1. Policy Statement

It is recognized that Committees and Boards are vital to informing and supporting Council in accomplishing the Municipality's strategic goals and priorities. 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 and ambassadors. This policy provides a consistent and transparent framework for the establishment, operation and dissolution of Committees and Boards as well as appointment of public members in an equitable, accountable and transparent manner.

2. Definitions

Advisory Committee – means a Committee established by Council which is advisory in nature and with a specific mandate;

Board – means the Public Library Board, Police Service Board or other municipal service board. Where a Board is legislated, the provisions of the applicable governing legislation shall take precedence over this policy;

Chair – means the presiding officer of a Committee;

Committee – means any Advisory Committee or Statutory Committee, or similar entity, established by Council;

External Committee – means a committee not established by Council;

Municipality – means The Corporation of the Municipality of Trent Lakes;

Statutory Committee – means a Committee which undertakes responsibilities established by by-law and/or pursuant to legislation;

Sub-committee – means a team comprised of at least one member of the Advisory Committee created to carry out a specific project or initiative included in the annual work plan of the Advisory Committee. Sub-committees are to be disbanded on the recommendation of the Advisory Committee;

Terms of Reference – means a document outlining a Committee's mandate, membership and organization, and administrative details, as approved by Council;

Working Group – means a short-term, temporary working group established by Council from time to time to provide recommendations regarding a specific issue, to be disbanded at the completion of its mandate or upon final report to Council.

3. Scope

This policy applies to all Committees, Boards and Working Groups created and approved by Council and their Sub-committees, as well as external Agencies, Boards, Corporations and Commissions and External Committees where Council is required to, or has opted to, make such appointments. Where a Committee or Board is legislated, the provisions of the applicable governing legislation shall take precedence over this Policy.

4. General

Council may establish Committees and Boards from time to time. Advisory Committees may be established to provide advice or recommendations to Council pursuant to a defined mandate. Statutory Committees or Boards may be established to fulfill a statutory duty and may be delegated authority by by-law.

4.1 Establishing a New Committee

Requests to establish a new Committee shall be brought forward to Council for consideration. Any staff report to Council recommending establishing a new Committee shall be prepared by the Clerk's Office, in consultation with the appropriate department(s), and shall include:

- A proposed Terms of Reference.
- Alignment of the Committee's mandate with corporate goal and objectives.
- Financial considerations (if applicable).
- Staff resources required.

In addition to the above, the following shall be considered:

- Is the Committee required by legislation/regulation?
- Is the Committee's mandate clear, relevant, achievable and/or unique?
- Is there an existing Committee or other community body or alternative practice that could deal with the associated objectives and/or proposed mandate?
- Is the issue of sufficient public interest?

Any new Committee shall be established by by-law with Terms of Reference attached as a Schedule.

4.2 Amending the Terms of Reference

Amendments to the Terms of Reference of a Committee require Council approval, either by resolution or through an amendment to the Terms of Reference Schedule of the associated establishing by-law, and shall be initiated by a staff report to Council to address the impact of the amendment including the following:

- The rationale for the amendment, including any supporting information.
- Any additional resources required (if applicable).
- Financial considerations (if applicable).

Despite the above, the Clerk shall be authorized to make minor corrections to Committee Terms of Reference to eliminate technical or typographical errors as required without Council approval.

The Clerk's Office shall be responsible for reviewing the mandate and Terms of Reference of Committees prior to the end of each term of Council, which may include consultation with the Chair and/or Committee, and proposing continuation or changes at the onset of a new term of Council, as required.

4.3 Dissolving a Committee

Dissolution of a Committee shall generally be initiated by a staff report to Council, which should address whether:

- The Committee's term has expired (if applicable).
- The principle objectives or mandate of the Committee have been met.
- An alternative arrangement has been found to continue the work of the Committee (e.g. consolidation/merger with another Committee).
- The issues involved with respect to the mandate or the legislative requirement to maintain the Committee no longer exists.

Unless legislatively mandated, Council may dissolve a Committee at its sole discretion and without prior notice.

4.4 Statutory Committees

The establishment, terms of reference, composition and/or dissolution of a Statutory Committee may be mandated by federal or provincial legislation. Council has no authority to alter such legislative requirements for Statutory Committees.

