

**THE MUNICIPALITY OF NORTH PERTH
GOVERNANCE REVIEW COMMITTEE AGENDA**



Date: October 7, 2024
Time: 5:30 pm
Location: North Perth Municipal Building
Committee Room

Pages

1. **Call to Order**
2. **Land Acknowledgement Statement**

"We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship."
3. **Approval of Agenda**
4. **Disclosure of Pecuniary Interest**
5. **Approval of Minutes of Previous Meeting**
 - 5.1 **September 9, 2024 Governance Review Committee Meeting Minutes** 1
6. **Reports**
 - 6.1 **Board/Committee Procedure By-law - Final Draft** 5
 - 6.2 **Appointment to Boards and Committees Policy - Final Draft** 48
7. **Other Business**
8. **Adjournment**

GOVERNANCE REVIEW COMMITTEE MEETING MINUTES

Date: September 9, 2024
Time: 5:30 pm
Location: North Perth Municipal Office – Committee Room
Members Present: Dave Johnston, Chair
Marc Noordam
Sarah Blazek
Neil Anstett
Members Absent: Lee Anne Andriessen
Staff Present: Kriss Snell, CAO
Sarah Carter, Acting Clerk/Legislative Services Supervisor
Heidi Dorscht, Deputy Clerk/Committee Coordinator

1. Call to Order

Chair Johnston called the meeting to order at 5:31 p.m.

2. Land Acknowledgement Statement

Chair Johnson stated “We acknowledge that we are on the traditional land of the Anishnaabe people. We wish to recognize the long history of Indigenous People of Canada and show our respect to them today. We recognize their stewardship of the land, may we all live with respect on this land and live in peace and friendship.”

3. Approval of Agenda

Moved By Sarah Blazek

Seconded By Neil Anstett

THAT: The Agenda for tonight's meeting be approved, as presented.

CARRIED

4. Disclosure of Pecuniary Interest

There was none.

5. Approval of Minutes of Previous Meeting

5.1 August 12, 2024 Governance Review Committee Meeting Minutes

Moved By Neil Anstett

Seconded By Sarah Blazek

THAT: The minutes of the August 12, 2024, Governance Review Committee meeting be approved, as presented.

CARRIED

GOVERNANCE REVIEW COMMITTEE MEETING MINUTES

Marc Noordam joined the meeting.

6. Reports

6.1 Final Draft - Board and Committee Procedure By-law

Changes to the draft procedural by-law were reviewed. The following points were discussed:

- Term of Appointment - Section 5.2
 - Discussion occurred regarding the three consecutive meeting wording. Add: if more than 60% of the committee meetings are missed in the calendar year, the committee member may be removed from the committee.
 - Discussion occurred regarding the possibility of the Chair or committee members being consulted/involved in the removal of another member.
 - Add to discipline section: Committees may make recommendations to council to remove a member.
 - Add to Section 4.6 of Policy: Consideration of committee feedback/recommendation may be considered prior to removal.
- Closed Session - Section 6.4(h)
 - Correct spelling of closed.
- Delegations - Section 16 (d)
 - Discussion occurred around the use of the word frivolous. Add: Frivolous to definition section and use Government of Canada definition and/or MFIPPA definition, if any.
- Terms of Reference - DEI
 - Discussion occurred regarding youths on the committee. Clerk Carter to follow up with Manager of Strategic Initiatives regarding age range of youth.

6.2 Draft - Appointment to Boards and Committees Policy

The draft Appointment to Boards and Committees Policy was reviewed. The following points were discussed:

- Definitions - Section 3.1

GOVERNANCE REVIEW COMMITTEE MEETING MINUTES

- Discussion occurred regarding independent actions within the Advisory Committee definition. The wording is to remain the same and any actions need to be approved by Council.
- Eligibility Requirements - Section 4.2
 - Subsection i
 - Add: Officer of a corporation
 - Replace: operating in North Perth with physically located within North Perth.
 - Subsection iii
 - Add: disclosing if matter is brought up that impacts their work
 - Replace: an advisory committee with the advisory committee
- Selection and Appointment - Section 4.3
 - Subsection a
 - Add: Clerk
 - Add: possibly a Staff Liaison
 - Subsection c
 - Discussion occurred regarding a scoring matrix for applicants and updating the application. Possible questions/sections include geography, diversity of skills, previously served on a committee, what skills and experience to bring to the committee. Processes of similar sized municipalities are to be examined (Centre Wellington, Saugeen Shores, Town of Blue Mountains, etc.).
- Resignations/Removals - Section 4.6
 - Subsection b
 - Add: code of conduct infractions/violations.
- Policy Communication - Section 5.0
 - Keep policy publicly available.
- Replace successive with consecutive

7. Other Business

GOVERNANCE REVIEW COMMITTEE MEETING MINUTES

Next meeting will be approximately 45 minutes due to Court of Revision, on October 7, 2024.

8. Adjournment

Moved By Marc Noordam

Seconded By Neil Anstett

THAT: The Governance Review Committee meeting adjourns at 6:25 p.m. to meet again on October 7, 2024.

CARRIED

Chair

Recording Secretary

THE MUNICIPALITY OF NORTH PERTH

BY-LAW NO. XX-2024

BEING A BY-LAW TO GOVERN THE CALLING, PLACE AND PROCEEDINGS OF BOARDS AND COMMITTEES OF THE MUNICIPALITY OF NORTH PERTH

WHEREAS Subsection 238 (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, (the "*Municipal Act, 2001*") requires every municipality to pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council of the Municipality of North Perth deems it advisable to enact a by-law to govern the proceedings of boards and committees, the conduct of board and committee members and the calling of meetings, and to provide for procedures and statutory requirements in accordance with the *Municipal Act, 2001*, and to repeal all previous by-laws related thereto;

NOW THEREFORE the Council of the Municipality of North Perth enacts as follows:

1. SHORT TITLE

This by-law shall be cited as the "Boards and Committees Procedure By-law".

2. DEFINITIONS

In this by-law,

"Ad Hoc Committee" means a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council.

"Ad Hoc Working Group" means a group of committee members, appointed by the committee, to consider a specific matter, and which is dissolved automatically upon submitting its final report to the Committee, unless otherwise directed by the Committee.

"Adjourn" means to end the meeting. This motion requires a seconder, is not debatable, is not amendable, requires a majority vote for adoption and cannot be reconsidered.

"Advisory Committee" means a committee established by Council that provides advice and recommendation to Council as requested on areas within their mandate with no authority for decision making or independent actions.

"Agenda" means a package of documents, assembled to support the conduct of a meeting, which includes a listing of items to be considered during a meeting as outlined in Section 14 of this by-law, and relevant and available reports and similar documentation to support an understanding of the business items to be conducted. These may be delivered in digital, paper and/or other formats deemed relevant to support distribution and accessibility.

"Board" means those boards established by legislation and members are appointed by Council. They have authority to address their responsibilities as determined under the relevant legislation.

"Chair" means the person presiding at a meeting who was elected by the members at the first meeting of the term of appointment.

“Clerk” means the Clerk or designate of the Municipality of North Perth, appointed by by-law.

“Closed Session” means a meeting, or portion thereof, closed to the public in accordance with Section 239 of the *Municipal Act, 2001* and Section 6.4 of this by-law.

“Committee” means statutory, ad hoc, advisory or joint committees which may be appointed by Council from time to time.

“Correspondence” includes, but is not limited to, the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, etc., that may require an action or decision of a board or committee.

“Council” means the Council of the Municipality of North Perth.

“Councillor” means a person elected or appointed as a member of Council.

“Defer” means to postpone all discussion on the matter until later in the same meeting or to a future date which is established as part of the motion.

“Delegation” means a person or group of persons who address a board or committee on behalf of an individual or a group for the purpose of making a presentation.

“Ex-Officio” means the Head of Council who is a member of every board and committee, will not be considered part of the quorum but is able to participate fully in any meeting established by Council, without restriction, including voting.

