

“Appendix A” to Procedure By-law

“Advisory Committee Policy”

1. Introduction

The Advisory Committee Policy (the policy) is intended to identify a process for establishing public advisory committees; requirements for maintaining and supporting committee work; committee recruitment, selection and appointment processes; membership and role expectations; and functional relationship to Council. The policy applies to ongoing advisory committees, as well as task forces confirmed by by-law, and excludes internal, corporate committees and working groups of an administrative nature.

Where applicable, the policy also applies to the statutory authorities of Council, specifically:

Accessible Advisory Committee (by-law to be established)
Ajax Public Library Board (by-law 78-90)
Committee of Adjustment (by-law 77-90)
Downtown Business Improvement Area Board of Management (by-law 140-81,
amending
by-law 66-82)
Pickering Village Business Improvement Area Board of Management (by-law 155-90)
Property Standards Committee (82-98)

The policy forms part of the Procedural By-law, and may be supplemented by guidelines and training materials, as appropriate. The Clerk may provide interpretations of the policy.

2. Definitions

Refer to Definitions set out in the Procedure By-law.

3. Advisory committees - types

Public advisory committees may be categorized into two general types:

- a. Ongoing committee: Gives regular policy or program advice to Council on a specific municipal matter, as defined in a terms of reference, established by by-law. Ongoing committees may also be involved in the organization and promotion of special events or activities requiring a budget allocation. An ongoing committee may be comprised of citizen representatives, organizations and Council liaisons.

- b. Task force: Assists in the short-term study and analysis of a specific municipally-related issue, as defined in a terms of reference, established by by-law. Generally, task forces will be completed within six months to one year of their establishment, and may be comprised of citizen representatives, staff representatives, organizations and Council liaisons. Any extensions in time to a task force shall be made by Council resolution.

While a combination of two committees may exist, it important to recognize the potential for confusion in the nature and direction of the advisory committee.

4. Working groups

Working groups may be established by motion of a parent ongoing or special committee to undertake specific, short-term projects. The mandate and general goals of each working group shall be evident in the minutes of the parent ongoing or special committee, and shall indicate milestones, including completion and an assessment of working group outcomes. Generally, working groups will be completed within six months of their establishment, and shall be comprised of a small number of representatives from the parent committee. Any staff support for working groups including secretarial, policy or research assistance will be arranged and approved by an appropriate department head.

5. Review of advisory committees, new term of Council

As early as possible in a new term of Council, Council shall review advisory committees in place at the time of the previous Council. The Clerk and Management Committee shall assist in this effort by providing an overview of all advisory committees, including (but not limited to) the following:

- a. A list of all advisory committees by name and type (per Section 3).
- b. Mandates, goals and objectives for each advisory committee, in summary.
- c. Achievements and challenges for each advisory committee.
- d. Recommendations on the future direction of each advisory committee, and the advisory committee structure in general.
- e. Review and recommendations on the reporting and functional relationships of advisory committees in general.
- f. Review and recommendations on orientation, training and facilitation needs, including consultant assistance.

6. Review of proposed advisory committees

Prior to Council's establishment of any advisory committee by by-law, relevant department head(s) shall submit the following information to the Management Committee, in consultation with the Clerk:

