

The Corporation of the Township of North Huron

By-law No. 41-2026

Being a By-law to adopt a Committee Appointment Policy for the Corporation of the Township of North Huron.

This accessible version of this by-law is printed under the authority of the Council of the Township of North Huron.

Printing Date: June 2, 2026

Disclaimer:

The following version is an electronic reproduction made available for information only. It is not an official version of the by-law. The format may be different, and plans, pictures, other graphics or text may be missing or altered. The Township of North Huron does not warrant the accuracy of this electronic version. This consolidation cannot be distributed or used for commercial purposes. It may be used for other purposes only if you repeat this disclaimer and the notice of copyright. Official versions of all by-laws can be obtained from the Clerk's Department by calling 519-357-3550.

**The Corporation of the Township of North Huron**

**By-law No. 41-2026**

---

**Being a By-law to adopt a Committee Appointment Policy for the Corporation of the Township of North Huron**

---

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended provides that municipal power shall be exercised by by-law;

AND WHEREAS Section 224 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, states "It is the role of Council to (b) develop and evaluate the policies and programs of the municipality";

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it desirous to adopt a Committee Appointment Policy;

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

1. That the Committee Appointment Policy attached hereto as Schedule "A" is hereby adopted and shall form part of this by-law.
2. That By-law No. 54-2015 be hereby repealed.
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 1<sup>st</sup> day of June, 2026.

Read a third time and passed this 1<sup>st</sup> day of June, 2026.

---

Paul Heffer, Reeve

CORPORATE SEAL

---

Carson Lamb, Clerk

# Township of North Huron

## Committee Appointment Policy



## 1. Policy Statement

- 1.1 The Corporation of the Township of North Huron encourages citizens to get involved and participate in the development and enhancement of the municipality. The Township of North Huron appoints citizens from the municipality and Members of Council to Committees and Boards to review and recommend actions to advance various issues relating to the municipality. It is recognized that Committees and Boards are vital to informing and supporting Municipal Council in accomplishing the Township's strategic goals and priorities and greatly contribute to the Township's success. It is further recognized that appointed volunteer members of these Committees and Boards bring valuable community knowledge, experience, and information, and are committed community stakeholders.
- 1.2 The Township of North Huron is committed to equitable, inclusive and accessible participation in municipal governance. The Township will seek to encourage diverse representation on Committees and Boards, including diversity in lived experience, geography, age, gender identity, disability, cultural background, and professional expertise.
- 1.3 The Committee and Board appointments shall, as much as possible, achieve a balance between a variety of technical expertise and other representation.

## 2. Purpose

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

## 3. Definitions:

- 3.1 "**Ad-Hoc Committee**" shall mean a Committee established by Council, to consider a specific matter or objective, that reports directly to Council, and that shall be dissolved after completion of a task or achievement of an objective. Most committees (other than Advisory Committees) are of ad-hoc type.
- 3.2 "**Advisory Committee**" shall mean a Committee established by Council to advise on matters which Council has deemed appropriate for the Committee to consider.
- 3.3 "**Chair**" shall mean the person presiding at a Committee Meeting as the Chairperson of the Committee.

- 3.4 **"Chief Administrative Officer"** shall mean the Chief Administrative Officer (CAO) or designate of the Township, appointed by By-law.
- 3.5 **"Clerk"** shall mean the Clerk or designate of the Township, appointed by By-law.
- 3.6 **"Committee of Council"** shall mean any Board, Ad-Hoc, Advisory, Joint, or Statutory Committee established by Council, authorized by by-law, to which the Council appoints Volunteer Committee Members and Council representatives.
- 3.7 **"Council"** shall mean the duly elected Council of the Corporation of the Township of North Huron.
- 3.8 **"Joint Committee"** shall mean a Committee composed of Members appointed by two or more municipal Councils, established to advise on matters and may act in an advisory or ad-hoc capacity.
- 3.9 **"Minutes"** shall mean a record of the proceedings of a Committee meeting that includes the place, date, time, name of the Chair, list of Members in attendance and evidence of Quorum. In accordance with Section 239(7) of the Municipal Act, Minutes shall record the actions taken and decisions made by Members at the meeting without note or comment.
- 3.10 **"Pecuniary Interest"** shall be the direct or indirect financial interest of a Committee Member and a financial interest deemed to be that of a Member, in accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as amended.
- 3.11 **"Quorum"** shall mean the minimum number of required Committee Members (fifty percent, plus one of the Members) to be in attendance to conduct business of the Meeting and vote on any matter or question to achieve a simple Majority.
- 3.12 **"Recording Secretary"** shall mean the Township staff member appointed by the Clerk to the Committee who is responsible for keeping accurate, official records of proceedings, specifically by taking minutes at all Committee meetings, documenting Committee decisions, and managing correspondence.
- 3.13 **"Relative"** shall mean a spouse, same-sex partner, parent and/or child.

