



Corporation of the Municipality of Temagami

Memo No.
2018-M-024

Memorandum to Council

Staff
 Committee

Subject: Ad Hoc Website Committee Terms of Reference
Agenda Date: April 17, 2018
Attachments: Draft Ad Hoc Website Committee Terms of Reference

RECOMMENDATION

To recommend that:

WHEREAS Council passed Resolution 18-068 directing the drafting of a Terms of Reference (T&R) for the Ad-Hoc Website Committee at the regular Council meeting held on February 22, 2018; AND WHEREAS Council by resolution 18-066 as amended appointed members to this Committee; NOW THEREFORE BE IT RESOLVED THAT Council receive Memo 2018-M-024 regarding the T&R for the Ad-Hoc Website Committee; AND FURTHER THAT Council adopt the Terms of Reference as amended to revise the members of the Committee.

INFORMATION

Councillor Prefasi, put forth a notice of motion for the creation of Ad-Hoc Website Committee to review the design and progress of the website from a public’s perspective. At the February 22, 2018 regular council meeting, Council passed Resolution 18-066 & 18-068:

18-066 (as amended)

MOVED BY: J. Harding

SECONDED BY: D. O’Mara

BE IT RESOLVED THAT *Council received the recommendation of the Ad Hoc Website Committee; AND FURTHER THAT Council hereby appoints the following to the Ad Hoc Website Committee:*

Michelle Anderson

Mike Drenth

John Shymko

Debby Burrows

CARRIED

18-068 (As Amended)

MOVED BY: D. Burrows

SECONDED BY: J. Harding

BE IT RESOLVED THAT *Council direct staff to work with Councillor Prefasi to draft a Terms of Reference for Council’s consideration.*

CARRIED

Subsequent to Councillor Prefasi’s resignation from this Ad-Hoc Committee, staff prepared the Terms of Reference (Attached), which sets out the proposed purpose and scope of the Committee for Council’s consideration. This Committee was composed of 2 members of Council, one member of staff, as staff support, with 3 members of the public, which does not meet the criteria for a Committee as defined in s.238(1)the *Municipal Act, 2001*, as amended.

However, since Councillor Burrows has resigned from Council & Councillor Prefasi has resigned from this committee, Council may choose to appoint another member of Council to the Committee.

Prepared by:

Reviewed by & Approved for Council consideration

**Tammy Lepage,
Planning Assistant**

**Elaine Gunnell,
Acting CAO/Municipal Clerk**

Name & Position

Name & Position

Municipality of Temagami
TERMS OF REFERENCE
FOR THE AD-HOC WEBSITE
COMMITTEE

Purpose

This is the Terms of Reference for the Ad-Hoc Website Committee formed as directed by Resolution 18-066 as Amended and Resolution 18-068 as Amended on February 22, 2018 and appointed by the Council of the Corporation of the Municipality of Temagami on February 22, 2018. The purpose of the Committee is to review the website design and provide feedback from the public's perspective. The Committee shall inform Council on a regular basis as to the progress of the Committee.

Background

In 2009 the Municipality of Temagami designed the layout and navigation changes and put out an RFP to implement the current website. The existing website is severely outdated and needs replacing. Councillor Prefasi put forth a motion to help form an Ad-Hoc Website Committee that would provide the public's view on the website. Council directed the creation of an Ad-Hoc Website Committee on February 22, 2018, by motion 18-066 & the drafting of Terms of Reference by motion 18-068, as Amended for Council's consideration.

Context and Scope

The Committee shall examine the progress of the website and provide recommendations to Council.

In carrying out their function the committee shall:

- Review the dynamics of the home page;
- Review the ease of navigation;
- Review the functionality of the search engine;
- Review how effective the security features are;
- Carry out any responsibility that may be assigned by Council in a timely manner;
- Review the functionality of the community events page; and
- Review the calendar of upcoming events

In making their report, the Committee shall also identify/define and advise Council on all pertinent issues, including but not limited to the following:

- Identify problems;
- Project timelines, resources needed and financial budget considerations;
- Consider how the challenges can be addressed;
- Assess the appropriate timing for the project and how these goals are going to be achieved.

The Ad Hoc Website Committee is authorized by these Terms of Reference to send correspondence on behalf of the committee to individuals or groups as needed.

Committee Members

- Members of the committee shall select a person from amongst their members to act as Chair for the meetings.
- Appointment of additional committee members shall be done by resolution of Council.
- The committee shall be comprised of:

- John Shymko
- Michelle Anderson
- Mike Drenth

Meetings

Members of the Committee shall meet, in person or through teleconference, as needed to make recommendations.

As this committee is composed of one member of Council and members of the public, it does not meet the criteria for a Committee as defined in the Municipal Act, 2001, as amended, or for an Advisory Committee as defined in the Municipality's Procedure By-law 09-845 as amended. Therefore this committee is exempt from the rules governing notice of meetings and open meetings under the Municipal Act and By-law 09-845. This Committee shall be subject to the Procedure By-law No. 17-1365 for: notice of meetings; meetings open to the public; and records of meetings:

- A staff person shall keep minutes of the meetings, which shall include the time and place of the meeting, those in attendance (including by remote means), the general nature of discussion and any recommendations to Council. Although formal motions shall not be required, they may be used as deemed advisable by the committee.
- Meetings open to the public: All meetings shall be open to the public to observe the proceedings.
- All meetings shall be audio recorded and available on the municipal website.
- Notice of meetings shall be made at least 48 hours in advance of such meeting and shall be posted on the Municipal website and on the bulletin board in the lobby of the Municipal Office.
- A quorum, being more than 50% of the members of the committee, is required to be present in order to hold a committee meeting.

Administrative Support Staff

The Municipality shall provide the following municipal staff support to the committee:

Tammy Lepage, Planning Assistant as staff support will assist the committee as follows:

- Provide advice and background information;
- Provide administrative support in preparing agendas and recommendations of the Committee;
- Provide all documentation and correspondence relating to the appeals files;
- Take minutes of all Committee meetings. Minutes shall record the proceedings of the meeting without note or comment. This means recording the agenda items considered, the general nature of the discussion thereon, and any action items, recommendations, or resolutions resulting there from. The minutes shall be submitted to Council once approved;
- Assist in acquiring information from other organizations, including but not limited to the Provincial Government and its Ministries
- Other tasks and/or duties as directed.

Timing

This Committee shall be dissolved, once the Committee has submitted its final report to Council.