“Frivolous” means a request that has no serious purpose or value or may have little merit, be trivial or be part of a pattern of conduct that amounts to an abuse of the right of access, interferes with the operations of the institution or is made in bad faith (from blue mountains policy).

“Frivolous” means a request that is part of a pattern of conduct that amounts to an abuse of the right of access or where responding to the request would interfere with the operations of the institution (FIPPA).

“Frivolous” means lacking a legal basis or legal merit, a matter that has little prospect of success; not serious, not reasonably purposeful (Government of Canada)

“Frivolous” means of little weight or importance; having no sound basis (Merriam-Webster)

“Majority” means more than 50% of voting members of a board or committee.

“Majority Vote” means more than half of the votes cast by members entitled to vote.

“Meeting” means any regular, special or other meeting of a board or committee where,

- a) a quorum of members is present; and
- b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision making of a board or committee

“Member” means a member of a North Perth board or committee.

“Minutes” means a record of the proceedings of a board or committee meeting that includes the place, date, time, name of Chair, list of members in

attendance, and evidence of quorum. Minutes will record the actions taken and decisions made by members at the meeting.

“Municipality” means the Municipality of North Perth.

“Pecuniary Interest” means a direct or indirect financial interest of a member and a financial interest deemed to be that of a member, in accordance with Sections 2 and 3 of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50.

“Quorum” means a majority of the members of a board or committee, or as otherwise legislated.

“Recess” means a short break taken during a meeting and is of a duration established by the Chair.

“Recorded Vote” means the recording of the name and vote of every member who is present when the vote is called on any matter of question.

“Recording Secretary” means the person appointed by the Clerk who performs the duties of the Clerk at board or committee meetings.

“Reports” means documents prepared by municipal employees, consultants, solicitors or other individuals, for the purpose of providing advice, alternatives and/or recommendations on various matters.

“Resolution” means a formal state of opinion or intention adopted by a board or committee in accordance with these rules.

“Rules and Regulations” means the applicable regulations contained in this by-law.

“Statutory Committee” means a committee that is permitted or required by Provincial legislation and performs functions as specified in the relevant legislation.

3. GENERAL RULES

- a) The rules and regulations contained in this by-law shall be observed in all proceedings of boards and committees and shall be the rules and regulations for the order and dispatch of business.
- b) Rules and regulations defined in Provincial and Federal Legislation shall take precedence.
- c) In any case for which provision is not made in these rules and regulations, the procedure to be followed shall be as near as may be followed in the most current official edition of Roberts Rules of Order.
- d) Any expenditure of municipal funds is to be approved by Council in accordance with the North Perth Municipal Procurement By-law and the current budget, unless otherwise legislated.
- e) Any board or committee may submit a delegation request form to the Municipal Clerk, requesting to attend a Council meeting to advise on a specific topic. Direction to request a delegation to Council must be given through a resolution of the board or committee.

4. TERMS OF REFERENCE

4.1 Terms of reference for boards and committees appointed by the Council of the Municipality of North Perth are included as Schedule "A" to this by-law.

4.2 The terms of reference shall establish (at least) the following:

- a) The authority of the board or committee
- b) Mandate/goals of the board or committee
- c) Board or committee composition
- d) Support Staff
- e) Meeting requirements
- f) Roles and responsibilities

5. TERM OF APPOINTMENT

5.1 The term of appointment shall be four years to coincide with the Council term. Members hold office until their successors are appointed. Where a member ceases to be a member before the expiration of their term, Council will appoint another eligible person for the remainder of the term.

5.2 The office of a member may become vacant if the member is absent for three (3) consecutive meetings without authorization by resolution of the committee. Follow up action may be taken in accordance with the Municipality of North Perth *Board/Committee Appointment Policy*.

5.3 All members shall attend at least 60% of regularly scheduled meetings of the board or committee to which they are appointed, in a calendar year. Follow up action may be taken in accordance with the Municipality of North Perth *Board/Committee Appointment Policy*.

6. MEETINGS

6.1 Date, Time and Location of Meetings

Meeting dates and times will be set through a resolution of the board or committee prior to the first meeting of the year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.

6.2 First Meeting – Commencement of Term

- a) The first meeting of the term shall occur on a date following the Inaugural meeting of Council, after board and committee appointments have been made.
- b) The Clerk, their Designate, or the Recording Secretary shall chair the first meeting of the commencement of the term, until a Chair has been elected. The order of business for the first meeting shall be as follows:
 - i. CALL TO ORDER
 - ii. LAND ACKNOWLEDGEMENT STATEMENT
 - iii. APPROVAL OF AGENDA
 - iv. INTRODUCTION OF MEMBERS AND STAFF
 - v. POLICY TRAINING AND EDUCATION
 - vi. ELECTION OF CHAIR AND VICE CHAIR
 - vii. SET MEETING DATES FOR THE YEAR

viii. ADJOURNMENT

- c) The following election process shall be followed at the first meeting, and any subsequent meeting that requires the election of a member to a specific position on the board or committee:
- i. Declare the positions of Chair and Vice Chair vacant.
 - ii. Call for nominations for the position of Chair.
 - iii. Two additional calls for further nominations, for a total of three calls.
 - iv. If only one nomination is received, declare that member as Chair for the term.
 - v. If more than one nomination is received, the election shall be completed by show of hands in the open meeting, each member, including nominees, shall have one vote. Once a nominee has received the majority of votes, no additional votes will be required.
 - vi. In the case of an equity of votes for the position, the successful nominee shall be determined by the Recording Secretary placing the names of the nominees on equal size pieces of paper in a box. One piece of paper will be selected by a member of the committee or staff, selected by the Recording Secretary. The name on the selected piece of paper will be read by the Recording Secretary and shall be declared as the Chair for term.
 - vii. Repeat the above process for the position of Vice Chair.

6.3 Regular Meetings

- a) A board or committee may, by resolution, alter the date and/or time of a regular meeting provided that adequate notice of such change has been posted and/or published.
- b) No meeting of a board or committee is a properly constituted meeting unless the Recording Secretary or designate is present.

6.4 Closed Session

- a) Subsections 239 (1) and (2) of the *Municipal Act, 2001* requires that all meetings shall be open to the public, with the exception that a meeting or part of a meeting may be closed to the public if the subject matter being considered is,
 - i. the security of the property of the municipality or local board;
 - ii. personal matters about an identifiable individual, including municipal or local board employees;
 - iii. a proposed or pending acquisition or disposition of land by the Municipality or local board;
 - iv. labour relations or employee negotiations;

- v. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - vi. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - vii. a matter in respect of which a council, board, committee or other body may hold a closed meeting under another act;
 - viii. information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - ix. a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - x. a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - xi. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- b) In addition to Section 6.4 (a), a meeting or part of a meeting shall be closed to the public if the subject matter being considered is,
- i. a request under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 if the Council, board, commission or other body is the head of an institution for the purposes of that Act; or
 - ii. an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of the *Municipal Act, 2001*, or the investigator referred to in subsection 239.2 (1).
- c) A meeting of the board or committee may be closed to the public if the following conditions are both satisfied:
- i. The meeting is held for the purpose of educating or training the members; and
 - ii. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the board or committee.
- d) The published agenda for a meeting shall indicate the fact that a closed session is required. The agenda will provide as much detail as possible regarding the general nature of the matter to

be considered during the closed session.

