

BY-LAW NUMBER 2025-110

THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

BEING a By-Law to establish the Committee of the Whole Terms of Reference.

WHEREAS the Ontario Municipal Act, 2011 under Section **284.6** (1) Subject to subsection (3), the powers of the municipality with respect to determining the organizational structure of the municipality are assigned to the head of council. 2022, c. 18, Sched. 2, s. 1.

AND WHEREAS under Mayoral Decision MD-2025-04, Mayor Arie Hoogenboom has exercised these powers to dissolve the Municipal Services General Governance and Public Works Committees and establish a new Committee of the Whole to enhance efficiency, reduce administrative duplication, and improve Council deliberation;

AND WHEREAS Section 284.11.1 of the Municipal Act, 2001 authorizes the Head of Council to present a proposed bylaw to Council for consideration, and requires Council to deal with the proposed bylaw in accordance with the procedures set out in the Act;

NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

1. Short Title - This Bylaw may be cited as the “Committee of the Whole Establishment Bylaw.”

Read a first and second time this 2nd day of September 2025.

Arie Hoogenboom
Mayor

Mary Ellen Truelove
Clerk

Read a third time and finally passed this _____ day of _____, 2025.

Arie Hoogenboom
Mayor

Mary Ellen Truelove
Clerk

SCHEDULE 'A'
To By-Law 2025-110

Terms of Reference

COMMITTEE OF THE WHOLE

1. Purpose

The Committee of the Whole (COW) serves as the principal forum for council deliberation, replacing the former General Governance (GG) and Public Works (PW) committees. It is designed to:

- Streamline council operations
- Reduce meeting length and staff workload
- Enhance transparency and accountability in municipal decision-making

2. Authority

This committee is established under the strong mayor powers granted to Mayor Hoogenboom, in accordance with provincial directives. It operates with full staff support and within the legal framework of the Municipal Act, 2001.

3. Composition

- All members of Council shall sit on the Committee of the Whole.
- The Mayor shall preside as Chair. The Deputy Mayor shall preside as Vice Chair unless otherwise delegated.
- The Clerk or designate shall act as recording secretary.

4. Meeting Schedule

- Meetings shall be held monthly, on the third Monday, commencing at 10:00 a.m.
- Closed sessions, if required, will be scheduled toward the end of the agenda.
- Meetings shall not exceed four hours unless extended by majority vote, as per the Procedural By-Law.

5. Reporting Structure

To reduce redundancy and improve efficiency:

- Fire Services and Development Services shall present statistical reports quarterly.
- Departmental updates shall rotate on a bi-monthly basis.

6. Mandate

The Committee shall:

- Review and recommend Policies, By-Laws, and initiatives to Council;
- Receive and consider staff reports and public delegations;
- Provide oversight on municipal operations, infrastructure, and services;
- Address matters formerly handled by the Municipal Services (GG) and (PW) committees

7. Procedural Compliance

- All meetings shall comply with the Township's Procedure By-law and Section 238(2) of the Municipal Act.
- Public notice, agendas, and minutes shall be posted in accordance with the Township's Procedural By-Law.

8. Accountability

- The Committee shall report directly to Council.
- All Recommendations shall be recorded and presented for ratification at regular Council meetings.