

Advisory Committee/ Boards Terms of Reference Template

A. **Purpose**

While it is the legislative mandate of Council to make the final decision on all matters that affect the Town, the purpose of an Advisory Committee/Board is to:

1. Provide recommendations, advice and information to Council on those specialized matters which relate to the purpose of the Advisory Committee/Board;
2. facilitate public input to Council on programs and ideas approved by Council; and
3. to assist in enhancing the quality of life of the community, in keeping with Council's Strategic Plan principles;
4. conduct themselves in keeping with the policies set by Council pertaining to Advisory Committees/Boards, and also in keeping with the Town's Procedural By-law.

B. **Roles and Responsibilities**

(specific mandates of the committee/board will be listed under this section)

C. **Special Considerations**

(specific considerations/provisions of the committee/board will be listed under this section)

D. **Authority**

Authority transfer is restricted to the scope described herein, unless an amendment is explicitly authorized by Council.

The _____ name of Committee / Board _____:

1. Shall not communicate externally on behalf of Council except as related to the scope;
2. Shall ensure that all outgoing communications are in accordance with the Town's policies;
3. Shall not post independently to social media but rather social media postings shall be forwarded to the Town for distribution by the Town which may be shared by the Committee;
4. Shall not authorize any expenditures outside their Council approved budget;
5. Shall have the authority to undertake special projects, or research matters that arise and that are within the scope of these Terms of Reference. The responsibility for these assignments remains with the _____ Committee/Board _____ or designate.

E. **Reports To**

Council through the Committee of the Whole.

F. **Composition**

1. Unless otherwise determined by Provincial Legislation, membership shall be comprised of one (1) elected member of Council, eight (8) non-elected members and up to two (2) non-voting student members.

1. **Qualifications**

To qualify for membership on an Advisory Committee or Board, applicants must be eligible to vote in the Town of Carleton Place unless otherwise provided for under this section and with the exception of non-voting student members.

Members shall not be an employee of either the Town of Carleton Place or the County of Lanark.

Preference will be given to persons demonstrating knowledge or experience specific to the subject Committee / Board.

2. **Appointments to Advisory Committees and Boards**

All appointments to Advisory Committees and Boards shall be made through the Striking Committee.

3. **Term of Membership**

The Term of office for members on Advisory Committees and Boards shall be concurrent with the term of Council, except as otherwise provided by legislation.

4. **Absence**

Any citizen member who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary/Technical Advisor shall advise the Clerk.

2. **Resignation of Citizen Members:**

Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.

3. **Filling Vacancies:**

Vacancies shall be advertised on the Town's website and applications shall be made through the Clerk.

4. **Responsible Department:**

The Director/Manager of _____ shall be responsible for all actions and financial undertakings of the _____ Committee/Board.

5. **Structure:**

a) Chair

The Chair shall be appointed annually by the Committee/Board members at the first meeting of each year. In the absence of the Chair, an Acting Chair shall be elected at the beginning of the meeting for the term of that meeting.

b) Committees that choose to have a Vice Chair, may appoint one of their members on an annual basis to this position. The role of Vice Chair will be similar to that of an Acting Chair.

c) Student Members

Committees that which to do so may have up to two (2) student members. These positions will be non-voting positions and do not count towards quorum. Students must be a minimum of 16 years of age and be actively attending an educational program.

d) Support Resources

(1) Technical Advisor: The Director/Manager of _____ and / or their designate shall be the Technical Advisor to the _____ Committee/Board to ensure compliance with Town policy.

(2) Recording Secretary: The Recording Secretary shall be appointed annually by the Committee/Board members at the first meeting each year. A member of the Committee or where applicable, an assigned staff person shall act as the Recording Secretary for the Committee/Board's meetings.

G. Procedures

1. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to, the Town of Carleton Place's:
 1. Accountability and Transparency Policy
 2. Procedural By-law
 3. Procurement By-law
 4. Code of Conduct
2. The Committee/Board shall establish an annual meeting schedule and publish same on the Town's website. The schedule shall include at least four (4) regular meetings per year with allowances for summer and Christmas breaks.
3. Unless excluded by legislation, all Committee/Board members eligible to vote, including the Chair, must vote.
4. The Committee/Board may solicit, document and consider public input where appropriate upon approval of Committee of the Whole.
5. Distribute the agenda per the Town's Procedural By-law and send the agenda, with any associated reports attached, to the Clerk, in accordance with timeframes outlined in the Town's Procedural By-law for posting on the Town's website.
6. Distribute the minutes, once approved, to the Clerk, in a timely fashion for posting on the Town's website.
7. Provide the approved minutes, signed by the Chair and Recording Secretary, to the Clerk for the Town's official records. With respect to the last meeting prior to an election, the minutes shall be approved per the Procedural By-law.

H. Quorum

Greater than 50% of the Committee/Board members shall constitute quorum. Student members are non-voting positions and do not count towards quorum