CITY OF THOROLD POLICY AND PROCEDURE MANUAL

Council Committees and Boards Policy

Policy Owner	City Council
Policy Number	100A-09
Approval Body	City Council
Effective Date	November 18, 2025
Review Date	November 2029

1. Policy Statement

The City of Thorold is committed to ensuring an equitable, accountable and transparent process regarding Council's Committees and Boards. This policy provides guidance regarding how Committees and Boards are formed, function, recruit and appoint members, and the role of councillors on Committees and Boards.

2. Purpose

To provide Council guidelines for establishing Committees and Boards and appointing members in an equitable, accountable and transparent manner.

3. Scope

This policy applies to City Council, individual members of Council, City staff, and volunteers appointed to Council Committees and Boards.

4. Definitions

"Board of Management" – operates similar to Committees of Council in that it follows many of the same rules and regulations but differs in that it is primarily concerned with managing the operations of its specific location.

"City Clerk" – means the City Clerk for the City of Thorold or designate.

"Committee of Council" – provides input, advice and recommendations to staff and City Council on topics identified in a Committee's Terms of Reference.

"Community Liaison Group" – provides input directly to City staff, offering a community perspective that staff may incorporate when developing recommendations to Council.

"Council Working Group" – an ad-hoc committee established by Council resolution composed of City staff and up to four (4) Council members, formed to provide advice on a specific topic or project. A Council Working Group may include members of the public and other stakeholders relevant to the subject matter being worked on.

"Legislative Committee" – is required by Provincial legislation and perform functions as specified in the relevant legislation.

"Terms of Reference" – provide a framework for Committees and Boards and they establish the mandate and role of the Committee/Board.

5. Compliance

A. COUNCIL COMMITTEES/BOARDS: GENERAL

A Council Committee (interchangeably known as and referred to as an "Advisory Committee") or Board of Management (also referred to as "Board") is formed by Council through resolution to advise Council pursuant to a defined mandate. They report through Council and generally have a direct relationship with a City service. Council Committees and Boards are considered Local Boards and members are subject to the requirements of the *Municipal Act*, Procedural By-law, and City of Thorold Council Code of Conduct. A Council Committee or Board is distinct from a Council Working Group, which consists of City Staff and a select number of councillors, or a Community Liaison Group, which consists of City Staff and public volunteers, and which reports to City Staff and convenes for the purpose of advising City Staff.

I. Establishing a New Council Committee or Board

Establishing a new Council Committee or Board requires the approval of Council. The City Clerk in consultation with the appropriate department shall prepare a staff report to Council for consideration. The report shall include a proposed Terms of Reference with information on the following:

- A link to the City's Strategic Plan
- Financial considerations (if applicable)
- Staff Resources

In addition to the above, the following questions shall be considered prior to proposing a new Committee or Board:

- Is the Committee or Board required by legislation/regulation?
- Is the Committee or Board's mandate relevant, achievable and/or unique?
- Is there an existing Committee or Board, other community body or alternative practice that could deal with the associated objectives and/or proposed mandate?
- Is the issue of sufficient public interest and will there be support to merit the Committee or Board?

II. Changing the Terms of Reference

Amendments to the Terms of Reference of a Committee or Board requires the approval of Council and shall be initiated by a staff memorandum or report to address the following:

a) The rationale for the amendment including any supporting information
b) Any additional resources required due to the amendment
c) A cost benefit analysis (if deemed necessary)

III. Dissolving a Committee or Board

All Committees or Boards formed by Council must be dissolved by Council resolution. Following dissolution, the Committee or Board participants will be formally thanked for their service.

The City Department supporting a Committee or Board is also responsible for ensuring that the continuation of the Committee's or Board's work is justified, in accordance with the Council-approved mandate and Terms of Reference.

B. COMMITTEES/BOARDS: PUBLIC APPOINTMENT PROCESS

I. Appointing Members to Committees or Boards

Recommendations with respect to Committee or Board appointments are to be managed by the City Clerk in consultation with the Staff Liaison for the Committee or Board. Council shall appoint each member to the Committee or Board by resolution stating the name of the appointee, the name of the Committee or Board, and the term of the appointment.

