

Council Appointment to Internal Boards and Committees

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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 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 shall poll Members of Council to state their preferences for appointments to internal committee(s), as required, in order of priority.
3. The Mayor 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 one (1) year up to a maximum 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 – Annual Appointment

Standing committees

1. Budget Committee

Legislative/advisory

1. Accessibility Advisory Committee
2. Community Spirit Awards Selection Committee
3. Heritage Oakville Advisory Committee
4. Appeals Committee and Property Standards Committee
5. Oakville Energy Task Force
6. CAO Review Committee

Other

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

Appendix B - Boards and Committees – Full Council Term Appointments

1. Bronte Village B.I.A. Board of Management (Ward specific);
2. Downtown Oakville B.I.A. Board of Management (Ward specific);
3. Kerr Village B.I.A. Board of Management (Ward specific)
4. Development Charges Steering Committee

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