



Town of Whitby Policy

Policy Title:	Boards and Committees Policy
Policy Number:	G 030
Reference:	Municipal Act, Council Resolution #492-17
Date Approved:	October 30, 2017
Date Revised:	N/A
Approval:	Council
Point of Contact:	Town Clerk

Policy Statement

Boards and Committees are created by Council to fulfill a variety of functions and purposes in service to the community and public. Boards and Committees shall conduct their affairs in an accountable and transparent manner, and make recommendations to Council or decisions that facilitate the betterment of the community's interests.

Purpose

The purpose of this policy is to identify a framework for establishing Boards and Committees, and the requirements and guidelines for maintaining and supporting their role.

This policy supplements the Town of Whitby Procedure By-law and the Boards and Advisory Committees Code of Conduct.

Scope

This policy applies to Boards and Committees created by Council (with the exception of the Whitby Public Library Board and Whitby Hydro Energy Corporation Board of Directors), Members of such Boards and Committees, and Town Staff assigned to provide administrative support. External bodies and boards not established by Council and internal working groups of an administrative nature are not considered in the scope of this Policy.

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1 Definitions

- 1.1 **Advisory Committee** means a Committee created by Council to act in an advisory capacity on a specific matter of municipal interest.
- 1.2 **Clerk** means the Clerk of the Corporation of the Town of Whitby.
- 1.3 **Committee** means any Advisory Committee, Quasi-Judicial Committee or other committee, subcommittee or similar entity established by Council.
- 1.4 **Board** means any Local Board established and exercising any power and a substantial amount of authority over their own operations under any Act with respect to the affairs or purposes of the Town, or the Town and one or more other municipalities.
- 1.5 **Member** means a person appointed to a Board or Committee, as the context requires.
- 1.6 **Quasi-Judicial Committee** means a Committee created by Council to exercise a legislative or quasi-judicial power under the Planning Act, Municipal Act or an Act so prescribed, and includes a Property Standards Committee required under the Building Code Act and a Compliance Audit Committee required under the Municipal Elections Act.
- 1.7 **Quorum** means a majority of appointed voting Members (50 percent plus 1) required to be present at any meeting in order for business to be conducted, unless otherwise specified within a Board or Committee Terms of Reference. For clarity, quorum is based on the number of Members currently appointed, and is not based on the maximum number of Members permitted to sit on a Board or Committee, as specified within the applicable Terms of Reference.
- 1.8 **Staff Liaison** means the Town of Whitby Staff member(s) responsible for the administrative and communications support for a Board or Committee.
- 1.9 **Subcommittee** means a team chaired by a Member of the Board or Committee, created to carry out a specific project or function included in the work plan of the Board or Committee, and can be comprised of any party determined by the Board or Committee to have knowledge or expertise relevant to the function of the subcommittee.
- 1.10 **Terms of Reference** means a document, approved by Town Council, outlining a Board or Committee's mandate and administrative details, including composition, meeting structure, and any specific characteristics that are necessary for the Board or Committee's operation.

2 Interpretation

- 2.1 The Clerk, or their designate, shall be responsible to interpret and administer this Policy.

3 General Board and Committee Provisions

3.1 Establishment of Boards and Committees

- 3.1.1** In the absence of a statutory requirement, Boards and Committees shall be established by resolution of Council upon consideration of a report from Town Staff.
- 3.1.2** A report recommending the creation of a Board or Committee shall include a draft Terms of Reference.