- e) Before holding a meeting or part of a meeting that is to be closed to the public, the board or committee shall state by resolution:
 - i. The fact of the holding of the closed session and the general nature of the matter to be considered during the closed session; or
 - ii. In the case of a meeting under Section 6.4 (c), the fact of the holding of the closed session, the general nature of its subject matter and that it is to be closed under that section.
- f) A meeting shall not be closed to the public during the taking of a vote except when the meeting is for a purpose as outlined in Section 6.4 (a) or (b) and the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or persons retained by or under contact with the municipality. Votes taken during a closed session shall be by a show of hands unless a recorded vote is requested by a member, in which case the Recording Secretary shall conduct the recorded vote.
- g) The Chair shall report out in an open meeting immediately following the closed session and summarize the actions taken during the closed session. Matters discussed in a closed session which require a decision will be brought forward to an open meeting of the board or committee.
- h) When a closed session is necessary, the minutes of the closed session shall be prepared and approved at the next scheduled closed session.
- i) The Recording Secretary shall be responsible for maintaining a confidential copy of all original documentation distributed relating to closed sessions and for keeping confidential minutes of all closed sessions.
- j) Subject to the provisions of this section, boards and committees may hear delegations in closed session.
- k) It shall be the responsibility of members and staff to respect the confidentiality of all matters disclosed to them and materials provided to them during closed sessions that are required to be kept confidential.
- l) The electronic recording of the proceedings of a closed session is strictly prohibited. Any person who is required to leave the meeting room during the proceedings of a closed session must take all personal belongings with them.
- m) If Council, a board or committee receives a report from a closed meeting investigator, and if the report determined that a meeting was held contrary to Section 6.4 of this by-law, Council, the board or committee shall pass a resolution stating how it intends to address the report.

7. NOTICE OF MEETINGS

- a) Lack of receipt of the notice by any member shall not affect the validity of holding the meeting nor any action taken at the meeting.
- b) The notice requirements set out in this by-law are minimum requirements only, and the Recording Secretary may give notice in an extended manner if in the opinion of the Recording Secretary the extended manner is reasonable and necessary in the circumstances.

7.1 Notice for Regular Board/Committee Meetings

- a) Prior to the first meeting in each calendar year, boards and committees shall establish a schedule of all meeting dates for said calendar year. The schedule shall include the date, time and location of the meetings and shall be posted on the municipal website at the beginning of each year. The meeting schedule is subject to change as necessary.
- b) Notwithstanding the above, the published agenda shall be considered as adequate notice of meetings of boards and committees. The agenda shall include the date, time and place of the meeting.
- c) The Recording Secretary shall ensure that a copy of the agenda for each board and committee meeting is posted for public viewing on the municipal website no later than 4:30 p.m. on the Friday preceding the scheduled meeting.

7.2 Cancelling of Meetings

- a) The Chair may, with appropriate notice cancel any meeting of a board or committee if, in consultation with the Recording Secretary, it has been determined that there are insufficient agenda items for the meeting, or if it appears that inclement weather or an emergency situation will prevent the members from attending.
- b) Any meeting of a board or committee may be cancelled if the Recording Secretary and/or Chair have been advised by the members that quorum will not be met.
- c) Meetings may be cancelled or adjourned taking any of the following into consideration:
 - i. Winter road closures or winter travel advisories have been issued;
 - ii. County or lower tier Public Works crews have stopped plowing roads for a specified period of time;
 - iii. Public Works crews have advised administration of hazardous road conditions;
 - iv. Radio public service announcements are advising of cancellations in the area;
 - v. School bus cancellations;
 - vi. Weather warnings by Environment Canada;
 - vii. Ministry of Transportation road condition advisory; or
 - viii. Members of the board, committee or staff report hazardous travelling conditions.

7.3 Notice of Cancelled Meeting

- a) Where a meeting has been cancelled for any reason, notice of the cancelled meeting shall be in the same form as notice for

the meeting was made.

- b) Every effort will be made to notify all members of the board or committee and members of the public who have identified that they plan to attend.
- c) The Recording Secretary shall provide notice of cancellation to members, staff, and all other interested parties as soon as possible in advance of the meeting and in a manner deemed appropriate (e.g. via email, website and posting signs at the meeting site).

7.4 Postponement of Meetings

- a) Any Regular meetings may be postponed to a day named in:
 - (a) A notice by the Chair given through the Clerk's Office and twenty-four (24) hours in advance of the Regular meeting; or
 - (b) A resolution of the board or committee passed by the majority of the members.
- b) Where a meeting has been postponed for any reason, notice of the postponed meeting shall be in the same form as notice for the meeting was made.
- c) Every effort will be made to notify all members of the board or committee and members of the public who have identified that they plan to attend.
- d) The Recording Secretary shall provide notice of postponement to members, staff, all other interested parties as soon as possible in advance of the meeting.

8. CALLING OF MEETINGS TO ORDER AND QUORUM

- a) The Chair shall call the members to order as soon after the scheduled meeting start time as quorum is present.
- b) A majority of all members, unless otherwise legislated, shall constitute a quorum and be necessary for the transaction of business.
- c) If a quorum is not present one-half ($\frac{1}{2}$) hour after the scheduled start time of the meeting, the Recording Secretary shall indicate that no quorum is present and record the names of those members in attendance and they shall adjourn to the appointed time for the next scheduled meeting.
- d) Where it is known by the Recording Secretary and/or Chair that quorum will not be achieved within one-half ($\frac{1}{2}$) hour after the scheduled start time of the meeting, the Chair shall have the discretion to adjourn the meeting at an earlier time.
- e) Where the number of members who are unable to participate in a meeting by reason of the provisions of the *Municipal Conflict of Interest Act, 1990*, such that, at that meeting the remaining members are insufficient to constitute a quorum, the remaining members shall be deemed to constitute a quorum, provided such number is not less than two (2).

- f) If, during the course of a meeting, quorum is lost, the Chair shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law.
- g) If members are not going to be in attendance or are going to be late for a meeting, they shall contact the Recording Secretary in advance of the meeting.
- h) If the Head of Council attends a board or committee meeting as an "Ex Officio" participant, their attendance will not be considered part of quorum.

9. ROLE OF MEMBERS

- a) It is the role of board and committee members:
 - i. to familiarize themselves with the mandate and/or terms of reference for the board or committee;
 - ii. to represent the public and to consider the well-being and interests of the Municipality;
 - iii. to ensure the accountability and transparency of the operations of the board or committee;
 - iv. to understand the board or committee's relationship to Council; and
 - v. to operate under this Procedural By-law.
- b) Members shall come prepared to every meeting by having read all the material supplied, including agendas and staff reports, to facilitate discussion and the determination of action at the meeting.
- c) Members shall make technical inquiries of staff regarding materials supplied in advance of the meeting.
- d) No member shall have the authority to direct or interfere with the performance of any work for the municipality.
- e) While in a board or committee meeting of any sort, members shall abide by the following rules:
 - i. Members shall only speak when recognized by the Chair;
 - ii. Members shall only speak respectfully of His Majesty the King or any member of the Royal Family, Governor General, Lieutenant Governor or any member of the Senate, the House of Commons of Canada or the Legislative Assembly of Ontario;
 - iii. Members shall not use indecent, offensive or insulting language in or against any member, staff, public or any other person. Further, no member will publish any derogatory or demeaning comment or opinion of a board or committee member, staff or member of the public;
 - iv. Members shall only speak to the question in debate;
 - v. Members shall not debate any prior determination of the board or committee except to conclude such remarks with a motion to

rescind or reconsider such determination;

- vi. Members shall not interrupt or disturb any member who has the floor except to raise a point of order;
- vii. Members shall not disturb a meeting by disorderly conduct or comments;
- viii. Members shall not leave their seat or make noise or cause a disturbance while a vote is being taken or until the result is declared;
- ix. Members shall not leave the meeting that they do not intend to return to without first advising the Chair;
- x. Members shall abide by the rules of the board or committee, obey the decisions of board or committee on questions of order or upon the interpretations of the rules of order by board or committee;
- xi. In the event that a member persists in a breach of the rules of this by-law, after having been called to order by the Chair, the Chair shall put the question, "Shall the member be ordered to leave their seat for the duration of the meeting?" the board or committee shall vote on the question and the question is not debatable;
- xii. If the board or committee decides the question set out in subsection xi. in the affirmative by a majority vote of the members, the Chair shall order the member to leave their seat for the duration of the meeting;
- xiii. If the member apologizes, the Chair, with the approval of the board or committee, may permit the member to resume their seat;
- xiv. If a member does not leave their seat after being ordered to do so by the Chair, and if the member does not apologize, then the Chair shall seek appropriate assistance from staff;
- xv. Members must occupy their chairs while a vote is being taken and the results are being declared;
- xvi. Members may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking;
- xvii. Every member present shall vote when a question is put on the floor unless a Pecuniary Interest has been declared;

10. ROLE OF THE CHAIR

- a) The Chair shall carry out the following responsibilities:
 - i. to operate in accordance with this procedural by-law;
 - ii. to preside over board or committee meetings so that business can be carried out efficiently and effectively;
 - iii. to ensure active participation by all members;
 - iv. to maintain decorum and ensure fairness and accountability; and
 - v. to provide leadership to the board or committee.

