

Citizen Appointments to Advisory Committees and Boards

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Purpose statement

This procedure defines the assessment criteria, application process and terms of appointment of citizens to the Corporation of the Town of Oakville (town) advisory committees and boards.

Scope

This procedure applies to citizen or public appointment to [advisory committees and boards](#) of the Town.

Procedure

Assessment Criteria

1. Applicants must be a resident of Oakville, unless otherwise outlined in the Terms of Reference [and at least 18 years of age](#).
2. Diversity of the community shall be considered in making appointments to advisory committees and boards and where possible appointments shall reflect this diversity.
3. Applications will be assessed based on the membership requirements in the committee's terms of reference.

4. Town employees (full or part-time), are not eligible to serve as a member on the town's advisory committees and boards, unless otherwise authorized by Council.

Application Procedure

1. Notice of vacancies on advisory committees or boards shall be posted on the town's website as approved by the Town Clerk or designate, or as directed by Council.
2. Citizens interested in applying to participate on an advisory committee or board of the Town may apply online on the town website.
3. Town Council shall appoint qualified candidates for citizen vacancies. ~~based on consideration of the recommendations from the Administrative Services Committee.~~
4. Applicants will be notified in writing of the final determination of their application.
5. All inquiries should be directed to the Clerk's department at 905-845-6601 or email townclerk@oakville.ca.

Terms of Appointment

1. Members of advisory committees and boards ~~are expected to familiarize and adhere to~~ will comply with all applicable law (statutes and regulations) and town corporate policies and procedures applicable to the committee or board, including but not limited, to the Code of Conduct and the Respectful Conduct Policy. ~~and all other applicable law.~~
2. The Town Clerk shall be responsible for ensuring that citizen members receive appropriate orientation training.
3. Proceedings of the advisory committees and boards shall be subject to the applicable terms of reference, any applicable committee/board procedure, and the Procedure By-law.
4. The usual term of membership will be concurrent with the term of Council, unless otherwise determined by Council.
5. Appointees to advisory committees and boards shall normally be limited to serving a maximum of two (2) consecutive terms unless otherwise determined by Council.
6. Committee/board members must maintain residency within Oakville throughout the term of appointment, unless otherwise outlined in the terms of reference.

7. The tenure for chairperson and vice-chairperson shall be limited to two (2) consecutive years unless the committee determines otherwise.
8. If a member of the committee or board is absent from three consecutive meetings or absent from over 50% of the meetings in a calendar year, the following process is followed:
 - a) The member shall be given written notice by the Clerk's department of his/her absenteeism and advised that he/she may submit in writing the reasons for the absence, to be considered at the next meeting;
 - b) ~~Upon receipt of the written notice, the member's position on the committee or board is suspended until a decision is made;~~
 - c) The committee or board, by resolution, may waive the attendance requirements, if reasonable or compassionate circumstances exist, and the member remains on the Committee; or and
 - d) If no reasonable or compassionate response is given, the committee or board shall pass a motion to declare his/her seat vacant.
9. In the event of a resignation of a member, the resignation shall be submitted in writing through the Clerk's department.
10. In the event of a resignation of a member, the position will be filled in accordance with the procedure for the Creation, Amendment and Dissolution of Boards and Committees.
11. Where applicable, stipends may be paid to committee members in accordance with the terms of reference and the annual budget for the affected department.

References and related documents

Boards, Committees, Agencies, Associations and Community Groups Policy
Council Appointment to Internal Boards and Committees Procedure
Council Appointment to External Boards, Committees, Agencies and Associations Procedure
Procedure By-law
[Boards and Committees listing](#)

Responsibilities

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