3.2 Secretarial and Administrative Support

- 3.2.1** As a general rule, the Office of the Town Clerk shall provide secretarial support for Committees. Boards shall generally be responsible for providing their own secretarial support through either a Member appointed as the Board's secretary, an employee of the Board, or a Staff Liaison if the Board receives support from a Town Department.
 - a) Boards or Committees that do not receive secretarial support from the Office of the Town Clerk shall ensure that signed and approved minutes are forwarded to the Town Clerk for retention. In addition, any Committee or Board policies updated or approved by the Board shall also be forwarded to the Office of the Town Clerk for retention. The Town Clerk shall undertake to make agendas and minutes provided publically available on the Town's website. The Town Clerk will also ensure that the original signed minutes are kept as a permanent record.
 - b) Final approval of all Board and Committee minutes is at the discretion of the Town Clerk and is subject to review of content and formatting.
- 3.2.2** The Department responsible for providing a Staff Liaison to administratively support a Board or Committee shall be determined by the CAO. The relevant Department Head shall identify the position(s) responsible for acting as the Staff Liaison.

3.3 Terms of Reference

- 3.3.1** Every Committee, and certain Boards as identified at time of establishment or as otherwise requested by Council, shall have a Terms of Reference approved by Council and include details that outline the governance and unique administrative functions of the Board or Committee. A Terms of Reference template is attached as Appendix 1 to this Policy.
- 3.3.2** Amendments to a Committee's Terms of Reference may be initiated by the Committee's Staff Liaison who will, when appropriate, consult with the Committee on the proposed changes. Proposed amendments will be presented for Council approval through a staff report.
- 3.3.3** Amendments to a Board's Terms of Reference may be initiated by the Board, and shall be presented for Council approval through a staff report prepared by the Board's staff representative.

- 3.3.4** Despite the provisions of subsections 3.3.2 and 3.3.3, the Clerk may amend Boards and Committees Policy G 030 to update the Terms of Reference for Advisory Committees to reflect each Committee's preference for virtual, hybrid, or in-person meetings.
- 3.3.5** Unless otherwise specified in a Terms of Reference, the following governance and administrative functions shall apply to all Boards and Committees:
- 3.3.5.1** The Chair and Vice-Chair shall be appointed to a one (1) year term at the first meeting of each calendar year, and may hold such positions for no more than two (2) consecutive years, unless the Board or Committee determines otherwise with the unanimous consent of its membership.
 - 3.3.5.2** If the Chair and Vice-Chair are absent, the Members shall motion to appoint a Chair from the Members present at the meeting. The appointed Chair shall undertake the regular duties of the Chair during the meeting or until the arrival of either the Chair or Vice-Chair.
 - 3.3.5.3** The Mayor shall appoint Members of Council to act as the Mayor's Designate to a Board or Committee in accordance with the Town's Procedure By-law. Mayor's Designates are not voting members and do not contribute towards determining Quorum.
 - 3.3.5.4** Board and Committee Members shall follow the Board and Advisory Committee Code of Conduct and the Procedure By-law for rules pertaining to meeting conduct and procedure.
 - 3.3.5.5** Notwithstanding Section 3.3.4.4, the Town Clerk may establish simplified rules of procedure for Boards and Committees. Boards may also adopt their own rules of procedure, subject to the approval of the Town Clerk.
 - 3.3.5.6** Whenever possible, Members shall inform the appropriate Town Staff Liaison and the Council & Committee Coordinator of any planned absence from a meeting.
 - 3.3.5.7** Members shall strive to attend all Board or Committee meetings and all planned special events and functions hosted or organized by the Board or Committee.
 - 3.3.5.8** If any Board or Committee Member is absent from three (3) consecutive meetings without justification, the Staff Liaison and Council & Committee Coordinator shall confirm the intention of the Member as to whether they wish to continue on the Board or Committee.
 - 3.3.5.9** The Staff Liaison, in consultation with the Chair and Vice Chair and based on evidence of absenteeism due to compassionate grounds, may authorize a leave of absence longer than 3 consecutive

meetings. A Member on an authorized leave of absence shall not be counted in the number of Members upon which Quorum is based.

