

Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	1 of 17

1. Policy Objective

1.1. Committees and Boards are established by Council, in some cases pursuant to prescribed legislative requirements. Such bodies play an important role by providing a means for Council and staff to receive the views and advice from Ajax residents on a variety of matters and make decisions on matters delegated to Statutory Committees and Boards by Council.

2. Scope & Application

2.1. This Policy outlines a fair, equitable and transparent approach and process for the establishment and operation of Committees of Council and Boards. It is intended to address:

- The process for establishing and reviewing Committees and Boards
- Recruitment, selection, appointment and resignation processes
- Duties and conduct of Members
- Meeting management
- Reporting requirements
- Media relations
- Financial requirements

2.2. This Policy applies to Committees and Boards established by Town of Ajax Council.

2.3. This Policy does not apply to Council’s Standing Committees (General Government Committee and Community Affairs & Planning Committee), the Election Campaign Finance Compliance Audit Committee, nor to any informal committees, groups, or taskforces established by staff or Council for the purposes of public consultation and engagement, with the exception of Appendix A – Honoraria Schedule.

2.4. Changes or clarifications of policy or procedure shall be reflected in updates to the Policy, which may be supplemented by guidelines and training materials, as deemed appropriate by the Clerk.

3. Definitions

3.1. **Committee (statutory):** a committee established by Council of the Town of Ajax whose mandate and duties are prescribed by provincial law. Establishment of such committees may be either mandatory or optional, based

Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	2 of 17

on governing legislation (e.g. Accessibility Advisory Committee, Heritage Advisory Committee)

- 3.2. **Committee (discretionary)** – a committee established by Council of the Town of Ajax to perform functions and duties not prescribed by legislation.
- 3.3. **Board (statutory):** a board established by Council of the Town of Ajax to perform quasi-judicial functions that are prescribed by provincial law. Establishment of such boards may be either mandatory or optional, based on governing legislation (e.g. Committee of Adjustment, Compliance Audit Committee, and Property Standards/Animal Services Appeals Panel).
- 3.4. **Committee/Board Member:** an individual who is appointed by Ajax Council to a statutory committee or board.
- 3.5. **Chair:** the individual designated as the head of the committee/board who assists with planning and coordinating the committee’s work and conducting its meetings and business.
- 3.6. **Council:** the Council of the Corporation of the Town of Ajax.
- 3.7. **Mandate:** the statement that describes the Committee or Board’s purpose or responsibilities. The mandate for any committee/board shall align with any relevant legislative requirements and Council’s strategic direction.
- 3.8. **Quorum:** the number of Members required to be present at any meeting in order for business to be conducted.
- 3.9. **Terms of Reference:** the guiding document that provides a general overview of the scope of limitations, structure, objectives, and responsibilities for a committee/board.

4. Establishment of a Committee or Board

- 4.1. Committees and Boards are established by Council by-law, and in some cases, are prescribed by provincial legislation
- 4.2. As early as possible in a new term of Council, Council shall establish all Committees and Boards required by statute and may establish any optional Committees and Boards as it deems necessary.

Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	3 of 17

4.3. All Committees and Boards shall dissolve at the end of each term of Council.

5. Terms of Reference

5.1. Committee and Board Terms of Reference shall be included as an appendix to the establishment by-law.

The Terms of Reference for each Committee or Board shall include but need not be limited to the Committee or Board’s mandate, membership, meeting structure and schedule, and rules of procedure.

6. Orientation and Training

6.1. Every committee/board member shall participate in member orientation and training. Orientation may take place in advance of the first meeting of the Committee or Board, or during the first meeting.

6.2. Committee/Board member orientation and training content shall include:

- an overview of Committee/Board member rights, responsibilities, conduct, policies and procedures;
- *Mandatory Accessibility for Ontarians with Disabilities Act, Ontario Human Rights Code, and Occupational Health & Safety Act* training; and
- Any additional Committee/Board-specific content required for the role.

6.3. Committee/Board members shall be provided with copies of all relevant Town policies and resource materials for reference.

7. Accessibility & Inclusion

7.1. While serving on any Town of Ajax Committee or Board, all members shall comply with all Town of Ajax accessibility-related policies, practices, and procedures.