5. Recruitment and Appointment Process

The Clerk's Office is responsible for facilitating and managing the recruitment and appointment process. The Clerk may consult with the Chair of the Committee or Board on key qualifications being sought in new members as part of the recruitment and appointment process.

Members of a Committee or Board that are sought from external agencies may not be required to complete a formal application process. The Clerk's Office will solicit the agency for the appropriate representative for the Committee. The Clerk's Office will advise Council of these representatives in the same manner as Public Members to formally appoint to the Committee or Board, as appropriate based on their voting rights.

5.1 Appointing Public Members to Boards or Committees

Recommended appointments with respect to Committee or Board appointments are to be managed by the Clerk in consultation with the Recording Clerk and/or member(s) of Staff that

work closely with the Committee or Board.

The Clerk will provide a report to Council with the recommended appointments. In most cases, Council will convene into a closed meeting, pursuant to Section 239 (2) (b) of the Municipal Act, 2001, in order to consider the recommended appointments. Approval of the final appointments shall be made by resolution of Council as part of an open meeting.

Council will select the successful candidates from amongst the applications and determine if interviews are required or, under special circumstances, invite others to assist in supporting their consideration of applications. The decision of the final appointments shall be made by Council only.

Council shall appoint each member of the Committee or Board by resolution, unless otherwise stated in legislation, stating the name of the appointee, the name of the Committee or Board and the term of the appointment.

5.2 Eligibility and Qualifications

Applicants must be owners or tenants of property in the Municipality, unless there is a need to acquire specialized knowledge, experience or representation, or a need to maintain continuity within a Committee or Board where Council may approve the appointment of a member who would not meet the eligibility requirements otherwise. Applicants must be at least 18 years of age or older (unless otherwise specified in the Committee or Board Terms of Reference). To remain an active member, appointees are required to maintain their eligibility and qualifications throughout the term.

In addition to general eligibility requirements, the specific skills and experience for membership on each Committee or Board shall be established by way of the Terms of Reference. The following guidelines may be considered in establishing any such qualifications:

- Ability to perform the duties of the Committee or Board, including any complementary skills and/or competencies.
- Experience, community service, or areas of specialization, where required.

Applicants should consider whether they have a real or perceived conflict of interest in relation to the mandate of the Committee or Board prior to application. Disclosure of such does not mean that an applicant is automatically ineligible for an appointment, but Council may assess potential conflicts in its determination of whether the applicant should be considered further. Disclosure (or non-disclosure) of any such conflict is the full responsibility of the applicant.

5.3 Terms of Appointment

Unless otherwise legislated, the term of appointment will generally coincide with the term of Council or until a successor is appointed. Unless the Committee or Board cannot function without an appointment, no Committee or Board appointments will be undertaken between opening of nominations and voting day of a municipal election.

5.4 Notice of Vacancy

There are two specific occasions when recruitment occurs:

- Immediately after a Municipal election.
- As vacancies occur throughout the term.

The following communication methods will be used to provide public notice around Committee or Board vacancies:

- Publishing the vacancy on the Municipality's website as soon as possible.
- Publishing vacancies on the Municipality's social media channels.
- Providing announcements at Council meetings, if timelines permit.
- Publishing a notice of vacancy in any other publications, as deemed necessary.

All notices of vacancy should describe the position broadly enough to elicit a wide response from qualified applicants, as well as outline the eligibility criteria and key qualifications for the position, if applicable. The notice will also contain the name of the Committee, approximate number of meetings per year, usual meeting time/date, and a brief description of its mandate. It shall also specify the process for submitting applications and a deadline for receipt of applications. All notices of vacancy should be posted for at least seven (7) calendar days, whenever possible.

5.5 Application Process

The application form, in a form acceptable to the Clerk, is to be made available online or at the Clerk's Office. Applicants may submit their completed application forms to the attention of the Clerk, via regular mail, electronically or in person. Applicants wishing to apply for more than one Committee or Board must submit one application per Committee or Board.

5.6 Incumbents

Incumbents meeting the eligibility requirements for appointment may indicate their intention to apply for reappointment by following the application process. The value of experience and the need for continuity in certain environments may factor into the appointment process. Incumbents are not guaranteed to be reappointed.

