



Standing Committee Terms of Reference

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Introduction

Promoting honest, and transparent debate

Standing Committees of Council assist with the decision-making process. These Committees work on behalf of Council to provide advice and make recommendations. They are an excellent and important setting 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 regular Council sessions.

This governance structure was chosen by Council because it serves to include members of the public in the decision making-process, and it encourages a smaller group of Council representatives to have a deeper level understanding of the discussions that result in the final recommendation to Council. Alternatively, the deep level of understanding from these discussions does not often transfer to all of Council.

It is implicit to this model of governance that those appointed Committee Members of Council will be diligent in fulfilling their roles.

All Councillors have an opportunity, should they wish to do so, to provide written input (prior to the meeting) and/or verbal input (at the meeting) to the Standing Committee Chair for a Committee's consideration on a Committee's agenda.

Principles that guide the Committee's work and decisions

- Respects the legislation that Council works within and public engagement
- All Committee work will be carried out in accordance with the Town of Grimsby's Procedural By-law, provisions of the Municipal Act, and other governing legislation and policies.
- Council's Code of Conduct will guide Committee efforts. This is assurance that the highest ethical standards and professionalism while ensuring that the best interests of the community are met.
- Committee's will engage the public in their work by appointing up to 3 members of the public to the following Standing Committees: Planning and Development, Finance, Public Works, and Community Services. As well, members of the public will be invited to delegate on all matters before the Committees.
- [By-law 19-63 A by-law to adopt procedures to appoint Community members to Advisory Committees and Boards of Council for the Town of Grimsby](#); Schedule A prescribes the process to be followed to appoint members of the Community to various committees and boards of Council.

- Further, Committees will engage the public by ensuring staff has appropriately engaged the community and stakeholders in the development of their recommendations to Committee.

Mandate

The Committee's mandate defines its core areas of management and responsibility as defined within this Terms of Reference. Standing Committees are established by the Town's Procedural By-law.

Standing Committee Responsibilities

Council approved the governance change as presented in report [TC-23-02](#).

Governance Structure Transition and Appointments to Standing Committees dated February 6, 2023. Council has established five Standing Committees and a Budget Committee of the Whole, which will be comprised of all Members of Council.

The scope of responsibilities for each Standing Committee is found in the following schedules:

Schedule 1 – Corporate Services Committee

Schedule 2 – Finance Committee

Schedule 3 – Public Works Committee

Schedule 4 – Community Services Committee

Schedule 5 – Planning and Development Committee; and

Schedule 6 – Budget Committee of the Whole

Specific Committee Responsibilities

The following specific responsibilities apply to all Standing Committees. Refer to the attached Schedules for additional responsibilities for established Standing Committees.

Leadership & Stewardship

1. Track outstanding Committee items
2. Establish and understand priorities for Committee work that is annual

3. Consider risk management issues when debating options and recommendations

Communication, Engagement & Transparency

1. Where possible and where processes can be improved, recommend improvements to information flows and public engagement

Service & Fairness

1. Ensure the Committee conducts its business consistent with Council's policies
2. Consider the Town of Grimsby's Strategic Priorities when developing recommendations

Continuous Learning & Growth

1. Ensure members receive orientation on their service areas

Composition & Term

1. Standing Committees and their composition are as follows:
 - Corporate Services: up to 4 members of Council
 - Finance: up to 4 members of Council and up to 3 community members
 - Public Works: up to 4 members of Council and up to 3 community members
 - Community Services: up to 4 members of Council and up to 3 community members
 - Planning & Development: up to 4 members of Council and up to 3 community members
2. In order to prevent quorum of Council, the Mayor is not an ex-officio member of the Standing Committees
3. The Chair of these Committees will be a member of Council and will be appointed by Council
4. The Vice-Chairs shall be appointed by their respective Committee members
5. Standing Committees may consider rotating the appointment of the Standing Committee Vice-Chairs every two years

6. Composition of members of Council on these Committees shall be greater than community members

Resources

The Chief Administrative Officer (CAO), the Directors (as staff liaisons to their respective committee) and other Town specialists may be called upon to conduct research, communications or any other Committee identified requirements. The Town Clerk's Office will provide administrative support for all of these Committees.

Operating Procedures

Meetings

The frequency and time of Committee meetings shall be established at the beginning of each year with the authority to convene additional meetings or to cancel meetings as may be necessary to exercise its responsibilities.

