



## **Committee Policy**

**Schedule “A” – Resolution 2014 - 182**

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### **Index:**

1. Definitions
2. Purpose
3. Creation, Amendment, Dissolution
4. Appointment of Members
5. Committee Administration
6. Town of Parry Sound Council Liaison

### **1. Definitions**

*Advisory Committee* means a committee established to provide advice to Council as mandated in the Terms of Reference.

*Statutory Committee/Board* means a committee/board established by by-law and/or pursuant to Provincial Legislation. They shall function according to requirements of the by-law or provincial legislation.

*Ad-hoc / Special Project Committee* means a committee established from time to time to deal with a specific issue and disband at the completion of the project or upon final report to Council. Citizen appointments may be made by Council as required under the Terms of Reference.

*Staff Ad-hoc Committee* means a committee established by staff to carry out a specific function, project or task.

*Inter-Agency Committees* have representation appointed by a number of agencies and have Terms of Reference agreed to by all parties including an endorsement by the Town of Parry Sound Council.

All of the above are hereinafter referred to as “Committee” or “Committees”.

### **2. Purpose**

The Town of Parry Sound acknowledges the value of committees and the advice they provide to Council. The creation, amendment, dissolution and administration of committees shall be conducted in a fair and equitable manner and in accordance with applicable legislation or Council-approved procedures.

The purpose of the policy is to support the creation, amendment, dissolution of committees, the appointments to and the framework for committees authorized by Council and associated with the Town.

### **3. Creation, Amendment or Dissolution**

#### Procedure

Council may create a new committee, amend an existing or dissolve a committee based on the analysis of the following:

- a) Council approved Staff Report recommending establishment of a committee which shall include an assessment of the following:
  - i. Is the existence of this committee required by legislation and regulation (Federal/Provincial/Municipal)
  - ii. Is this committee's mandate relevant;
  - iii. Is this committee's mandate achievable;
  - iv. Is this committee's mandate unique;
  - v. Is this committee's mandate aligned with the corporate strategic plan;
  - vi. Is this committee operating effectively;
- b) Public Interest, community support or feedback;

#### Creation

The creation of a new committee may be triggered by the following factors:

- a) Significant public issues or trends;
- b) Where public input is deemed desirable;
- c) Legislated requirement (Federal/Provincial/Municipal By-Law);
- d) Staff request.

On Council's direction, the appropriate department shall prepare a staff report which shall include the following:

- a) Public and financial considerations;
- b) Impact on other Departments and users;
- c) Consideration of the Corporate Strategic Plan and Departmental goals and objectives;
- d) Proposed Terms of Reference using the Council approved template (Appendix A)
- e) Recommended appointment of appropriate staff resources

After approval of the creation of a new committee, the Clerk's Office on behalf of Council will facilitate the appointment process, in accordance with this policy, based on the Committee Terms of Reference.

## Amendment

Changes to Terms of Reference will be based on Council decisions and may be triggered:

- a) Following the Annual Report to Council and/or initiated by Council
- b) By resolution of the Committee
- c) By a recommendation and report by Staff

The following factors may be considered when amending a Committee Terms of Reference:

- a) Result of annual report which measures progress against mandate
- b) Lack of material purpose, function or public interest
- c) New issues at Council or public pressure (could add or remove a mandate)
- d) Changes to legislation
- e) New Council
- f) Committee sunset clause

A staff report addressing the proposed changes will be prepared by the relevant Department and presented to Council. The report will be analytical in nature and include specifically:

- a) Indication of which factor led to the amendment
- b) Assessment of the following factors as relevant:
  - i. is the existence of this committee required by legislation and regulation
  - ii. is this committee's mandate relevant;
  - iii. is this committee's mandate achievable;
  - iv. is this committee's mandate unique;
  - v. is this committee's mandate aligned with the corporate strategic plan;
  - vi. is this committee operating effectively;
- c) Supporting information; cause/effect, cost analysis and resources required;
- d) Impact on Terms of Reference

## Dissolution

Dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate
- c) Resolution of issues
- d) Legislative requirement no longer exists
- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
- b) Thank you letters on behalf of Council will be sent to committee members
- c) Relevant staff members will be informed;

## **4. Appointment of Members**

### Nominations

The nominating committee is comprised of all members of Council.

All applications received by the established deadline will be forwarded to the Nominating Committee which will be responsible for reviewing the applications and recommending appointments. The applicant review process will be completed in camera as the process involves reviewing personal information of the applicants.