II. Eligibility and Qualifications

Eligibility Requirements for Committee and Board Members

To be eligible for appointment and to continue serving on a Committee or Board, individuals must meet the following criteria for the duration of their term:

- Reside in the City of Thorold, or be the owner or tenant of land in the City, or be the spouse of such an owner or tenant;
- Be at least 18 years of age;

Individuals who are not Canadian citizens but reside in the City are also eligible to serve on a Committee or Board. Individuals who are a Member of Provincial Parliament, Member of Parliament, Member of the Senate, or a judge of any court are not eligible to serve on Committees or Boards. Further exceptions to these eligibility requirements may be outlined in the Committee or Board's Terms of Reference.

In addition to general eligibility requirements, the specific skills and experience for membership on each Committee or Board shall be established by way of the Terms of Reference. The following guidelines may be considered in establishing any such qualifications:

a) Ability to perform the duties of the Committee or Board, including any complementary skills and/or competencies

b) Areas of specialization where required, experience or community service

Change in Circumstances and Disclosure Requirements

Members must notify the City Clerk if there is any change in their personal circumstances that affects their eligibility to serve, including but not limited to a change in residency, employment with the City, or relationship to property in the City.

Applicants/Members should consider whether they have a real or perceived conflict of interest in relation to the mandate of the Committee or Board prior to application, including any direct or indirect pecuniary interest with the City. Disclosure of such does not mean that an applicant is automatically ineligible for an appointment, but Council may assess potential conflicts in its determination of whether the applicant should be considered further. Disclosure (or non-disclosure) of any such conflict is the full responsibility of the applicant/member. If a member's company, business, or employer is hired by the City, the member must immediately disclose this to the City Clerk.

If a member becomes employed by the City, they must resign from the Committee or Board immediately.

Participation in Elections

Members who choose to run for any elected office, or become a registered third-party advertiser, must take a leave of absence during their campaign. For municipal election candidates, this leave must begin no later than the day the member files their nomination papers with the City Clerk. For third-party advertisers, this leave must begin no later than the day the member files their registration.

III. Term of Appointment

Unless otherwise legislated, the term of appointment will generally coincide with the term of Council. Exceptions to this are as follows:

a) When an insufficient number of applications have been received for a Committee or Board.
b) If a particular area of expertise is required and there are no other eligible/qualified candidates.
c) If the Committee or Board would suffer from a lack of continuity if all or the majority of members are replaced at once.
d) If directly related to the Terms of Reference or mandate of the Committee or Board.

Acknowledging the value of experience and the need for continuity in certain environments, incumbents who are eligible and willing to seek reappointment may signify their intent to serve subsequent terms. In all cases, re-appointments must be approved by Council

No Committee or Board appointments will be undertaken during an election year, unless

the Committee or Board cannot function without an appointment.

IV. Council as Appointment Authority

Council will serve as the appointment authority with respect to all Committees and Boards under their jurisdiction. The City Clerk is responsible for managing the appointment process and will provide Council with a memorandum related to the recommended appointments. This information will be delivered under separate cover in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA") and the *Municipal Act*, to protect applicants' personal information.

Council consideration with respect to proposed appointments will then be coordinated by the City Clerk as part of Council's regular agenda process. In most cases, Council will convene into a closed meeting to consider the proposed appointments, then approve the final recommendations as part of the open meeting agenda.

Council may select the successful candidates from amongst the applicants, identify a short-list and determine if interviews are required or, under special circumstances, invite others to assist in supporting their consideration of applicants. The decision respecting appointments shall be made by Council only.

V. Community Partner Appointments

Where the Terms of Reference indicate that the interests of community partners are to be represented on a Committee or Board or to obtain special expertise, the designated community partner is invited to appoint members.

VI. Notice of Vacancy

There are two specific occasions when recruitment occurs:

a) Immediately after a Municipal Election
b) As vacancies occur throughout the term

The following communication methods may be used to provide public notice around Committee/Board vacancies:

- Publishing the vacancy on the City's website
- Publishing vacancies on the City's social media channels
- Publishing a notice of vacancy in the local newspaper
- Publishing by way of email distribution lists to any individuals or groups requested to be notified

All notices of vacancy should describe the position broadly enough to elicit a wide response from qualified applicants, as well as outline the eligibility criteria and key qualifications for the position. The notice will also contain the name of the Committee or Board, approximate number of meetings per year, usual meeting time/date and a brief

description of its mandate. It shall also specify the process for submitting applications and a deadline for receipt of applications.

VII. Application Process

Application forms are available online or from the City Clerk. Applicants may submit their completed application forms via regular mail, electronically or in person to the attention of the City Clerk. Applicants wishing to apply for more than one Committee or Board must submit one application per Committee or Board.