Meeting Agenda

Items to be included on the Committee meeting agendas shall be the responsibility of the CAO and the Director accountable to the Committee, working in collaboration with the Chair and the Town Clerk.

Notice of Meetings

1. Public notice of all committee meetings will be provided on the Town's electronic general calendar. Notice as prescribed in By-law No. 07-92; a by-law with respect to the provision of Notice to the Public and By-law No. 20-65 the Town of Grimsby consolidate procedural by-law, considering the changes that may occur from time to time will be followed, when applicable.
2. It is recognized that some items of business consistent with Section 239 in the Municipal Act 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 full transparency.

Meeting Minutes

Meeting minutes will be recorded without note or comment in accordance with Section 239 (7) of the Municipal Act. Minutes from the meeting will be included in a forthcoming

Council agenda for confirmation; these will be submitted for the Council agenda by the respective Committee.

Committee Working Process

All decisions that lead to the final formulation of recommendations for Council's consideration will take place at the Committee level. All pertinent information will be shared with members of the Committee in advance of the meetings. This may include, but not limited to, meeting minutes, any supplemental information, and public input.

Quorum

Quorum shall be considered a majority of the whole of the voting committee members. In the case of Standing Committees with community participation, these appointed individuals have voting rights and will be counted towards quorum.

Chair Votes

The Chair shall vote on all motions before the Committee.

Attendance at Meetings

Committee members are expected to attend all Committee meetings to which they have been appointed. Members of the Standing Committees are expected to follow the Procedural By-law 20-65 for Council members, Section 3.10 (Attendance Requirement). The Procedural By-law will be provided and explained in further detail.

Procedural Rules

Rules for the Committees are provided in the most current Town of Grimsby Consolidated Procedural By-law 20-65. Roles of significant stakeholders with respect to committee meetings and business will be outlined herein and updated as necessary.

Roles of Key Stakeholders with Respect to Committee Meetings/Business

The following key stakeholders are recognized:

1. Committee Chair
2. Committee Members
3. Chief Administrative Officer (and designates)

4. Respective Directors (and designates)
5. Town Clerk (and designates)
6. Public/Delegations

Committee Chair

Specific roles and responsibilities for the Committee Chair include:

Preparation

1. Work collaboratively with the CAO, Town Clerk and Director on the development of the agenda; including delegations; flow and timing; and to be apprised of any changes to the agenda prior to the meeting. Consideration to be given to the Ward Councillors relevant to specific Committee work, as necessary and as deemed appropriate. The Chair shall review each agenda with the respective Director of the Committee and the Town Clerk or their designate. This discussion may take place in person, over the phone, or via email.
2. In reviewing matters and materials, ensure the clarity on the discussion parameters for each report appearing on the agenda. Staff are the subject matter experts and reports presented to Committees will take into consideration the legislation that governs the municipality.

In Committee Meetings

1. Ensure Committee stays on point (topic) and within their assigned mandate.
2. Collaborate with the Director responsible for the departmental service, the CAO (as required), Mayor and Town Clerk to encourage efficient and effective conduct of Committee business and to accomplish the work of each meeting agenda.
3. **Model the behavior expected of all Committee members.**

Specific to agenda material:

1. Define discussion parameters and to remind members of their decision options that include: *approve, defeat, amend, refer or defer a staff recommendation.*

2. Frame the issues, focus the discussion and set the tone for the Committee's discussions which helps to foster a constructive culture for respectful dialogue between the community, Councillors and staff.

Specific to decision-making:

1. Maintain order and decorum during the meetings, decide questions of procedure, and generally ensure that the Committee work proceeds smoothly.
2. Work to engage all Committee members in the decision-making.
3. Ensure the Committee has all the information needed to make a decision.
4. Ensure the CAO/Director has been provided with the opportunity to clarify any matters of fact or to seek professional advice, when necessary.
5. Always work towards 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 being provided for input from the community members on the Committee as well as any other key stakeholders at the meeting.
2. Ensure delegates 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 Council.
2. Act as the primary spokesperson for any Committee-related inquiries in concern with the CAO/Director or their delegate as may be assigned.
3. Work closely with the Department service area through the Director as required.
4. Maintain strong communications with Committee members as necessary, between meetings.

Vice Chairs

Vice Chairs will assume the role and responsibilities of the Chair when the Chair is unable to fulfill their role.

