



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Jennifer Astrologo, Director of Council Services/Clerk

Department: Council Services

Date of Report: July 14, 2023

Report Number: CS-2023-005

Subject: Committee Framework

Recommendation

That the report of the Director of Council Services/Clerk dated July 14, 2023 (CS-2023-05) regarding the Committee Framework be received;

And that, the Committee Governance Policy be adopted, which policy shall replace the Committee Appointments Policy (G-GEN-002) and any other policy currently in force with respect to Town established committees;

And that, the Terms of Reference for the Accessibility Advisory Committee, Committee of Adjustment, Court of Revision, Parks, Recreation and Events Committee, Personnel Committee, Public Planning Meeting Committee, and the Water/Wastewater Committee be adopted and replace any Terms of Reference previously adopted by Council.

Report

Late last year the Chief Administrative Officer and Director of Council Services commenced a review of the committees of council and the existing framework governing their operation. As part of that review several documents and resolutions were located purporting to establish a governance framework and rules respecting committee appointments and roles and responsibilities. It was unclear whether all the documents were adopted by Council, making it difficult to determine the exact framework under which the committees were operating.

Accordingly, a Committee Governance Policy (attached as Appendix A) and committee Terms of Reference (as Appendix B) were created, discussed in more detail below, for Council's consideration.

Committee Governance Policy

The Policy outlines the governance framework for Town established committees, specifically addressing matters such as appointments, attendance expectations and the manner in which vacancies will be addressed. The Policy also clarifies that:

- The Procedure By-law is the primary document establishing procedural matters for each committee; and,
- Each committee will have Terms of Reference (“Terms”), which shall focus on the specific attributes of each committee, including, but not limited to mandate, scope of authority, and composition.

Generally, each committee will operate for the term of Council. At the start of each new term, the committees, along with their Terms, will be reviewed by the incoming Council to confirm the necessity of the committee and that the scope, mandate, and composition are suitable.

The Mayor will continue to make decisions regarding committee appointments for Members of Council and they will continue to serve on internal Committees without additional remuneration, unless otherwise stipulated in the Terms, or applicable legislation.

The appointment of laypersons will largely remain the same. Council will continue to make layperson appointment decisions and unless otherwise decided, laypersons shall only be appointed to one (1) committee at a time. The draft Policy does not include a term limit, as was established previously.

The Town has historically required committee members to obtain a police clearance. Members of committees are not put in positions of trust or authority over others, including members of the public, nor do they have access to any funds held by the Town. Moreover, most sister municipalities do not require a police clearance from their committee members. Accordingly, Administration recommends that this requirement be eliminated and has removed same from the draft policy presented this evening.

The draft Policy clearly communicates attendance expectations for laypersons and if issues arise, escalates those issues to the Mayor for handling. It also provides options to fill vacancies, should they arise during the term of Council.

Terms of Reference

Terms have been created for each committee. The Terms are broken down into four (4) main sections:

- Purpose and Mandate – outlines the main purpose of the committee and generally its area of responsibility.
- Responsibilities – set out the specific responsibilities and authorities of the committee, and whether those responsibilities are advisory or whether the

committee has some decision-making authority. The committees only have the authority that are conveyed via the Terms.

- Membership – defines who is permitted to have membership on the committee (council members and/or laypersons) and what administrative resources will be provided to the committee for the purposes of providing information and advice to said committee.
- Meeting Details – sets the meeting schedule and whether any remuneration is paid to the members.

The Terms are attached to this report in Appendix B for Council's review and consideration. It is expected that the Terms be reviewed at the start of each new term of council to ensure they are accurate and reflect the direction the Town wishes to move with respect to their committees.

Consultations

Chief Administrative Officer

Financial Implications

There are no financial implications.

Prepared By:



Director, Council Services/Clerk

Jennifer Astrologo

Link to Strategic Goals

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - No
4. Build on our high-quality of life - No
5. Sustaining strong public services and infrastructure - No

Communications

Not applicable

Notifications

Not applicable.

Report Approval Details

Document Title:	Committee Framework.docx
Attachments:	<ul style="list-style-type: none">- Committee Governance Policy.docx- Committee of Adjustment - Terms of Reference.docx- New Court of Revision - Terms of Reference.docx- New Parks Recreation and Events Committee - Terms of Reference.docx- New Personnel Committee - Terms of Reference.docx- New Water and Wastewater Committee - Terms of Reference.docx- Public Planning Meeting - Terms of Reference.docx- New Accessibility Advisory Committee - Terms of Reference.docx
Final Approval Date:	Nov 9, 2023

This report and all of its attachments were approved and signed as outlined below:


Chief Administrative Officer

Joe Milicia