7.2. Notification of accommodation availability throughout the Committee/Board membership shall be provided (from recruitment to end of appointment).

Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	4 of 17

7.3. To encourage maximum participation, the Town of Ajax shall ensure that consideration is taken to provide accessibility in relation to meeting places, agenda and minute formats, communications, and conduct of meetings.

8. Municipal Freedom of Information and Protection of Privacy Act

8.1. Town of Ajax Advisory Committees are accountable for complying with the *Municipal Freedom of Information and Protection of Privacy Act*, and related Town of Ajax policies and practices regarding privacy and access to information.

9. Health and Safety

9.1. While serving on any Town of Ajax Committee or Board, all members shall comply with all Town of Ajax health and safety-related policies, practices, and procedures.

9.2. Committee/Board members shall never be asked to do anything unsafe and have the right to refuse any request, function, or activity they feel is unsafe.

9.3. All Committee/Board projects shall comply with the *Occupational Health and Safety Act* and Regulations. Training shall ensure that Committee/Board members understand their duties, rights, and responsibilities. Training shall identify hazards, the incident reporting process, violence/harassment policies and emergency procedures.

9.4. Committee/Board members must report all incidents and injuries immediately to Town staff. An incident report must be completed and sent to the appropriate Town liaison within 24 hours. Staff shall immediately notify the Occupational Health & Safety Specialist in the event a critical injury occurs.

9.4.1. A critical injury is an injury of a serious nature that:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of a leg or arm but not a finger or a toe;

Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	5 of 17

- Involves the amputation of a leg, arm, hand or foot, but not a finger or toe;
- Consists of burns to a major portion of the body; or
- Causes the loss of sight in an eye.

10. General Eligibility Requirements

10.1. Committee and Board members shall be:

- 18 years of age or older; (16 years of age or older for advisory committees only)
- Legally entitled to work in Canada
- A resident, business owner or property owner in the Town of Ajax; and
- Available to attend monthly evening meetings at Town facilities (up to 10 per year; absent from no more than 3).

10.2. Employees of the Town of Ajax are prohibited from appointment to Committees and Boards. Any Committee/Board member who becomes employed by the Town shall be required to resign from their appointment effective immediately.

11. Membership Administration

11.1. The process for acquisition, selection, appointment and dismissal from Town of Ajax Advisory Committees is detailed within the **Town of Ajax Committee and Board Recruitment and Appointment Process (LIS-WI-008)**.

11.2. A Committee and Board information session may be held as part of the recruitment process at the onset of the new term of Council. The session shall provide the public and potential applicants with information regarding the Town's Committee and Board structure, mandates, and responsibilities.

11.3. Principles of equity and accommodation for all candidates shall be adopted and implemented by enforcing application deadlines, selection criteria and consistent screening/interviewing procedures.



Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	6 of 17

11.4. Membership, as much as possible, shall be representative of the Ajax community, and achieve balance between diversity, a variety of technical expertise and other related skills and experiences.

12. Term of Appointment

12.1. Members are appointed by resolution of Council and shall serve for a term concurrent to the term of Council, plus an additional three months during the transition period. Appointments shall commence, as close as possible, to March 1 of the first year of a Council term, and end on February 28 or 29 of the first year following a Council term.

12.2. Members may only serve on one Town of Ajax Committee or Board of Council at a time (with the exception of the Ajax Public Library Board). However, members may serve on administratively-established committees (i.e. project steering committees) at the same time as serving on a Committee or Board of Council.

12.3. Committee/board Members may seek reappointment upon reapplication for a consecutive term. Completion of a new/updated application shall be required. A balance of new and returning Members shall be sought by staff during the selection process.

12.4. Notwithstanding section 12.3, Members of the Committee of Adjustment and Property Standards/Animal Services Appeals Committee who have served a two-term period may choose to re-apply, and an application may be considered if sufficient interest, experience, and skills from new applicants is not received.

12.5. Members may hold appointments on Regional Committees/Boards concurrently, as well as committees and boards for other public and private organizations.

12.6. Appointed members may independently participate in the Town’s online Public Engagement Platform in addition to their Committee/Board involvement.

