

Committee Administration Policy

Policy Number: CORP. 3-02

Topic: Municipal Governance

Applies to: Newmarket Committee Members

Policy Statement and Strategic Plan Linkages

Boards, Committees, Task Forces and other bodies appointed by the Town of Newmarket (“Committees”) provide input and recommendations on a variety of community, policy and strategic issues and undertake statutory duties. It is essential that Committees be governed by fair and equitable policies and consistent procedures.

This policy relates to the key areas of focus: “Well-Equipped and Managed” and “Well-Respected” of the Strategic Plan. Establishment of transparent and equitable procedures ensures that Committees formed by Council are managed in a manner that fosters community involvement and encourages collaboration between the Town and its Committee volunteers.

Purpose

This policy provides guidance to Council, staff, and Committee Members on the establishment, amendments to and dissolution of all Committees of the Town of Newmarket, and the necessary framework to ensure consistent administrative practices.

This policy applies to all Committees, subject to legislative requirements and governing by-laws. The policy does not apply to internal bodies (e.g., staff committees and staff task forces).

Definitions

Advisory Committee – is a Committee established to provide advice to Council and staff as mandated in its Terms of Reference;

CAO – is the Chief Administrative Officer of the Town or his/her designate;

Chair – is the presiding officer and spokesperson of a Committee;

Clerk – is the Clerk of the Town or his/her designate;

Committee – is a body constituted and appointed by Council to fulfil a mandate;

Member – is a Member of a Committee;

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

Sunset Clause – is a clause in the Terms of Reference which sets out when the Committee’s mandate is anticipated to be completed;

Task Force – is a Committee established to review a specific matter within a defined period of time as mandated in its Terms of Reference;

Terms of Reference – is a document outlining a Committee’s mandate, composition and administrative details, as approved by Council;

Town – is the Corporation of the Town of Newmarket;

Vice Chair – is the presiding officer of a Committee in the absence of the Chair.

Provisions

1. Establishment of Committees

- a. Where a Committee is required to be established as a result of a resolution of Council or a requirement of law, or where a Committee is recommended to be established by staff, a staff report will be prepared prior to recruitment of Members, outlining where applicable:
 - i. Proposed Terms of Reference, including the Committee’s mandate (see template in Appendix A);
 - ii. The nature of the Committee being an Advisory Committee, Statutory Committee or Task Force, or a combination thereof;
 - iii. Alignment with the Corporate Strategic plan, Council’s Strategic priorities and administrative goals/objectives;
 - iv. Public, financial and human resource considerations;
 - v. Proposed work plan, reporting mechanisms, Sunset Clause and means of evaluating the Committee’s work;
 - vi. Alternative and/or additional means of community engagement, where applicable.

2. Amendments to the Terms of Reference

Where an amendment to the Terms of Reference is recommended by Council, the Committee or staff, a staff report will be prepared which addresses the proposed changes and any implications and further considerations.

3. Completion of Committee Mandate

- a. A Committee's mandate is deemed to be complete where:
 - i. The objectives identified in the Committee's Terms of Reference has been met;
 - ii. Issues requiring the specific expertise of the Committee has been resolved; and
 - iii. The legislated requirement to constitute a Committee no longer exists; and
 - iv. Other circumstances deemed appropriate by Council.
- b. Where the Committee has completed its mandate, a staff report will be prepared which provides an evaluation of the Committee's work. Where a Committee is no longer required, a recommendation to dissolve the Committee will be included in the staff report.
- c. Should Council formally dissolve a Committee, letters of appreciation will be sent by the Office of the Mayor (on behalf of the Town) to Members. The Town may also acknowledge the contributions of Members through a program of recognition.

4. Appointment of Members

Recruitment and appointment practices for all Committees of the Town are outlined in the Committee Public Appointment Policy CORP.3-01.

5. Confidentiality

Members appointed to any Committee must sign a Confidentiality Agreement (see Appendix B).

6. Commencement of Committees

- a. An orientation session will be provided to all newly appointed Committee Members at the earliest available opportunity following their appointment to the Committee. Members may also be required to take specialized training, depending on the Committee's mandate and operational needs.

- b. Members are required to complete any training required by law, such as training required under the *Accessibility for Ontarians with Disabilities Act* and *Occupational Health and Safety Act*.
- c. Members may be required to review information and/or execute any required forms related to conduct, insurance, health and safety and other on-boarding matters at the discretion of the Town.
- d. Members will select a Chair and Vice Chair, subject to their Terms of Reference.
 - i. To select a Chair, the Clerk or other assigned staff person will call on Members three (3) times to move a motion to nominate a Member as Chair, which must be duly seconded. The Committee will vote on the motions in the order in which they are made until a majority vote affirms the selection of the Chair.
 - ii. In the event that there is a tie, the Clerk or other assigned staff person will select the Chair by lot.
- e. The process outlined in 6.d.i and 6.d.ii. shall apply for the selection of the Vice Chair.