- a. Inventory of previous and existing activities related to the issue, including public consultation initiatives.
- b. Suggested types of public consultation, if an advisory committee is not recommended.
- c. Suggested advisory committee terms of reference, including the following:
 - (1) Mandate. A description of the general purpose and activities of the advisory committee. A general statement shall be included, "advisory committee mandates shall not be altered by the advisory committee".
 - (2) Goals and activities. Identifies the goals and activities of the advisory committee, including target completion dates.
 - (3) Nature of the committee. Describes the type of advisory committee, whether ongoing or task force.
 - (4) Working groups. A general statement may be included, "working groups shall be constituted according to the provisions of Section 4 of the Advisory Committee Policy, Appendix A of the Procedure By-law.
 - (5) Work plans. A general statement may be included in the terms of reference, "work plans shall be created, approved and/or amended by the advisory committee. It is recommended that work plans be reviewed from time to time by the advisory committee to ensure accuracy, and reflect realistic expectations".
 - (6) Reporting and functional relationships. Describes the reporting and functional relationship between the advisory committee, Council, Town staff and the public.
 - (7) Committee membership. Describes the nature of membership (citizens and/or organizations, numbers in each category), membership terms, quorum requirements, absentee requirements.
 - (8) Roles. Identifies the roles and expectations of advisory committee members, chair, staff participants, Council liaisons and the public. This may be in the form of job descriptions. Specific staff contacts will be identified.
 - (9) Rules of order and procedure. A general statement may refer to the Procedural By-law as "the source and guide for the conduct of advisory committee members and rules of debate for advisory committees". The Clerk shall be referred to for interpretations of procedure where the chair or staff are uncertain.

- (10) Agendas, minutes and correspondence. Identifies the format, preparation and distribution of agendas and minutes, and correspondence. Sets reasonable standards for the level of service provided.
 - (11) Policy work. Identifies the types of nature of policy advice and support given by staff. Sets reasonable standards for the level of service provided.
 - (12) Orientation and planning meetings. A general statement in the terms of reference may articulate that “an orientation of new and experienced advisory committee members, and an exercise to identify goals, objectives and work plans shall be held at minimum once a year, generally in the fall”. Each advisory committee, in consultation with staff, will determine the need for further facilitation.
 - (13) Clarification and interpretation. A general statement in the terms of reference may refer to the Procedure By-law “as a source of clarification and interpretation.” Further clarification on the substance of the policy may be articulated by the Clerk.
- d. Membership composition, level of expertise or specialization required by committee members and variances in the recruitment, application and selection process.
 - e. An assessment of the orientation, training, and facilitation needs, including consultant assistance.
 - f. Reflect how the nature, composition of members, recruitment, application and selection process addresses the corporate diversity initiatives.

The Clerk shall submit, as amended, the above information to the General Government Committee.

7. By-law to establish each advisory committee

A short by-law shall be required to established each advisory committee, without exclusion. The by-law shall incorporate the terms of reference for each advisory committee.

8. First advisory committee meeting

The first regular meeting of any advisory committee shall be devoted to orientation and training, as well as clarifying goals and objectives. It may be necessary for subsequent meetings of advisory committees to review goals and objectives, and develop or amend work plans. The first regular advisory committee meeting shall also address any special needs, including access and privacy concerns. Third party facilitation may be considered in orientation and training, as well as clarifying goals and objectives. The election of the chair and vice chair by simple nomination shall be conducted by appointed staff, and may be held within the first or second advisory committee meeting, as appropriate.

9. Relationship between advisory committees and Council

Advisory committees are proposed by resolution of Council and established by by-law. Their purpose is to assist Council by providing recommendations on specialized issues, on a policy and/or operational level, as set out in mandate and specific, Council-approved work plans of each advisory committee. Advisory committee members are appointed by resolution of Council, and serve at the pleasure of Council for a specified term, where statutory authority does not state otherwise. Generally, the duration of advisory committee appointments are the same as the term of Council. Staff may recommend that key advisory committee members be reappointed in a new term of Council to ensure consistency, in the event that Council continues the mandate of a particular advisory committee. While appointees may serve on more than one advisory committee, Council shall give first consideration to individuals who are not already appointed to another advisory committee. Council shall also consider new advisory committee applicants for appointment first before those who have served more than two terms.

An advisory committee member is a voting member, and includes Council appointed liaisons. Special guests, volunteers, organizational representatives and Town staff do not constitute committee members, and are unable to vote.