11. ABSENCE OF THE CHAIR

- a) In the event that the Chair is absent, has a conflict under the *Municipal Conflict of Interest Act, 1990*, refuses to act, or the position becomes

vacant, the Vice Chair shall act in the place of the Chair, and while so acting, the Vice Chair may exercise all the rights, powers and authority of the Chair.

- b) In the absence of both the Chair and the Vice Chair, and if a quorum is present, the board or committee shall elect an Acting Chair from amongst its members present. While presiding, the member appointed by the board or committee shall have all the powers of the Chair for the purpose of conducting the meeting only.

12. CONDUCT OF PROCEEDINGS – BOARDS AND COMMITTEE MEETINGS

- a) The Chair shall call the meeting or order as soon after the scheduled start time as quorum is present.
- b) The Chair shall announce the business before the board or committee in the order to which it is to be acted upon.
- c) The Chair shall preserve order and decorum and decide questions of order subject to an appeal to the board or committee and this decision may be overruled by a majority vote thereof.
- d) The Chair shall put to vote all questions which are moved and seconded and shall announce the result.
- e) The Chair shall authenticate by signature when necessary, minutes and documents authorized by the board or committee. In the absence of the Chair, the Chair presiding over the meeting shall the minutes and documents authorized by the board or committee.
- f) The Chair shall represent and support the board or committee declaring its will and obeying all decisions.
- g) The Chair shall ensure that the decisions of the board or committee are in conformity with the laws and by-laws governing the activities of the municipality.
- h) The Chair shall adjourn the meeting when business is concluded.
- i) The Chair shall adjourn the meeting without question in the case of grave disorder arising in the meeting space.
- j) The Chair shall ensure that the members of the public who constitute the audience in the meeting room:
 - i. maintain order and quiet;
 - ii. address the board or committee only with the permission of the Chair;
 - iii. do not interrupt any speech or action of the members or any other person addressing the board or committee;
 - iv. cease and desist any behaviour which disrupts the order and decorum of the meeting, the Chair shall order the individual or group to vacate the meeting room where such behaviour persists;
 - v. turn off or set to silent mode, all electronic devices; and
 - vi. use recording, broadcasting or streaming devices respectfully, and should the Chair direct it, move or cease to use said devices. In the event the individual is noncompliant, the Chair shall request the individual leave the room.

13. DECLARATIONS OF PECUNIARY INTEREST

- a) Pursuant to the *Municipal Conflict of Interest Act, 1990*, where a member has a pecuniary interest in any matter, including that of a spouse, child or parent, and is present at a meeting at which the matter is the subject of consideration, the member:
 - i. shall, prior to any consideration of the matter at the meeting, verbally disclose the interest and the general nature thereof;
 - ii. shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof in writing using the prescribed online form and submit it to the Recording Secretary;
 - iii. shall not, at any time, take part in the discussion, or vote on any question in respect of the matter;
 - iv. shall not, at any time, attempt, either on their own behalf or while acting for, by or through any other person, in any way whether before, during or after the meeting to influence the voting on any such question;
 - v. shall immediately leave the room in which the meeting is being held for all or part of the meeting during which the matter is under consideration and remain absent from it where the matter is under consideration during closed session; and
 - vi. in the case of electronic participation, shall disconnect audio and visual settings for all or part of the meeting during which the matter is under consideration and remain disconnected where the matter is under consideration during closed session.
- b) Where the interest of a member has not been disclosed by reason of the member's absence from a meeting wherein the matter was discussed, the member shall disclose the interest at the next meeting attended by the member.
- c) In advance of the first meeting of the term, the Record Secretary shall provide every member with of the Declaration of Pecuniary Interest form. This form shall be completed for every declaration made by a member throughout the term.
- d) The Recording Secretary shall establish and maintain a registry to keep each statement filed before, at, or following a meeting. The Conflict of Interest registry will be available to the public for viewing on the municipal website.

14. **AGENDAS**

- a) The Recording Secretary shall prepare the agenda for all meetings consisting of the following "Order of Business":
 1. Call to Order
 2. Land Acknowledgement Statement
 3. Disclosure of Pecuniary Interest and General Nature Thereof
 4. Confirmation of the Agenda
 5. Public Meetings/Hearings and Delegations
 6. Approval of Previous Meeting Minutes
 7. Business Arising from Previous Meeting Minutes
 8. New Business
 9. Correspondence
 10. Announcements
 11. Closed Session
 12. Reporting Out
 13. Adjournment
- b) Advisory Committee agendas shall include a section for roundtable discussion.

- c) The Recording Secretary may add or remove sections as required in consultation with the Clerk.
- d) The Recording Secretary, in consultation with the Chair, may change the order of business when preparing the agenda as deemed necessary.
- e) The agenda shall be available to members by 4:30 p.m. on the Friday preceding the meeting to which it pertains.
- f) The Recording Secretary shall ensure that the agenda for each meeting is posted for public viewing on the municipal website no later than 4:30 p.m. on the Friday preceding the scheduled meeting.
- g) The business of the board or committee shall be taken in the order in which it stands upon the agenda, unless otherwise decided by the majority of the board or committee.

15. MINUTES

- a) Minutes of a board or committee, whether it is closed to the public or not, shall record:
 - i. the date, time and place of the meeting;
 - ii. the record of attendance of the members;
 - iii. the correction and adoption of the minutes of prior meeting(s);
 - iv. all resolutions and decisions.
- b) After the minutes have been adopted they will be signed by the Chair and by the Recording Secretary.
- c) The Recording Secretary shall ensure that the minutes of the preceding meeting are circulated along with the agenda.
- d) The onus shall be upon members attending after commencement of the meeting to inform the Recording Secretary of their arrival in order that same may be recorded in the minutes.
- e) Unless a reading of the minutes of a meeting is requested by a member, such minutes shall be approved without reading if the Recording Secretary previously provided each member with a copy thereof and has previously posted same.
- f) The Recording Secretary shall provide approved minutes to the Clerk to be placed on the next available Council meeting consent agenda for information only.
- g) The minutes of all board and committee meetings, with the exception of closed session meetings, shall be posted on the municipal website for public inspection as soon as practicably possible.

16. DELEGATIONS

- a) Any delegation wishing to appear before a board or committee on business related to the board or committee's mandate, shall make a formal request to the Recording Secretary in writing by utilizing the required Board and Committee Delegation Request Form. The request shall be submitted no later than 4:30 p.m. two business days prior to the agenda being posted. At the discretion of the Recording Secretary and depending on the volume of agenda items, the delegation may be

scheduled to be heard on an alternate meeting date.

