



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA  
BY-LAW NUMBER 3478-2020**

**BEING A BY-LAW TO ADOPT A COMMITTEE POLICY  
FOR THE TOWNSHIP OF AUGUSTA**

---

**WHEREAS** Section 8 (1) of the Municipal Act, 2001 as amended states the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Section 5 of the Act provides that a municipality's power shall be exercised by by-law;

**AND WHEREAS** the Council of the Corporation of the Township of Augusta deems it advisable to adopt a Committees policy;

**NOW THEREFORE** the Council of the Corporation of the Township of Augusta enacts as follows:

1. That the Committee Policy, as described in Schedule "A" attached hereto and forming part of this by-law, is hereby adopted.
2. THAT this by-law shall come into force and effect on the date of passing.

**READ** a first and second time this 29 day of June, 2020.

**READ** a third time and passed this 29 day of June, 2020.

  
MAYOR

  
CLERK

## **COMMITTEE POLICY**

### **1. Purpose**

The purpose of the policy is to support the creation, amendment, dissolution, the appointment to and the Terms of Reference for advisory Committees, hereto known as Committees, authorized by Council and associated with the Township.

The Township of Augusta acknowledges the value of Committees and the advice they provide to Council. The creation, amendment, dissolution, and administration of committees shall be conducted in a fair and equitable manner and in accordance with applicable legislation or Council-approved procedures.

### **2. Definitions**

Advisory Committee (aka Committee) of Council means a collection of individuals, established by council, who bring unique training, knowledge, experience and skills which complement that of Council to advise, make recommendations for Council to more effectively govern the organization.

Subcommittee (aka Ad Hoc or working group) means a group, either formed by Council or Committee working together to achieve a specified goal(s). The lifespan of a subcommittee will last until it has achieved its goal(s), or until the Council or Committee dissolves the group.

Statutory Committee and Board means a committee/board established by by-law and/or pursuant to Provincial legislation that function pursuant to said by-law or legislation.

### **3. Creation, Amendment or Dissolution**

#### **Procedure**

Council may create a new Committee, amend or dissolve an existing Committee based on the analysis of the following:

- a. Council
  - i. Is the existence of this committee required by legislation and regulation?
  - ii. Is this Committee mandate relevant, achievable, unique, aligned with Corporate goals.
  - iii. operating effectively and efficiently in accordance with its Terms of Reference?
- b. Public Interest, community support or feedback

#### **Creation**

The creation of a new Committee may be triggered by the following factors:

- a) Significant public issues or trends;
- b) Where public input is deemed desirable;
- c) Legislation requirement or changes;
- d) Staff request.

Staff shall prepare a by-law to establish a Committee with the proposed committees mandate goals and composition for Councils consideration.

After approval of the creation of a new Committee, the Clerk's Office on behalf of Council will facilitate the appointment process, in accordance with this policy and the procedural by-law, based on the Committee's mandate, goals and Terms of Reference.

#### **Amendment and/or dissolution**

All committees formed by Council will be formally amended or dissolved by Council by resolution and may be triggered by:

- a) Expiration of Term
- b) Council Request

- c) Merger with another committee
- d) Committee recommendation to Council
- e) Staff recommendation via report to Council
- f) Lack of material, purpose, function, or public interest
- g) New issues at Council or public pressure
- h) Changes in Legislation
- i) Committee's effectiveness in fulfilling its mandate & alignment with Council's term objectives and priorities
- j) Financial impact on required resources

#### **4. Appointment of Members**

Appointments will be made as soon as reasonably possible at the beginning of term of Council.

##### Nominations

All residents, property owners and business owners or business employees of the Township shall be eligible to serve as a member, subject to specific legislation requirements or requirements in the Council approved policy.

Selection will be through the Mayor in consultation with Council. The applicant review process will be completed in camera as the process involves reviewing personal information. Recommendations and appointments will be made at a formal open meeting of Council by resolution.

##### Term of Committee Appointments

Volunteer members will be appointed for the term of Council, including members for statutory committees and boards that fall within the jurisdiction of the municipality, and will continue to serve until their successors are appointed by Council.

A Member shall be replaced by Council resolution within 60 days, if necessary, in the event that a committee member resigns from the committee or a member misses more

than three consecutive meetings and will be deemed to have forfeited their appointment.

Council reserves the right to rescind and/or change appointees at any point during a committee term.

##### Application Process

The recruitment and review of potential members will be done as a call for interested volunteers at the beginning of the term of Council. Notice of the appointment process will be advertised on the website and the Augusta facebook page as well as other mediums as deemed necessary.

All applicants must fully complete the standard application form which may be downloaded from the Township's website or obtained from the Clerk's department. (Appendix A)

Applicants names will be put forward to Council and representatives will be selected for the term of Council, with consideration for the following criteria:

- Candidates affiliated with the Township
- Candidates with the needed skills/knowledge areas
- Candidates with an understanding of rural affairs
- Candidate's qualifications and commitment to the functions of the committee as outlined in the committee mandate and objectives.
- Candidate's availability to participate

#### **5. Meeting Procedures**

##### **Roles**

The Mayor shall be Ex-officio Member.

