

Committees of Council Structure, Representation and Practices

Structure and Appointments

Council shall at the start of their term, establish or confirm the Committees of Council and their terms of reference as well as the nature and number of members. The Clerk shall advertise locally seeking written expressions of interest to fill vacancies. A copy of all submissions received shall be provided to Council for review during a Closed Session meeting. Council shall confirm with the Clerk a recommendation regarding the membership of Committees for Council's consideration.

Where citizen representation is proposed for a Committee, and where possible, equal representation from each ward will be appointed. All Council committee appointments shall be confirmed by by-law or resolution.

The Mayor shall designate the Chair of those Committees for which the Chair is to be a member of Council. All Committee members shall be advised of their appointment. The Mayor may be required to arbitrate those situations where there may be an actual or perceived conflict between committees as well as the interpretation of a committee's role.

All Committees and their Chairs shall act in accordance with all applicable Township policies and by-laws. Committees of Council shall make recommendations for Council's subsequent review and decision, unless otherwise governed by legislation. Appointments shall be at the pleasure of Council; however, the term of a Committee shall generally coincide with that of Council unless indicated otherwise.

Ad Hoc Committees may be established from time-to-time to address specific matters. The Mayor and/or Council shall appoint members and set the terms of reference for such Committees by resolution.

Municipal Representation on Boards and Agencies

The procedures for determining Committee of Council members shall generally be the same procedures for appointing those members who will represent the Township on external Boards and Agencies. Examples of external Boards and Agencies include South Nation Conservation, the Library Board and Rideau St. Lawrence Utilities. The term of the representative shall coincide with that of Council unless indicated otherwise. The representative shall keep Council apprised of the actions of the subject board or agency and shall report to the aforementioned at determined intervals or as requested. The Council may review and make recommendations annually regarding the effectiveness of the Township representative.

Committee Agendas, Minutes and Practices

To address matters regarding the timing and content of Committee agendas and minutes it is prudent to detail some additional structure regarding Committees of Council that are formed to include three or more members of Council.

Generally, proceedings of Council as described in the Procedural By-law shall be followed by most Committees of Council.

- i) Generally, the order and format of the Committee agenda shall be:
 - Open Meeting
 - Approval of Agenda
 - Disclosure of Pecuniary Interest
 - Business Arising from Previous Minutes
 - Delegations or Presentations
 - Consent Agenda

- Discussion Items
 - Action/Information Items
 - Inquiries/Notices of Motion
 - Mayor's Council Member's Report or Chair's Report – May remain status quo with Mayor's Report or remove from Committee agendas
 - Question Period
 - Adjournment
- ii) Staff will provide to the Committee appropriate reports (written or verbal) including options and recommendations. The Committee will make a recommendation to Council or may direct staff to seek further information on a matter.
- iii) The Clerk or Deputy Clerk are, and senior staff may be, required to attend meetings of Committees where more than three members of Council are present.
- iv) Minutes of Committees shall record:
- The place, date and time of the meeting;
 - The names of the presiding officer and those members in attendance;
 - A synopsis of discussion, without mention of names associated with the opinions offered;
 - Motions and recommendations duly moved, seconded and voted upon;
 - All other proceedings without note or comment.

A resolution of a committee is a recommendation to Council who may or may not choose to approve such recommendation.

- v) Committee members should get a copy of the agenda package or have an opportunity to pick up a copy of the package at least 3 days in advance of the meeting. Committee Chairs will be responsible for overseeing agenda preparation in consultation with staff prior to the package being prepared and delivered.
- vi) Delegations must provide a written summary of their issue for inclusion in the agenda package. Staff shall attempt to have information available for the Committee relevant to the delegation's issue at the meeting. It is the responsibility of the Chair to ensure the delegation is presented in a clear, focused and civil manner as well as keeping within the appropriate timelines when making a presentation to the Committee.
- vii) The Mayor shall be ex-officio to all Council Committees. Ex-officio is defined as having the right to attend, participate and vote at the meeting, but not forming part of the quorum.
- viii) Policies of Council with respect to Accountability and Transparency shall be adhered to by all Committees. This includes procedures and restrictions with respect to portions of meetings being closed to the public. Council members who are not appointed to Committees shall be permitted to attend closed session meetings of the Committee.