

The Corporation of the Township of North Huron

By-law No. 54-2015

**Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, A
Committee Appointment Policy for the Corporation of the Township of North
Huron**

WHEREAS the Municipal Act, 2001, as amended permits the Councils of all municipalities to enter into certain agreements;

AND WHEREAS Council is desirous of executing a Committee Appointment Policy for the Corporation of the Township of North Huron;

NOW THEREFORE the Council of the Corporation of the Township of North Huron ENACTS as follows:

1. The Reeve and Clerk to sign, on behalf of Council, a Committee Appointment Policy for the Corporation of the Township of North Huron.
2. A copy of the said Terms of Reference is attached hereto and designated as Schedule A to this By-law.
3. That this by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 6th day of July, 2015.

Read a third time and passed this 6th day of July, 2015.

Neil G. Vincent, Reeve

CORPORATE SEAL

Kathy Adams, Director of Corporate
Services/ Clerk

Committee Appointment Policy

1) Policy Statement:

The Township of North Huron encourages citizens to get involved and participate in the development and enhancement of the community. The volunteer effort of residents and business owners improves the quality of life and greatly contributes to the Township's success.

2) Purpose:

- a. To set out a process for the establishment of Township Committees.
- b. To outline a fair and equitable process for recruiting, selection and appointing members to Committees, and to ensure that the most suitable candidates are selected and appointed.

3) Definitions:

- a. **"Ad-Hoc Committee"** means a committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective. Most committees (other than Advisory Committees) are of ad hoc type.
- b. **"Advisory Committee"** means a committee with a continued existence, formed to provide advice to Council and perform assigned work on an ongoing basis.
- c. **"Volunteer Committee Member"** means all persons who volunteer, and are appointed to Committees of Council by the Council of the Township of North Huron.
- d. **"Committee of Council"** means any advisory committee, ad-hoc committee, task force, Board, statutory committee, or steering committee of the Township of North Huron, authorized by by-law, to which the Council appoints Volunteer Committee Members and Council representatives.
- e. **"Relative"** is defined as a spouse, same-sex partner, parent and/or child.
- f. **"Special Interest Group"** means a person, group, or organization attempting to influence Council in favour of one particular interest or issue.
- g. **"Statutory Committee"** means a Committee or Board established under the authority of Provincial or Federal Statute.
- h. **"Terms of Reference"** means a document outlining the mandate and board or committee operational details including such things as composition, activities, term, quorum, meeting schedule, staff roles, etc. Terms of Reference must be approved by Council, including any amendments.

4) Establishment of Committees of Council:

- a. **By Council:** Township Council may, at its discretion, establish and appoint Committees of Council as a means of obtaining public participation, public consultation on Township policies and programs, or to work on specific projects. Composition, qualification and recruitment of Volunteer Committee Members shall be in accordance with the provisions of this policy, unless otherwise determined by Council.
- b. **By Request:** From time to time, Council may be approached by groups of citizens or organizations requesting to become a Committee of Council. These requests typically relate to specific projects, community events or matters of public interest. Upon receiving such requests, Council shall consider the following criteria;
 - i. Whether the mandate of the proposed committee is consistent with current or short term priorities in the Township's Strategic Plan or Capital Plan.
 - ii. Whether the mandate of the proposed committee is in the best interest of the ratepayers and citizens of the Township of North Huron.

Based on the above evaluation, Council may refer the matter to staff to prepare a report outlining the following information:

- iii. financial implications of the proposed project or activity.
- iv. staff resources required to support the committee or activity.
- v. a recommendation as to whether or not the committee should be established based on the above considerations.
- vi. a summary of provisions to be considered in the Committee Terms of Reference.

Committees appointed by this process may be requested to submit information about their membership and/or follow the appointment and selection process as set out in this Policy, at the discretion of Council.

- c. **Appointment by By-law:** Council shall appoint all Committees and its members by by-law. The appointing by-law shall include a list of the members of the Committee and Terms of Reference.
- d. **Terms of Reference:** Terms of Reference shall include:
 - i. Mandate
 - ii. Meeting procedures
 - iii. Committee composition, including Council representation
 - iv. Term of office
 - v. A description of resources provided by the Township, such as Township staff time, financial contributions, in-kind contributions, use of facilities, etc.
 - vi. Reporting responsibility to Council including meeting minutes, budgets, financial statements, and other requirements relating to the management of funds.
 - vii. Requirements to follow specific Township policies and procedures
 - viii. Other requirements, as determined by the Township.

