

## **Municipality of West Elgin**

### **Schedule "A" to By-Law #2020-XX**

#### **Policy #2020-YY Advisory Committee Policy**

**Effective Date:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

### **Policy Statement**

This policy establishes the various expectations and protocols for the Advisory Committees of the Municipality of West Elgin.

### **Policy**

#### Role of an Advisory Committee

The role of an Advisory Committee is to provide recommendations, advise and information to Municipal Council on specialized matters which relate to the purpose of the Advisory Committee, to facilitate public input into Municipal Council on programs, provide ideas and to assist in enhancing the quality of life for the community of West Elgin.

#### Appointments to Advisory Committees

Appointments to Advisory Committees shall be at the pleasure of Municipal Council. All appointees must be a resident of West Elgin.

#### Process:

At the start of each Council term, the Clerk shall contact all members of Advisory Committees, who are eligible to continue to serve, in writing to gauge their interest in continuing on the Advisory Committee, these expressions of interest shall be presented to Council during the Committee Appointments meeting.

Any vacancies shall be advertised for two (2) consecutive weeks in the local newspaper, website and social media, prior to the Committee Appointments meeting. All interested residents shall fill out the application form (attached to this policy, by the established deadline. Council shall review all applications in camera and make appointments by By-law. Mid-term vacancies appointments shall follow the same process, with appointment by resolution of Council.

Any member of an Advisory Committee who wishes to resign their appointment may do so by submitting notice in writing to the Clerk. Resignation shall be effective upon receipt of the letter by the Clerk.

### Term of Appointment

Appointments to Advisory Committees shall be for the term of Council – four (4) years. Each member may be appointed for a maximum of two (2) consecutive terms. A member may be appointed after not serving for one (1) term.

No resident shall sit on more than one (1) Advisory Committee at one time.

### Remuneration

Advisory Committee members shall serve without remuneration.

### Attendance

Advisory Committee members are expected to attend all meetings. Members shall be deemed to have resigned their appointment if they miss three (3) consecutive meetings or 25% of the meetings in one calendar year.

The Clerk shall send written notice to any member who has reached the absence threshold and invite the member to provide written explanation, with the understanding that this will be reviewed by the Chair and Clerk. The Chair and Clerk shall make a recommendation to Council with regards to the members appointment. Council shall make the final decision on absence issues.

### Agendas & Minutes

The Clerk or designate shall, in consultation with the Chair notify all members of upcoming meetings as per The Municipality of West Elgin Council Procedure By-law.

The Clerk or designate shall, in consultation with the Chair prepare all Agendas and distribute according to The Municipality of West Elgin Council Procedure By-law.

The Clerk or designate shall record the minutes of all Advisory Committee Meetings.

### Code of Conduct

Advisory Committee Members shall adhere to the West Elgin Committee and Council Code of Conduct, and in accordance with the provisions of other applicable Acts and Regulations.