Committee Member Role

Specific roles and responsibilities for the Committee Members include:**Preparation**

1. Read all the agenda material and seek clarification from staff on any matters prior to the meetings in order to make the most effective use of the Committee's time.
2. Have a broad awareness of the interrelationship between the Town's strategic initiatives and its operations.
3. Understand the difference between the role of the Committee and the role of staff. Members of the Standing Committees will be provided with the Staff – Council relationship policy, upon their appointment.

In Committee Meetings

1. Attend and participate fully in the 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 staff when necessary.

Visiting Councillor Role

Specific roles and responsibilities for Visiting Councillors include:

Preparation

1. Contact staff prior to Committee meetings with any questions.
2. Provide written input to the Chair in advance of the meeting on any committee agenda item. All members of Council, whether attending a Committee meeting or not, may provide written comment through the Chair.

In Committee Meetings

1. Reinforce in your written submission the interests of your constituents.
2. Make requests through your submission, as necessary, for additional information or analysis prior to recommendations coming to Council.
3. Respect the intent of the Standing Committee process and structure.
4. Do not directly engage with delegates, staff, or enter into Committee debates, or voting on motions.

Chief Administrative Officer

The Chief Administrative Officer (CAO) may attend and speak at all Standing Committee meetings on an as needed basis.

Directors (and their delegate(s))

Specific roles and responsibilities for the Directors include:

Preparation

1. Collaborate with the Committee Chair, and Town Clerk to develop the Committee terms, once a term of Council or as required.
2. Work collaboratively with the Committee Chair and the Town Clerk on developing as many aspects of the agenda the Town Clerks' Office deems necessary.
3. Ensure the timely submission of all agenda related materials to the Town Clerks' office by the prescribed submission deadlines.
4. Attend Agenda preparation meetings. Reports can be pulled prior to the agenda publishing at the will of the Director and/or the CAO.

5. Approve staff reports in a timely manner, for presentation to Committee.
6. Answer questions posed by Council members prior to Committee meetings.

In Committee Meetings

1. Attend open and closed Committee meetings.
2. Engage in Committee discussion and deliberation.
3. Engage in decision making at the direction of the Chair.
4. Offer opinions to the Committee members in advance of and during the Committee meetings.
5. Review written input from the public and consider verbal content from public delegations.
6. Ensure any correction of fact is provided to the Committee

After the Committee Meetings

1. Follow up on all matters related to the discussion and decision of the Standing Committee and on all time specific requests for additional information required by Council prior to their final report deliberations.
2. Unless responsibility is delegated the Director serves as the primary contact for the service area for the purposes of information flow.
3. Bring to the attention of the CAO any matters of conflict or contraventions that may impact relevant and applicable by-laws, resolutions, policies or guidelines of Town Council.

Town Clerk (and their delegate(s))

Specific roles and responsibilities for the Town Clerk include:

Preparation

1. In consultation with the Committee Chair, CAO and Director, develop the Committee's terms of reference and initiate a review once the term of Council has ended or as required.

2. Oversee the process of appointing the Committee Chair and Committee members.
3. Manage the Committee agenda and process for Committees and ensure that meetings are held in accordance with Council-approved protocol and applicable legislation.
4. In conjunction with the Directors, plan committee agendas and support agenda review meetings.
5. 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 the Standing Committees.
2. Provide advice on legislative protocol and meeting procedures as requested by the Chair.
3. Supervise the issuance of notices, recording of minutes and resolutions and other meeting and documentary processes.

After Committee Meetings

1. Evaluate the effectiveness of Committee meetings and offer suggestions for improvements to the Chair and Director.
2. Lead the development of policies and appropriate training on relevant municipal legislation and governance issues with Directors, Councillors and the Mayor.
3. Provide strategic advice with respect to the governance and legislative considerations that surround the implementation of other Town policies.

Delegations

Preparation

1. Register as a delegation to speak to the Committee with respect to a matter appearing on a meeting agenda. Section 7(5) of Procedural By-law 20-65 prescribes the process for delegates to register to speak.
2. Access Committee agendas and minutes from the Town's website.

3. Communicate with Councillors to make perspective known and discuss issues and options.
4. Participate in community engagement processes related to their issue of interest.

