

Policy No:	CL – 005
Department:	COUNCIL
Subject:	GUIDELINES AND PROCEDURES FOR STATUTORY AND NON-STATUTORY COMMITTEES AND BOARDS

- That the property owner be advised in advance if their property is being considered by a Statutory Committee; and
- That the attendance policy not be in effect for the months of July and August.
- 1) That advertisements for appointments to all statutory and non-statutory advisory committees and boards be placed in all local papers, in accordance with the Advertising Policy, in November of an election year and posted on the City’s website. That the advertisements include relevant information such as the mandate of the committee, where application forms can be obtained and the deadline for submission of applications;
- 2) That a Selection Committee, comprised of the Councillor(s) that have been appointed by Council to each of the statutory and non-statutory committees, as well as support staff, be struck to review applications received for each committee, conduct interviews as may be necessary and forward the names of the applicants recommended for appointment to the City Clerk; and

That the current practice with respect to appointments to the Vaughan Public Library Board continue, i.e. the City Clerk forwards completed applications to a Committee of the Whole (Closed Session) meeting in December of an election year;

- 3) That the names of the applicants recommended for appointment by each Selection Committee be forwarded by the City Clerk to a Committee of the Whole (Closed Session) meeting in February following an election year;
- 4) That should Council wish to fill a vacancy that arises during the term of a committee, the list of applicants on file for the relevant committee be considered and that the selection process, as noted above, be followed. If there are no applicants on file for consideration, appointments be advertised as outlined above;
- 5) That re-appointments for a second consecutive term be kept to a minimum and only for the purpose of providing continuity, provided there are sufficient applicants. That re-appointments for a third consecutive term be considered only when there are insufficient applicants. That a member serving two consecutive terms may re-apply only after an absence of one term. Further, that an applicant be appointed to only one committee and be a member on only one committee for their term of office;
- 6) That each non-statutory advisory committee review and amend as necessary their Terms of Reference and following such review forward the Terms of Reference to a Committee of the Whole meeting no later than May 2006 for Council’s endorsement;

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- 7) That Council direct statutory and non-statutory advisory committees to strictly enforce the following:

If a member is absent from meetings of the Committee for three (3) consecutive regularly scheduled meetings, or in the opinion of the Committee if any member's absenteeism jeopardizes the objectives of the Committee, the Committee shall pass a resolution requesting Council to appoint a replacement member;

- 8) That Council adopt the following policy:

That should a non-statutory advisory committee cancel four regularly scheduled meetings in a given year due to lack of quorum, support staff assigned to the relevant committee immediately forward a report to Council for Council to decide whether the committee should continue or be disbanded for the remainder of the term of office; and

That should a Member of Council wish to have a non-statutory advisory committee reinstated for the following term of Council, that a request be forwarded to Council no later than the last meeting of Council in an election year;

- 9) That the attached revised General Rules, Roles and Procedures for Council appointed Advisory Committees, be approved;
- 10) That all non-statutory advisory committees submit to Committee of the Whole a summary of its accomplishments over the three (3) year term, prior to the expiry of the term;
- 11) That all candidates to committees be appointed by By-law, or Council resolution, and that the term of office be defined therein. That successful candidates sign a formal declaration that they will abide by the Code of Ethics and the Municipal Conflict of Interest Act; and
- 12) That Policy No. 01.08, Procedure for Appointment to Local Boards, Commissions and Committees be rescinded.

Attachment

General Rules, Roles and Procedures for Council Appointed
Advisory Committees (Revised January 2007)

1. INTRODUCTION

Non-Statutory Advisory Committees are established by Council for the purpose of

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encouraging community involvement and input on a variety of issues that are relevant to the municipality. Advisory Committees serve in an advisory capacity to Council in accordance with their terms of reference and make recommendations, as necessary, to the Committee of the Whole.

Council appointed Advisory Committees are defined as those advisory committees appointed by Council, generally at the beginning of the term of Council. Members are appointed to committees by way of a by-law.

