



Policy for Boards & Committees of Council

PURPOSE

The purpose of this policy is to identify a process for establishing Boards and Committees of Council, requirements for maintaining and supporting their work, and the coordination of the appointment and advertising process through the Clerk. It excludes external bodies and local boards not established by Council and internal, working groups of an administrative nature.

This policy supplements the Norwich Township Procedural By-law. Boards and Committees shall be subject to the provisions of the Procedural By-law.

GENERAL ROLE OF BOARDS AND COMMITTEES

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide public input, advice, information, and recommendations to Council on those matters which relate to the purpose of the committee/board, to assist in enhancing the quality of life of the community. Boards/Committees do not give direction to the Township administration, nor do they request, without the approval of the Municipal Council, the preparation of any administrative reports, research or work assignments. This does not preclude advisory committees from directly asking Administration for information and data when, in the opinion of the Administration, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

IMPLEMENTATION PROCEDURE

1. Classification of Boards and Committees

Where the municipality makes appointments to bodies of its own creation (and to outside bodies when requested to do so), Council shall determine whether or not it will appoint citizen and/or Council Members to such bodies. Council may deem it necessary for Council representation on various Boards and Committees.

Generally, Boards and Committees may be either:

Advisory – a body authorized by Municipal Council on a discretionary basis to provide input and advice to Council on a particular subject matter, or to undertake special projects/tasks as assigned, or

Mandatory – a body where a Provincial Statute or Municipal By-law prescribes the type of appointments to be made by the municipality to a given body and the Statute to be complied with.

In either case, the Board or Committee may be established as a Standing Committee/Board or an Ad hoc Committee/Board:

Standing Committees

Provide recommendations, advice and information to Council on an ongoing basis on particular municipally-related matters that relate to their mandate as set out in the Terms of Reference. They generally exist and function on an ongoing, permanent basis.

Ad hoc Committees

Are appointed or created for a particular purpose or on a short-term basis. The Committee/Board is dissolved when the task is complete.

2. Establishment of Boards and Committees

Boards and Committees are established by Council by By-law. Each By-law will incorporate the Terms of Reference for the specific Board/Committee.

3. Ongoing Review of Boards and Committees

Early in a new Council term, Council shall review all Boards and Committees. The Clerk and the Senior Management Team will assist in this effort by providing an overview of all Boards and Committees, including, but not limited to:

- A list of Boards/Committees by name and type
- Summary of mandates, goals and objectives for each Board/Committee
- Recommendations on the future direction of each Board/Committee and its structure in general
- A review and recommendation(s) on the reporting and functional relationships of Boards/Committees in general

The Terms of Reference of each Board/Committee shall be reviewed on an ongoing basis by relevant staff in order to ensure that the Terms of Reference, the need for and the roles of each Board/Committee remains relevant and appropriate.

If a Board or Committee is to be disbanded, a final report on the Board/Committee activities and reasons for disbandment shall be presented to Council for approval.

4. Terms of Reference

The following components will be included in the Board/Committee Terms of Reference where possible:

- A) Name and Nature of the Board/Committee, Reporting Relationships
 - Describes type of Board/Committee, whether standing or Ad hoc
 - Sets out reporting relationships between the Board/Committee, Council, relevant staff and the public.
- B) Mandate of Board/Committee
 - Sets out the general purpose of the Board/Committee
- C) Objectives of the Board/Committee
 - Outlines the overall goals and activities of the Board/Committee
- D) Committee Membership/Composition
 - Describes the nature of the membership (citizens and/or organizations, numbers in each category), membership qualification, etc.
- E) Term of Office
 - Identifies the appointment term, reappointment process
- F) Resignation/Vacancy Process
 - Sets out resignation process and process to fill vacancies for appointees
- G) Support
 - Sets out the Staff support/liaison roles to be available to the Board/Committee
- H) Roles/Responsibilities of Officers
 - Identifies various roles and expectations of key Board/Committee participants (members, Chair, Vice-Chair, staff participants, staff liaisons)
- I) Rules of Procedure/Order
 - Identifies the schedule/location of meetings to be established, quorum requirements, member attendance requirements, open meeting and other procedural requirements, meeting structure, agenda and minute formats.
- J) Resources & Financial Reporting
 - Identifies budget process and financial reporting requirements as applicable.
- K) Remuneration & Expenses
 - Identifies any remuneration and expenses for Board/Committee participants and reporting requirements.

5. Appointment Process and Advertising for Board/Committee Members

Where a Provincial Statute prescribes the type of appointments to be made by the Municipality to a given Board or Committee, the Statute shall be complied with. Where the Municipality makes appointments to Boards/Committees of its own creation and to outside bodies when requested to do so, Council shall determine whether or not it will appoint citizens and/or Council Members to such bodies.

To apply to serve as a volunteer on a Board or Committee, interested individuals should be a resident or municipal taxpayer in the Township of Norwich. Some Boards and Committees may have additional requirements such as age of majority or citizenship as required by legislation, and each may have their own qualification criteria such as skills and experience as established in the Terms of Reference. These appointments enable local citizens from various backgrounds to participate in local government and give their time and expertise to help formulate the direction of certain programs.

Generally, the duration of Board/Committee appointments are the same as the term of Council, however the terms for specific Board/Committee appointments can be altered to assist the Board/Committee's goals and mandate. While appointees may serve on more than one Board/Committee, Council shall give first consideration to individuals who are not already appointed to another Board/Committee.