- b) Notwithstanding Section 16 a), any person wishing to make a delegation related to a matter on the agenda shall submit a Board and Committee Delegation Request Form no later than 12:00 noon on the business day prior to the meeting.
- c) After a delegation has been heard at a meeting and it is felt that a further meeting on the same topic is warranted, the board or committee may so recommend and shall determine the date and time of such further delegation.
- d) The Chair has the discretion to limit delegations on repetitive topics, or topics that are deemed to be frivolous.
- e) Each person addressing the board or committee shall give their name and address for the record and, unless further time is granted by the board or committee, shall limit their address to ten (10) minutes, including questions of board or committee to the delegation. All remarks shall be addressed to the board or committee as a body and not to any individual member thereof. No questions shall be asked to the delegation or board or committee members, except through the Chair.
- f) A delegation requesting to speak for more than ten (10) minutes will only be permitted by a majority vote.
- g) Delegations must abide by the rules of procedure and public conduct at meetings. They will accept any decisions of the Chair and not enter into cross debate with members, other delegations, or staff.
- h) Where the Recording Secretary, Chair or the Clerk determines that a person requesting to delegate is likely to engage in unreasonable or offensive conduct, make unreasonable or offensive statements or demands, repeatedly speak on a subject matter that is not within the board or committee's jurisdiction, or otherwise misuse the privilege of addressing the board or committee, the person will not be permitted to appear as a delegation at the meeting.
- i) At the discretion of the Chair, Recording Secretary or Clerk, speaking notes may be requested in advance of the meeting prior to confirming registration as a delegation. Upon review of that material by the Chair, Recording Secretary and Clerk, if at least two parties deem the subject matter not applicable to the business of the board or committee, the delegation will not be registered to speak at the meeting.
- j) If a request to delegate has been denied in accordance with section 15 i), the Recording Secretary or Clerk will:
 - i. Notify the requester that they will not be permitted to appear as a delegate and provide reasons for the decision; and
 - ii. Inform the members of the decision to deny the request.

17. CORRESPONDENCE/PETITIONS

- a) Interested parties, or authorized representatives, may address a board or committee by written communication in regard to any matter over which the board or committee has control at any time by direct mail or by addressing the Recording Secretary and such written communication will be distributed to the members.

- b) Any communication or correspondence that is to be presented to the board or committee and included on a meeting agenda shall be legibly written, typed or printed and shall not contain any obscene or defamatory language and shall include the full name and contact information by the sender and be filed with the Recording Secretary no later than 4:30 p.m. two business days prior to the agenda being posted.
- c) The Recording Secretary may, upon receipt, refer any communication or petition to a department head without the prior consideration of the board or committee.

18. ADJOURNMENT

- a) Boards and committees shall adjourn if still in session after a duration of two hours, unless otherwise determined by a resolution of the board or committee passed by the majority of the members.

19. RESOLUTIONS/MOTIONS

- a) A motion must be formally seconded before the question can be put on a motion and recorded in the minutes.
- b) When a motion is presented to the board or committee in writing, it shall be read, or, if it is an oral motion, stated by the Chair.
- c) After a motion is read or stated by the Chair, it shall be deemed to be in possession of the board or committee but may, with the permission of the board or committee, be withdrawn at any time before decision or amendment.
- d) After a motion is finally put, no member shall speak to the motion nor shall any other motion be made until after the vote is taken and the result declared.
- e) Every member shall have one vote.
- f) Every member present at a meeting, including via electronic participation in accordance with Section 26 of this by-law, when a question is put, shall vote thereon, except where the member is disqualified to vote by reason of a pecuniary interest or is absent from the meeting room when the question is put.
- g) All votes shall be announced openly, as carried or defeated, by the Chair.
- h) On an unrecorded vote, the manner of determining the decision on a motion shall be by show of hands.
- i) The Chair shall require a recorded vote to be taken on any question upon request of a member if such request is made prior to commencement of the voting or immediately thereafter (Section 246 of the *Municipal Act, 2001*). When a member present requests a recorded vote, all members present at the meeting shall vote, unless otherwise prohibited by statute.
- j) On a recorded vote, the manner of determining the decision on a motion shall be by verbal vote or show of hands and shall be conducted by the Recording Secretary. The result of the vote will be publicly declared and recorded in the minutes.

- k) In accordance with Section 246 of the *Municipal Act, 2001*, a failure to vote by a member who is present at the meeting at the time of the vote, and who is qualified to vote, shall be deemed to be a negative vote.
- l) Except where expressly provided in statute, any question on which there is an equality of votes shall be deemed to be defeated.
- m) The Chair shall declare the vote on all questions, and should their declaration be stated by any member to be in doubt, the Chair shall require the vote to be retaken and the results of this vote shall be final.
- n) Members shall not speak to the same motion without the consent of the Chair and at the end of the debate a motion for closure may be made by the Chair.
- o) Amendments shall be put in the reverse order to that in which they are moved. Only one amendment shall be allowed to an amendment.
- p) No vote shall be taken by ballot or any other method of secret voting, and every vote so taken is of no effect, in accordance with Section 244 of the *Municipal Act, 2001*.

20. RECONSIDERATION

- a) No decided matter may be reconsidered more than once during the term of appointment.
- b) A recorded vote shall be required for all motions to reconsider a previous decision of a board or committee.

20.1 Reconsideration in First Year

- a) Within one year after a matter has been decided by a board or committee, within that term of appointment, a member who voted in the majority may present a notice of motion to reconsider that matter. Such notice of motion to reconsider shall be referred to the next regularly scheduled meeting of the board or committee and shall be placed on the agenda under the appropriate section.
- b) Actions of a board or committee that cannot be reversed or suspended cannot be reconsidered.
- c) Before accepting a notice of motion to reconsider, the Chair may ask the member to confirm that they voted with the majority on the issue in question.
- d) A motion to reconsider a decided matter shall require the approval of at least two-thirds majority vote of the board or committee.
- e) No debate on a motion to reconsider shall be permitted. However, the mover of a motion to reconsider may make a brief and concise statement outlining the reasons for proposing such reconsideration.
- f) If a motion to reconsider is decided in the affirmative at a meeting, then consideration of the original decided matter shall become the next order of business.

20.2 Reconsideration After First Year

- a) After the initial one-year period, within the term of appointment, a motion to reconsider a decided matter shall require the approval of a simple majority of the members of the board or committee and if decided in the affirmative, then consideration of the original matter shall become the next order of business.

21. RULES OF DEBATE

- a) The following matters and motions may be introduced orally without written notice and without leave except as otherwise provided by these rules:
 - (a) a point or order or personal privilege;
 - (b) presentation of petitions;
 - (c) to lay on the table (to defer temporarily);
 - (d) to postpone indefinitely to a specific day; and
 - (e) to move the previous question (immediate vote on the main motion).
- b) The following motions may be introduced without notice and without leave:
 - (a) to refer;
 - (b) to adjourn;
 - (c) to amend; and
 - (d) to suspend the rules of procedure.
- c) Every member prior to speaking to any question or motion shall raise their hand and obtain permission from the Chair to speak. When two or more members wish to speak, the Chair shall name the member who has the floor and shall be the member who, in the opinion of the Chair, raised their hand first.
- d) When a member is called to order, they shall cease speaking unless allowed to explain, and the ruling of the Chair shall be obeyed, subject to the appeal to the board or committee, but without debate.
- e) No member shall speak more than once to the same question without the leave of the board or committee or until all other members have had the opportunity to speak to the question a first time, except in explanation of a material part of the members' speech which may have been misconstrued, and in doing so, the member may not introduce a new matter.
- f) With the approval of the Chair and a majority vote of the board or committee, the board or committee may temporarily suspend the rules of order to permit extended debate on a specific item of business.
- g) During the extended debate, the Chair may permit members to speak to the item of business more than one time, but in the order which they have requested permission to speak.
- h) During the extended debate, the Chair will maintain order. If, in the opinion of the Chair, the need for extended debate has ended or the debate is no longer orderly, the Chair may end the extended debate and return to the regular rules of order.
- i) The Chair may answer questions and comments in a general way without leaving the Chair, but if they wish to make a motion or speak to a motion taking a definite position and endeavouring to persuade the board or committee to support that position, then the Chair shall first

leave the Chair.

- j) The Chair does not need to vacate the Chair to simply state support or opposition to a motion on the floor.
- k) When a member is speaking, no other member shall interrupt that member except to raise a point of order.
- l) Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.