In Committee Meetings

1. Attend Committee meeting
2. Adhere to procedural rules for delegates; paying special attention to the time allotted for the delegations
3. Respect the role of the Committee Chair with responsibility for timely conduct of business and retaining meeting decorum

Schedule 1 – Corporate Services Standing Committee

Mandate of the Committee

The Corporate Services Standing Committee will be receiving reports regarding Legal, Human Resources, By-law, IT, Clerks, Fire, and the CAO's departmental matters. Meetings will be called on an ad-hoc basis by the Chair and/or Town Clerk. If no meeting is held, minutes will be forwarded to the next Council meeting for approval. The Town Clerk shall direct the following general matters to the Corporate Services Standing Committee for consideration and report to Council:

- a) Appointments to or resignations from Advisory Committees after the initial appointments at the commencement of a Council term;
- b) Corporate communications;
- c) By-law enforcement matters;
- d) Fire services matters;
- e) Council support services;
- f) Remuneration By-law;
- g) Customer service (corporate plans and policies);
- h) Human resources matters such as: Corporate training, benefits and compensation; employment policies, health and safety, labour relations, human rights; recruitment; and payroll matters;
- i) Information technology;
- j) Intergovernmental matters;
- k) Legal services;
- l) Legislative services;
- m) Municipal elections;
- n) All matters of a confidential nature (as prescribed in The Municipal Act; Section 239).

The Committee may consider other matters referred to it by Town Council. This Committee's goal is to ensure financial sustainability, accountability and transparency, and always manage risk to the Corporation by taking into consideration the best interests of the Town of Grimsby.

Committee Composition

- Up to 4 members of Council
- Staff lead is the Chief Administrative Officer (CAO)
- The Mayor is a member of this committee
- A member of Council will Chair this committee

Committee Term

- The term of Town Council

Advisory Committees reporting to Corporate Services Standing Committee

- The Grimsby Downtown Improvement Area
- Joint Fire Services Advisory Committee
- Joint Accessibility Advisory Committee

The meetings of this Standing Committee may be live streamed.

Schedule 2 - Finance Standing Committee

Mandate of the Committee

The Finance Standing Committee will be receiving and approving reports regarding the Town of Grimsby's financial matters. If matters are within the scope of Strong Mayor Powers legislation, such matters are out of scope for the Committee. The Town Clerk shall direct the following matters to the Finance Standing Committee for consideration and report to Council:

- a) Financial planning and long-term stability and sustainability of finances;
- b) Financial policies;
- c) Financial reporting and monitoring;
- d) Budget Strategy for considerations for future budgets, but not budget setting which is governed by Strong Mayor Powers and Council;
- e) In-year budget amendments, unless there is a tax levy impact;
- f) Borrowing and other commitments and obligations having financial implications;
- g) Setting tax rates;
- g) Treasurer Investment Report;
- h) Risk Management;
- i) Internal Controls, systems for safeguarding assets, the effectiveness of corporate reporting systems;
- j) Banking agreement;
- k) Annual development charge reporting;
- l) Key Performance Indicators;
- m) Insurance agreement;
- n) Procurement policies and procedures, reports on contracts – sole sourcing;
- o) Collaborate and/or liaise with other Town Committees and/or departments as required;
- p) Matters of legislated changes, including all relevant changes to the Canadian Public Sector Accounting Standards;

- q) Appointment of Auditors;
- r) External audit and related reporting;
- s) Asset management strategy;
- t) Review budget vs actual variance reports; and
- u) Overall financial status and well-being.

Responsible for all active finance by-laws including but not limited to:

- Borrowing By-law
- Grants By-law
- Procurement By-law
- Reserve and Reserve Funds Policy and By-law
- Tax collection Policy and By-law
- Bank Signing By-law
- Investment By-law

The Committee may consider other matters referred to it by Town Council. The Finance Committee's goal is to ensure financial sustainability, accountability and transparency; and always manage risk to the Corporation by taking into consideration the best interests of the Town of Grimsby.

Committee Composition

- Up to 4 Councillors and up to 3 Community representatives
- Staff lead is the Director of Finance/Treasurer
- The Mayor is not ex-officio
- The Chair and Vice Chair will be Members of Council

Committee Term

- The term of Town Council

Advisory Committees reporting to Finance Standing Committee

- Grimsby Economic Development Advisory Committee
- Niagara Power Inc. (NPI)
- Grimsby Power Inc. (GPI)

The meetings of this Standing Committee may be live streamed.

*In all cases of conflicts, the Municipal Act will always be our guide.