5.7 Communication of Appointments

Upon Council approval of appointments by resolution, the Clerk's Office will advise all applicants in writing of Council's decision.

5.8 Resignations

Members wishing to resign mid-term shall submit their resignation in writing to the Clerk. The Clerk shall acknowledge the resignation in writing and thank the member for their contributions

to the Committee.

When a resignation is accepted by the Clerk, the Clerk shall, in consultation with the Committee Chair, consider the need to replace the member, having regard to the remaining composition of the Board or Committee, the current workload and the length of time remaining in the Council term. If the Clerk deems it advisable to replace the Committee member, they shall proceed with posting a Notice of Vacancy. If not deemed advisable, the Clerk shall prepare a report to Council with the rationale for maintaining the vacant position.

5.9 Removal of Members

Any public member of a Committee who is identified as being absent from three (3) consecutive regularly scheduled meetings of the Committee, without prior approval of the Committee, shall be contacted by the Clerk's Office to confirm their commitment. Should the member miss another consecutive regularly scheduled meeting, without being authorized to do so by motion of the Committee, the appointee will be deemed to have forfeited their position subject to the opportunity to address Council in writing regarding the absence.

Despite the approved term, all public members are appointed at the pleasure of Council and Council retains the right to remove any appointed member. A Committee member may be removed from the Committee for reasons including, but not limited to, willful misconduct, the member being in contravention of applicable legislation, egregiously disrupting the work of the Committee or other legal issues. The member shall have the opportunity to address Council in writing regarding any alleged policy or conduct contraventions prior to removal of the member.

Council has sole discretion to remove any Committee member.

6. Advisory Committees

6.1 Roles and Responsibilities

An Advisory Committee is established to provide recommendations, advice and information to Council on those specialized matters which relate to the purpose and mandate of the Committee. It reports to Council and generally has a direct relationship with a Municipal Service.

An Advisory Committees, when carrying out committee responsibilities, is expected to:

- Act in the best interest of the Municipality.
- Adhere to applicable legislation, municipal by-laws and policies.
- Seek to advance the common good of the community which it serves.
- Truly, faithfully and impartially exercise its duties to the best of its knowledge and ability.
- Abide by any terms and conditions which may be set out by Council, the Chief Administrative Officer (CAO) or the Clerk for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established policies.

Advisory Committees shall not give direction to municipal staff or to any local board or commission, nor shall they request, without the approval of Council, the preparation of any administrative reports, research or work assignments. This does not preclude the Advisory Committee from directly asking staff for information and data, with concurrence of the Committee Chair, when, in the opinion of staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

No individual member, or the Committee as a whole, has the authority to:

- Make a commitment on behalf of the Municipality on any matter, without Council approval.
- Make direct representations of the Municipality to Federal or Provincial governments.
- Make direct representations of the Municipality to the media, external organizations or the public without prior approval of the CAO, or Council approval where deemed appropriate by the CAO. This shall include: statements to the media; issuing letters of support/opposition; and issuing or participating in publications.

6.2 Composition

Each Advisory Committee shall have at least one Council representative, who will act as Council Liaison for that Committee. The Council Liaison(s) for each Committee shall be appointed as a member of the Committee for the term of Council, unless otherwise stated in legislation.

The Mayor is considered an ex-officio member of all Committees, other than those to which the Mayor has been appointed as a member. As an ex-officio member, the Mayor may participate on a Committee but not vote and not affect quorum.

Council representatives shall be cognizant of their participation when there is potential for a quorum of Council to be in attendance at an Advisory Committee meeting.

Council shall be responsible for appointing public members of Committees by resolution as per the composition requirements established in the Committee's Terms of Reference.

6.3 Staff Support

A member of the Clerk's Office, or delegate, shall act as Recording Clerk in an advisory/administrative support role. The Recording Clerk shall prepare publish and distribute agendas in consultation with the Chair, attend Committee meetings for the purpose of taking Minutes and provide administrative support in the preparation of reports to Council, annual meeting schedules, work plan development and terms of reference updates, as required.

A member of staff from the relevant department may be identified to act as Staff Liaison to the Committee. The Staff Liaison may prepare reports to Council on behalf of the Committee and/or incorporate input from the Committee into staff reports to Council, where appropriate. They

shall provide support in the form of advice, day to day liaison with the Municipality, updates on program and promotional ideas and general assistance to the degree resources are available. The Staff Liaison may provide support in the development of the Committee's work plan and assist in the preparation and submission of budget recommendations/grant submissions, as required. The Staff Liaison will attend Committee meetings on an as needed basis.