Clerical/Administrative or technical staff required to support a Committee will be assigned

by the CAO.

The Mayor shall choose a member of Council as the Chair of the Committee based on Councillor interest and consultation. The Chair acts as liaison between Committee and Council and will bring forward any matters to Council as required and speak as the official representative of the Committee.

The role of the citizen volunteer is to provide needed technical skills and knowledge and provide desired representation of interest in the community.

Note: Ad Hoc/subcommittees may be formed from time to time to carry out specific projects.

### **Rules of Procedure**

Except as otherwise provided in the Terms of Reference, (Appendix B) all other procedural matters shall be governed under the Municipal Procedural By-law.

### **Quorum**

Quorum is desired, but not required to hold a meeting. If attendance at meetings is consistently low the Council will review the necessity of the committee continuing.

### **Agenda Items**

Agenda will be developed by the staff member and the Chair in accordance with the Committee's mandate.

Agendas and Minutes shall be distributed to the Committee by the Clerical Staff member in advance of the meeting.

Agendas and minutes will be posted on the official Augusta Township website.

### **Reporting to Council**

Committee reporting shall be done through the committee chair at the next Council meeting during the 'Committee Report' section.

Members have no authorization to make autonomous decisions.

The Committee may address the Council as a delegation.

## **6. Training**

7.

Members will be given an orientation at the beginning of their appointment. Mandatory Accessibility and Violence and Harassment training will be part of the orientation.

## **8. Code of Conduct**

All Council Members, Municipal employees and volunteers will be guided by relevant policies and procedures including the Code of Conduct, Workplace Violence and Harassment Policy and the Conflict of Interest Act.

In order to provide a positive and respectful workplace, all Council, staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions.

## **9. Confidentiality**

All members appointed by Council must sign a confidentiality agreement. Appendix C

**Appendix A**



**APPLICATION FOR APPOINTMENT TO A COMMITTEE**

*Please complete the following application and submit to the Township Clerk.*

**REQUIREMENTS** *(please circle those that apply)*

18 Years of Age or Older

8 – 17 Years of Age (YAC Only)

Augusta Resident/business owner/business employee

**PERSONAL DATA** *(please print)*

Last Name First Name: \_\_\_\_\_

Address City Postal Code: \_\_\_\_\_

Home Telephone Number - \_\_\_\_\_ Business - \_\_\_\_\_

Email: \_\_\_\_\_

**COMMITTEE FOR WHICH YOU ARE SEEKING APPOINTMENT**

*(Please list in order of priority)*

- 1.
- 2.

**PREVIOUS EXPERIENCE**

State in detail, your unique training, knowledge, experience and skills: work related, community service oriented, or other volunteer activities which illustrate the interest, skills or abilities you may contribute.

.

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

**CURRENT OCCUPATION:** \_\_\_\_\_

Have you received a previous appointment to a Committee?    Yes    No

If yes, which Committee: \_\_\_\_\_

Last year served?: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Personal information on this form is collected under the authority of the Municipal Act, 2001, (and the legislation expressly associated with individual committees) and will be used only for the purposes of recruitment of individuals to Municipal Boards, Committees and Commissions. Information on this form will be disclosed to the Council for candidate selection purposes only. Questions about the collection of information or about the selection in general, should be directed to the Municipality at the address indicated at the top of the application.*

Appendix B



### Template for Committee Terms of Reference

Committee Name:	
Enabling Legislation/By-law Date of Formation:	
Enabling Legislation/By-law	Frequency:
Staff Support:	
Total # of Members: Public:	Council:
Mandate:	
Goals/Objectives:	
Special skills required for members:	

**Appendix C**



**Confidentiality Agreement**

I, \_\_\_\_\_, am a volunteer on the \_\_\_\_\_ committee for the Corporation of the Township of Augusta.

I hereby acknowledge and understand the following:

That the Municipal Freedom of Information and Protection of Privacy Act provides standards for and requires administrative, technical and physical safeguards to ensure the security and confidentiality of records and personal information under the control of the Corporation of the Township of Augusta.

I further recognize and understands that in performing the duties and responsibilities pursuant to this Agreement, I will become knowledgeable with respect to a wide variety of confidential and other non-public records concerning the business of the Township and its affiliates and/or personal information of an identifiable individual. I therefore agrees that I will not, either during or after the termination of my contract for any reason, disclose any such confidential or non-public information to any unauthorized persons, except with the express written consent of Council, or otherwise required by law.

The parties acknowledge the confidential nature of this Agreement and hereby agree not to disclose its contents to any other party, except as may be required by law or to facilitate the administration of the written Agreement.

NOTE: Failure to comply with this agreement may result in removal from the Committee.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness Signature*

\_\_\_\_\_  
*Date*