From time to time, Council also establishes various ad hoc committees and task forces to deal with particular issue(s). Such committees/task forces should follow the same rules, roles and procedures as outlined in this document.

2. TERM OF OFFICE

The term of appointments to Advisory Committees is four (4) years, commencing upon passage of the By-law, and expires at the end of the term of Council, unless otherwise noted in the appointment By-law.

3. AUTHORITY OF COMMITTEES

Notwithstanding the mandate established by Council for each Committee, any order to do any business, including directions to Staff, shall be in the form of a recommendation to Committee of the Whole and shall receive final Council approval before such actions are carried out.

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4. APPOINTMENT OF A CHAIR

- a) Every Committee shall at its first meeting elect one (1) of its members as the Chair and one (1) of its members as the Vice-Chair.

Council Resolution December 18, 2006, Item 48, Report No. 46, Committee of the Whole

That every statutory and non-statutory committee appoint the Chair of the committee annually at the first meeting of the new year.

- b) Members of Council are eligible to be appointed Committee Co-Chairs (Council Policy No. 06.1.16.)
- c) In the absence of the Chair, the Vice-Chair shall chair the meeting. In the absence of the Chair and Vice-Chair, the members shall elect a Chair during the meeting and he/she shall discharge the duties of the Chair during the meeting or until the arrival of either the Chair or the Vice-Chair.

5. MEETING DATES

Meeting dates shall be determined by the committee at the beginning of each term of the Committee. These dates may be subject to change upon consensus of the majority of the members.

6. QUORUM

- a) The attendance of a majority of the members of any Committee including the Chair shall constitute a quorum. (*e.g. 12 members – quorum is 7, 11 members – quorum is 6*)

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- b) Should the composition of the committee include the Mayor as an ex-officio member, the Mayor shall not be counted in determining the number required for a quorum. However, the Mayor shall be counted, if present, when determining whether a quorum is present at a meeting.

- c) If no quorum is present one half hour after the time scheduled for a meeting, the Assistant City Clerk shall call the roll and record the names of the members present, and the meeting shall stand adjourned until the next scheduled meeting or at the call of the Chair. Informal minutes are not recorded.

7. ORDER OF BUSINESS

All meetings are open to the public.

The Committee shall deal with matters in the following order:

Order of Business

- 1) Confirmation of Agenda
- 2) Disclosure of Interest
- 3) Adoption/Correction of Minutes
- 4) Presentations and Deputations
- 5) Items Requiring Discussion of the Committee
- 6) Items for Information of the Committee
- 7) Business Arising from Previous Meetings
- 8) New Business

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9) Adjournment

8. CONFIRMATION OF AGENDA

As soon as a regular meeting is called to order, the agenda shall be confirmed. If there are any addendum items, a motion shall be moved and seconded to adopt the agenda as amended.

9. DECLARATION OF INTEREST

Members of municipal council and local boards have a personal responsibility and a statutory duty to declare a direct or indirect pecuniary interest in any matter before the committee in accordance with the provisions in the Municipal Conflict of Interest Act. If in doubt, the member should consult their personal solicitor. Members who have declared an interest on any matter may not move, second, vote or participate in the discussion of the matter.

10. MINUTES

- a) Minutes of a meeting shall be approved at the next regular meeting.
- b) The minutes of the previous meeting shall be provided to all members not less than one day prior to the next regular meeting with the next agenda.
- c) As soon as a regular meeting is called to order, and the agenda has been confirmed, the Chair shall ask if there are any objections to the minutes of the previous meeting and shall, after any correction or change, declare the minutes adopted.

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11. DEPUTATIONS/PRESENTATIONS

The Committee may hear depositions/presentations with reference to matters that have been defined as being the responsibility of that Committee.