VIII. Incumbents

Incumbents meeting the eligibility requirements for appointment may indicate their intention to apply for reappointment by submitting their completed application to the City Clerk. Application for reappointment shall be considered by Council along with applications received by new individuals. Incumbents are not guaranteed to be reappointed by Council.

IX. Communication of Appointments

When Council approves appointments, the City Clerk will advise all applicants in writing of the status of their applications. All applications will be kept on file in accordance with the City's Records Retention By-law.

C. COMMITTEES/BOARDS: COUNCIL REPRESENTATIVES

All Council representatives shall be appointed to Council Committees and Boards through a resolution of Council. Council representatives are not appointed to Council's Legislated Committees.

I. A Council Representative Shall:

- Provide direction and guidance in accordance with the goals and activities of the Committee or Board.
- Help to ensure Committee and/or Board members are fairly and appropriately engaged.
- Be considered a full member of the Committee or Board in terms of quorum and voting.
- Liaise informally between Council and the Committee or Board, providing information and clarification of the policies and procedures of Council, when necessary.
- Communicate Council's perspective, goals and expectations where appropriate, including past actions of Council.
- Ensure that the Committee or Board is not taking on tasks outside the general parameters of its Terms of Reference.
- When necessary and appropriate, explain the rationale behind the Committee or Board's recommendation when brought forward to Council.

- Ensure a functional relationship between the Committee or Board and Council is developed and maintained.
- Serve at the pleasure of Council and their appointment may be terminated at any time through resolution of Council.

II. A Council Representative Shall Not:

- Commit any municipal funds, facilities or resources to a Committee of Board prior to Council deliberations regarding the same.
- Provide any assurance(s) to a Committee or Board on behalf of Council.

III. Other Considerations

- A member of Council may be appointed or stand for election as Chair or Vice Chair of a Committee or Board; however, it is recommended that the publicly appointed representatives serve in these roles.
- If the only members on the Committee are elected officials, such as a Committee composed of elected representatives from other municipalities, then the Council representative may assume a leadership role provided the Council representative is cognizant of the fact that their role as a councillor of the City of Thorold is their primary role.
- The Mayor is ex-officio on all Committees and Boards but does not vote and is not counted towards quorum, unless the Terms of Reference provide otherwise.
- If a Council representative's absence is excessive and is creating difficulties for the Committee or Board in carrying out its business, the Committee or Board may by resolution recommend to Council that the position be declared vacant and request that the vacancy be filled by Council.
- Every member of Thorold City Council shall execute an Oath at the beginning of their term of Council acknowledging their primary obligation to Thorold City Council, thereby removing any perceived obligation of their support at City Council of recommendations of a Committee or Board to which they may be appointed.

D. COMMITTEE/BOARD ADMINISTRATION

I. Meeting Procedures

Each Committee or Board will be provided Committee Meeting Procedures to govern the administrative practices relating to the Committee or Board. If matters are not provided for as part of the procedures, then the Council Procedural By-law will serve as a guiding document as best as practicable.

II. Removal of Members

Despite the approved term, all members are appointed at the pleasure of Council and Council retains the right to replace or remove any appointed member that puts the member in conflict with the Committee or Board's mandate and/or for wilful misconduct. Unless otherwise specified in the Terms of Reference, if a member misses three

consecutive meetings without notifying the City Clerk or receiving approval through a resolution of the Committee or Board allowing such, the appointee will be deemed to have resigned.

III. Remuneration of Members

Generally, members of a Committee or Board serve on a voluntary basis and as such do not receive any form of remuneration. If a Committee or Board offers remuneration to its public members, it must be reflected in their Terms of Reference.

IV. Roles and Responsibilities

Council:

- To appoint members to Committees/Boards
- To review applications and conduct interviews (if required)
- To receive information from the Committee/Board through regular reports of information or meeting minutes
- To recommend forming a new Committee/Board, amending the Terms of Reference for an existing Committee/Board or dissolving an existing Committee/Board

Committee/Board Members:

- To elect a Chair and Vice-Chair
- To attend meetings and provide their skill/knowledge
- To represent interests of the community
- To create working groups as required to report back to the Committee/Board on specific matters
- To work within their budget (if applicable). Committees/Boards do not have the authority to commit City resources or direct the work of staff. Budget requests (if applicable) must be submitted to the Staff Liaison no later than July 1 for the following budget year.