The nature of advisory committee recommendations to Council are purely advisory, and Council may approve, amend, refer or propose other resolutions, as Council sees appropriate. The Procedure By-law provides that advisory committee reports are regularly considered by Council. Once Council has dispensed with advisory committee reports and specific recommendation(s) and action(s), the Clerk shall forward a copy of Council's resolution(s) to appropriate advisory committee support staff for distribution at the next regular advisory committee meeting.

Advisory committees shall not reconsider, recommend or advise on a matter that has been decided by Council, unless directed by Council. Advisory committee member(s) shall rely exclusively on appointed staff support to communicate and dispense with recommendations and actions taken by advisory committees, and shall not intervene in the administrative practices of the Town of Ajax.

Duly elected advisory committee chairs shall be the principal point of contact between the advisory committee, Council and staff. Advisory committee members shall be conscious of identifying themselves in their capacities as advisory committee members and as private citizens, especially when communicating with Town staff, Council, and media.

Advisory committees shall prepare an annual report to Council reviewing their goals, objectives and success on their work plan in the early spring of each year. This process shall be lead by the chair of the advisory committee, and may include a presentation to Council. The substance of the report shall be prepared by the advisory committee members, with administrative assistance and policy advice given by staff.

10. Relationship between advisory committees and the public

Advisory committees are afforded a high profile, working on behalf of Council for the citizens of Ajax. They may be engaged in activities that put them in direct contact with citizens and various organizations. Advisory committee members shall reflect a professional, courteous manner when interacting with the public. Appointed Council liaisons and advisory committee chairs play an especially important role in ensuring that the public are appropriately engaged. All advisory committee meetings shall be in public venues.

The actions and recommendations of advisory committees are subject to the policies and administrative practices of the Town of Ajax, including provisions pertaining to the use of the corporate communication or identities, including corporate logo(s), letterhead, website, information pamphlets, media advertisements, and the like. Advisory committees shall seek approval by Council for the development and use of any substantive corporate communication or identity.

11. Compliance with procedural by-law, conduct of committee members, Council liaison

Advisory committees, including Council liaisons shall be subject to the provisions of by-law 59-2002, the procedure by-law, specifically the rules of debate and conduct identified in Section 6, as applicable.

12. Disclosure of pecuniary interest

Advisory committee members shall disclose any conflicts of pecuniary interest, prior to discussion of a particular matter. It is the responsibility of the advisory committee member to assess and disclose any matters of pecuniary interest, and the general nature thereof.

13. Conflict resolution mechanisms

Conflict is often a constructive part of group decision making processes. When conflict becomes ongoing, inappropriate, unconstructive, or offensive, there may be a need to intervene with an appropriate dispute resolution mechanism. This process may be initiated confidentially by a committee member, Council liaison or staff member. The Chief Administrative Officer shall be contacted directly with respect to initiating a conflict resolution mechanism, and he/she may employ the Director of H.R. Services to identify and select an appropriate process for a resolving dispute(s).

The Council liaison and advisory committee chair play an important role in ensuring that a functional relationship is developed, and in ensuring the integrity of committee members is not impinged.

14. Meeting structure, agenda and minute formats

Meeting structure, agenda and minute formats should meet the needs of individual advisory committees, while ensuring consistency, completeness and accountability. It is recommended that the following components be included in advisory committee agendas, where specific subject items are described in each component:

- a. Call to order
- b. Review and approval of agenda
- c. Approval of minutes
- d. Disclosure of pecuniary interest
- e. Presentations/Delegations
- f. Old business, including a brief overview of Council's pertinent resolutions
- g. New business
- h. Review of committee administrative business, including work plan
- i. Identification of action items
- j. Other business
- k. Next meeting
- l. Adjournment

It is recommended that minutes briefly outline the substance of each of the items listed on the agenda, including actions taken and recommendations. In addition, a summary of the recommendations presented in the minutes (or "report") to Council shall be listed at the front of the document, in prominent type. The Clerk may provide a generally accepted template for the format of agendas and minutes.

