

Council Appointment to Internal Boards and Committees

Procedure number:	G-BRD-002-002
Parent policy number:	G-BRD-002
Section:	Governance
Sub-section:	Boards, committees, agencies, associations & community groups
Author(s):	Clerk's Department []
Authority:	Council
Effective date:	2006-07-11
Review by date:	5 years from Council/CAO approval date
Last modified:	Council/CAO approval date

Purpose statement

This procedure defines the appointment process, and terms of appointment of Members of Council to internal boards and committees [established by Council](#) (internal committee(s)).

Scope

This procedure applies to internal committee(s), as authorized by ~~the~~ Council.

Procedure

Appointment to internal committee(s)

1. Members of Council will be given the opportunity to serve on internal committee(s) of their choice by self nomination.
2. The [Mayor](#) ~~Clerk's department~~ shall poll Members of Council to state their preferences for appointments to internal committee(s), as required, in order of priority.
3. The [Mayor](#) ~~Town Clerk~~ will present a report to Council outlining the various internal committees and preferences of individual Members of Council.

4. All committee appointments shall be ratified by Council.
5. This process shall be followed for any new committees established as required.

Terms of Appointment

1. Appointment of Members of Council to committees listed in Appendix A shall be for ~~a~~ one (1) year ~~term~~ up to a maximum ~~term~~ of two (2) consecutive years, when required, to accommodate where appropriate for the following:
 - a) The rotation of Council representation on such committees;
 - b) An equal opportunity for all Members;
 - c) A balanced representation.

The maximum term does not apply where there are no interests in appointment from other Members of Council.

2. Appointment of Members of Council to committees listed in Appendix B shall be for the term of Council.
3. Appendices to this procedure will be updated by the Clerk's department from time to time, to reflect changes to committees as approved by Council.

References and related documents

Boards, Committees, Agencies, Associations and Community Groups policy
Council Appointment to External Boards, Committees, Agencies and Associations
procedure
Council Procedure By-law

Responsibilities

The Town Clerk shall be responsible for the administration and maintenance of this procedure.

Appendices

Appendix A – Boards and Committees List

Appendix B – Ward Specific Boards and Committees

Appendix A - Boards and Committees

Standing committees

1. ~~Administrative Services Committee~~
2. ~~Budget Committee~~
3. ~~Community Services Committee~~

Legislative/advisory

1. Accessibility Advisory Committee
2. Community Spirit Awards Selection Committee
3. Appeals Committee
4. Heritage Oakville Advisory Committee
5. ~~Site Plan Committee~~
5. Community Task Force for Oakville's Community Energy Plan
6. Development Charges Steering Committee
7. CAO Review Committee

Other

1. Town of Oakville Water & Air Rescue Force (T.O.W.A.R.F.)

Appendix B - Ward Specific Boards and Committees

- ~~1.~~2. Bronte Village B.I.A. Board of Management;
- ~~2.~~3. Downtown Oakville B.I.A. Board of Management;
- ~~3.~~4. Kerr Street B.I.A. Board of Management

This list will be updated by the Clerk's department, as required.