7. Meeting Schedule

- a. The number of meetings scheduled shall be sufficient to address the mandate of the committee and shall be determined at the first meeting of each year.
- b. Established meeting dates and times shall not be amended unless circumstances warrant special consideration.
- c. During a Municipal election year, meetings shall be cancelled where possible in the last quarter.

8. Rules of Procedure

Rules of Procedure for Committees are contained in the Town of Newmarket's Procedure By-law 2015-50, as amended from time to time, where applicable.

9. Appointment of Sub-Committees

- a. A Committee may appoint a sub-committee from among its Members to investigate and report on any matters related to the Committee's mandate, provided that the activities of the sub-committee are shared with the Committee and recorded in the Committee's minutes.
- b. Sub-committees do not have the authority to appoint other formal sub-committees.

10. Reporting to Council

- a. As provided for in the Committee's Terms of Reference, a report or presentation will be submitted to Council outlining the Committee's accomplishments and activities annually.
- b. A Committee will make recommendations and provide input to Council through its minutes. The Chair of a Committee may also address Council related to any matter of Committee business by making a presentation or deputation.
- c. Council's disposition of Committee recommendations and input will be provided to Committees by the Clerk or other assigned staff person.

11. Staff Support

- a. Staff support is recommended by the CAO for approval to Council. Council approved staff support is outlined in the Committee's Terms of Reference.
- b. Generally, staff who support Committees assume two functions: secretarial support and professional/advisory support.
- c. Where occasional variations in Committee staff support are requested, Members shall respect the responsibility staff have to manage their regular work load and the expectations of their immediate supervisor.
- d. Any ongoing variations to the Council approved level of staff support to Committees will be requested through a recommendation of the Committee to Council.

12. Budget

- a. Committee budgets must be directly related to the objectives identified in the Committee's Terms of Reference and may be identified on their own or as part of a departmental budget.
- b. Budget requests must be made by motion of the Committee and will be placed in a Council agenda. Any annual budget allocation to a Committee will be at the sole discretion of Council and subject to Council's annual budget deliberations, taking into consideration the requests of the Committee, which will include expenses related to attendance at conferences and special events.
- c. Any expenses submitted without Council's prior authorization will not be approved.
- d. Administration of Committee budgets will be the responsibility of an assigned staff person.

13. Special Events and Fund Raising

Committees must seek the approval of Council prior to undertaking any special events or fundraising.

14. Attendance

If a Member is absent for three (3) consecutive meetings in any one (1) calendar year without advising the Chair, the Committee may pass a recommendation requesting that Council declare the position vacant and request a replacement member.

15. Remuneration

Members will serve without remuneration unless otherwise provided for in the Terms of Reference.

16. Accessibility

All Committees meetings are required to adhere to the requirements of the *Accessibility for Ontarians with Disabilities Act*.

17. Communications

- a. The CAO's Office is responsible for the Town's media relations. Committees shall notify Communications staff whenever media inquiries are received in order to enable a coordinated response and accurate tracking and reporting of the Town's communications effectiveness. It is imperative that all Committees respond as soon as possible when Communications staff makes a request for information or a spokesperson for the media. Every effort shall be made to meet media deadlines and to ensure the accuracy of all information provided.
- b. Unless otherwise provided for, the Town's primary spokespersons are the Mayor and CAO.
- c. Use of the Corporate Logo, Crest and Images are contained in the Use of Corporate Logo, Crest and Images Policy (COMM.2-01).
- d. Use of the Town logo is restricted to corporate activities, including but not limited to official Town letterhead, business documents, flags, awards, apparel and uniforms, Town-owned property, vehicles and buildings. Use of the corporate logo, crest and images by any Committee must be approved by the Communications Department in order to ensure that corporate identity standards are maintained and upheld.
- e. Unless mandated by Council, Committees will not speak on behalf of the Town or Council or make representations on behalf of the Town without Council approval.

- f. Members will be conscious of identifying themselves in their capacities as Members and as private citizens especially when communicating with Town staff, Council and media.

Cross-References

Canadian Code for Volunteer Involvement
Committee Public Appointment Policy CORP.3-01
Procedure By-law 2015-50
Use of Corporate Logo, Crest and Images Policy COMM.2-01
Code of Conduct for Members of Council, Local Boards and Adjudicative Boards

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Details

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