Procedurally, the following shall be followed:

- (1) All recommendations and other acts of appropriate direction, shall be moved and seconded by two, duly appointed advisory committee members, with the exclusion of the chair, and those who have declared a conflict with a particular item;
- (2) Moving and seconding a motion implies that a particular item be brought forward for discussion. It does not mean that an item necessarily be "supported". Support for a motion is expressed through verbal discussion and voting;
- (3) A simple majority vote of the advisory committee members present shall be followed, unless determined otherwise by legislation;
- (4) Quorum shall be a simple majority of the total advisory committee members;
- (5) Non-quorum meetings shall be permitted, but may not contain any actions to be taken, or recommendations;
- (6) Minutes of a non-quorum meeting shall be recorded in the same format as regular meetings, and shall be considered by Council as "minutes of the non-quorum meeting";
- (7) At the first or second meeting, staff shall be responsible for calling an advisory committee meeting to order, and conducting the election of the chair and vice chair by simple nomination on an annual basis;
- (8) If the chair is not present within the first ten minutes of an advisory committee

meeting, the vice chair shall preside. If the vice chair is not present within the first ten minutes of an advisory committee meeting, the members present shall appoint, by consensus, an acting chair, who will preside for the duration of the meeting;

- (9) An advisory committee shall not “reconsider” a motion, unless directed by Council;
- (10) Recorded votes shall not be permitted in advisory committees; and
- (11) Advisory committees may generally meet on a monthly basis.

The advisory committee may choose to relax procedures and allow for a consensus approach to discussion, keeping in mind that questions of procedure shall be determined by the chair, in consultation with the procedural by-law 59-2002. The Clerk may provide guidance on the interpretation and application of procedures in advisory committees, in addition to staff present. Misinterpretations of procedure shall not affect the validity of the meeting, if made with good intentions.

15. Provision for accessibility and diversity

Adequate provision shall be made by the chair and relevant staff of the advisory committee to ensure that meeting locations, agenda and minutes formats, communications and conduct of advisory committee meetings be accessible, to ensure maximum participation and quality customer service. Reference may be made to the provisions of the *Ontarians with Disabilities Act*, and similar legislation, policies and guidelines. Membership that reflects the diversity of the Ajax community will be encouraged in the recruitment, selection and appointment process.

16. Official attendance at conferences and special events, reimbursement for expenses

Advisory committee members shall seek the approval of Council through the Chief Administrative Officer for official advisory committee attendance at conferences and special events, including any associated expenses. Any expenses submitted without Council’s prior approval shall not be reimbursed.

17. Special events held by advisory committees

Advisory committees shall seek the approval of Council to hold special events, including those of an educational or social nature. This may be articulated in the advisory committee’s work plan, in addition to regularly scheduled budget items.

18. Fund raising activities

Without prior approval from Council, Advisory committees shall not undertake any fund raising activities.

19. Budgets

Advisory committees may make requests for budget allocations in advance of the Town's annual budget process. Requests must relate to specific activities approved in the advisory committee's mandate and work plan. Requests shall be submitted by the appropriate department head for inclusion in the Town's budget review.

20. Expectations of advisory committee members

Advisory committee members are expected to:

- Understand the mandate of the advisory committee, including its relationship to Council;
- Understand their role and expectations, including relevant Town policies;
- Understand the role and expectations of the advisory committee chair, Council liaisons and staff;
- Strive to attend all scheduled and special advisory committee meetings;
- Prepare for meetings by reading agendas and any background information supplied;
- Actively participate in the discussion and decision making process;
- Undertake any work assigned, including special projects and research, in between meetings;
- Be open-minded and allow for a variety of opinions to be heard;
- Respect the individual worth and dignity of other advisory committee members, and maintain a high degree of professionalism;
- Refer to the chair and the procedure by-law for questions of procedure;
- Recognize limitations on participation and inform the chair and staff when these limits are unreasonable;
- Ask questions, and seek clarification through the chair and the staff;
- Respect that actions taken and recommendations shall reflect the majority view of the advisory committee;
- Respect the decisions and finality of Council;
- Clearly identify any items of pecuniary interest before they are discussed, and refrain from discussion and voting on the same;
- In a public forum, clearly identify whether you are speaking in your capacity as an advisory committee member, or as an independent citizen, where appropriate.