- 3.14 **"Special Interest Group"** shall mean a person, group, or organization attempting to influence Council in favour of one particular interest or issue.
- 3.15 **"Statutory Committee"** shall mean a Committee or Board established under the authority of Provincial or Federal Statute.
- 3.16 **"Terms of Reference"** shall mean a document outlining the mandate and board or committee operational details. Terms of Reference must be approved by Council, including any amendments for all Committees of Council.
- 3.17 **"Volunteer Committee Member"** means all persons who volunteer and are appointed to Committees of Council by the Council of the Township of North Huron.

## 4. General

- 4.1 All meetings of Boards and Committees established by the Township of North Huron shall comply with the Township's Procedure By-law as amended from time to time.
- 4.2 All Committee Members shall adhere to the Township's Code of Conduct for Council, Board and Committee members. It is the responsibility of all Committee Members to identify and disclose any conflict of interest as defined under the Municipal Conflict of Interest Act. Members shall disclose any pecuniary interest at the opening of a meeting, prior to any discussion on the matter, and if declared, shall not take part in any discussion or vote on such matter. Committee Members shall not in any way attempt to influence the voting on a matter before, during or after the meeting. When declaring a conflict of interest, Members are required to fill out the necessary form and submit it to the Recording Secretary of the Committee or the Clerk. All disclosed conflicts of interest shall be recorded in the meeting minutes and in the Municipality's Conflict of Interest Declaration Registry.

## 5. Establishment of Committees of Council:

### 5.1 By Council:

- 5.1.1 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 resolution of Council.

## **5.2 By Request:**

5.2.1 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:

- whether the mandate of the proposed committee is consistent with current priorities in the Township's Strategic Plan and Capital Plan.
- whether the mandate of the proposed committee is in the best interest of the ratepayers and citizens of the Township of North Huron.
- an organization requesting to become a Committee of Council solely for insurance purposes is not a sufficient reason for the establishment of a Committee of Council.

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

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

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

## **5.3 Appointment By By-law:**

5.3.1 Council shall appoint all Committees and its members by by-law. The "Appointment of Members to Boards and Committees By-law" shall include a list of the members of the Committee and any change in the appointment of members shall be approved by Council.

**5.4 Terms of Reference:** Prior to the establishment of a Committee of Council, a Terms of Reference shall be adopted by Council by by-law. At a minimum, the Terms of Reference for the Committee shall include:

- A preamble/background
- Committee Mandate/purpose/scope
- Committee Composition, including any Council representation
- Appointment process, including qualifications of members and appointment evaluation criteria
- Remuneration
- Term of Office
- A description of resources provided by the Township to the Committee such as staff support, financial resources, in-kind contributions, use of facilities, etc.
- Committee meeting procedures
- Quorum
- Reporting relationship/responsibility to Council including meeting minutes, budgets, financial statements, and other requirements relating to the management of funds.
- Requirements to follow specific Township policies and procedures
- Other requirements, as determined by the Township.

## 6. Committee Appointment Process:

### 6.1 Qualification of Members:

- 6.1.1 The qualifications required for Volunteer Committee Members shall be established in the Terms of Reference for each Committee of Council.
- 6.1.2 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 Chief Administrative Officer is required, prior to any staff member being appointed as a Volunteer Committee Member, to ensure that committee activities will not conflict with Township duties.
- 6.1.3 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.

## 6.2 Recruitment of Members:

6.2.1 The recruitment and selection process for Volunteer Committee Members will include advertisements in a community newspaper, on the Township's website and social media, and posted at Township-owned facilities. The advertisements shall include the following information:

- Explanation of the function or mandate of the committee for which recruitment is taking place;
- Frequency and time of meetings, and where possible, any other expectations for participation of Volunteer Committee Members;
- Anticipated time commitment;
- A request that the applicant provide a letter of interest outlining how their qualifications, specific skills, interests and background are relevant to the committee.

6.2.2 In addition to any other qualification requirements established by legislation, resolution or by Municipal policy, any persons appointed to a Committee or Board must be:

- A resident of the Municipality (own, rent, live in shared accommodation where you do not pay rent, or live in the municipality with no fixed address); or
- An owner of property in the Municipality or a person who rents property in the Municipality, or the spouse of the above; and
- at least eighteen years of age; and
- a Canadian citizen or a permanent resident of Canada.

except where:

- The Committee or Board composition, as per the Committee or Board Terms of Reference, includes members from specified organizations where the names of those members are to be provided by the organization along with any designated alternates.
- Permitted as per the Council approved Terms of Reference for the Committee or Board.

6.2.3 Notwithstanding Section 6.2.2. of this Policy, the following persons are ineligible for appointment to the Municipality's Committees or Boards as a Volunteer Committee Member:

- current members of the Council (with the exceptions of statutory requirements and ex officio positions);
- any person who may have an actual or perceived (in the opinion of the Council) conflict of interest with the purposes of the Committee or Board in question due to their employment or otherwise;
- any person who is in litigation or potential litigation with the municipality;
- any person who has been deemed frivolous or vexatious to the Municipality, or has caused interference with the operations of the Municipality;
- any person who does not fulfill the training requirements as required by legislation and/or the Clerk, including but not limited to, AODA, Health and Safety, Police Record Checks.

6.2.4 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.

6.2.5 Given the time commitment required by members of the Committees or Boards, no person shall serve as a member of more than three (3) Committees or Boards during the same time period, without approval of Council.

### **6.3 Selection of Candidates:**

6.3.1 An evaluation of applications will be conducted by a Staff Review Team consisting of the Township Clerk, Chief Administrative Officer and the relevant Department Head who will be providing staff support to the Committee.

6.3.2 The Clerk shall arrange a meeting of the Staff Review Team to review the applications received and the Review Team shall decide whether there is a sufficient number of qualified candidates, or if a further notice and advertisement period is required.

- 6.3.3 The Staff Review Team shall evaluate applications based on the selection criteria established in the Terms of Reference for the Committee.
  - 6.3.4 The Staff Review Team will give fair and equal consideration to the qualifications, abilities and civic interest of all persons who have applied who meet the qualifications of the office when considering appointments to Committees and Boards.
  - 6.3.5 After the evaluation has been completed by the Staff Review Team, the Staff Review Team shall recommend to Council in closed session, the recommended candidates for appointment.
  - 6.3.6 Council shall be provided with copies of all applications received and a summary of the results of the Staff Review Team's evaluation in a closed session meeting.
  - 6.3.7 After being presented with the Staff Review Team's evaluation and recommended candidates, Council shall be responsible for the selection of preferred candidates for each Committee.
  - 6.3.8 Council may, at its discretion, request applicants to attend an interview with Council. The Staff Review Team will prepare questions to be asked of each candidate. The Clerk and CAO will provide support to Council with the interview process.
  - 6.3.9 All Volunteer Committee Member appointments will be made in an open meeting of Council and no vote shall be taken by ballot or any other method of secret voting. All appointments shall be ratified in the Township's "Appointment of Members to Boards and Committees By-law".
  - 6.3.10 The Municipal Clerk's Office shall retain all applications received for vacancies on Committees or Boards in accordance with the Township's Records Management and Retention By-law.
- 6.4 Confidentiality Requirements and Obligations:**
- 6.4.1 The *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56* (MFIPPA) imposes confidentiality duties and obligations 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 closed meeting sessions.

6.4.2 Committee Members may receive personal or other confidential information as part of their role on a Committee. It is expected that this information be protected, including keeping the information physically and electronically secure from unauthorized use.

6.4.3 During the course of their term of service, Committee Members may receive the personal contact information for other Members on a Committee. This information must only be used by Members during their term of service and exclusively for matters related to the business of the Committee.

**6.5 Selection of Council Representation on Boards and Committees:**

6.5.1 Council shall appoint Council Members to represent the Township of North Huron on internal and external boards and committees as requested, and at the discretion of Council.

6.5.2 At the beginning of each term of Council, the Clerk shall request that each Member of Council provide their top three choices for Committee appointments. The Clerk shall present these choices to the Reeve, who shall assign Committee roles to those Members. Council shall ratify these appointments in the "Appointment of Members to Boards and Committees By-law".

6.5.3 Appointments shall be made for the term of Council, unless otherwise specified.

6.5.4 Council Members appointed to boards and committees are expected to provide timely updates to Council on the work of the committee or board they are appointed to.

**7. Filling Vacancies during Term of Committee:**

7.1 A Volunteer Committee Member wishing to resign, must provide written notice of their resignation to the Chair and Recording Secretary of the Committee and the Clerk. Upon receipt of a letter of resignation:

a) The Committee and Council shall be notified of the vacancy, and

b) The Clerk, in consultation with the Reeve, shall either advertise the vacancy, or bring forward names of those who previously applied for appointment to the Committee to Council for consideration.

7.2 If a vacancy occurs with less than six (6) months remaining in the term of Council, a decision on whether to proceed with recruitment and selection of a new member will be at the discretion of the Clerk, in consultation with the Reeve.

- 7.3 When a Volunteer Committee Member vacancy needs to be filled, the previous applications submitted during the initial application process will be reviewed for consideration.
- 7.4 The person appointed to fill the vacancy shall hold office for the remainder of the term of the vacated position.

## 8. External Committees/Non-Committees:

### 8.1 External Committees:

- 8.1.1 Some external committees may be formed outside the auspices of the Township but have an interest in particular to the Township or may be seeking ongoing Township input. Such external committees shall not be considered Committees of Council but may seek Council representation on their Committee.
- 8.1.2 Council shall appoint Council Members to represent the Township of North Huron on external boards and committees as requested by the external committee, and at the discretion of Council. Any appointment shall be ratified by Council in the "Appointment of Members to Boards and Committees By-law".

### 8.2 Non-Committees:

- 8.2.1 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. This may include:
  - 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 a Memorandum of Understanding 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 Procedure By-law.

## 9. Strong Mayor Powers:

- 9.1 The Township acknowledges that the Reeve may exercise the powers and duties provided under Part VI.1 of the Municipal Act, 2001, including sections 284.7 and 284.8 related to committees and local boards, as amended from time to time.
- 9.2 Where applicable, the strong mayor powers of the Reeve granted under the Municipal Act, 2001 related to committees and local boards, shall prevail over any inconsistent provision of this Policy.