The Nominating Committee will make recommendations to a formal meeting of Council. Council will consider the recommendations and appoint members by by-law.

Appointments will be made as soon as reasonably possible at the beginning of a Council term of office.

The Clerk will notify all applicants, in writing, of Council's decision and retain all applications on file for a maximum of twelve (12) months from the date of the Council decision.

### Term of Committee Appointments

#### *Citizen appointments*

Citizen members will be appointed for a two-year term and will be eligible to serve for a maximum of four terms (eight years). Notwithstanding the foregoing, citizens will continue to serve until their successors are appointed by Council.

Mid-term appointments will not be counted in the calculation of the maximum four-term (eight-year) limit.

All residents, property owners, business owners, employees of businesses in the Town of Parry Sound or individuals enrolled full time in Canadore College shall be eligible to serve on Committees, subject to specific legislative requirements or requirements in the Council approved terms of reference.

Town of Parry Sound staff are not eligible to sit as citizen representatives on Town of Parry Sound Committees.

If a citizen misses more than three consecutive meetings or 25% of the annual meetings, Council must be notified by the staff support. The appointee will be deemed to have forfeited their committee position subject to an opportunity for the member to address Council in writing regarding their absenteeism and the committee chair to do the same. Council reserves the right to make the final decision regarding ending committee appointments.

A citizen may resign from a committee at any time and the resignation takes effect as of the date of resignation provided and upon notification of the Clerk. Council reserves the right to change Committee membership at any point during a committee term.

The Mayor is an ex officio member of all Town of Parry Sound Committees and may vote and participate without restriction.

### *Mid-term Vacancies*

A mid-term vacancy may occur if:

- a) a member informs the Town Clerk in writing of their resignation
- b) a member no longer meets the eligibility requirements
- c) a member misses more than 3 consecutive meetings or 25% of the annual meetings without the approval of the Committee by resolution and affirmed by Council.

Mid-term vacancies for all Town of Parry Sound Committees will be filled in the last quarter of each year. Appointments will only be made for the remainder of the Committee term. Members appointed mid-way through a Committee term will be eligible to serve for a maximum of 8 years, commencing with their first full two-year term.

### Application Process

#### *Citizen Appointments*

Notice of the appointment process for both the beginning of a Committee term or for the filling of vacancies will be published by the Clerk in the Parry Sound North Star and on the Town website.

The notice shall contain the name of the committee, approximate number of meetings per year, usual meeting date/time and a brief description of the committee (approximately 2 sentences).

All applicants must fully complete the standard application form which may be downloaded from the Town website or obtained from the Clerk's department. The application form for each committee will include the terms of reference of the Committee and/or applicable legislation as available. The application form will require applicants to confirm they have read all documents attached to the specific application.

#### *Staff Appointments*

Clerical/administrative or technical staff required to support a Committee will be assigned by the Director of the relevant Department or by the Chief Administrative Officer. Citizen representatives are not required or expected to provide administrative support.

Staff attendance at Committees should be kept to a minimum in order to encourage citizen participation at meetings.

### *Council Appointments*

Members of Council will be given the opportunity to serve on committee(s) of their choice by self-nomination. The Mayor shall coordinate the appointment of members of Council to Committees and all appointments shall be approved by by-law.

### Declaration of Office

Citizen committee members appointed by Council must sign a Declaration of Office. **(Attached to Committee Rights and Responsibilities)**

## **5. Committee Administration**

### Roles

#### *Role of Citizens representatives:*

- To provide needed skill/knowledge areas
- To provide desired representation of interests in the community

#### *Role of Committee Chair:*

- To facilitate and chair the committee meetings
- To bring Committee decisions forward to Council as required and speak as the official representative of the Committee on Committee approved statements

#### *Role of Council Representatives*

- To act as an informal liaison between the Committee and Council
- To communicate Council's perspective or Council matters where appropriate

#### *Role of Staff*

- To provide clerical, administrative and/or technical support to the Committee as required including the preparation and distribution of minutes and agendas
- To communicate the Corporate Strategic Plan, Committee related policies and information items, departmental goals and objectives as required
- To provide guidance regarding timelines, workplan initiatives
- To incorporate formal Committee comments and resolutions into Staff Reports where appropriate or where Committee advice has been sought

#### *Notes:*

*The Parry Sound Public Library Board and the Parry Sound Downtown Business Association Board are independently responsible for their own respective staff support requirements.*

*Staff are not formal members of committees and have no voting privileges, unless otherwise provided in the Council-approved Terms of Reference.*

Rules of Procedure

The Rules of Procedure for Committees shall be same as Council as set out in the Town of Parry Sound Procedural By-Law.