22. POINTS OF ORDER AND PRIVILEGE

- a) A member may raise a point of order at any time, whereupon the Chair shall:
 - i. interrupt the matter under consideration;
 - ii. ask the member raising the point of order to state the substance of and the basis for the point of order; and
 - iii. rule on the point of order immediately without debate by the board or committee.
- b) A member may raise a point of privilege at any time if the member considers that their integrity, the integrity of the board or committee or staff has been impugned, whereupon the Chair shall:
 - i. interrupt the matter under consideration;
 - ii. ask the member raising the point of privilege to state the substance of and the basis for the point of privilege; and
 - iii. rule on the point of privilege immediately without debate by the board or committee.

23. PROCEDURAL APPEAL

- a) The Chair shall rule on all points of order and privilege.
- b) A member of a board or committee may appeal the ruling of the Chair to the board or committee.
- c) If there is no appeal, the decision of the Chair shall be final.
- d) The board or committee, if appealed to, shall vote on the motion without debate by way of a majority vote of the members present and its decision shall be final.

24. SUSPENSION AND AMENDMENT OF THESE RULES

- a) Any provision of these rules may be temporarily suspended by the majority vote of the board or committee. The vote on any such suspension shall be taken by way of show of hands and entered upon the record.
- b) These rules may be amended, or new rules adopted by a majority vote of the board or committee, provided that the proposed amendments or new rules have been introduced into the record at a prior meeting.

25. ELECTRONIC DEVICES AND RECORDING EQUIPMENT

- a) All electronic devices shall be placed on an inaudible setting during any meeting, with the exception of assistive devices or other accessibility provisions.
- b) Attendees may audio and/or video record meetings, except for a closed session, provided that doing so is not disruptive to the meeting or other attendees.
- c) The Municipality of North Perth may audio and/or visually record, broadcast and/or livestream any open meeting of a board or committee and may provide public access to any such recordings, broadcasts or streams.
- d) By attending open meetings of a board or committee, attendees are consenting to their image, voice and/or comments being recorded, broadcast and/or livestreamed.

26. ELECTRONIC PARTICIPATION

- a) Members of boards and committees shall attend all meetings in person, unless otherwise permitted by written permission granted by the Chair.
- b) Where a member participates in a meeting electronically, the member:
 - i. shall be counted in determining whether a quorum is present;
 - ii. is permitted to vote in accordance with this by-law;
 - iii. is permitted to speak on an item of business or motion in accordance with this by-law; and
 - iv. is subject to the rules and order provisions of this by-law and may be asked to leave a meeting and will no longer be permitted to participate electronically.
- c) Staff, delegations, consultants and other attendees participating in a meeting may attend the meeting electronically unless notice has been given on the agenda that electronic participation is not available.

27. VALIDITY AND SEVERABILITY

Should any section, subsection, clause, paragraph or provision of this by-law or parts thereof be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, the same shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of the by-law as a whole or part thereof and all other sections of the by-law shall be deemed to be separate and independent therefrom and enacted as such.

28. EFFECTIVE DATE

- a) By-law No. 150-2018, as amended, is hereby repealed.
- b) This by-law comes into force and takes effect on _____, 2024.

MAYOR TODD KASENBERG

ACTING CLERK SARAH CARTER

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SCHEDULE "A"
TERMS OF REFERENCE

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NORTH PERTH ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

1.0 AUTHORITY

- 1.1 The North Perth Economic Development Advisory Committee (NPEDAC) is an advisory committee established by Council.

2.0 MANDATE/GOALS

- 2.1 NPEDAC works to enhance the quality of life and prosperity for North Perth residents and create a positive community image by commitment to:

- Responsible and sustainable urban and rural development
- A healthy business environment for existing and new businesses; and
- Investment and pursuit of opportunities that benefit future generations of residents

- 2.2 NPEDAC provides guidance to Council on matters related to the attraction, expansion and retention of businesses in North Perth, as well as policies and programs relevant to the Municipality's Economic Development in alignment with the North Perth Corporate Strategic Plan, including:

- Advising Council on the development and implementation of an overall economic development strategy and plan, both in the short-term and in the long-term
- Providing advice and recommendations to Council on policy matters affecting employment land requirements (commercial and industrial), infrastructure, transportation, utility services, tax implications, development charges, land sale policies and other issues relative to economic development and referred to the NPEDAC by Council or any other matter as directed by Council
- Developing and recommending an annual budget for Economic Development for Council consideration during budget deliberations
- Undertaking other projects as requested by Council that impact the economic sustainability and growth of the Municipality, and are within these terms of reference
- Advising Council on marketing and branding strategies to attract investment and promote local business opportunities
- Engaging and seeking public input relating to Economic Development matters when requested by Council and/or staff
- Identifying new and emerging economic sectors and assessing growth potential
- Assisting staff and Council with promoting the Municipality's Economic Development Strategic Plan and demonstrating a positive ambassador role in the business community

- 2.3 The expenditure of any municipal funds is to be approved by the Department Manager and/or Council in accordance with the Municipal Procurement By-law and the current municipal budget.

3.0 COMMITTEE COMPOSITION

- 3.1 The North Perth Economic Development Advisory Committee will be comprised of five (5) to eight (8) voting members consisting of the following;

- Up to five (5) members of the public representing business and development. To the greatest extent possible, public representation will be multi-sectoral from the following;
 - Industrial
 - Commercial
 - Agricultural
 - Creative Economy
 - Solo Entrepreneurship
- Three (3) members of Council, one of which shall be the Mayor or Deputy Mayor
- When possible, the committee will include at least one (1) member aged 18 – 39

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.

5.0 MEETING REQUIREMENTS

- 5.1 NPEDAC will endeavour to meet five (5) times per year.
- 5.2 Prior to the first meeting in each calendar year, NPEDAC shall establish a schedule of all meeting dates, times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.3 An election will be held annually for the positions of Chair and Vice Chair of the committee.
- 5.4 A quorum of a majority of voting members is required to hold a meeting.

6.0 ROLE AND RESPONSIBILITIES

- 6.1 The Chair and all NPEDAC members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.
- 6.2 Support staff shall:
- Provide support, advice and expertise to NPEDAC
 - Ensure that all recommendations to Council by NPEDAC are brought forward to Council in a timely manner for consideration
 - Facilitate clear communication of information between Council and NPEDAC.
- 6.3 The Recording Secretary shall:
- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law
 - Conduct elections as required
 - Provide procedural guidance as required.

NORTH PERTH RECREATION ADVISORY COMMITTEE

1.0 AUTHORITY

- 1.1 The North Perth Recreation Advisory Committee (RAC) is an advisory committee established by Council.

2.0 MANDATE/GOALS

- 2.1 RAC provides advice and recommendations to Council on recreation policies and programs for all recreation facilities, parks and trails in the Municipality of North Perth. The primary objectives of RAC are to:
- Provide advice and guidance to Council on matters pertaining to policies, practices and programs concerning parks, recreation, trails and beautification
 - Conduct advocacy on behalf of recreation and parks users in the municipality
 - Review and advise on recreation needs of the community
 - Provide opportunity for the pursuit of leisure and recreation, in order to improve the quality of life in the community
 - Provide support and coordination of neighbourhood community efforts necessary for the development and implementation of leisure and recreation facilities, parks and programs
 - Refer to the Parks and Recreation Services Master Plan when making recommendations to Council.
- 2.2 The expenditure of any municipal funds is to be approved by the Department Manager and/or Council in accordance with the Municipal Procurement By-law and the current municipal budget.

3.0 COMMITTEE COMPOSITION

- 3.1 RAC will be comprised of up to nine (9) voting members consisting of the following;
- Up to seven (7) residents of North Perth
 - Two (2) Members of Council

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.

5.0 MEETING REQUIREMENTS

- 5.1 RAC will endeavour to meet six (6) times per year.
- 5.2 Prior to the first meeting in each calendar year, RAC shall establish a schedule of all meeting dates, times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.3 An election will be held annually for the positions of Chair and Vice Chair of the committee.
- 5.4 A quorum of a majority of voting members is required to hold a meeting.