21. Expectations of advisory committee chairs

Advisory committee chairs are expected to:

- Understand the mandate of the advisory committee, including its relationship to Council;
- Understand their role and expectations, including relevant Town policies;
- Understand the role and expectations of the advisory committee members, Council liaisons and staff;
- Strive to attend all scheduled and special advisory committee meetings;
- Prepare for meetings by reading agendas and any background information

- supplied;
- Facilitate the meeting by identifying the order of proceedings and speakers; interpret and determine questions of procedure; ensure active participation by all advisory committee members; maintain decorum and ensure fairness and accountability;
- Assist staff in setting up meeting areas, giving consideration to the nature of the matters discussed, potential public consultation and accessibility;
- Generally, refrain from the discussion until all committee members and Council liaison have had an opportunity to speak on a matter;
- Ensure citizens are fairly and appropriately engaged;
- Refrain from voting unless a tie is present;
- Undertake any work assigned, including special projects and research, in between meetings;
- Review agendas and minutes provided by staff; and lead the preparation of annual reports/presentations to Council;
- Review the goals and objectives of the advisory committee and ensure the work plan is realistic and up to date;
- Be open-minded and encourage a variety of opinions to be heard;
- Respect the individual worth and dignity of other advisory committee members, and maintain a high degree of professionalism;
- Recognize limitations on participation and inform the advisory committee and staff when these limits are unreasonable;
- Ask questions, and seek clarification of other advisory committee members and staff;
- Respect that actions taken and recommendations shall reflect the majority view of the advisory committee;
- Respect the decisions and finality of Council;
- Clearly identify any items of pecuniary interest before they are discussed, and refrain from discussion and voting on the same;
- In a public forum, clearly identify whether you are speaking in your capacity as an advisory committee chair, or as an independent citizen, where appropriate.

22. Expectations of staff

Staff assume two principle functions: a secretarial role and a policy advice role, which may be undertaken by one or more staff. Staff shall follow the explicit direction of their relevant supervisor(s) in undertaking any variation to the following.

Secretarial role

- Understand the mandate of the advisory committee, including its relationship to Council;
- Understand their role and expectations, including relevant Town policies;
- Understand the role and expectations of the advisory committee members and Council liaisons;
- Remain impartial to all committee members, and in carrying out duties.

Prior to meetings

- Prepare draft agendas and minutes, including relevant resolutions of Council;
- Distribute draft agendas and minutes to all advisory committee members at least one week before a regularly scheduled meeting;
- Set up meeting areas, giving consideration to the nature of the matters to be discussed, potential public consultation and accessibility;
- Assist the chair in determining if quorum was met;
- In conjunction with the Chair, arrange for attendance at meetings of invited guests.

During meetings

- Record when the meeting started and adjourned;
 - Record the advisory committee members present;
 - Record a summary of the discussion for each item, actions to be taken and recommendations of advisory committees, including the names of the movers and seconders of motions;
 - Note any disclosures of pecuniary interest, including the general nature thereof;
 - Review and correct any errors in the minutes of previous meetings;
 - Assist the chair and advisory committee members in preparing administrative components of annual reports and/or presentations to Council;
 - Assist the advisory committee to review goals and objectives, and ensure the work plan is realistic and up to date;
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- On an annual basis, a new chair and vice chair shall be selected from among the advisory committee members within the first or second meeting. Staff shall call the meeting to order and conduct the election by simple nomination;
 - Offer procedural and process advice to the chair and advisory committee.