The following process, coordinated by the Clerk, will generally be followed in initiating the recruitment, selection and appointment process:

- i) Upon council passing a By-law to establish a Board/Committee, the Clerk, in consultation with the relevant Township department and Staff Liaison, will advertise Committee vacancies in the local newspapers and on the Township website, making note of the mandate/role and responsibilities of the Committee, application process and contact information.
- ii) Applicants shall be required to complete and submit to the Clerk an application form, available from the Clerk's office and the Township website. Once the applications have been reviewed by staff, a report recommending selected appointees will be prepared for consideration by Council.
- iii) All Committee appointments will be approved by Council resolution.
- iv) The same process as outlined in sections i to iii above shall be carried out for all Boards and Committees at the commencement of each Council term.
- v) Where vacancies occur due to a resignation during an appointment term, remaining Board/Committee members may recommend appointments to Council for consideration. Where a vacancy cannot be filled in such manner, the Clerk's office will advertise once in local newspapers and the municipal website for applicants.

6. Resignation/Dismissal Process

Board/Committee members wishing to resign their appointment shall submit a letter of resignation which shall be forwarded as soon as possible to the Clerk. Upon acceptance of the resignation, the Clerk in consultation with the Staff Liaison will initiate the aforementioned appointment process to fill the vacancy.

Council, at its discretion, can dismiss any Board/Committee in its entirety or any member thereof at any time.

7. Absentee Requirements

If any Board/Committee member is absent from three consecutive meetings, without justification, the Chair of the Committee, in consultation with staff, will ask the member whether or not they wish to attend meetings and remain on the Board/Committee or resign.

8. Orientation Sessions

Orientation sessions shall be conducted for Board/Committee appointees including returning appointees at the beginning of each Council term. The sessions identify goals, objectives and work plans. Further sessions may be conducted for appointees during the Council term, as required. Orientation manuals will be distributed to all members of the Board/Committee for reference purposes. Each Board/Committee manual will include the following information:

- Establishing By-Law for Board/Committee and/or Terms of Reference
- Mandatory Statutes (i.e. AODA)
- Norwich Township Procedural By-Law
- Township Organizational Structure
- Member Contact Information
- Council Members Contact Information

9. Meeting Structure, Agenda and Minute Formats

Meeting structure, agenda and minute formats should meet the needs of individual Boards/Committees, while ensuring consistency, completeness and accountability. A Board/Committee may choose to follow a more informal procedure and allow for a consensus approach to discussions, however decisions will be specified by resolution. It is recommended that the following components be included in Board/Committee Agendas, where specific subject items are described in each component:

- a. Call to Order
- b. Disclosure of Pecuniary Interest
- c. Approval of previous minutes
- d. Presentations/Deputations
- e. General Business and Reports

- f. Correspondence
- g. Other Business
- h. Closed Session
- i. Next Meeting
- j. Adjournment

It is recommended that the Board/Committee minutes include the date, time, location of meeting, members present, briefly outline the substance of each of the agenda items discussed during the meeting, including actions taken and recommendations by resolution. The minutes shall be forwarded as soon as possible following the meeting to the Clerk in order to present them to Council as information on a timely basis.

10. Access to Meetings

Except as provided in this section, all meetings shall be open to the public and media and Board/Committee Minutes shall be available upon request. The Chair or presiding Officer may expel any person for improper conduct at a Meeting. A meeting may be closed to the public if the subject matter being considered is:

- the security of the property of the Municipality
- personal matters about an identifiable individual, including Municipal employees
- a proposed or pending acquisition of land for Municipal purposes
- labour relations or employee negotiations
- litigation or potential litigation, affecting the Municipality
- the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

Before holding a Meeting or part of a Meeting that is to be closed to the public, the Board/Committee shall state by Resolution:

- the fact of the holding of the Closed Meeting
- the general nature of the matter to be considered at the Closed Meeting

All deliberations while in Closed Session shall remain confidential. Only the final results of deliberations may be made public when such disclosure is authorized by resolution of the Board/Committee.

11. Provision for Accessibility

Adequate provision shall be made by the Chair of the Board/Committee and relevant staff to ensure that meeting locations, agenda and minute formats, communications and conduct of meetings be accessible, to ensure maximum participation and quality customer service. Reference may be made to the provisions of the AODA, and similar legislation, policies and guidelines. Membership that reflects the diversity of the Norwich Township community will be encouraged in the recruitment, selection and appointment process.

12. Pecuniary Interest

The Municipal Conflict of Interest Act applies to Committee/Board members. If a Board/Committee member has a pecuniary interest in any matter and is, or will be, present at a meeting at any time at which the matter is the subject of consideration, the member:

- shall, before any consideration of the matter, at the meeting verbally disclose the interest and its general nature.
- shall not, at any time, take part in the discussion of, or vote on, any question in respect to the matter; and
- shall leave the meeting and remain absent from it at any time during consideration of the matter.

13. Budget/Financial Reporting

Boards/Committees may make requests for budget allocations in advance of the Township's annual budget process. All related revenue and expenditure transactions will follow Council approved policy. Requests must relate to specific activities approved in the Board/Committee's mandate and work plan.

14. Norwich Township Policy and Procedures

Board and Committee members shall adhere to the policies and procedures of the Township of Norwich.