**6. Committee Administration**

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Frequency of Meetings

The meeting frequency will be dictated in the Council approved Terms of Reference.

Quorum

A quorum of consisting of a majority of the members of a Committee is required for a Committee meeting.

### First Meeting

At the first meeting of a Committee term staff support shall provide a brief orientation session.

Following the orientation the Committee will elect a Chair and Vice-Chair. The Vice-Chair will act in the stead of the Chair, when required, due to the Chair's absence or resignation mid-term. Unless otherwise specified in the Council approved Terms of Reference, the Chair and Vice-Chair will be generally recruited citizen representatives, not members of Town of Parry Sound staff or nominees of other committees or organizations. If Terms of Reference require a Town staff member to chair a Committee, the most senior staff member on the Committee will serve as Chair.

### Agenda Items

Committees may meet to discuss matters pertinent to their Council approved Terms of Reference or as referred to the Committee by Council. The Agenda will be developed in conjunction with the staff support and Chair of the Committee.

Committees shall not consider personnel matters, but shall forward any such concerns to the relevant Director or CAO as appropriate.

Committees shall not provide advice or information to external boards, committees, agencies, organizations or other government bodies without the prior approval of Council.

Committee Agendas and Minutes shall be distributed to the Committee by the Committee Secretary and distributed as requested in accordance with the *Municipal Act*, 2001 as amended and the Town of Parry Sound Procedural By-Law.

### *Closed Meetings*

All meetings are open to the public unless closed by resolution of the Committee in accordance with the *Municipal Act*, 2001 as amended.

### *Agendas and Minutes*

Agendas, Minutes and relevant discussion items shall be distributed to all Committee members at least 3 days in advance of the meeting.

The staff member providing clerical/administrative support to a Committee shall provide copies of minutes of all meetings to the Constituency Coordinator within 30 days of the date of the meeting for inclusion in the Committee file.

Agendas and minutes will be provided to the public on request.

### Reporting to Council



Advisory Committees will submit an annual report to Council at a special annual “Committee Night” to be established in the annual Council/Committee schedule.

The annual report will include:

- 1) An overview of the activities of the committee during the previous year.
- 2) Their intended direction or projects for the upcoming year.
- 3) Recommended revisions, as necessary, to their terms of reference.

Council upon receiving the annual reports may provide direction to the Committee, determine if amendments to the Terms of Reference are required or determine the advisability of the committee continuing.

The Committee through the Committee Chair may elect to address Council as a delegation or provide communication to Council on behalf of the Committee at any point throughout the year.

Unless mandated by Council, Committees will not speak on behalf of the Town or make representations on behalf of the Town without Council approval.

Committees of Council shall report to Council using the Committee report template attached as **Appendix F** to the Committee Policy. Report Numbers will be provided by the Clerks Office and a copy of the Report shall be maintained in the Clerks Office subject to applicable By-Laws.

### Budget

Funding for Committees will be established in the Council-approved Terms of Reference. Committee budgets will be reviewed through the annual budgeting process.

### Recognition

A Committee recognition evening will be held once per Council term to show appreciation for citizen volunteers and to recognize long standing service.

## **7. External Boards and Committee Appointments**

From time to time Council is requested to provide representation on External Boards and Committees. All appointments to external boards and committees including those of a provincial or national scope (AMO, OSUM, OGRA & FCM), must be approved by Council resolution.

To the extent possible, members of Council and staff serving on external Boards, Committees, Project Teams, etc. will follow and abide by the principles and procedures set out in this policy.

When serving on external Boards, etc. members of Council and staff acknowledge that they represent the Town of Parry Sound and the views expressed may be perceived as the views of the Town.



Appendix A

**Template for Committee Terms of Reference**

Committee Name:		
Date of Formation:		
Enabling Legislation / By-law		
Staff Support:		Dept Linkage:
Total # of Members:	Public:	Council:
Meeting Frequency:		# of Meetings / Yr
Budget:	Top Expenditures:	
Indicate Link to Council's Strategic Priorities:		
Quality of Life		Regional Cooperation
Economic Development		Quality Organization
Reporting Method to Council:		
Mandate:		
Goals / Objectives:		
Committee Composition: (special skills required for members)		
Clerks Review:	Date:	Signed: