

Advisory Committee Policy

Purpose

The purpose of the Advisory Committee shall be to make recommendations to Council that will assist the Council members in making sound decisions on matters relating to each Advisory Committee and the community in general.

Advisory Committees

A by-law is adopted by Council each term to establish the Advisory Committees for the Township.

Operation

- Every Advisory Committee shall consist of at least one Council representative to serve a four (4) year term and shall be appointed by resolution at the beginning of each term of Council and shall end concurrently with the term of the municipal council.
- Council shall also appoint members of the public as deemed necessary and members will observe all rules pertaining to this policy and others as enacted by Council.
- Township staff shall sit as a non-voting member of the Advisory Committee and shall act as a resource person and/or the secretary to the Advisory Committee.

Responsibilities of the Committee

- To review annually all existing policies and by-laws relating to matters of the Advisory Committee.
- To study from time to time any and all reports, correspondence and other matters pertaining to the Advisory Committee that require additional review as directed by Council and submit to Council any recommended action for consideration.
- To participate in the annual budget process by reporting to Council on how funds were spent during the year and provide an estimate on required funds for the following year including a detailed list of items and associated costs.
- Other matters as directed by Council.

Composition

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

Orientation

- The Advisory Committee meeting of each term will consist of an orientation including a review of the Terms of Reference for that Committee.
- All Advisory Committee members will be provided with a copy of the Customer Service Accessibility brochure, Bill 168, the Procedural By-law and the Workplace Violence and Harassment Policy and all other applicable policies.
- Relative policies or legislative documents relating to an individual Advisory Committee will be reviewed and made available.

Term of Office

- The term for citizen members and council members of the Advisory Committees shall run concurrent with the term of Council, or until successors are appointed by Council as required.
- Members who wish to resign shall notify the Chair and the Township Clerk in writing.
- The Advisory Committee vacancies shall be advertised for interested individuals to apply and appointments will be for the balance of the term.

Confidentiality Agreement

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

Quorum

A majority of the Advisory Committee members appointed will constitute a quorum for the transaction of business.

Ex-officio

- Ex-officio members may participate but not vote on such a committee, and not affect 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

- At the first Advisory Committee of each term, a Chairperson shall be appointed from within the members by a majority vote.
- The distribution of the agenda for the upcoming meeting will occur at least forty-eight (48) hours prior to the next scheduled meeting, and posted on the Township of Cavan Monaghan website.

- Advisory Committees shall meet as deemed necessary by each committee and be limited to a maximum of two (2) hours in length. Meetings will be livestreamed and recorded. The livestream and recording will be maintained in accordance with the Records Retention By-law.
- The Chairperson of any Advisory Committee may be removed by a majority vote of those members appointed to the Advisory Committee by Council.
- Should any member of an Advisory Committee neglect to attend four (4) or more meetings, the Council may discharge that member by resolution and appoint another member in his/her place.
- Special meetings of Advisory Committees may be called by the Clerk on the request of the Chairperson or whenever requested in writing to do so by a majority of the members composing it.
- If a Chairperson of any Advisory Committee is not present within fifteen (15) minutes from the published start time, and if Vice-Chair is not present, the members present shall elect another member of the Advisory Committee to preside and he/she shall discharge the duties of the Chairperson for that meeting or until the arrival of the Chairperson.
- All points of order or procedure for which rules have not been provided in this By-law shall be decided by the Chair in accordance with the Township's Procedural By-law.

Additional meetings may be held as required at the call of the Chair and recommendation of staff.

Role of Municipal Staff

- A recording secretary to prepare the agenda and record and prepare meeting minutes shall be provided by the Clerk's Department. These minutes will be forwarded to Council for adoption.
- At least one (1) additional staff person shall be provided to assist the Advisory Committee and for the purpose of providing a report with recommendations to Council.

Subcommittees

Advisory Committees may establish subcommittees from time to time to deal with specific issues. All subcommittees must be comprised of appointed Advisory Committee members.

Remuneration

- Members of Advisory Committees are voluntary positions and there is no financial compensation associated with the appointments.
- Reimbursement for expenses incurred by Committee members will be paid for by the Municipality subject to the approval of Council.