12. MOTIONS

- a) Every motion shall be read aloud, and when duly moved and seconded shall be open for discussion.
- b) Where a motion to adjourn, table, refer, or defer has been made, until such motion has been decided, there shall be no discussion on the matter proposed to be adjourned, tabled, referred or deferred.
- c) A maximum of two (2) amendments to a motion may be made at any one time and amendments shall be put to a vote in the reverse order to that in which they are moved. Every amendment shall be decided or withdrawn before the main motion is put to the vote.
- d) If a motion under consideration concerns two or more matters, the Chair, upon the request of any member, shall direct that the vote upon each matter be taken separately.
- e) Once the Chair puts the question, there shall be no discussion on, or amendments to the motion, until the motion has been decided.
- f) With the approval of the mover and seconder, a motion or amendment may be

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withdrawn from the floor.

- g) Recorded votes shall not be permitted.
- h) In the event of a tie vote, the question shall be deemed to have been decided in the negative.

13. DUTIES OF THE CHAIR

Duties of the Chair are as follows:

- a) The Chair shall preside at every meeting and may vote on all questions submitted.
- b) The Chair shall not be permitted to put forth a motion or second a motion on the floor. The Chair may relinquish the Chair to the Vice-Chair in order to move or second a motion and shall resume the Chair following the vote on the matter.
- c) The Chair shall put to a vote all motions which are regularly moved and seconded, and announce the result.
- d) The Chair shall enforce on all occasions, the observance of order and decorum among the members.
- e) The Chair shall act as spokesperson for the Committee before Committee of the Whole or Council and other appropriate meetings.

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14. ATTENDANCE

- a) Should a member of the committee not be able to attend a regular meeting of the Committee, the member shall advise the Assistant City Clerk at least one day prior to the meeting. This will assist in determining if there will be a quorum. If it is concluded that a quorum will not be reached, Staff can notify the Chair and other members.
- b) If a member is absent from meetings of the Committee for three (3) consecutive regularly scheduled meetings, or in the opinion of the Committee if any member's absenteeism jeopardizes the objectives of the Committee, the Committee shall pass a resolution requesting Council to appoint a replacement member.
- c) If a member resigns during his/her term, then a replacement may be appointed by Council for the balance of the term.

15. DUTIES OF THE ASSISTANT CITY CLERK

- a) The Assistant City Clerk shall notify committee members of the cancellation of meetings where there is no quorum.
- b) The Assistant City Clerk shall prepare agendas in consultation with the appropriate support Staff and the Chair.
- c) The Assistant City Clerk shall circulate the agenda, supporting material, and minutes by mail to be received no later than 1 day prior to the meeting.

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- d) The Assistant City Clerk shall attend committee meetings and record the minutes.
- e) The Assistant City Clerk shall be responsible for reading aloud the motions and any amendments when requested.
- f) The Assistant City Clerk shall keep a record of the attendance of the members of the Committee and shall notify the Chair of those members who have missed three (3) consecutive meetings for action to be taken.
- g) The Assistant City Clerk will prepare and forward to Committee of the Whole any recommendations of the committee, in the form of a report.
- h) The Assistant City Clerk will not provide support to sub-committees, or informal meetings without quorum.

16. STAFF SUPPORT

Support staff assigned to Advisory Committees will attend all meetings and provide information as appropriate to the Committee. The role of Staff is to act as a resource to the committee, but not to do the work of the committee. The committee’s work is to be conducted by the members themselves or by sub-committees.

17. GENERAL

- a) Every Committee to which any matter has been referred or wishing to report a matter shall do so in writing to Committee of the Whole stating its recommendation, and such report shall be signed by the Chair.

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- b) All non-statutory advisory committees shall submit to Committee of the Whole a summary of its accomplishments over the four (4) year term, prior to the expiry of the term.
- c) A Committee may appoint a subcommittee from its members to investigate and report on any matter(s) related to Committee business, provided that:
 - i) The subcommittee, in all cases, reports directly to the appointing Committee; and
 - ii) The established subcommittee does not have the power to appoint a further committee, nor shall it add to its membership without permission from the advisory committee.
- d) The Council Procedure By-law shall be observed insofar as it is not inconsistent with the regulations set out herein.
- e) Upon adoption by Council, the rules herein shall govern the proceedings of any advisory committees appointed by the Council.

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