



THE CORPORATION OF THE TOWNSHIP OF MCGARRY

BY-LAW NO. 2021-06

Being a By-law to Establish a Communications Committee

WHEREAS Council is responsible pursuant to section 224 of the *Municipal Act, 2001* to represent the public and to consider the well-being and interests of the municipality, to develop and evaluate the policies and programs of the municipality, to determine which services the municipality provides, and to maintain the financial integrity of the municipality;

AND WHEREAS communications from certain persons and groups of ratepayers are causing unplanned direction of staff time and therefore expenditure of public funds;

AND WHEREAS ratepayers have a right to communicate with the municipality, but that where this right adversely affects municipal operations, Council may implement parameters around the communication to ensure that municipal operations can proceed without obstruction;

AND WHEREAS Council has passed and implemented By-Law 2021-05 Expected Conduct in an effort to deal with, in part, communication that has an adverse effect on operations

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of Township of McGarry HEREBY ENACTS AS FOLLOWS:

1. That Council establish a **Communications Committee** to receive and vet communications from certain individuals and groups and to make recommendations to Council about how those communications should be responded to;
2. That the Communications Committee shall have the terms of reference as set out in Schedule "A" hereto;
3. That the **Communications Committee** will review the correspondence and communications from the above noted individuals and groups and will make recommendations to Council about how the correspondence should be dealt with;
4. That Council will receive the recommendations from the **Communication Committee** and will decide what action should be taken in responding to the communication;

5. That until Council directs staff, by resolution, to answer or otherwise act on the communication, that staff are hereby directed not to respond to communication from the individuals whose communications are directed to the **Communications Committee** other than to acknowledge receipt and advise that such communications will be forwarded to the **Communications Committee** for consideration and Council thereafter for direction.

That this By-law shall come into force and take effect January 12, 2021.

Read a First and Second Time this 12th day of January, 2021.

Read a Third Time and Passed this 12th day of January, 2021.



Mayor Matt Reimer



Clerk-Treasurer Karine Pelletier

SCHEDULE A

THE CORPORATION OF THE TOWNSHIP OF MCGARRY
Communications Committee

TERMS OF REFERENCE

Mandate

The purpose of the Corporation of Township of the McGarry (the "Township") Communications Committee (the "Committee") is to receive and vet communications from certain ratepayers and groups and to make recommendations to Council about how those communications should be responded to.

The Township's Council understands that ratepayers have a right to communicate with their local government, however, for a variety of reasons it is necessary to put parameters around such communications.

The Committee shall strive to develop and execute responses consistent with The Township of McGarry policies and procedures.

Roles & Responsibilities

The Township of McGarry Council hereby delegates to the Committee the following duties to be performed by the Committee on behalf of the Council:

- Review correspondence received by the Township and the Township's Council Council from ratepayers
- To make recommendations to the Township's Council about how the correspondence should be dealt with in a timely manner

Members and Composition

The Committee members shall know the purpose and goals of the Committee and the services it provides.

The Committee will consist of all members of the Township's Council.

All Committee members shall be voting members, including the Chair and Co-Chair of the Committee.

The Chair and Co-Chair of the Committee shall be appointed by the members.

The Committee will be supported by a municipal staff member as required from time to time.

Term

The term of the Committee member is one (1) year.

Committee Meetings

The Committee shall meet once a month to review and prepare recommendations on communications received from ratepayers.

Any member of the Committee may call meetings of the Committee.

A quorum for all Committee meetings shall be a majority of its members.

Where consensus cannot be reached, motions shall be passed by a majority of members present.

The Chair, or Co-Chair if the Chair is not present, shall have a casting in the event of deadlock.

Other

The Committee shall review the within Terms of Reference annually.

Accountability

The Committee shall report to Council by oral or written report at each Council meeting.

The Committee shall also maintain minutes of its meetings.