Other members of staff may be invited to attend Committee meetings, when the Committee would benefit from the knowledge of the member of staff on a specific agenda item(s). Attendance shall be at the discretion of the staff member and subject to staff availability.

Staff members shall not be considered members of Advisory Committees and do not have voting privileges

6.4 Conduct of Committee Members

All members of Advisory Committees shall comply with the Municipality's Code of Conduct for Members of Council and Local Boards.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any direct or indirect pecuniary interest in matters before the Committee for consideration and, for Open Session items, the general nature of the interest. The member shall absent themselves from the meeting for the duration of the discussion and voting (if any) with respect to that matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. A Disclosure of Pecuniary Interest Form shall be provided to the Recording Clerk.

6.5 Chair and Vice-Chair

Each Advisory Committee shall elect a Chair and Vice-Chair within its first three (3) meetings for the current term of the Committee and again at their first meeting of the third year following a regular municipal election (mid-term). An Interim Chair may be elected to serve until the Committee elects a Chair and Vice-Chair. There is no restriction on the number of consecutive terms a member may be elected as Chair or Vice-Chair.

The Chair is responsible for:

- Facilitating and chairing the meetings.
- Working with the Staff Liaison to build and coordinate the Committee work plan and associated documents.
- Serving as the spokesperson for the Committee.
- Providing annual reports, presentations and updates to Council.
- Collaborating with the Recording Clerk on items to be included in the preparation of the agenda.

The Vice-Chair shall serve as the presiding officer of a Committee in the absence of the Chair

In the absence of the Chair and Vice-Chair, the Recording Clerk shall call the meeting to order and, if a quorum is present, the Recording Clerk shall conduct a vote to choose a member from among those present to preside as Chair during the meeting or until the arrival of the Chair or Vice-Chair.

6.6 Meeting Procedures

The Municipality's Procedure By-law shall govern the Rules of Procedure for Advisory Committee meetings.

6.7 Orientation

Following the Advisory Committee appointment process at the beginning of each Council term, the Clerk's Office shall conduct an orientation session for new Advisory Committee members. The Clerk's Office will also conduct orientation sessions for replacement members during the term.

6.8 Annual Report and Work Plan

Advisory Committees shall provide an annual report to Council by the end of Q4 in each calendar year to outline their accomplishments in line with their approved work plan and to present their work plan for the upcoming year, for Council approval. In the year of a municipal election, the timeframe for presentation of the annual report to Council may be modified at the discretion of the Clerk. The work plan shall set out proposed projects or initiatives to be undertaken that are directly linked to the mandate of the Advisory Committee and aligned with the Municipality's strategic goals and priorities. The work plan shall be on a template established by the Clerk.

6.9 Remuneration, Budget Requests and Expenditures

Generally, public members of Advisory Committees serve on a voluntary basis and, as such, do not receive any form of remuneration. Remuneration to public members of a Committee must be reflected in their Term of Reference or by resolution of Council.

Work plan items for the upcoming year, with potential implications for the annual budget, shall be identified by the Committee in accordance with timelines established by staff to align with departmental budget development.

Any annual budget allocation to support an Advisory Committee's established work plan shall be at the sole discretion of the Municipal Council and subject to the Municipal Council's budget deliberations, taking into consideration the requests of the advisory committee.

Unless otherwise legislated, public members of Advisory Committees shall not receive mileage reimbursement for attending Committee meetings. With a recommendation from the Advisory Committee, discretionary expenses within the approved budget may be permitted as authorized by the Department Head.

All expenditures by the Municipality on behalf of an Advisory Committee must relate to matters directly within the Committee's mandate.

6.10 Recommendations to Council

Action items brought forward via recommendations of an Advisory Committee, that fall outside of the annual report, shall be brought forward to Council via staff report or through a presentation by the Committee Chair, or delegate. The Staff Liaison or Recording Clerk shall, in consultation with the Chair, prepare the report to Council on behalf of the Committee.