After meetings

- Prepare the recommendations summary and draft minutes, and forward to the Clerk prior to applicable Council agenda publishing deadlines, generally one week prior to the scheduled Council meeting;
- Ensure supervisors are aware of any additional work requested of them, outside the general parameters of their position;
- Liaise with the Clerk in instances where there are questions of procedure or

- administrative process;
- Shall not be responsible for the distribution of personal correspondence, solicitation of Council or Town staff, advocacy work, organization of meetings or other activities that are not within the general parameters of their position.

Policy advice role

- Understand the mandate of the advisory committee, including its relationship to Council;
- Understand their role and expectations, including relevant Town policies;
- Understand the role and expectations of the advisory committee members, Council liaisons and staff;
- Remain impartial to all committee members, and in carrying out duties.

Prior to meetings

- Assist advisory committee members by conducting and presenting research, offering policy advice on a substantive matter, assisting with special events and projects, including the annual report/presentation to Council. The level of policy advice will be determined by the committee, subject to the priority work load demands determined by relevant supervisor(s), senior manager(s) and/or department head(s). Staff providing policy advice shall regularly disclose all work assigned by advisory committees to their immediate supervisor(s).
- Assist the advisory committee to review goals and objectives, and ensure the work plan is realistic and up to date;
- Assist the chair and advisory committee members in preparing policy-related components of annual reports and/or presentations to Council;
- Ensure appropriate follow-up with relevant supervisors.

23. Expectations of Council liaisons

Advisory committee Council liaisons are expected to:

- Understand the mandate of the advisory committee, including its relationship to Council;
- Understand their role and expectations, including relevant Town policies;
- Understand the role and expectations of the advisory committee members, advisory committee chairs, and staff;
- Strive to attend all scheduled and special advisory committee meetings;
- Prepare for meetings by reading agendas and any background information supplied;
- Assist the chair by giving advice on questions of procedure, and ensure active participation by all advisory committee members;
- Ensure citizens are fairly and appropriately engaged;
- Ensure staff are not unfairly taking on tasks outside the general parameters of their position;

- Actively participate in the discussion and decision making process;
- Undertake any work assigned, including special projects and research, in between meetings;
- Liaise between Council and the advisory committee, providing information and clarification;
- Ensuring advisory committee members are aware of Council issues that may affect the goals and objectives of an advisory committee, including resolutions of Council;
- Assist the chair in reviewing the goals and objectives of the committee and ensuring the work plan is realistic and up to date;
- On a quarterly basis, assist the advisory committee to review goals and objectives, and ensure the work plan is realistic and up to date;
- Be open-minded and encourage a variety of opinions to be heard;
- Respect the individual worth and dignity of other advisory committee members, and maintain a high degree of professionalism;
- Recognize limitations on participation and inform the advisory committee and staff when these limits are unreasonable;
- Ask questions, and seek clarification of other advisory committee members and staff;
- Respect that actions taken and recommendations shall reflect the majority view of the advisory committee;
- Clearly identify any items of pecuniary interest before they are discussed, and refrain from discussion and voting on the same.

24. Expectations of department heads and senior managers

- Understand their role and expectations, including relevant Town policies;
- Understand the role and expectations of the advisory committee members, advisory committee chairs, and staff;
- Ensure staff receive appropriate training and coaching to serve advisory committees in a professional and competent manner;
- Track staff-related work, including secretarial and policy work;
- Ensure the nature and amount of work performed by staff inappropriate types or amounts of work from advisory committees;
- Contacting advisory committee chairs and Council liaisons when issues and concerns related to staff are present;
- Regularly review all advisory committee agendas, minutes and related resolutions of Council, and when applicable, coordinate staff responses to advisory committee recommendations and actions;
- Ensure conflict resolution mechanisms are employed, where appropriate;
- On an annual basis, assist the chair and advisory committee members in preparing policy-related components of annual reports and/or presentations to Council;
- Ensure appropriate follow-up with relevant staff;
- Remain impartial to all committee members, and in carrying out duties.