6.0 ROLES AND RESPONSIBILITIES

- 6.1 The Chair and all RAC members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.
- 6.2 Support staff shall:

- Provide support, advice and expertise to RAC
- Ensure that all recommendations to Council by RAC are brought forward to Council in a timely manner for consideration
- Facilitate clear communication of information between Council and RAC.

6.3 The Recording Secretary shall:

- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law
- Conduct elections as required
- Provide procedural guidance as required.

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PERTH ADULT LIFE CARE RESIDENCES COMMITTEE

1.0 AUTHORITY

1.1 The Perth Adult Life Care Residences Committee (PALCRC) is an advisory committee established by Council.

2.0 MANDATE/GOALS

2.1 PALCRC provides advice and recommendations to Council specifically related to the Perth Meadows Development. The primary objectives of the committee are to:

- Provide advice and guidance to Council on matters pertaining to policies, practices and programs available to the residences
- To review the marketing and promotional material relating to the sale of the units
- Review and advise on the maintenance of the development including capital and operational expenditures
- Review the financial position of the development including the development of the annual budget for Council approval
- Review and development of an activity calendar for the residences
- Review matters brought forward by residents of Perth Meadows

2.2 The expenditure of any municipal funds is to be approved by the Department Manager and/or Council in accordance with the Municipal Procurement By-law and the current municipal budget.

3.0 COMMITTEE COMPOSITION

3.1 PALCRC will be comprised of up to six (6) voting members consisting of the following;

- Up to five (5) residents of North Perth; to the greatest extent possible one member should be a Perth Meadows townhouse resident, and one member should be a Perth Meadows suite resident
- One (1) member of Council

4.0 STAFF SUPPORT

4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.

5.0 MEETING REQUIREMENTS

5.1 PALCRC will endeavour to meet six (6) times per year.

5.2 Prior to the first meeting in each calendar year, PALCRC shall establish a schedule of all meeting dates, times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.

5.3 An election will be held annually for the positions of Chair and Vice Chair of the committee.

5.4 A quorum of a majority of voting members is required to hold a meeting.

6.0 ROLES AND RESPONSIBILITIES

6.1 The Chair and all PALCRC members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.

6.2 Support staff shall:

- Provide support, advice and expertise to PALCRC

- Ensure that all recommendations to Council by PALCRC are brought forward to Council in a timely manner for consideration
- Facilitate clear communication of information between Council and PALCRC.

6.3 The Recording Secretary shall:

- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law
- Conduct elections as required
- Provide procedural guidance as required.

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NORTH PERTH DIVERSITY, EQUITY AND INCLUSION ADVISORY COMMITTEE

1.0 AUTHORITY

- 1.1 The North Perth Diversity, Equity and Inclusion Advisory Committee (DEI) is an advisory committee established by Council.

2.0 MANDATE/GOALS

- 2.1 DEI provides guidance and recommendations to Council on matters relating to diversity, equity and inclusion within the Municipality of North Perth and will assist staff in local diversity, equity and inclusion initiatives/functions. All recommendations must be approved by resolution of the Committee before going to Council.

- 2.2 The mandate of DEI is to provide feedback, guidance and support to improve diversity, equity and inclusion within the Municipality of North Perth. To accomplish this mandate, DEI will;

- Provide advice to Council on the development of a Diversity, Equity and Inclusion Strategy
- Provide advice to Council on the implementation of actions outlined in the Diversity, Equity and Inclusion Strategy
- Provide advice to Council on various issues and initiatives concerning diversity, equity and inclusion in our community
- Provide advice to Council on the elimination of barriers within programs and services to improve diversity, equity and inclusion
- Foster a greater understanding and awareness of diversity, equity and inclusion matters within the community through community partnerships and education
- Facilitate opportunities to educate and celebrate the diverse social, cultural and traditional elements that make up North Perth
- Engage community groups and leaders in the activities of the Committee
- Provide advice on communication regarding diversity, equity and inclusion activity in the Municipality
- Provide a forum for discussion to foster greater understanding and awareness of diversity, equity and inclusion across North Perth.

- 2.3 Principles that guide the work of DEI include:

- Reflect the diversity of equity deserving groups within the Municipality of North Perth
- Develop and promote a vision of inclusion
- Be committed to operating with effective, respectful and inclusive communication
- Promote and operate through a consensus decision-making process
- Foster intentional collaboration and partnerships
- Inject intersectionality into strategies to build bridges between communities
- Be responsive to the community's needs

- 2.4 The expenditure of any municipal funds is to be approved by the Department Manager and/or Council in accordance with the Municipal Procurement By-law and the current municipal budget.

3.0 COMMITTEE COMPOSITION

- 3.1 DEI will be comprised of up to 12 voting members consisting of the following;
- Up to 11 community members
 - One (1) member of Council
- 3.2 Members must be North Perth residents and/or individuals who work for organizations that provide services to North Perth residents. The following qualifications will be considered for appointment;
- Experience working in teams, with community groups, boards or organizations
 - Knowledge, living or lived experience with diversity, equity and inclusion matters
 - Commitment to support and encourage diversity, equity and inclusion matters in the community
- 3.3 To the greatest extent possible, members from the community will represent a broad range of equity deserving groups such as, but not limited to;
- Indigenous peoples
 - 2SLGBTQI+
 - Newcomers, new Canadians
 - Persons living with a low income
 - Persons with disabilities – physical and mental health
 - Racialized people, people of diverse ethnic or cultural origin
 - People over 55
 - Women
 - Youth (18-29 years old)
 - People who are allies for equity and anti-racism
- 3.4 Community participation is key to the success of diversity, equity and inclusion initiatives. Additional municipal staff and representatives of diverse groups will be invited to attend meetings as needed to provide expertise related to a specific project.

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.

5.0 MEETING REQUIREMENTS

- 5.1 DEI endeavours to meet five (5) times per year.
- 5.2 Prior to the first meeting in each calendar year, DEI shall establish a schedule of all meeting dates, times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.3 An election will be held annually for the positions of Chair and Vice Chair of the committee.
- 5.4 A quorum of a majority of voting members is required to hold a meeting.

6.0 ROLES AND RESPONSIBILITIES

- 6.1 The Chair and all DEI members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.
- 6.2 Support staff shall:
- Provide support, advice and expertise to DEI

- Ensure that all recommendations to Council by DEI are brought forward to Council in a timely manner for consideration
- Respond to all media inquiries to ensure consistent messaging
- Facilitate clear communication of information between Council and DEI.

6.3 The Recording Secretary shall:

- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law
- Conduct elections as required
- Provide procedural guidance as required.

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NORTH PERTH AGRICULTURAL & AGRI-BUSINESS ADVISORY COMMITTEE

1.0 AUTHORITY

- 1.1 The North Perth Agricultural & Agri-Business Advisory Committee (AAAC) is a committee established by Council.

2.0 MANDATE/GOALS

- 2.1 The AAAC is an advisory committee that:

- Provides guidance and recommendations to Council on matters related to agriculture and agri-business in the Municipality of North Perth that will foster and enhance a strong and stable agricultural economy, ultimately allowing businesses to prosper, grow and create jobs in the Municipality of North Perth;
- Supports the retention, promotion and attraction of agriculture and related businesses in North Perth;
- Promotes North Perth as a key centre for agriculture, agri-business, agri-tourism and agri-technology; and
- Supports the Municipality of North Perth in the implementation of the vision and recommendations of the North Perth Agricultural Excellence Project Report.

- 2.2 To accomplish this mandate, the Agricultural and Agri-Business Advisory Committee will:

- Act as a resource to advise Council and/or staff on initiatives that should be considered for the purpose of encouraging vibrant agricultural, agri-business, agri-tourism and agri-technology sectors in North Perth (i.e. through supporting sector sustainability, job creation, labour reliability, and new employment and business development in North Perth)
- Align and cooperate with initiatives of the Municipality of North Perth (including the Agricultural Specialist service), Perth County Economic Development and Tourism Office, and North Perth Economic Development Advisory Committee and dedicated staff addressing community development
- Act as a public forum when requested by Council and/or staff to engage and receive public input relating to agriculture, agri-business, agri-tourism and agri-technology matters
- Promote services and solutions available to the agricultural community of North Perth
- Support recruitment and establishment of new agri-businesses to North Perth
- Provide members assistance with speaking or promotional events related to agriculture, agri-tourism, agri-business and agri-technology, on request of the Mayor or a delegated member of staff of the Municipality of North Perth
- Identify barriers, opportunities, and solutions to address concerns in the community to inform strategic direction making by Council
- Act as champions for positive and collaborative farming and agri-business development in North Perth
- Take an active role in the planning, organization and execution of key development projects, events and initiatives related to agriculture, agri-tourism, agri-business and agri-technology.