13. Attendance Management & Resignation of Members

13.1. Wherever possible, Members shall inform Staff in advance of any planned absence.

Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	7 of 17

13.2. Prior to appointment, members shall commit to not being absent for more than three (3) meetings within a calendar year (unless documented as a result of extenuating circumstances – e.g. illness, parental leave, compassionate grounds, etc.).

13.3. After two (2) absences by any Member at regularly scheduled meetings, the following process shall be followed:

- a) Staff shall contact the absent Member by e-mail to review the attendance requirements and identify any extenuating circumstances preventing the member’s attendance.
- b) If no extenuating circumstances are provided, staff shall inform the absent member that if they are absent from a third meeting, their appointment may be revoked by resolution of Council.

13.4. To address the conflicting commitments to attend meetings, statutory authorities and other Council business, the attendance management section of this policy shall not apply to members of Council.

13.5. Committee Members wishing to resign their appointment shall submit their resignation in writing to the Legislative & Information Services Department.

14. Relationship Between Committees/Boards and Council

14.1. The nature of Advisory Committee recommendations to Council is purely advisory, and Council may or may not approve, amend, refer or propose other resolutions, as Council sees appropriate.

14.2. Quasi-judicial boards are delegated authority to make decisions on behalf of Council relating only to matters within the Board’s jurisdiction as defined by statute and the Terms of Reference.

14.3. Committees and Boards shall not reconsider, recommend or advise on a matter that has been decided by Council, unless otherwise directed by Council.

15. Conduct & Conflict Resolution

Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	8 of 17

15.1. All members shall be required to review, sign, and adhere to the **Town of Ajax Code of Conduct for Local Boards**.

15.2. When controversial, inappropriate, unconstructive, or offensive conduct becomes ongoing, intervention with an appropriate conflict resolution mechanism shall be implemented. This process may be initiated confidentially by a committee Member or staff.

16. Chairs and Vice-Chairs

16.1. Advisory Committees

16.1.1 At the first meeting of the new term, the staff shall seek the names of those members interested in the role of Chair and Vice-Chair. Members will rotate, alphabetically, from the list, to allow for fair and inclusive participation of all members interested in a leadership role.

16.1.2 The role of the Chair will rotate annually and the vice-chair twice annually, beginning at the first meeting of the calendar year.

16.1.3 If a Chair is not present within the first 10 minutes of a meeting, one of the Vice-Chairs shall preside.

16.2. Quasi-Judicial Boards

16.2.1 At the first meeting of the new term, Members shall designate a Chair for the year. The position of Chair shall rotate on an annual basis amongst 4 members. The fifth member shall be designated the Vice-Chair for the entire term, in the event the Chair is not present for a meeting.

16.3. Responsibilities & Expectations of Chairs and Vice-Chairs

16.3.1 The Chair is expected to:

- Preside over all meetings and be responsible for the overall administration of the business of the Committee/Board, ruling on any points of order;
- Provide assistance to staff with the preparation of meeting agendas;

Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	9 of 17

- Facilitate meetings;
- Participate as an active member, encouraging participation by all Committee/Board members;
- Generally refrain from discussion until all Committee/Board members have had an opportunity to speak on a matter;
- Refrain from voting unless a tie is present;
- Undertake any necessary work, including special projects and research, between meetings;
- Be the point of contact for the Committee/Board;
- Assist with the preparation of the annual report/presentation to Council; and
- Review the mandate, goals and objectives of the Committee.

16.3.2 The Vice-Chair is expected to:

- Assume the duties of the Chair if the Chair is not present within the first ten (10) minutes of a meeting.

17. Responsibilities & Expectations of All Members

17.1. Committee/Board members (inclusive of the Chair, Vice-Chair and Council Member Appointees) are expected to:

- Attend all scheduled and special Committee/Board meetings, sending regrets in advance where possible;
- Understand their role and expectations, including relevant Town policies;
- Follow the agenda and stay focused on the topic at hand;
- Understand and adhere to the mandate of the Committee/Board, including its relationship to Council;

Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	10 of 17

- Participate as an active member, asking questions and seeking clarification through the Chair;
- Undertake work necessary to contribute meaningfully – i.e. reading agendas, conducting research between meetings, etc.;
- Adhere to the Town of Ajax Code of Conduct for Local Boards;
- In a public forum, clearly identify that they are speaking as an independent resident, unless otherwise designated to speak on behalf of their Committee/Board;
- Respect confidential information;
- Comply with the Statutory Committees and Boards Policy & Procedure; and
- Attend any training or personal/professional development sessions offered by the Town of Ajax.