6.11 Sub-Committees

Advisory Committees may establish Sub-committees. The following process shall be followed related to the establishment of Sub-committees:

1. The Advisory Committee identifies a project or initiative that requires additional work by a smaller group of members.

2. Sub-committees shall:

    a. Be permitted to meet at any location determined by the Sub-committee chair.
    b. Not be required to have agendas and minutes, however, are encouraged to take notes at meetings.
    c. Not have services provided by the Recording Clerk, with the exception of booking rooms, if necessary.
    d. Not have staff participation by the Staff Liaison or other member of Staff, unless deemed necessary at the sole discretion of the Staff member and subject to staff availability.

3. Sub-committees are formed by motion of the Advisory Committee including:

    a. The names of members that will comprise the Sub-committee which shall not constitute a quorum of the Advisory Committee.
    b. An explanation of the purpose/mandate of the Sub-committee.

Sub-committees may be established, as required, to gather information to support an Advisory Committee in carrying out a specific project or initiative included in the annual work plan, to be disbanded upon completion. A Sub-committee shall be composed of a subset of members of the Advisory Committee and a member of the Advisory Committee shall serve as the presiding officer of the Sub-committee. Sub-committees are encouraged to get participation from relevant stakeholders or the general public with the appropriate interest and expertise. Sub-committees report to the Advisory Committee through the identified presiding officer.

Sub-committees shall be reviewed annually by the Advisory Committee. Advisory Committee members are encouraged to actively participate on Sub-committees.

7. Working Groups

Working Groups may be established from time to time by resolution of Council including:

- The Working Group composition
- The purpose/mandate of the Working Group
- The term of the Working Group

Working Groups should have a very specific mandate and are intended to be short-term, temporary bodies to address identified issues.

Working Groups may be composed of Council representatives, members of staff and/or public members. Should the composition of the Working Group include public members, their recruitment shall be in accordance with the provisions of this Policy.

Working Groups shall not be required to have agendas and minutes, however, are encouraged to take notes at meetings.

Meetings of Working Groups shall be at a time and location determined by the members. Stakeholders may be invited to participate in, or attend, Working Group meetings as required. All recommendations from working groups shall come forward to Council for consideration.

A Working Group shall be disbanded at completion of its mandate and upon report to Council. Alternatively, at the discretion of Council, a Working Group may be dissolved by resolution of Council without prior notice.

8. Agencies, Boards, Corporations and Commissions

Agencies, Boards, Corporations and Commissions are commonly established through legislation that mandates their composition, which may include elected members or resident members or both. The Municipality has no authority to dissolve any Agency, Board, Corporation or Commission which is mandated by way of Provincial or Federal Statute, nor to amend the terms of reference of the same. In all such cases, action shall be managed pursuant to the relevant legislation, as amended or replaced from time to time.

In some instances, nominations for appointments are made by the Agency, Board, Corporation or Commission itself, although in most cases, Council must subsequently approve the proposed appointments, as well as the conditions associated thereto. All such information will be brought forward to Council pursuant to regular agenda processes.

9. External Committees

External Committees may submit a written request to Council to have a representative appointed to sit on the committee which shall include:

- A copy of its Terms of Reference.

- Eligibility requirements and key qualifications for the position.
- Usual meeting date and time.
- Confirmation of whether the appointment of a Council members is mandatory, or whether a citizen may be appointed.

Should no Council member choose to sit on an External Committee, and a citizen is permitted to be appointed, the Clerk's Office will post a notice of vacancy and citizens must follow the application process.

Council may deny a request to appoint a representative where there is no legislative requirement to do so.

10. Retention of Records

Records relating to the recruitment and selection of Committee and Board members and to the activities of Committees and Boards will be retained in accordance with the Records Retention By-law.

11. Review Cycle

This Policy shall be reviewed each term of Council.

12. Repeals

This Policy repeals a previous version, and all revisions.

This Policy was previously referred to as AD-50.

13. Related Information

Revisions to this document may impact the following policies, procedures, and/or by-laws.

#	Document Title
N/A	No related documents were identified at the time the policy was passed

14. Policy Revisions

Version	Date Approved	Council Resolution
1	February 5, 2019	R2019-100
2	February 18, 2020	R2020-113
3	February 15, 2022	R2022-98
4	April 8, 2025	R2025-134