- 3.3.5.10** A Member of a Board or Committee who does not comply with attendance requirements may be requested to submit their resignation from the Board or Committee.
 - 3.3.5.11** Members of Council appointed to Boards and Committees as the Mayor's Designate shall act as a liaison between Council and the Board or Committee, providing updates relevant to the Board or Committee's mandate during scheduled meetings, and relaying Board or Committee initiatives and concerns to Council.
 - 3.3.5.12** Due to the potential of conflicting commitments, Members of Council are excluded from the attendance provisions outlined within this Policy.
 - 3.3.5.13** Unless otherwise specified in the Board or Committee's Terms of Reference, all Boards and Committees shall meet each month of the year, with the exception of July and August, and June to December in the year of a regular municipal election.
 - 3.3.5.14** In instances where meeting dates are impacted by Statutory Holidays or conflicts with other Advisory Committee meetings, Staff in the Office of the Town Clerk shall work with Advisory Committee Staff Liaisons to determine an alternate meeting date.
- 3.3.6** In all proceedings, Boards and Committees shall have regard for their approved mandate as outlined within their Terms of Reference.

3.4 General Requirements for Board and Committee Membership

- 3.4.1** Unless otherwise specified in a Terms of Reference, the following, applicants who wish to serve as a Member on Boards or Committees shall be:
- a) 18 years of age or older; and,
 - b) A resident, tenant or property owner in the Town of Whitby.

3.5 Youth Membership

- 3.5.1** Boards and Committees are encouraged to provide opportunities for youth on the Whitby Youth Council to participate and contribute in meetings, functions and projects as a youth liaison.
- 3.5.2** Unless otherwise specified in a Terms of Reference, members of the Whitby Youth Council shall act as youth liaisons on Boards and Committees as non-voting Members.
- 3.5.3** The age requirements for youth liaisons to sit on Boards and Committees shall match the requirements set forth on the application form for Youth Representatives on the Whitby Youth Council.

- 3.5.4** Each Board or Committee, through its Staff Liaison, shall be responsible for contacting the Youth Services Section in the Community and Marketing Services Department if the participation of a youth from the Whitby Youth Council is required, for a term so prescribed by the Board or Committee.

3.6 Board and Committee Appointments

- 3.6.1** The Office of the Town Clerk shall be responsible for the coordination of appointments to Boards and Committees, unless otherwise noted in a Board or Committee's Terms of Reference or governing document.
- 3.6.2** Advertisements for appointments to Boards and Committees shall be based on composition outlined in the Board or Committee's Terms of Reference and subject to any procedure established by the Town Clerk for this purpose.
- 3.6.3** The Clerk will inform Council whether an applicant currently is a Member on another Board or Committee.
- 3.6.4** Appointments to Boards or Committees not coordinated through the Office of the Town Clerk shall follow the appointment process outlined in their respective Terms of Reference or governing document.
- 3.6.5** The duration of Board and Committee Member appointments shall be for the term of Council, or until a successor is appointed, unless otherwise prescribed in the Board or Committee's Terms of Reference.
- 3.6.6** Members appointed to fill a vacancy shall be appointed for the remainder of the current term of Council, or until a successor is appointed.
- 3.6.7** Membership that reflects the diversity of the Town community will be encouraged in the recruitment, selection and appointment process.

3.7 Orientation Sessions

- 3.7.1** At the beginning of Council's term, or upon significant turnover of Members on a Board or Committee, the Office of the Town Clerk shall organize and hold an orientation and training session for Members.
- 3.7.2** Orientation packages will be distributed to all new Board and Committee Members for reference purposes through the Office of the Town Clerk.
- 3.7.3** Each package shall include the Board or Committee's Terms of Reference and a resource guide that contains pertinent information, including but not limited to policies, various legislation and other reference material that provide guidance to Boards and Committees in carrying out their functions.

3.8 Subcommittees

- 3.8.1** Boards and Committees may form Subcommittees as necessary to investigate, explore, address or report on specific issues, matters or functions related to a Board or Committee. Subcommittees shall not be authorized to create further Subcommittees.

