

	<b>Report Title</b>	Policy for Boards & Committees
	<b>Report No.</b>	CLK 19-03
	<b>Author</b>	Donna Wilson, Town Clerk
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	January 14, 2019
	<b>Attachments</b>	Policy for Boards & Committees of Council

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## RECOMMENDATION

THAT Council receives Report CLK 19-03 Policy for Board & Committees;

AND THAT By-Law 4249 to authorize the policy be brought forward for Council consideration.

## BACKGROUND

This policy was initially adopted by Council on February 28, 2013 and revised on February 9, 2015. The revisions at that time were minor in nature and included removing the Deputy Mayor as an ex officio member of committees and removing the restriction that committee members must be a resident or municipal taxpayer in the Town of Tillsonburg as the Town serves a large catchment area outside of its boundary.

## DISCUSSION

The purpose of this policy is to identify a process for establishing Boards and Committees of Council; requirements for maintaining and supporting their work; and the coordination of the appointment and advertising process through the Clerk's Office. There have only been minor grammatical changes to the policy since it was adopted in 2015.

The policy for Boards and Committees provides the general goals and acceptable procedures for committees of council to follow. This document will be a reference for committee members to understand processes such as the appointment process, components of terms of reference, meeting structure, election of officers, establishing sub-committees, closed meeting requirements and adherence to the Town's Procedures.

In February of 2015 By-Law 3876 was passed which included the appointment of members of Committees of Council and the Tillsonburg Policy for Boards and Committees of Council. This policy has had no significant changes to it, however it is being brought before Council for consideration as the former by-law is being repealed. This by-law will apply to the Committee Policy alone and not include the committee appointments. By bringing it forward as a by-law on its own it may remain in place over a number of terms of committees of Council, however this not preclude that it should be reviewed on an ongoing basis.

**FINANCIAL IMPACT/FUNDING SOURCE**

N/A

**COMMUNITY STRATEGIC PLAN (CSP) IMPACT**

Section 1 – Excellence in Local Government – informing citizens of Policies and Procedures for Committees.

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## Report Approval Details

Document Title:	CLK 19-03 Policy for Boards and Committees.docx
Attachments:	- By-Law 4249 Schedule A.docx
Final Approval Date:	Dec 20, 2018

This report and all of its attachments were approved and signed as outlined below:



**David Calder - Dec 20, 2018 - 2:14 PM**