5) Committee Appointment Process:

a. **Qualification of Members:**

- i. The qualifications required for Volunteer Committee Members shall be established in the Terms of Reference for each Committee.
- ii. Township staff and relatives of Township staff and Council are eligible for positions as Volunteer Committee Members on any Committee at the discretion of Council, giving regard to any real or perceived conflicts that may be present. The approval of the CAO is required, prior to staff being appointed as a Volunteer Committee Member, to ensure that committee activities will not conflict with Township duties.
- iii. All committee members shall have regard to the Municipal Conflict of Interest Act and any other applicable legislation and Council approved policies of the Township. Applicants shall disclose all potential and/or perceived conflicts known to them at the time of application. It is the responsibility of the committee member to declare a direct or indirect conflict of interest on related items.

b. **Recruitment:**

- i. The recruitment and selection process for Volunteer Committee Members will include advertisements in a community newspaper and/or on the Township's website and/or posted at Township owned facilities. The advertisements may include the following information:
 - 1. Function or brief mandate statement of the committee for which recruitment is taking place;
 - 2. Frequency and time of meetings, and where possible any other expectations for participation of Volunteer Committee Members;
 - 3. Anticipated time commitment;
 - 4. A request that the applicant provide a letter of interest outlining how their qualification, specific skills, interest and background are relevant to the committee.

- ii. Where a lack of suitable candidates express an interest in volunteering for a committee, the Township may actively recruit specific individuals to fill the available positions.
- c. **Selection of Candidates:**
 - i. An evaluation of application will be conducted by a Staff Review Team consisting of the Township Clerk, Chief Administrative Officer and/or relevant Department Head. Council shall be provided with copies of all applications received and a summary of the results of the Staff Review team evaluation in a closed session.
 - ii. Council shall be responsible for the selection of preferred candidates for each Committee.
 - iii. Members of the Staff Review Team and any other staff identified by Council may also be invited to provide advice.
 - iv. The Staff Review Team shall prepare selection criteria based on the specific expertise needed by the committee and the need to reflect the community.
 - v. Council may, at their discretion, request applicants to attend an interview. The Staff Review Team will prepare questions to be asked of each candidate. The Township Clerk and/or CAO will provide support to Council with the interview process.
 - vi. All Volunteer Committee Member appointments will be made in a public meeting of Council and no vote shall be taken by ballot or any other method of secret voting.
- d. **Confidentiality Requirements and Obligations:** The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) imposes confidentiality duties and obligation on the Township of North Huron. Members of Council and Township staff shall not disclose information contained in any confidential lists of applicants, applications, confidential reports, or other information received at in-camera sessions.
- e. **Selection of Council Representation:**
 - i. At the beginning of each new term of Council, the CAO shall request that the Members of Council provide their first and second choices for Committee appointments. The CAO and Reeve shall be the Striking Committee for Council representation on Committees.
 - ii. Council representation for any Committees created during the term of Council shall be appointed by Council motion, and such appointments shall be consolidated into the Township Appointment By-law from time to time.

6) Non-Township Committees:

Some informal committees or groups of individuals may be formed outside the auspices of the Township, but have an interest in a particular Township facility, service or project. Such informal committees or groups shall not be considered Committees of Council, but may liaise with Council or Township staff.

- a. **Volunteer/User Groups:** Volunteers or users of facilities and programs provide valuable input and volunteer service to community improvement projects. Volunteerism shall be recognized and encouraged by the Township. Formal Terms of Reference are not required for informal volunteer groups, however guidelines may be provided by the Township to establish the role of the group, how they will liaise with Township staff, and to ensure the safety of volunteers while they are working on Township property.
- b. **Special Interest Groups:** From time to time, groups of citizens, persons or organizations may lobby or petition Council to influence their decision on a particular matter. Special Interest Groups may request to appear before Council as a delegation, in accordance with the Township's Procedural By-law.