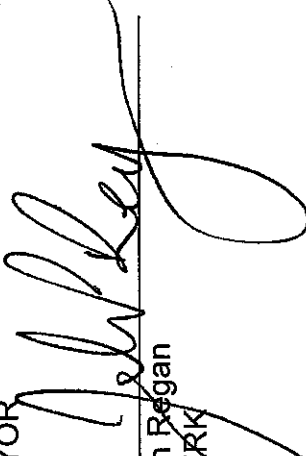
THIS BY-LAW shall be deemed to come into force upon passing.

READ a first and second time this 23rd day of January, 2017

READ a third and final time and passed this 23rd day of January, 2017



David Nash
MAYOR



John Regan
CLERK

Schedule A
Section R
By-Law 1-98
Village of Merrickville - Wolford

Committees of Council, Ad Hoc Committees, Boards and Agency Representatives

Definitions

Agency: refers to those bodies outside the municipal structure which may require, through legislation or request, a member be appointed to represent the municipality:

Ad Hoc Committee: may be appointed by the Mayor and/or Council to discuss and review a specific matter or matters pertaining to services and issues affecting the municipality. Ad Hoc Committees are appointed for the term as defined by Council.

Board: Established in accordance with legislation to discuss and review matters pertaining to specific services and issues affecting the municipality

Chairman: The Chair of the Committee shall be selected by the committee from one of their members or a Chair may be appointed by the Mayor. The Mayor is an Ex Officio member of all committees and boards.

Committee: Notwithstanding Section 238(1) of the Municipal Act 2001, a committee may be appointed by the Mayor and/or Council to discuss and review matters pertaining to services and issues affecting the municipality.

Advisory: Advisory Committees are appointed for the term of Council unless otherwise specified and are created to provide advice and recommend action to Council

Committee/Board: Committees and Boards are populated by Council based on legislative requirements using the same process as appointment to advisory committees.

Quorum: A majority of the members of the committee, at least one of whom is the Council representative, is necessary to form a quorum.

Secretary: The Committee may select a secretary from their members. The Secretary shall be responsible for the preparation of agenda, recording the minutes in accordance with Section 253 (6) Municipal Act 2001 **unless otherwise dictated by necessity (PAC).**

Terms of Reference: The Mayor and Council may set terms of references for committees, establish subjects to be reviewed, procedures to be followed or deadlines to be met or may otherwise define the operation and function of Committees and Ad Hoc Committees.

ADVISORY COMMITTEES/COMMITTEES, BOARDS/AGENCIES

Advisory Committees

Agricultural Advisory Committee
Canada Day Committee
Environmental Advisory Committee
Industry / Economic Development and Tourism Advisory Committee
Planning Advisory Committee
Recreation Advisory Committee

Committees/Boards

Committee of Adjustment (Governed by the Planning Act)
Emergency Management Committee (Governed by the Emergency Management Act)
Heritage Committee (Governed by the Heritage Act)
Police Services Board (Governed by the Police Services Act)
Property Standards Committee (Governed by Property Standards By-Law)
Library Board (Governed by the Public Libraries Act)
Museum Board (Governed by the Museum Act)

Agencies

Rideau Valley Conservation Authority
Rideau Heritage Route Tourism Association
Rideau Corridor Landscape Strategy
Merrickville and District Chamber of Commerce

STRUCTURE

1. The Mayor will appoint the appropriate number of Council members to act as liaisons between Council and Committees and Boards as indicated in 7. below or to Ad Hoc Committees created by Council as per the definition above.
2. The municipality will circulate, in the first month of a new Council, requests for public volunteers to participate on committees of the municipality. Interested parties shall respond, in writing, defining their area of interest and indicating the committee(s) of their choice. Participants will be advised via municipal expression of interest forms that their responses are part of the public record and may be discussed at a public meeting.
3. The Mayor and Council shall appoint members of the committees by resolution or by-law (where applicable) at a regular meeting of council. The Mayor and Council may request opinions from department heads regarding the potential membership of Committees prior to the formal appointments.
4. The Mayor may confer with the CAO/Clerk on a membership appointment prior to formal appointments.
5. The Mayor may arbitrate situations where there appears to be a conflict between the approach being taken by a committee and the role of Council or to clarify roles and responsibilities in the event there is an overlap of jurisdictions between committees.
6. Recommendations to Council shall be presented in written form within the Committee minutes. Recommendations should take the form of a resolution moved and seconded by a committee member (not the Chair) and approved by the majority of the members in attendance. Council has the right to accept, decline or modify recommendations from advisory committees.
7. The term of a Committee shall be the term of Council however Council has the authority to revoke member appointments. Council may at any time review the relevance of its Committees.

