

THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

BY-LAW NO. 106-16

BEING A BY-LAW TO ADOPT TERMS OF REFERENCE FOR THE SIOUX LOOKOUT MAYOR'S COMMITTEE ON TRUTH & RECONCILIATION

WHEREAS Section 10(2)1. of the Municipal Act, 2001, c25, as amended, states that "*A single-tier municipality may pass by-laws respecting...Governance structure of the municipality and its local boards*"; and

WHEREAS the Council of the Corporation of the Municipality of Sioux Lookout has established a Truth & Reconciliation Committee; and

WHEREAS Council has adopted Terms of Reference to set out the responsibilities and to govern the operations of the Committee; and

WHEREAS Council deems it advisable and expedient to establish the Terms of Reference for the Sioux Lookout Truth & Reconciliation;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT ENACTS AS FOLLOWS:

Purpose

To provide leadership, education, and action on Municipal responses to the Truth & Reconciliation Commission of Canada Calls to Action. To build a new relationship between the Municipality and Indigenous people.

1. Responsibilities

- 1.1 Make recommendations to Council regarding Municipal responses to the Truth & Reconciliation Commission (hereinafter referred to as TRC) of Canada Calls to Action.
- 1.2 Provide leadership and informational/educational opportunities for Council, Municipal staff, business, industry and the public at large.
- 1.3 Advocate for appropriate policies at the municipal level of government, and provide advice to the Municipality on advocacy to other levels of government.
- 1.4 Form partnerships with community groups and government agencies, both within and outside the Municipality to foster responses to the TRC Calls to Action.

- 1.5 Create sub-committees for specific matters, the members of which will be drawn from the public at large at the discretion of the Committee.
- 1.6 Recommend possible sources of funding to the Municipality.

2. **Membership**

- 2.1 Members shall be appointed by the Mayor in accordance with Municipal Policy. (Motion SM 212-16).
- 2.2 The Committee shall be composed of not less than five and not more than nine members as follows:
 - Mayor
 - CAO
 - 1 member appointed from the Municipal Council;
 - 2-6 from the community at large;The Chairperson, Vice Chairperson, Secretary and other positions shall be from the membership for the Committee.
- 2.3 All appointments made shall be for the term of the Committee, which expires on December 31st, 2017.
- 2.4 Interested citizens from the public at large will serve as volunteers for sub-committees. Sub-committee members shall be appointed at the discretion of the Truth & Reconciliation Committee.
- 2.5 Vacancies shall be filled by appointment by the Mayor.
- 2.6 No honorarium will be paid to the members. Members shall serve without remuneration and shall not directly or indirectly receive any financial gain from their position. In accordance with Municipal Policy, members shall be paid reasonable expenses incurred in the performance of their duties where prior approval has been granted.
- 2.7 The Committee shall adhere to the Municipal Procedure By-law, the Municipal Conflict of Interest Act, and the Municipality's Code of Conduct. Also see Section 6.

3. **Municipal Support**

- 3.1 Costs associated with the work of the Committee will be paid by the Municipality of Sioux Lookout in accordance with the Committee's Council-approved annual workplan and budget.

- 3.2 Requests for documentation, reports and support materials required by the Committee will be directed to the Staff Resource. The request will be forwarded by the Chairperson of the Committee.
- 3.3 The CAO shall appoint a Staff Resource for the Committee.
- 3.4 Upon request to the CAO, Department Head(s) or Manager(s) will attend a Truth & Reconciliation Committee meeting to discuss specific issues as may come up from time to time.
- 3.5 The Truth & Reconciliation Committee may have other government agency resource representation and any other expertise as required from time to time.

4. **Meetings**

- 4.1 The Truth & Reconciliation Committee shall generally meet monthly and less or more frequently as required. Minutes of the meetings shall be maintained and submitted to Council through the Clerk's office. The Municipal Procedure By-law shall govern all meetings.

Agendas and other pertinent information will be sent out to members at least one week in advance of the next scheduled meeting. Any member may submit items for the agenda to the Staff Resource prior to the agenda being distributed. The dates for Committee meetings will be posted on the Municipal website.

4.2 **Quorum**

A quorum shall consist of a simple majority of voting members.

4.3 **Attendance**

Truth & Reconciliation Committee members who are unable to attend a particular meeting are required to report their absence to the Chairperson and/or the Staff Resource prior to the meeting date and/or time. Municipal Policy shall govern attendance management processes.

5. **Reporting to Council**

- 5.1.a Recommendations to Council shall be made by the Truth & Reconciliation Committee through the Clerk's Department in standard agenda report format for consideration and possible action.
- 5.1.b The Committee shall include with the report a resolution passed by the Committee regarding the matter.

- 5.1.c The Truth & Reconciliation Committee can make a presentation to Council in conjunction with the report.
- 5.1.d Reports for consideration by Council and/or Minutes submitted by the Staff Resource shall be submitted as per Municipal procedures.
- 5.1.e. Council's response shall be communicated back to the Committee by the Clerk's Department through the Staff Resource.
- 5.2 The annual workplan and budget will be submitted to the Treasurer and CAO by December 1st, 2016 or earlier if required by the Treasurer.

6. **Approval and Review of Terms of Reference**

- 6.1 The Terms of Reference require the approval of Council.

7. **Governance and Guidance**

The Committee shall be Governed by:

- The Truth & Reconciliation Committee Terms of Reference;
- The Municipal Procedure By-Law;
- The Municipal Purchasing and Procurement By-Law;
- The Municipality's Code of Conduct
- Any other applicable legislation

The Committee shall be Guided by:

- The Municipal Strategic Plan
- Truth & Reconciliation Commission of Canada Calls to Action

8. **Enactment**

THAT this By-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS

Doug Lawrance, Mayor

Brian P. MacKinnon, Municipal Clerk