

THE CORPORATION OF NORTH ALGONA WILBERFORCE TOWNSHIP

BY-LAW NO. 2020-47

Being a By-law to establish the Communications Committee
and to direct Communication to a Committee of Council

WHEREAS Council is responsible, pursuant to section 224 of the *Municipal Act, 2001*, S. O. 2001. c. 25, 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 unbudgeted 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 2020-31 Unreasonable Behaviour 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 North Algona Wilberforce Township HEREBY ENACTS AS FOLLOWS:

1. That Council establish a **Communications Committee** with terms of reference to receive and vet communications from certain ratepayers and groups and to make recommendations to Council about how those communications should be responded to. A copy of the Terms of Reference is attached as Appendix "A";
2. That the following members of Council will constitute the **Communications Committee**:

Mayor James Brose,
Councillor Melvin Berndt
Councillor Doug Buckwald
Councillor Maria Robinson, and
Councillor Janet Reiche-Schoenfeldt


3. That the **Communications Committee** will be in place until the end of this term of Council;
4. That Council will, after consideration of the recommendations of the **Communications Committee** in a closed session of Council pursuant to section 239(2)(b) of the *Municipal Act, 2001*, direct that a notification letter be sent to certain ratepayers or groups advising them that their future communication is to go to the **Communications Committee** and provide a process for how that communication is to be transmitted. A copy of the Notification Form letter is attached as Appendix "B";
5. That Council will, after a decision is made to notify a ratepayer or group, direct the CAO to advise staff who receive communications that communication from the subject individual or group is to be forwarded to the **Communications Committee**, and that staff or council members will not communicate with the individual or group until receiving direction from Council;

6. That the correspondence and communications from the ratepayers or groups identified by Council shall go directly to the **Communications Committee**;
7. That the **Communications Committee** will review the correspondence and communications from the above noted ratepayers and groups and will make recommendations to Council about how the correspondence should be dealt with;
8. That Council will receive the recommendations from the **Communication Committee** and will decide what action should be taken in responding to the communication;
9. 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 notified ratepayers and groups other than to acknowledge receipt and advise that it will be forwarded to the **Communications Committee** for consideration and Council thereafter for direction.
10. That ratepayers or groups who receive notification that they are required to communicate with the Municipality by communicating through the **Communications Committee** may appeal that decision to Council in writing within thirty (30) days of the date shown on the notification letter.
11. That ratepayers or groups who are notified that they must communicate with the Municipality through the **Communications Committee** may apply to Council in writing for their names to be removed from this process any time after a period of six (6) months after the date shown on the notification letter. A decision to remove ratepayers or groups from the **Communications Committee** process will be at the discretion of Council and will consider the submission of the ratepayer or group, the communications dealt with by the **Communications Committee** over that time period, and the recommendations of the **Communications Committee**.


That this By-law shall come into force and take effect May 5, 2020.

Read a First and Second Time this 5 day of May, 2020.

Read a Third Time and Passed this 5 day of May, 2020.



Mayor James Brose



CAO/Clerk Andrew Sprunt

THE CORPORATION OF NORTH ALGONA WILBERFORCE TOWNSHIP
Communications Committee

TERMS OF REFERENCE

Mandate

The purpose of the Corporation of North Algona Wilberforce Township's ("North Algona Wilberforce") 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.

North Algona Wilberforce 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 will only accept communications via the format that the ratepayer was directed to use. Communications not using the prescribed format will be returned to the sender.

Committee members will not communicate to ratepayers and groups under the umbrella of the Communications Committee as individuals.

The Committee shall strive to develop and execute responses consistent with North Algona Wilberforce's policies and procedures.

Roles & Responsibilities

The North Algona Wilberforce Council hereby delegates to the Committee the following duties to be performed by the Committee on behalf of the Council:

- Review correspondence received by North Algona Wilberforce and North Algona Wilberforce Council from ratepayers provided to the Communications Committee.
- To make recommendations to North Algona Wilberforce 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 five (5) members from Council and those members shall be appointed by Council.

The Committee will have five (5) voting members, including the Chair of the Committee.

The Chair of the Committee shall also be appointed by Council.

The Committee will be supported by municipal staff 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 and groups.

The Chairperson or alternate may call meetings of the Committee.

A quorum for all Committee meetings shall be three voting members.

Where confidentiality is required meetings will be "closed".

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

Other

The Committee shall review the Terms of Reference annually.

Accountability

The Committee shall report to Council by written report using the official Township report format at the next Council meeting following the committee meeting.

The Committee shall also maintain minutes of its meetings.

Committee members at all times will follow the Staff/Council Relations Policy and the Council Code of Conduct.