



Walkerton 2020 Ad Hoc Committee –Terms of Reference

Mandate

The purpose of the Walkerton 2020 Ad Hoc Committee is to commemorate the Walkerton water crisis of May 2000 and to celebrate the community's achievements since that time by advising on the Walkerton 2020 communications plan and assisting the Municipality with coordinating the Municipal commemorative event, as directed.

The Ad Hoc Committee is accountable to Brockton's Municipal Council regarding the Walkerton 2020 commemoration activities, which will include a public event on May 9, 2020 to honour those who suffered, while celebrating our vibrant community. The Committee will also provide input regarding the Bruce Power Block Party event in Walkerton on July 18, 2020.

Municipal staff, including the Chief Administrative Officer and Community Development Coordinator, will explore and inform members about initiatives and funding opportunities that may help fulfill the Committee's mandate.

Definitions

For the purposes of this By-Law, the following definitions shall apply and have the following meanings:

"Act"

Shall mean the *Municipal Act, 2001 S.O. 2001, c. 25* as amended.

"Brockton"

Shall mean the Corporation of the Municipality of Brockton.

"Committee"

Shall mean persons appointed by Council to the Walkerton 2020 Ad Hoc Committee to assist and advise on activities pertaining to the commemoration of the Walkerton water crisis and growth of Walkerton since that time. All members will be appointed by By-Law.

"Council"

Shall mean the Council of the Corporation of the Municipality of Brockton consisting of the Mayor, Deputy Mayor and five Councillors.

"Councillor"

Shall mean a person elected or lawfully appointed to the Council of the Corporation of the Municipality of Brockton, but does not include the Mayor or Deputy Mayor.

"Chair"

Shall mean the member who presides at the Walkerton 2020 Ad Hoc Committee meetings.

“Chief Administrative Officer”

Shall mean the Chief Administrative Officer or designate duly appointed by Brockton Council as prescribed in Section 229 of the Act and designated by By-Law.

“Clerk”

Shall mean the Municipal Clerk or Deputy Clerk or designate duly appointed by Brockton Council as prescribed in Section 228 of the Act and designated by By-Law.

“Delegation”

Shall mean a person or group of persons who are not Members of Council or Brockton staff who have requested and are permitted to address the Ad Hoc Committee, individually or on behalf of a group.

“Minutes”

Shall mean a record of the proceedings of a meeting, and shall be made by the Operations/CAO Assistant without note or comment.

“CDC”

Shall be the Community Development Coordinator for the Municipality of Brockton.

“Secretary”

Shall be the Operations/CAO Assistant of the Municipality of Brockton.

Structure

The Committee shall consist of seven (7) voting members appointed by By-law, including

- Mayor
- One Councillor
- A representative of the Walkerton Clean Water Centre
- A representative of the Walkerton Business Improvement Area (either staff or a nominee of the BIA Board of Directors)
- Three (3) members of the public at large or representatives of community groups and/or service clubs

All members shall be Brockton residents over the age of 18.

The Mayor shall be Chair of the Committee. The Councillor shall be the Vice-Chair.

The Chief Administrative Officer shall act as a liaison between the Committee and Council and may attend all Committee meetings as a non-voting staff resource.

The Community Development Coordinator (CDC) shall act as a coordinator of the event and attend all Committee meetings as a non-voting staff resource.

The Operations/CAO Assistant shall act as the Committee Secretary.

Council will endeavor to appoint to the Committee a broad array of community representatives that are knowledgeable about the Walkerton water crisis and have a keen interest in preserving our heritage, while actively promoting our strengths and celebrating our achievements.

The selection process of the members appointed to the Committee is at the sole discretion of Council and Council's decision is final.

Committee members are expected to adhere to the Brockton Council Code of Conduct. Failing to abide by the Council Code of Conduct may result in the Committee member being immediately dismissed from the Committee, following written notice.

Term

The term of office of the Members shall expire at the completion of the Walkerton 2020 commemorative events. Committee members will be appointed by Council at the December 17, 2019 meeting.

Administration

1. The committee will adhere to all aspects of Brockton's Procedural By-Law.
2. Minutes shall be kept of all Meetings and forwarded to the Clerk by the Committee Secretary, once adopted.
3. The Committee shall hold regular meetings at Brockton's municipal office – a minimum of once per month, or as otherwise scheduled at the call of the Chair.
4. The meeting schedule and agendas will be posted on the Brockton website.
5. Where the Chair has advised the Secretary that he or she shall not be present at the meeting, the Vice Chair shall be advised of the Chair's absence by the Secretary as soon as practicable.
6. A Quorum of Members shall be a majority of Committee members and shall be required to conduct any Committee business.
7. If no Quorum is present within fifteen (15) minutes after the hour appointed for a Meeting, the Secretary shall record the names of those present and the Meeting shall stand adjourned until the next meeting. Those present may choose to continue meeting for discussion purposes only, but no decisions to advance the business of the committee shall be made.
8. Council, on the recommendation of the Committee, may declare vacant the seat of any Member who has missed three (3) or more consecutive Committee meetings without submitting regrets to the Secretary.
9. A person who would like to appear as a delegation or make a presentation at a meeting of the Committee must submit a copy of their delegation report or presentation to the Secretary by 1:00 p.m. one week prior to a Committee meeting.
10. The subject matter of the delegation or presentation must be a matter within the committee's mandate, as determined by the CAO, who may refuse a delegation when the subject matter is beyond the jurisdiction of the Committee.
11. No person other than the designated spokesperson may speak on the matter and not for more than ten (10) minutes, unless an extension is permitted by the Chair.
12. The CAO shall have the authority to determine whether sufficient detail has been provided in preparation for a delegation or presentation and to request additional information as required from the presenter.

13. All Committee meetings are open to the public. The Committee may enter into a closed session for sensitive matters, only for the reasons enumerated in Section 239 (2) of the Act. The Secretary or the CAO shall take minutes of the closed session and provide these minutes to the Clerk of the Municipality once approved. The Secretary or the CAO may advise the Chair if, in his or her opinion, the item to be discussed does not meet the criteria in Section 239 (2) of the Act.

Personnel

1. The Operations/CAO Assistant shall act as Committee Secretary for the purpose of preparing Committee Agendas and Minutes or for other requirements as approved by the CAO.
2. All staff providing assistance to the Committee shall report directly to the CAO.

Financial

1. The Committee shall submit to Council any financial requirements for its approval, and shall submit a final report to Council at the end of its term.
2. All accounting for the Committee shall be centralized in the office of the Treasurer of Brockton and all purchasing, handling of revenue and the issuing of cheques shall be done according to established procedures of Brockton.
3. Financial information pertaining to the Committee shall be made available to Members at regularly scheduled meetings.