

Council Appointment to External Boards, Committees, Agencies, and Associations

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Purpose statement

This procedure defines the appointment process for Members of Council to external boards, committees and agencies (committees), and Council participation in municipal government associations.

Scope

This procedure applies to all Members of Council.

Procedure

Appointment to External Committees

1. Where any of the committees or boards identified in Appendix A require Council representation, a Member of Council may nominate him/herself or any other member.
2. Recommended appointments to committee(s) will be in accordance with each committee's mandate and terms of reference.
3. External committee(s) will be informed in writing by the Clerk's department, of Council appointments or recommended appointments, where appropriate.

4. Members appointed to external committee(s) shall represent the position of Council during their term of appointment.

Appointment for Participation in Municipal Government Associations

1. Members of Council may apply for appointment to participate in Municipal Government Associations in accordance with each association's mandate and this procedure.
2. Members interested in participating in an association(s) ~~should~~ shall notify the Town Clerk in writing, who will then notify all other Members of Council by e-mail.
3. Any other member subsequently interested in being considered for a similar participation opportunity, shall advise the Town Clerk in writing.
4. The Town Clerk shall submit a staff report to Council ~~through its Administrative Services Committee~~ addressing any members' interest in participating in an association and any related costs to the Town.
5. Council will determine whether to support its member(s) participation based on its review of the staff report, the demands of representation, and capacity of individual members to contribute to the work of the association(s).
6. Where Council supports such participation by resolution, a letter of support shall be prepared by the Clerk's department and supplied to the member for submission to the association.
7. Members participating in an association(s) shall represent the views of Council to the association(s).
8. Council may by resolution withdraw its support to any member appointed to participate in an association(s).

References and related documents

Appointment to Boards, Committees, Agencies and Associations Policy
Council Appointments to Internal Boards and Committees Procedure
Citizen Appointments to Advisory Boards and Committee Procedure

Responsibilities

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

Appendices

Appendix A – List of external boards, committees, agencies and associations.

Appendix A

Regional committees

1. Conservation Halton
2. Credit Valley Conservation
- ~~3. Halton Solid Waste Management Advisory Committee~~

Boards

1. Oakville Public Library Board of Directors
2. ~~Visit Oakville~~
~~Town of Oakville Water & Air Rescue Force (T.O.W.A.R.F.)~~

Municipal government associations

1. A.M.O. – Association of Municipalities of Ontario
2. F.C.M. – Federal Canadian Municipalities Association

**This list may not be all inclusive and shall be amended by the Clerk's department, as required.*