



## **POLICY**

**POLICY TITLE:**                    **Advisory Committees of Council – Administration Policy**

**POLICY NUMBER:**            **PLCY-2023-0001**

**EFFECTIVE DATE:**            **March 6, 2023**

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### **1. Purpose**

The purpose of this policy is to provide a consistent and transparent framework for the establishment, operation, procedures, dissolution and reporting of Advisory Committees of Council (ACOC).

### **2. Definitions**

“ACOC” means Advisory Committees of Council

“Chair” means the appointed member of Council for an Advisory Committee of Council

“Member” means a successful applicant who sits on an Advisory Committee of Council

“Staff Liaison” means Town of Halton Hills staff representative on the Advisory Committee

“TOR” means Terms of Reference

“Town” means Town of Halton Hills

### **3. Advisory Committees of Council (ACOC)**

ACOCs play an important part in the corporate decision-making process by providing Council and staff advice and expertise from residents. ACOCs report to Council through staff and their recommendations to Council are advisory only (except where otherwise noted in legislation or TOR). ACOCs do not have the authority to direct the work of staff or make budgetary decisions (except where otherwise noted in legislation or TOR).

### **4. Establishing a New ACOC**

The following shall be considered prior to establishing a new ACOC:

- a) Is the ACOC required by legislation/regulation?
- b) Is the ACOC's mandate relevant, achievable, measurable, unique and is the proposed work time limited or finite?
- c) Is there an existing ACOC, other body or alternative practice that could deal with the associated objectives and/or proposed mandate?
- d) Is the issue of sufficient public interest to merit the ACOC?
- e) Does the ACOC support the priorities contained in the Town's Strategic Plan?
- f) If required, is there enough funding available?
- g) Are there sufficient staff resources to support the new ACOC?

The creation of new ACOCs shall be led by the relevant department in consultation with the Town Clerk's Office. When brought to Council, all requests for new ACOCs shall include the following information:

- a) An inventory of previous and existing activities related to the issue, including public consultation/engagement.
- b) Legislated requirements.
- c) An overview of the budget and staffing support required.
- d) Draft terms of reference.

## **5. Terms of Reference (TOR)**

Terms of Reference (TOR) for ACOCs shall be approved by Council and shall include the following:

- a) Mandate of Committee
- b) Goals & Objectives
- c) Guiding Principles
- d) Membership
- e) Recruitment, Selection of Committee Members & Member Qualifications
- f) Responsibilities of Committee Members
- g) Remuneration
- h) Chair
- i) Meeting Dates and Proceedings
- j) Quorum
- k) Vacancy
- l) Call to Order
- m) Voting – Motions
- n) Agendas & Minutes
- o) Town Policies, Guidelines & Procedures
- p) Sunset Clause

TOR for ACOCs shall be reviewed once per term of Council in accordance with the Reporting to Council section of this policy. Ad hoc reviews of TOR may be conducted at any time by requests of Council, staff liaison or the ACOC. Such reviews shall include consultation with the ACOC and will be conducted with the support of the Town Clerk's Office. Revised TORs shall be approved by Council.

## **6. Working Groups**

Working groups may be formed at the request of the Chair to facilitate the planning of events/projects that the main committee wishes to undertake. Guidelines for the working groups are as follows:

- a) Members of the working group may be comprised of members of the Committee and any citizen volunteers as required.
- b) Any meetings of the working groups will be informal with no minutes being recorded.
- c) Decisions or recommendations stemming from a working group must be approved by the main committee.
- d) Working groups shall not give any direction to staff. Any staff requests will be voted on by the main committee and those requests will be relayed by the staff liaison to the Commissioner of the respective department. The staff liaison will then communicate any decisions to the Chair.
- e) Any funding requests for events/projects must be approved by the main committee.
- f) Once the event/project is complete, the working group will be immediately disbanded.

## **7. Meeting Procedures**

Upon approval by the ACOC, annual meeting dates shall be published on the Town's website in accordance with the Town's Procedure By-Law. The Chair may alter the time, date and place of any previously approved meeting.

Electronic participation shall be governed by the Town's Procedure By-law.

## **8. Agendas & Closed Session**

Agendas will follow the formatting outlined in the Town's Procedure By-Law.

Closed Session items are not permitted at any ACOC meetings.

## **9. Minutes**

Minutes of every meeting shall be recorded by the staff liaison or designated admin support and approved by the ACOC at their subsequent meeting. Minutes shall be provided to ACOC members, posted on the Town's website and included in the General Information Package at the next available Council meeting for receipt.

## **10. Orientation and Training**

At the first regular meeting of the ACOC, Clerks staff shall host an orientation and training workshop. Workshop items shall include: ACOC mandates, workplan development, meeting procedures and additional topics judged necessary by the staff liaison in consultation with the Town Clerk.

## **11. Roles and Responsibilities**

The roles and responsibilities of members and staff will be followed as outlined in the Town's Procedure By-Law.

## **12. Attendance**

Non-committee members may attend ACOC meetings upon request and shall adhere to the guidelines outlined in the Town's Procedure By-Law.