- 3.8.2** A Subcommittee may discuss matters via available technology or in-person, and shall report directly to the Board or Committee with findings and/or recommendations.
- 3.8.3** A Subcommittee must include at least one (1) voting Member who shall act as Chair of the Subcommittee. Notwithstanding the requirement for at least one (1) Member, a Subcommittee's membership may be comprised of any party determined by the Board or Committee to have knowledge or expertise relevant to the function of the subcommittee, such as:
- a) Members;
 - b) Staff Liaison(s);
 - c) Town Staff;
 - d) Consultants of the Town;
 - e) Contributing Stakeholders; and,
 - f) Members of the Public.

3.9 Access to Meetings

- 3.9.1** The requirement to hold open meetings, and the permissiveness to hold closed meetings, shall be determined in accordance with the Closed Meeting Policy (G 040).
- 3.9.2** Agendas and minutes for Boards and Committees shall be posted on the Town's website.
- 3.9.3** Boards and Committees shall adhere to the requirements of the Integrated Accessibility Standards Regulation, Ontario Regulation 191/11, the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), and the Accessible Customer Service Policy (CA 170) when conducting meetings and interacting with the public.

3.10 Budget and Financial Reporting

- 3.10.1** Boards and Committees may make requests for budget allocations through their Staff Liaison in advance of the Town's annual budget process.
- 3.10.2** Boards that manage their own finances shall ensure that all related revenue and expenditure transactions shall follow Town approved financial and purchasing policies, or have in place policies developed by the Board and approved by the Town Treasurer.
- 3.10.3** Boards that manage their own finances shall submit annual financial statements to the Town Treasurer.
- 3.10.4** Budget requests from Boards and Committees must relate to specific activities approved in the Board or Committee's mandate and/or work plan. Requests shall be submitted by the appropriate Department Head for consideration in the Town's budget review.

3.11 Remuneration

- 3.11.1 Board and Committee Members will serve without remuneration unless remuneration has been authorized by by-law.

4 Advisory Committee Provisions

4.1 Work Plan and Annual Report

- 4.1.1 At the beginning of each new Council term, Advisory Committees shall draft a work plan in alignment with the Committee's mandate, and individual or departmental work plan projects and initiatives. Annually thereafter, an update to the Advisory Committee's progress in their work plan shall be provided to the appropriate Standing Committee via an annual report.
- 4.1.2 Any necessary revisions to the Committee's work plan shall be noted in the annual report.
- 4.1.3 Work plans and annual reports shall be presented at the appropriate Standing Committee under the Correspondence portion of the agenda with a recommendation to receive and endorse.

4.2 Contributing Stakeholders

- 4.2.1 Advisory Committees may provide opportunities for representatives of businesses, organizations, community groups or service providers with knowledge, interest or expertise in matters relevant to the mandate of the Advisory Committee to contribute as required by the Committee. This may include participating in meetings and contributing to initiatives as contributing stakeholders.
- 4.2.2 Businesses, organizations, community groups or service providers may request their involvement as a contributing stakeholder by making a written request to the Advisory Committee describing their knowledge, interest or expertise in matters relevant to the mandate of the Committee.
- 4.2.3 Contributing stakeholders are not Members of the Advisory Committee and do not have voting rights.
- 4.2.4 The list of contributing stakeholders will be maintained by the Advisory Committee Staff Liaison(s), and noted in the Committee's Terms of Reference.
- 4.2.5 The Town Clerk has the authority to amend the contributing stakeholders list in the terms of reference, as necessary.

Appendices

Appendix 1 Terms of Reference Template

Appendix 2 List of Boards and Committees, Staff Contacts and Lead Departments

This Policy is hereby approved by Council Resolution #492-17 on this 30th day of October, 2017.