ADVISORY COMMITTEE RESPONSIBILITIES AND DUTIES

Responsibilities

Committees are responsible to respond to requests from Council in a timely manner.

Committees are required to conduct business in the same manner and form as the municipal council. Committees are governed by the same accountability and transparency legislation as municipal council.

Duties

1. **Delegations:** the Committee shall accommodate public access to all of their meetings. Delegations are permitted and encouraged and a copy of their written submission shall form part of the minutes. It shall be the duty of the Chair to set time limits for presentations and or questions prior to the commencement of the presentation.
2. **Reporting:** the Committee shall provide an annual written summary of its activities and accomplishments to Council and residence through the Chair.

3. **Staff Assistance:** There may be times when staff assistance at a meeting may be required. Such requests shall be made by the Chair to the Chief Administrative Officer. Every effort will be made to provide such assistance to the Committee through appropriate means. Committee members are not authorized to direct staff.
4. **Pecuniary/Conflict of Interest:** All members shall make a disclosure of pecuniary interest and the general nature thereof when appropriate.
5. Committee members are not authorized to expend funds or incur debt on behalf of the Committee or the municipality.

ADVISORY COMMITTEE AGENDAS, MINUTES AND PRACTICES

1. Each Committee shall elect a Chair and Secretary at the inaugural meeting of the committee. A council representative will open the meeting and will conduct the election of a Chair. The Chair will then conduct the election of the Secretary. The Chair is responsible for the creation of the agenda.
2. The Committee shall establish a meeting schedule based on the Terms of Reference attached and submit it and the notification of the election of a Chair and Secretary to the Clerk's office by 31 January of every year except the year following a municipal election. Meeting schedules for that year will be established at the inaugural meeting of the Committee.
Failure to file a meeting schedule will result in the suspension of Committee activity until such time as a schedule is filed. These schedules will be posted on the municipal web site. Changes to the meeting schedule shall be transmitted to the Clerk's office well in advance of the affected pre-scheduled meeting.
3. Meeting agendas shall be prepared by the Chair not less than three (3) business days prior to the scheduled meeting. Agenda templates will be provided to all committee chairs by the Clerk's office. Additions to the agenda at the meeting table are strongly discouraged.
4. Agendas shall be delivered to the Clerk's office (electronically or in person) for posting on the municipal web site and at public bulletin boards at least three (3) days prior to the meeting. Only template forms will be accepted for posting. If there are no items for the agenda the meeting shall be cancelled and the Clerk's office notified. **If an agenda is not received by the Clerk's office, a meeting cannot be held.**
5. The agenda package, together with all attachments, shall be made available to the members of the committee at least three (3) business days prior to the scheduled meeting. Sufficient copies of the agenda and attachments shall be delivered to the Clerk's office for the Mayor, Council and the CAO.
6. The secretary shall be responsible for the preparation of the agenda and compilation of the minutes unless otherwise indicated (PAC) and are to be forwarded to Council (in a timely matter) for review. Matters requiring the immediate attention of Council must be accompanied by relevant background information including draft minutes of the meeting and should be delivered to the Clerk's office by the Wednesday before the regularly scheduled council meeting for inclusion in the Council agenda package. Minutes will be posted on the municipal web site and on the public bulletin boards when received by Council.
7. All meetings shall be open to the public pursuant to the Municipal Act 2001. In Camera sessions shall be governed by Section 239 (2) Municipal Act 2001.