25. Advisory committee recruitment, selection and appointment process

The following process will generally be followed in initiating the recruitment, selection and appointment process:

- a. After Council has passed a by-law to establish an advisory committee, the Clerk, in consultation with appropriate department head(s) and/or senior manager(s), will advertise committee vacancies in appropriate venues, making note of the mandate of the committee, a brief statement of role and responsibilities of committee membership, duration of term, level of commitment, application process and contact information. Flexibility and creativity should be employed to ensure a diverse and appropriate applicant pool. This includes how vacancies are advertised, and the duration of notice.
- b. Applicants shall be required to complete and submit to the Clerk an application form, available from the Clerk, the corporate website, or other venues as appropriate. If the applicant cannot complete the application form for reason of disability, special provision by the Clerk shall be made. A more detailed description of responsibilities shall also be made available at the time of application.
- c. The Clerk, in consultation with appropriate department head(s) and/or senior manager(s) may recommend that a striking committee of staff, select Councillors and others, as appropriate be formed to review applications and conduct interviews. The consensus based decisions of the striking committee shall form the recommendation to Council on appointees through the Clerk.

In the absence of a striking committee, staff shall interview applicants and recommend appointments to Council through the Clerk.
- d. After appointments are made by Council resolution, the Clerk shall forward a letter to all applicants, informing them of Council's decision.
- e. Appropriate department head(s) and/or senior manager(s) will ensure that staff will provide appropriate orientation and training. Orientation and training shall be provided to each appointee, regardless if the appointment was made part way through a term of Council.

26. Special guests, presenters and public participants

Special guests, presenters and public participants are not duly appointed advisory committee members, and shall not be subject to any provision of the procedural by-law 59-2002, or the Advisory Committee Policy.

27. Absenteeism

After three consecutive absences by an advisory committee member at regularly scheduled meetings, the following process shall be followed, in consultation with the Clerk:

- a. Staff shall informally notify the absent member to determine if they plan to attend the next regularly scheduled meeting, and note any reasonable or compassionate circumstances which would prohibit their attendance.
- b. If no reasonable or compassionate response was given, staff shall inform the absent member that if they are absent from the next regular meeting, they will be removed from the advisory committee, and their seat shall be declared vacant.
- c. If staff were unable to reach the absent member within a reasonable period before the fourth meeting, a brief letter stating “the Town’s Procedure By-law and Advisory Committee Policy regarding advisory committee membership state that if a member misses four regularly scheduled meetings in a row, his or her seat shall be declared vacant. Please note that since you have been absent for three meetings, you may be removed from the advisory committee if you do not attend our next meeting on x date.” The letter shall include staff contact information.
- d. If no contact with the absent member was made, or if there was no reasonable or compassionate grounds for absences given at the time of preparing the agenda for the fourth meeting, staff shall include the agenda item “absentee member,” just prior to “adjournment,” always the last item of discussion on the agenda.
- e. Upon consideration of the item, staff shall briefly identify the requirements of the policy and the name of the absent member, and will be noted in the minutes.
- f. The chair shall declare the absent member’s seat vacant, without debate or resolution.
- g. Staff shall inform the Clerk of the absent member, and the matter shall be considered by Council at their next available meeting.
- h. Council may, by resolution, waive the requirements of the policy. Removal from advisory committee membership shall be made by resolution of Council.
- i. If removed, the Clerk shall initiate the advisory committee recruitment and selection process, as appropriate.
- j. To address the conflicting commitments of Members of Council to attend meetings of advisory committees, statutory authorities and other Council business, Members of Council are excluded from the provisions of Section 27 of the Advisory Committee Policy. Whenever possible, Council liaison shall inform staff if there is a planned absence.
- k. Section 27 requirements shall form a part of the advisory committee’s orientation, and may be reiterated, as appropriate, through the chair.