



**THE CORPORATION OF THE MUNICIPALITY
OF NORTH MIDDLESEX
TERMS OF REFERENCE
MUNICIPAL POLICY COMMITTEE**

1. Committee Title

That a committee to be known as the Policy Committee is hereby established.

2. Definitions

That the definitions as outlined in the Corporation of the Municipality of North Middlesex Procedural By-law shall apply.

3. Policies/Procedures

- 3.1 That the rules and regulations of the Corporation of the Municipality of North Middlesex Procedural By-law shall govern all proceedings of the Policy Committee.
- 3.2 That policies, practices and procedures governing the provisions of its good or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA)*, Customer Service Standard – Ontario Regulation 429/07.

4. Records

That the records of the Policy Committee shall be retained and preserved in accordance with the provisions of the Corporation of the Municipality of North Middlesex Records Retention By-law.

5. Composition:

Voting Members:

- Six (6) members. Two (2) members of Council, and three (3) Senior Staff (CAO, Clerk and 1+/- municipal management staff (ie: Director of Finance / Treasurer, Director of Infrastructure and Operations, Manager of Public Works, Director of Fire and Emergency Services/ Fire Chief) on a rotating basis whom is representative of the policy(s) being presented to the Committee for review.
- Two(2) members of Council (of which one (1) shall be Chair;
- Quorum of the committee shall be a majority of its members, with two (2) Council members being present.
- The Mayor is an ex-officio member of all Committees. The Mayor has the same rights, including voting, as other committee members, but is not obligated to attend meetings. As an ex-officio member, the Mayor shall not be counted in determining the quorum of the Committee. **(NOTE:** If however, the Mayor is appointed in the *By-law to Establish and Appoint*

Members to Serve on Various Committees for the Municipality of North Middlesex then he/she will have all rights as outlined above in addition to being counted in determining quorum).

Non-Voting Member

- Recording Secretary (A recording Secretary shall be a non-voting member)

6. Term of Office

- Council Term (ie: 4 Years)

7. Purpose and Mandate

Purpose:

The Policy Committee is a Committee of Council that acts as an advisory body on matters related to the departmental policies for the municipality.

- Reviewing existing policies in order to ascertain their structure and effectiveness
- Determine gaps that exist with the intent of providing departmental policies that give guidance to staff, councillors and citizens as to directions, expectations and outcomes.
- Ensure that all policies are aligned departmentally.

Mandate:

The mandate of the Committee covers all municipal policy areas and needs, plus aligned procedures in support of implementing Municipal policies:

- Regular review of the policies that currently exist for Council, the Municipality as a whole, and for individual departments to ascertain the current level and scope of development;
- Develop policies and procedures framework that is integrated and provides clear direction to Council and municipal staff on policy development on an ongoing basis;
- Assess current policies at all levels for amendment, re-writing or whether policy gaps exist, undertaking the necessary research, consultation and development discussions need to prepare individual draft policies across Council, municipal and departmental levels;
- To submit draft policy recommendations to Council for discussion and approval

8. Committee Operations:

- The Committee is a joint Council/Staff policy development process. It is important that all members be heard, treated as peers and supported in their work on the committee
- Council and Staff committee members commit to working diligently to complete assigned tasks on a timely basis, to fully engage in discussions with intent to reach consensus and work collegially.
- The Chair of the Committee are to be appointed,
- The Chair shall work with the Clerk, who together set the agenda for each meeting.
- Decisions of the Committee are to be based on consensus. The Chair should actively work to achieve consensus on any questions and discussions that emerge regarding decisions on activities, the development of materials and the draft policies going forward for Council consideration and approval.
- The Committee can make its own determinations around reviewing and/or further developing existing policies or developing new policies based on the following actions:
 - Researching what other comparable municipalities may have in terms of policies and procedures on a specific topic/theme under discussion.
 - Consultation with stakeholders who could be impacted, professional advisors, community organizations, professional associations or other bodies who can contribute on a value-added basis to the Committee's discussions and recommendations.

The following guidelines are established for Committee meetings:

- An agenda will be provided for each meeting;
- Meetings will be held bi-monthly on the third Wednesday of the month.
- The Chair will call for conflicts of interest and have them recorded;
- Generalized minutes will be taken and distributed to Committee members for approval and will document 'To Do' responsibilities by tasks, reporting date and person responsible;
- Meetings will have a duration of approximately two hours;
- Committee work will end on a topic/theme once a recommended policy is approved by Council and only reopened if Council requests or the emergence of materially important new information occurs.

9. Reporting to Council

- A monthly brief summary through the Committee Chair, on the activities of the Committee so that Council is aware that the process is moving forward successfully and on a timely basis.
- When advice of Council is requested to support Committee research, discussions and recommendations.
- When draft policies are ready for Council discussion and approval.