Schedule 3 – Public Works Standing Committee

Mandate of the Committee

The Public Works Standing Committee will consider the work of the Public Works Department by reviewing departmental regulatory requirements, expenditures and the effectiveness of the policies and programs to ensure the work aligns with the Town's regulatory obligations and strategic priorities. The Town Clerk shall direct the following general matters to the Public Works Standing Committee for consideration and report to Council on:

- a) Management of roads and bridges, including winter control;
- b) Management of wastewater, storm water and drinking water;
- c) Engineering and development engineering matters;
- d) Transportation (traffic safety, parking studies, street lighting, signage pilot projects; collaboration with Niagara Regional Police); and
- e) Operations and Compliance (cemetery administration and regulatory compliance).

The Committee may consider other matters referred to it by Town Council. This Committee's goal is to ensure sustainability, accountability and transparency; and always manage risk to the Corporation by taking into consideration the best interests of the Town of Grimsby.

Committee Composition

- Up to 4 Councillors and up to 3 Community representatives
- Staff lead is the Director of Public Works
- Mayor is not ex-officio

Committee Term

- The term of Town Council

Advisory Committee reporting to Public Works Standing Committee

- Active Grimsby Advisory Committee (committee name to be determined)

The meetings of this Standing Committee may be live streamed.

Schedule 4 – Community Services Standing Committee

Mandate of the Committee

The Community Services Standing Committee will oversee the coordination of community recreation and leisure services. The Town Clerk shall direct the following general matters to the Community Services Standing Committee for consideration and report to the Council on:

- a) Advise staff on policy documents;
- b) Advises on parks, green spaces and related amenities including Sports Fields, Dog Parks, Recreational Trails and Pathways for the Town;
- c) Advises on facility planning, management and allocation;
- d) Advise on facility allocation and administration for both indoor and outdoor locations;
- e) To advise on culture services, including the activities of the Grimsby Museum
- f) To advise on culture services, including the activities of the Grimsby Public Art Gallery;
- g) To advise on beautification, tree planting, holiday light and decorations, and public art projects;
- h) To advise on Recreation and Leisure programming and community development work;
- i) To advise on special events, programming and partnerships that enhance the quality of life for the community; and
- j) To advise on special purpose programs and activities including the Civic Recognition Program, Community Project Grant Program, anniversary celebrations, and other special purpose activities that arise.

The Committee may consider other matters referred to it by Town Council. This Committee's goal is to ensure sustainability, accountability and transparency; and always manage risk to the Corporation by taking into consideration the best interests of the Town of Grimsby.

Committee Composition

- Up to 4 Councillors and up to 3 Community representatives
- Staff lead is the Director of Community Services
- Mayor is not ex-officio

Committee Term

- The term of Town Council

Advisory Committees reporting to Community Services Standing Committee

- Age Friendly Advisory Committee
- Grimsby Green Advisory Committee
- Art Gallery Special Purpose Advisory Committee
- Mayor's Youth Advisory Committee

The meetings of this Standing Committee may be live streamed.

Schedule 5 – Planning and Development Standing Committee

Mandate of the Committee

The Planning and Development Standing Committee is a Committee of Council. The Committee will oversee the activities of the Town's Planning Department, including recommendations from the Grimsby Heritage Committee and advise on potential appeals to the Ontario Land Tribunal (OLT). The Town Clerk shall direct the following general matters to the Planning and Development Standing Committee for consideration and report to the Council on:

- a) To consider staff information and recommendation reports on development applications and make recommendations to Council;
- b) To participate in the Statutory Public Meeting Process;
- c) To consider policy and process recommendations from staff and make recommendations to Council;
- d) To consider staff advice and make recommendations to Town Council on all applicable Planning and Building matters; and
- e) To provide advice and make recommendations relating to any changes to any relevant legislation, as necessary.

The Committee may consider other matters referred to it by Town Council. This Committee's goal is to ensure sustainability, accountability and transparency; and always manage risk to the Corporation by taking into consideration the best interests of the Town of Grimsby.

Committee Composition

- Up to 4 members of Council and up to 3 Community representatives
- Staff lead is the Director of Planning and Building
- The Mayor is a member of this committee

Committee Term

- The term of Town Council

Advisory Committees reporting to Planning and Development Standing Committee

- Grimsby Heritage Committee

The meetings of this Standing Committee may be live streamed.