18. Responsibilities & Expectations of Council Member Appointees

18.1. Council Member Appointees are voting members who are expected to:

- Liaise between Council and the Committee/Board during Council meetings;
- Ensure that Committee/Board members are aware of Council issues that may affect the goals and objectives of the Committee/Board; and
- Assist the Chair in reviewing the goals and objectives of the Committee/Board.

19. Responsibilities & Expectations of Committee/Board Support Staff

19.1. Staff have two principal functions in regard to Committees/Boards: **administrative coordination role** and **staff liaison role**, providing content support and policy advice.

19.2. Legislative Specialist

Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	11 of 17

19.2.1 The Legislative Specialist shall provide administrative coordination support to Advisory Committees (i.e. recruitment, training, on-boarding, member relations, and attendance management).

19.2.2 The Legislative Specialist may facilitate a Committee/Board ‘open house’ in conjunction with recruitment efforts.

19.2.3 The Legislative Specialist may coordinate an annual professional development/skill-building workshop for members.

19.3. Staff Liaison

19.3.1 Staff liaisons shall attend each Committee/Board meeting or arrange for a designate to be present in their absence.

19.3.2 Staff liaisons shall oversee and determine operating budget availability for Committee/Board-related expenses and departmental work plan items and projects.

19.3.3 Staff liaisons shall offer policy advice, provide presentation and discussion content for meetings, assist with special events/projects (including reports to Council), and follow-up with appropriate staff.

20. Responsibilities & Expectations of Departments

20.1. The department role shall be fulfilled by managers/supervisors of staff involved with Committees/Boards and shall include:

- Understanding the role and expectations of the Committee/Board Members, Chairs and staff;
- Ensure staff receive appropriate training and coaching to serve Committees/Boards;
- Track and approve staff workload in regard to Committees/Boards and ensure the nature and amount of work performed by staff is appropriate;
- Contact Committee/Board Chairs and Legislative & Information Services department if issues/concerns related to staff arise; and

Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	12 of 17

- Encourage staff to bring forward content related to departmental work plans to Advisory Committees for consultation.

21. Meeting Management

Detailed rules of procedure for each committee shall be incorporated into the Terms of Reference.

21.1. Agendas

- 22.1.1 Agenda content shall be finalized by no later than noon one week prior to the scheduled meeting date.
- 22.1.2 Agendas shall be prepared, circulated and posted on the Town's website no later than one week prior to the meeting date.
- 22.1.3 If no substantive agenda content is received, the meeting shall be cancelled at the discretion of the Chair.

21.2. Minutes

- 22.2.1 Minutes shall briefly outline the substance of each of the items listed on the agenda, including actions taken and recommendations.
- 22.2.2 Minutes shall require the approval of the Committee/Board and be posted on the Town's web site.

21.3. Work Plan

At the beginning of each new term, and annually thereafter, staff liaisons to Advisory Committees shall draft a committee work plan in alignment with the Committee's mandate and individual or departmental work plan projects and initiatives. The work plan will be reviewed with the Committee and act as a guide for presentation and discussion items, projects and initiatives.

21.4. Open and Closed Meetings

All meetings shall be open to the public to ensure accountability and transparency.

21.5. Meeting Frequency

Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	13 of 17

21.5.1 Meetings shall be scheduled as needed, on a monthly/bi-monthly basis.

21.5.2 Committees/boards may determine that meetings shall not be held during the summer months, and possibly December, to recognize holiday schedules as they relate to member attendance.

21.5.3 During a municipal election year, meetings will be scheduled in the last half of the calendar year (September–December), only if necessary.

21.6 Quorum

21.6.1 Quorum for advisory committees shall be 6 members.

21.6.2 Quorum for quasi-judicial boards shall be 3 members.

22. Annual Reporting Requirements

22.1. Each Advisory Committee shall present an annual report and/or presentation to Council, with the assistance of staff.