Committee/Board Chair:

- To facilitate and chair the meetings
- To work with the Staff Liaison to build and coordinate the Committee/Board work plan and associated documents
- To serve as spokesperson for the Committee/Board
- To report to Council upon request

Staff Liaison:

- To work with the Chair and Vice-Chair to build a work plan for the Committee/Board and develop a regular reporting process to Council with respect to the performance and progress of the Committee/Board
- To review the mandate and Terms of Reference of the Committee/Board prior to the end of each term of Council and be prepared to propose changes at the onset of a new term of Council, if required
- To incorporate input from the Committee/Board into staff reports where appropriate

- To support the Committee/Board through meeting attendance and administrative resources

City Clerk:

- To facilitate and support the recruitment and appointment process
- To provide orientation to new members
- To provide training, advice and support to the Staff Liaisons
- To prepare an annual meeting schedule for approval by the Committee or Board. Unless approved by the City Clerk, no Committee or Board shall have meetings after July 1 in a Municipal Election year.
- To provide administrative, secretariat and technical support to the Committee/Board including the preparation, publications and distribution of minutes and agendas, unless this task has been assigned to the Staff Liaison

E. AGENCIES, BOARDS, AND COMMISSIONS (ABCs)

Agencies, Boards, and Commissions are commonly established through legislation that mandates the composition whether it is elected members, resident members or both. The City has no authority to dissolve an ABC which is mandated by way of Provincial or Federal statute, nor amend the Terms of Reference of the same. In all such cases, action shall be managed pursuant to the relevant legislation as amended from time to time.

In some instances, nominations for appointments are made by the ABC itself, although in most cases, Council must approve the proposed appointments as well as the conditions associated thereto. All such information will flow from the City Clerk pursuant to regular agenda processes.

F. COMMUNITY LIAISON GROUPS

A Community Liaison Group reports directly to City staff to advise on the community perspective, which staff may include in the process of making recommendations directly to Council. Recommendations and requests for Council consideration may be presented by City staff through a memorandum or report to Council. The group is led by and called to order by City staff.

Members of Community Liaison Groups are expected to engage in all activities with professionalism, respect, and integrity. These Groups are not subject to the requirements of the *Municipal Act*, Procedural By-law, and City of Thorold Council Code of Conduct; however, members are expected to maintain a positive and constructive environment in all discussions, demonstrate respect for diverse perspectives, and contribute to solutions that reflect the values of the community. This includes being open-minded, listening actively, and communicating thoughtfully, ensuring that the group remains a space for collaborative and inclusive discussion and decision-making.

Meetings will be called by staff at a frequency as established by the group. Meetings can be in person or virtual, or through email correspondence, for the purpose of sharing recommendations. Membership is determined by the City department assigned to the

Community Liaison Group and appointments to the group are determined by the Staff Liaison and do not require Council approval.

6. References and Related Documents

N/A

7. Document History

- 100-09
- 100-31

Approval History

Approval Body	Approval Date
Council	November 18, 2025

Revision History

Reviser	Revision Date

Appendix "A" to Council Committees and Boards Policy

For greater clarity, the above noted policy applies to City of Thorold approved Committees of Council and Boards of Management as outlined below:

Legislative Committees

- Committee of Adjustment
- Joint Accessibility Advisory Committee

Committees of Council

- Age-Friendly Committee
- Diversity, Equity and Inclusion Advisory Committee
- Environment, Climate Change and Biodiversity Advisory Committee
- Heritage Advisory Committee
- Parks, Trails and Recreation Advisory Committee
- Road Safety Advisory Committee
- Town and Gown Committee

Boards of Management

- Allanburg Community Centre Board of Management
- Darlene Ryan Port Robinson Community Centre Board of Management

Appendix "B" to Council Committees and Boards Policy

For greater clarity, listed below are the City of Thorold's ABCs and Community Liaison Groups as outlined in section E and F above. This list is provided for information as ABCs and Community Liaison Groups do not generally apply to the above policy.

Agencies, Boards and Commissions (ABCs)

- Thorold Business Improvement Area (BIA)
- Thorold Library Board

Community Liaison Groups

- Active Transportation Community Liaison Group
- Community Events Community Liaison Group
- Lake Gibson Corridor Community Liaison Group
- Mayor's Youth Advisory Community Liaison Group
- Tourism Community Liaison Group