<Board/Committee Name> Terms of Reference

Number: <ToR #>
Reference: Council Resolution #
Date Approved: [Click here to enter a date.](#)
Date Revised: [Click here to enter a date.](#)
Approval: Council
Point of Contact: <Staff Liaison(s)>

1.0 Enabling Legislation

2.0 Mandate and Responsibilities

3.0 Lead Department

3.1 The _____ Department will be the lead(s) for the _____.
 Staff from other departments may attend meetings as required to provide expertise or report on various matters.

4.0 Membership and Composition

4.1 The _____ shall be comprised of up to () and no less than () citizen appointments and () Member of Council.

#	Committee Members	Member Type
()	Citizen Appointments	Voting
()	Youth Council Liaisons	Non-Voting
()	Member of Council	Non-Voting

() **Contributing Stakeholders**

5.0 Member Qualifications

6.0 Meeting Frequency and Schedule

6.1 The _____ shall meet on the _____ first/second/third/fourth _____ of each month.

6.2 The duration of the meeting shall be # hours for each scheduled meeting date, from 0:00 to 0:00.

Advisory Committees

	Staff Contact(s)	Lead Department(s)
Accessibility Advisory Committee	Accessibility Coordinator	Community and Marketing Services Department
Active Transportation & Safe Roads Advisory Committee	Manager, Engineering Services Manager, Transportation & Parking	Public Works Department
Brooklin Downtown Development Steering Committee	Principal Planner – Downtowns and Cultural Heritage	Planning and Development Department
Doors Open Whitby Advisory Committee	Marketing and Events Program Assistant Planner II, Heritage and Downtowns	Corporate Communications and Events Planning and Development Department
Downtown Whitby Development Steering Committee	Principal Planner – Downtowns and Cultural Heritage	Planning and Development Department
Ethno-cultural and Diversity Advisory Committee	Manager, Recreation	Community and Marketing Services Department
Heritage Whitby Advisory Committee	Planner II, Heritage and Downtowns	Planning and Development Department
Whitby Canada Day Committee	Lead, Special Events	Corporate Communications and Events

	Staff Contact(s)	Lead Department(s)
Whitby Community Beautification Committee	Coordinator, Marketing and Events	Corporate Communications and Events
	Manager, Parks & Long Range Planning	Community and Marketing Services Department
Whitby Sustainability Advisory Committee	Senior Planner, Sustainability	Planning and Development Department

Local Boards

	Staff Contact(s)	Lead Department(s)
Ashburn Community Centre Board of Directors	Supervisor, Facilities – Community Centres	Community and Marketing Services Department
Community Connection Executive Board of Directors	Supervisor, Community Development and Youth/Child Services	Community and Marketing Services Department
Downtown Whitby Business Improvement Area (BIA) Board of Management	Principal Planner – Downtowns and Cultural Heritage	Planning and Development Department
Groveside Cemetery Board	Corporate Secretary	Treasury Department
Spencer Community Centre Board of Directors	Supervisor, Facilities – Community Centres	Community and Marketing Services Department
Whitby Hydro Energy Corporation Board of Directors	N/A	N/A
Whitby Public Library Board	Library CEO	N/A

Quasi-Judicial Committees

	Staff Contact(s)	Lead Department(s)
Animal Services Appeal Committee	Manager of By-law and Animal Services	Legal and By-law Services
Committee of Adjustment	Planner I	Planning and Development Department
Compliance Audit Committee	Town Clerk Deputy Clerk	Office of the Town Clerk
Property Standards Appeal Committee	Manager of By-law and Animal Services	Legal and By-law Services

Other

	Staff Contact(s)	Lead Department(s)
Grants Review Committee	Manager, Recreation	Community and Marketing Services Department
Road Watch Committee	Manager, Transportation & Parking	Public Works Department
Whitby Seniors' Services Committee	Supervisor, Senior Services	Community and Marketing Services Department
Whitby Youth Council	Supervisor, Community Development and Youth/Child Services	Community and Marketing Services Department