Advisory Committee Policy

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Prepared By:	Clerks	**Approved By:**	Council

Advisory Committee Policy

Purpose

The Township of Cavan Monaghan's Advisory Committees are established to provide advice and make recommendations to Council and assist Council in making sound decisions on matters relating to each Advisory Committee.

Advisory Committees

A by-law is adopted by Council each term to establish the Advisory Committees for the Township and their Terms of Reference.

Operation

- Every Advisory Committee shall contain at least one Council representative, appointed by resolution at the beginning of each term of Council, to serve a four (4) year term.
- Council shall also appoint members of the public to Advisory Committees, in accordance with the Terms of Reference, and appointed Members will observe all responsibilities for Members identified in this Policy, the Committee Terms of Reference, and any other applicable Township policies or procedures.
- The Council representative for an Advisory Committee shall provide an update on the proceedings of a Committee meeting under Council/Committee Verbal Reports item at the next Council meeting following a Committee meeting.
- During the absence of the appointed Council representative from an Advisory Committee, an alternate Council representative may attend in their place with the same voting rights and powers.
- At the first meeting of the new term of an Advisory Committee, the Members

shall appoint from among their Members a Chair and Vice-Chair.

- The Chairperson of any Advisory Committee may be removed by a majority vote of those members appointed to the Committee by Council.
- If the resignation of a Chair or Vice-Chair is received by the Advisory Committee, the Committee will appoint a new Chair or Vice-Chair at the same meeting.
- If a Chair of any Advisory Committee is not present within fifteen (15) minutes from the published start time, the Vice-Chair shall call the meeting to order and shall discharge the duties of the Chair until they are present.
- If both the Chair and Vice-Chair are not present within fifteen (15) minutes from the published start time and a quorum of members is present, a member of the Committee, based on alphabetical order on a rotational basis, shall be designated the Chair and discharge those duties until the Chair or Vice-Chair are present.
- Township Staff shall be present at all of the meetings of Advisory Committees to act as a resource, provide advice to the Committee, and carry out the responsibilities of staff in this Policy and the Advisory Committee's Terms of Reference.
- All points of order or procedure for which rules have not been provided for in this Policy or the Advisory Committee's Terms of Reference shall be decided by the Chair in accordance with the Township's Procedural By-law.

Responsibilities of the Committee

- To provide input on any policies, By-laws, correspondence, and other matters relating to the Advisory Committee's mandate that are brought before the Committee for comment.
- To ensure the proceedings of the meeting and business before the Advisory Committee remain within the approved mandate of the Committee as identified in the Terms of Reference.
- To participate in the budget process by assisting staff in the development of an annual budget proposal, approving by resolution a budget proposal, preparing a budget presentation for the first annual budget meeting, and adhering to the final approved budget.
- Other matters as directed by Council.

Responsibilities of Members

Members of Advisory Committees, including Chairs and Vice-Chairs, are expected to adhere to the following or risk being discharged from their appointment:

- Attend the orientation, complete any assigned mandatory governance training, and other required training to effectively perform their role as a Committee member.
- Sign and adhere to a confidentiality agreement with the Township.
- Publicly support the recommendations made by the Committee and Council.

- Work with other members to attempt to reach a consensus on decisions brought before the Committee and avoid championing just one issue.
- Actively participate in the business of the Committee including, but not limited to, advancing items on the Work Plan, supporting Committee projects, and attending community events run by the Committee.
- Ensure any expenses incurred are supported by a motion and accompanied by documentation that is to be provided to the Staff representative to submit for approval.
- Adhere to the Advisory Committee's Terms of Reference, this Policy, and any other applicable Township policies and procedures.
- Notify the Clerk, or their designate, if they are unable to attend a meeting.

Composition

The membership composition of each of the Advisory Committees shall be established in each Advisory Committee's Terms of Reference.

Orientation

- The first Advisory Committee meeting of each term will consist of an orientation including a review of the Terms of Reference for that Committee and relevant Township policies and provincial legislation.
- All Advisory Committee members will be provided with a copy of this Policy, the Township's Code of Conduct, the Township's Respect in the Workplace Policy, the Customer Service Accessibility brochure, the Procedural By-law, and any other applicable policies or procedures.
- Training will be provided on provincial accessibility standards, the Ontario Human Rights Code, and Township accessibility policies.

Term of Office

- The term of office for Members appointed by Council shall run concurrent with the term of Council until successors are appointed at the start of the term of the next Council.
- Members who wish to resign shall notify the Chair and the Township Clerk in writing.
- Should any member of an Advisory Committee neglect to attend four (4) or more meetings or otherwise fail to adhere to the responsibilities for Members identified in this Policy or the Terms of Reference for the Committee, upon the recommendation of staff, Council can discharge that Member by resolution and if desirable, appoint another Member in their place.
- Advisory Committee vacancies shall be advertised for interested individuals to apply and appointments to fill vacancies will be for the balance of the remaining term.

Confidentiality Agreement

All members of Advisory Committees are required to sign a confidentiality agreement prior to the commencement of the first meeting they attend.

Quorum

A majority of the appointed complement of Committee Members at the start of a meeting will constitute a quorum for the transaction of business.

Ex-officio

- Ex-officio Members may participate but not vote on an Advisory Committee or impact quorum.
- The Mayor is considered an Ex-Officio Member of all Advisory Committees other than those to which the Mayor has been appointed as a Member.

Meetings

- The distribution of the agenda and publication of notice for an upcoming Advisory Committee meeting will occur at least forty-eight (48) hours prior to the next scheduled meeting and be posted on the Township of Cavan Monaghan's website.
- Advisory Committees shall meet in accordance with the meeting times and locations as outlined in their Terms of Reference.
- Additional meetings may be held as required at the call of the Clerk in consultation with the Chair.
- Advisory Committee meetings will be a maximum of two (2) hours in length.
- Staff will endeavour to stream and record the meetings of Advisory Committees.

Role of Township Staff

- The Clerk, or their designate, shall act as the recording secretary to prepare the agenda and record and prepare meeting minutes. Meeting minutes will be forwarded to Council for adoption once approved by resolution by the Committee.
- At least one (1) additional staff person shall attend Advisory Committee meetings to assist and act as a resource for the Committee.

Remuneration

- Advisory Committees Members are volunteers and there is no financial compensation associated with the appointments.
- Committee Members may be reimbursed for expenses incurred as part of their duties subject to the expense being supported by a resolution by the Committee and processed by the Corporate Services Department.