23. Media Relations

23.1. Committee/Board members shall not speak to the media on Town of Ajax matters, unless authorized by Town of Ajax Corporate Communications. When attending public meetings/events, members shall not represent the Town of Ajax unless they have received consent from staff to act as a Town delegate.

24. Financial Matters

24.1. Budget

Committees and Boards may make requests for budget allocations through their lead department, in advance of the Town’s annual budget process. Requests shall relate to specific activities approved in the Committee/Board’s mandate and work plan.

24.2. Fundraising Activities

Committees and Boards shall not undertake any fundraising activities without prior approval from Council.

Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	14 of 17

24.3. Member Remuneration

24.3.1 Committee and Board Members shall receive honoraria in accordance with the Council-approved honoraria schedule, attached in this policy as Appendix A.

24.3.1.1 On request, members may be reimbursed for official Committee/Board attendance at conferences and special events, including reasonable travel expenses approved and allocated in the Town’s operating budget (Business Unit 1347).

25. Remote Meeting Participation

25.1. Committee Members, staff, and members of the public are permitted to participate in meetings remotely via electronic means (e.g. video or audio teleconference). Committee Members participating remotely shall have all the same rights and responsibilities as if they were in physical attendance. A Committee Member who is remotely participating in a meeting shall be counted in determining whether or not a quorum of members is present at any point in time and may participate electronically in any portion of a meeting that is closed to the public.

25.2. Where a Committee Member encounters technical difficulties or is otherwise unable to participate remotely in a meeting, such circumstances shall not affect the validity of the meeting or any action taken at the meeting, provided that quorum is not lost during the meeting.

26. Recording and Broadcasting of Meetings

26.1. Meetings of the Committee may be audio and/or video recorded and may be broadcast publicly by the Town. Closed Session portions of all meetings shall not be recorded or broadcast.

27. Acknowledgement of Traditional Treaty Lands

27.1. Acknowledgement of Traditional Treaty Lands shall be read by the Chair following the call to order of all Committee and Board meetings:

“We would like to begin this meeting by acknowledging that the land on which we gather is situated within the traditional and treaty territory of the

Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	16 of 17

Appendix A - Committee & Board Honoraria Schedule

Type	Function	Membership	Honoraria/ meeting	Example of Eligible Bodies
A	Established by staff and is advisory to staff. May be temporary in nature with a project-specific mandate; participation supports departmental goals and objectives; has no defined statutory role; may be comprised of staff and community stakeholders	determined by staff	no honorarium	Age-Friendly Ajax Steering Committee; Youth Engagement Advisory Committee
B	Established by Council, strictly advisory in nature and has no decision-making authority. Role is to provide feedback based on lived-experience and/or subject matter expertise, may make recommendations to staff/Council; may or may not have a defined statutory role	appointed by Council	\$65.00	Advisory Committees (statutory/non-statutory): Accessibility Advisory Committee, Heritage Advisory Committee
C	Established by Council and required through other legislation, generally for statutory functions. Adjudicative Committee or Local Board granted independent decision-making authority, may exercise an operational management or control role; greater degree of meeting preparation is required of Members (reviewing reports, evidence, financial statements, etc.)	appointed by Council	\$75.00	Local Boards and Committees: Committee of Adjustment, Property Standards/Animal Services Appeals Committee, Ajax Public Library Board

Town of Ajax Corporate Policies and Procedures
 Subject: **Committees and Boards**



Policy #:	Council Issued Date (Y/M/D):	Council Revised Date (Y/M/D):	Author / Responsible Department:	Rev. #:	Page:
047	19/01/21	22/12/12	S. Moore	8	17 of 17

Type	Function	Membership	Honoraria/ meeting	Example of Eligible Bodies
D	Joint Adjudicative Committee established by legislation, granted independent decision-making authority with specific mandate that may extend beyond term of Council and be outside the scope of a Type A, B, or C body.	appointed by Council	\$400 retainer* \$350/meeting	Joint Municipal Election Compliance Audit Committee
E	Task force established by Council for the provision of policy advice and recommendations on a specific issue or topic, with input from Town staff as necessary, (functions outside of the Committee & Board policy).	self-appointed members	\$65.00	Ajax Anti-Black Racism Taskforce

**costs will be shared equally by the participating municipalities*