



## Committee Governance Policy

**Policy Number:** Click or tap here to enter text.

**Authority:** Click or tap here to enter text.

**Date Approved:** Click or tap here to enter text.

**Department Responsible:** Council Services

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### 1. Policy Statement

- 1.1 The Town of LaSalle is committed to community engagement through the participation of volunteers and appointees to Committees.
- 1.2 Through this Policy, the Town will ensure that: i) qualified candidates are appointed to Committees, ii) the appointment process is fair, transparent and consistent, and iii) the appointment process adheres to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* in the protection of personal information collected as part of this process.

### 2. Scope

- 2.1 This Policy sets out the framework under which Committees shall operate, the rules around which council members and laypersons shall be appointed, the attendance expectations of Committee members, and the way vacancies will be addressed.

### 3. Definitions

- 3.1 In this Policy,

**Clerk** shall mean the Clerk, appointed under s. 228 of the *Municipal Act*, or their designate.

**Committee** shall mean any board or committee established by Council.

**Council** shall mean the Council of the Corporation of the Town of LaSalle.

**Eligible Elector** shall have the same meaning as is set out in the *Municipal Elections Act*, 1996.

**ToR** shall mean the Terms of Reference, which set out the scope and mandate of various Committees.

## **4. Policy**

### **4.1 General**

- 4.1.1 Unless otherwise established by statute or by-law, Committee procedures shall be governed by the Procedure By-law in effect at the time.
- 4.1.2 Committee mandates and scope of authority shall be established by Terms of Reference, which shall be adopted by Council resolution.
- 4.1.3 All members of Committees shall have regard to the *Municipal Conflict of Interest Act*, any other applicable legislation, and any policies established by the Town that govern the conduct or operation of Committees and their Members.
- 4.1.4 Staff may be assigned to various Committees for the purposes of providing information and advice to the Committee.
- 4.1.5 Staff assigned to a Committee have no voting rights and attendance does not count towards quorum.
- 4.1.6 No member of any committee shall become involved in the day-to-day municipal operations, nor direct any member of administration.

### **4.2 Council Member Appointees**

All provisions under this heading are exclusively applicable to Council Member Appointees.

- 4.2.1 Notwithstanding anything in this Policy, the Mayor shall make decisions regarding Council member appointments to Committees, and to those boards and committees external to the Town.
- 4.2.2 Council members appointed to Committees shall serve without additional compensation, unless otherwise decided by Council, or provided for in the enabling statute, establishing by-law or ToR.

#### **4.3 Layperson Appointees**

All provisions under this heading are exclusively applicable to Layperson Appointees.

##### **Appointments to Committees**

- 4.3.1 Those seeking appointment to a Committee, regardless of whether they are currently appointed to a Committee, must go through the same application process.
- 4.3.2 Appointments of laypersons shall be by resolution of Council, regardless of the length of the appointment.
- 4.3.3 As a general rule, laypersons shall only be appointed to one (1) Committee at a time. Council may waive this requirement in its sole discretion.
- 4.3.4 Unless otherwise decided by resolution or mandated by statute or bylaw, the appointment to a Committee shall expire with the term of Council.
- 4.3.5 Notwithstanding paragraph 4.3.5, a Committee appointment shall terminate on the dissolution of the Committee, or in the case of an ad-hoc committee, upon the fulfillment of the Committee's mandate.
- 4.3.6 Subject to the requirements set out in this Policy, Council may appoint persons to Committees at their discretion. Council is not limited to only selecting persons who are Eligible Electors, unless such requirement is statutorily mandated.
- 4.3.7 In the year of an election, the incoming Council shall be responsible for making appointment decisions for those Committees that will meet during its term.

##### **Attendance and Vacancy**

- 4.3.8 When a member is going to be absent from a meeting they must notify the Committee chair and Clerk, as soon as reasonably possible.
- 4.3.9 If a member's attendance becomes cause of concern, it will be brought to the attention of the Mayor and the Committee member may be contacted to discuss their absenteeism, to determine whether they wish to continue to serve on the Committee, and be reminded that attendance is mandatory.
  - a. If attendance does not improve, the Mayor, in conjunction with the Chair, may recommend to Council that the Committee member be removed from the Committee.

- 4.3.10 A Committee member wishing to resign, must provide written notice of their resignation to the chair 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 Mayor, shall either advertise the vacancy, or bring forward names of those who previously applied for appointment to the Committee to Council for consideration.
- 4.3.11 The person appointed to fill the vacancy shall hold office for the remainder of the term of the vacated position.

## **5. Roles and Responsibilities**

### **5.1 Council**

- 5.1.1 Sit on those Committees as assigned by the Mayor.
- 5.1.2 Consider applications received for Committee opportunities.
- 5.1.3 By resolution, make appointments to Committees in accordance with this Policy.

### **5.2 Council Services**

- 5.2.1 Facilitate and oversee the process for recruitment of persons to Committees by:
  - a. Providing public notice of the call for applications for Committees, and;
  - b. Ensuring that Council is provided with all documentation necessary for it to make appointment decisions.
- 5.2.2 Maintain a list of applicants that submitted applications for Committees.
- 5.2.3 Notify the appropriate persons of Council's decisions as they relate to Committee appointments.
- 5.2.4 Provide administrative support to the various Committees by scheduling Committee meetings, and preparing and distributing agendas and minutes to members of the Committee
- 5.2.5 Provide advice to the Committee regarding procedural matters.
- 5.2.6 The Clerk is responsible to oversee and administer this Policy.

## **6. References and Related Documents**

Procedure By-law, in effect from time to time.

## **7. Attachments**

None.