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Town of Aylmer
Mayoral Decision MDE-2025-02

To form the existing Committees of Council under Section 284;

Under the Authority of Section 284.8 of the Municipal Act, 2001, R.S.O 2001 (the Act), assigns the powers of the municipality with respect to prescribed committees, or committees within a prescribed class of committees, are assigned to the head of council:

1. The power to establish or dissolve committees.
2. The power to appoint chairs and vice-chairs of committees.
3. The power to assign functions to committees.

And,

Whereas these powers are subject to the Ontario Regulation 530/22 which states that of section 284.8 of the Act applies solely to Committees established under the Act that consist solely of members of the Council; and,

Whereas, the Council has previously established a Finance Committee, a Parks and Recreation Advisory Committee, and a By-law Appeals Committee including terms of reference for each;

The Mayor has decided as follows:

1. This Mayoral Decision re-establishes the Finance Committee and assigns the function as outlined and approved by Council in the terms of reference attached to By-Law 23-23, with minor amendments noted in Schedule A to this decision to acknowledge Section 284 of the Act; and,
2. Further that this Mayoral Decision appoints Deputy Mayor Barbour to serve as Chair the Finance Committee; and

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3. Further that this Mayoral Decision re-establishes the Parks and Beautification Advisory Committee as outlined and approved by Council in the terms of reference attached to By-Law 30-23; and

4. Further that this Mayoral Decision delegates authority to appoint chairs and vice-chairs of Parks and Beautification Advisory Committee to the Parks and Beautification Advisory Committee.

5. This Mayoral Decision re-establishes By-Law Appeals Committee as outlined and approved by Council in the terms of reference attached to By-Law 23-25 and additionally the responsibilities of the Dangerous Dog Appeal Committee as outlined and approved by Council under By-Law 09-06; and

6. Further that this Mayoral Decision delegates authority to appoint chairs and vice-chairs of By-Law Appeals Committee to the By-Law Appeals Committee.

7. This Mayoral Decision comes into effect on May 12, 2025.

DocuSigned by:
Jack Couckuyt
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MAYOR, Jack Couckuyt

Dated: May 12, 2025

Signed by:

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Finance Committee – Terms of Reference

1. Background

During the 2023 Budget deliberations Council suggested the formation of a Budget Committee to assist in reviewing and preparing the preliminary budget. Town staff are supportive of this direction.

Further, in 2025 changes to the Municipal Act Part VI.1 Special Powers And Duties Of The Head Of Council assigned responsibilities for the municipal budget to the Mayor which required re-establishment and minor amendment to this Committees purpose.

2. Purpose

The purpose of the Committee shall be to review and make recommendations on proposed annual budgets. The Committee shall hold at least three meetings annually to consider the Mayor's Budget prior to formal presentation to Council.

3. Membership

Membership on the Committee shall consist of members of Council appointed by resolution of Council.

The CAO and Director of Financial Services shall attend all meetings of the Budget Committee and other senior staff may be included to assist in providing overviews of their respective budgets.

4. Term

The Committee's term shall coincide with the term of Council.

5. Remuneration

None.

6. Reporting

The Recording Clerk shall provide the recommendations of the Committee to the Council through a staff report.

7. Chair

The Chair shall preside at the meetings in accordance with the Town of Aylmer's Procedural By-Law. Discussion on topics will remain focused on the mandate of the Committee.

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The Committee Chair shall be a Council-Member Representative.

In the circumstance where the Chair is not appointed under the Head of Council's authorities in the Municipal Act Section **284.8**.2, the Committee Chair shall be selected in accordance with provisions set by the Town of Aylmer's Procedural By-Law.

8. Meetings

The Committee shall meet on an as-required basis with the specific dates and times for meetings determined by the Committee.

The Committee shall be deemed to be a Committee of Council and shall adhere to any policies and procedures as provided for under the Municipal Act, 2001 as amended and the Town of Aylmer Procedure By-Law 19-01, and any other applicable legislation.

Where there is conflict between these Terms of Reference, the Municipal Act, 2001 or any other Act or Regulation governing the Committee, the Act shall prevail.

9. Quorum

A quorum is a majority of the whole number of Committee members. More than 50% is necessary to form a quorum to exercise the decision making authority of the Committee.

If there is no quorum within fifteen (15) minutes after the time appointed for the meeting, the Recording Clerk shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called.

10. Agendas and Minutes

Agenda items should be relevant to the purpose of the Committee, and should only include items that require the attention or action of the Committee.

The Committee Chair may submit agenda items to the Recording Clerk. A deadline may be established for submission of agenda items in accordance with the timelines for finalization and publication of the agenda.

The agenda shall be posted to the Town of Aylmer website.

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Minutes of meetings shall represent a clear and accurate account of the business conducted by the Committee. Minutes shall provide a permanent and official record of all proceedings. Minutes shall only reflect actions and not discussions.

The Recording Clerk shall include the minutes of the previous meeting on the agenda for the next, regularly scheduled committee meeting for approval.

11. Staff Support

The Legislative Services department (Municipal Clerk or designate) of the Town of Aylmer shall provide administrative support services to the Committee by acting as the Recording Clerk. This includes:

- Agenda preparation and meeting notice provisions;
- Complete the minutes of the meeting which will be presented for adoption at the next meeting.