- 2.3 The expenditure of any municipal funds is to be approved by the Department Manager and/or Council in accordance with the Municipal Procurement By-law and the current municipal budget.

3.0 COMMITTEE COMPOSITION

- 3.1 AAAC will be comprised of five (5) to eight (8) voting members, consisting of the following:

- One member of Council
- Four (4) to seven (7) members of the community, which should, to the greatest extent possible, represent a broad range of the business and cultural interests of agriculture, agri-business, agri-tourism and agri-technology
- At least one community appointment will be under the age of 25 at the time of appointment, if possible

- 3.2 To be eligible to make application and serve on AAAC, individuals must be:

- A resident of the Municipality of North Perth, an owner of, or currently employed at time of appointment, by a business within the Municipality of North Perth, or otherwise serve as an official representative for one of the agricultural stakeholder groups listed above in section 3.1
- At least 18 years old
- Able to demonstrate compliance with all relevant by-laws of the Municipality

- 3.3 North Perth endeavours to provide notice of calls for nominations to local agricultural stakeholder groups, such as the Perth County Federation of Agriculture, Christian Farmers Federation, National Farmers Union and Listowel Agricultural Society, where possible.

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.
- 4.2 All communications and reports will be directed through the Strategic Initiatives Department.
- 4.3 The Agricultural Specialist will be the staff lead for the Committee. Staff are non-voting members.
- 4.4 Participation from other departments, external agencies, organizations or stakeholders will be solicited where appropriate depending on the issues and topics being addressed, at the request of the Chair.

5.0 MEETING REQUIREMENTS

- 5.1 AAAC endeavours to meet quarterly.
- 5.2 Prior to the first meeting in each calendar year, AAAC shall establish a schedule of all meeting dates, times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.3 An election will be held annually for the positions of Chair and Vice Chair of the committee.
- 5.4 A quorum of a majority of voting members is required to hold a meeting.

6.0 ROLES AND RESPONSIBILITIES

- 6.1 The Chair and all AAAC members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.
- 6.2 Support staff shall:
- Provide support, advice and expertise to AAAC
 - Ensure that all recommendations to Council by AAAC are brought forward to Council in a timely manner for consideration
 - Facilitate clear communication of information between Council and AAAC.
- 6.3 The Recording Secretary shall:
- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law
 - Conduct elections as required
 - Provide procedural guidance as required.

DRAFT

NORTH PERTH GOVERNANCE REVIEW COMMITTEE

1.0 AUTHORITY

- 1.1 The Governance Review Committee is an advisory committee established by Council.
- 1.2 The Governance Review Committee has the authority to direct staff in relation to the committee's mandate and may retain the services of outside experts and/or consultants as needed.
- 1.3 The Governance Review Committee does not hold any additional approval authority and any recommendations requiring implementation must first be considered by Council through a staff report.

2.0 MANDATE/GOALS

- 2.1 The Governance Review Committee is mandated to review governance-related policies and procedures with the purpose of improving accountability, transparency and efficiency.
- 2.2 The Committee will provide recommendations to Council on methods and/or tools to build on the current governance framework and practices.
- 2.3 The Committee will review and, if required, provide recommendations on:
 - Procedural By-laws for Council and Boards/Committees
 - Council meeting frequency
 - Committee structure and purpose
 - Code of Conduct for Council, Local Boards and Advisory Committees
 - Council remuneration
 - Other policies and procedures as required related to governance and Council decision-making

3.0 COMMITTEE COMPOSITION

- 3.1 The Governance Review Committee will be comprised of three (3) to five (5) members of Council.

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.

5.0 MEETING REQUIREMENTS

- 5.1 The Governance Review Committee endeavours to meet monthly.
- 5.2 Prior to the first meeting in each calendar year, the Governance Review Committee shall establish a schedule of all tentative meeting dates times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.3 An election shall be held annually for the positions of Chair and Vice Chair.
- 5.4 A quorum of a majority of voting members is required to hold a meeting.

6.0 ROLES AND RESPONSIBILITIES

- 6.1 The Chair and all Governance Review Committee members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.
- 6.2 Support staff shall:

- Provide support, advice and expertise to the Governance Review Committee
- Ensure that all recommendations to Council by the Governance Review Committee are brought forward to Council in a timely manner for consideration
- Facilitate clear communication of information between Council and the Governance Review Committee.

6.3 The Recording Secretary shall:

- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law
- Conduct elections as required
- Provide procedural guidance as required.

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NORTH PERTH CEMETERY BOARD

1.0 AUTHORITY

- 1.1 The North Perth Cemetery Board is an advisory board established by Council.
- 1.2 The North Perth Cemetery Board is governed by the *Funeral, Burial and Cremation Services Act, 2002*, as amended, and as administered by the Bereavement Authority of Ontario.

2.0 MANDATE/GOALS

- 2.1 The North Perth Cemetery Board is established to provide:
 - advice and input on Municipality of North Perth cemetery services and support related local community initiatives such as annual Decoration Days
 - Promote the sale of cemetery lots and guidance on the provision of cemetery maintenance.

3.0 COMMITTEE COMPOSITION

- 3.1 The Cemetery Board shall be comprised of five (5) North Perth residents.

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.

5.0 MEETING REQUIREMENTS

- 5.1 The Cemetery Board endeavours to meet quarterly.
- 5.2 Prior to the first meeting in each calendar year, the Cemetery Board shall establish a schedule of all meeting dates, times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.3 An election will be held annually for the positions of Chair and Vice Chair of the committee.
- 5.4 A quorum of a majority of voting members is required to hold a meeting.

6.0 ROLES AND RESPONSIBILITIES

- 6.1 The Chair and all members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.
- 6.2 Support staff shall:
 - Provide support, advice and expertise to the Cemetery Board
 - Ensure that all recommendations to Council by the Cemetery Board are brought forward to Council in a timely manner for consideration
 - Facilitate clear communication of information between Council and the Cemetery Board.
- 6.3 The Recording Secretary shall:
 - Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law
 - Conduct elections as required
 - Provide procedural guidance as required.

NORTH PERTH PROPERTY STANDARDS COMMITTEE

1.0 AUTHORITY

1.1 The North Perth Property Standards Committee is a quasi-judicial body established under the authority of the *Building Code Act* S.O. 1992 c. 23 and the Municipality of North Perth Property Standards By-law. The committee is appointed by Council.

2.0 MANDATE/GOALS

2.1 The Property Standards Committee hears appeals by property owners or their agents who have been served with an Order issued under the Property Standards By-law and who are not satisfied with the terms or conditions of the Order.

2.2 The responsibilities of the committee are to;

- Confirm the Property Standards Order; or
- Modify the Property Standards Order; or
- Quash the Property Standards Order; or
- Extend the time of complying with the order provided that, in the opinion of the Committee, the general intent and purpose of the Property Standards By-law is maintained.

3.0 COMMITTEE COMPOSITION

3.1 In accordance with the Municipality of North Perth Property Standards By-law, the committee will consist of:

- Five (5) members, all of which must be North Perth ratepayers.

4.0 STAFF SUPPORT

4.1 Support staff for this committee will include:

- By-law Enforcement Officer(s)/Property Standards Officer(s)
- Chief Building Official
- The Clerk will be the Recording Secretary
- Additional support staff may be assigned to the committee as appropriate.

5.0 MEETING REQUIREMENTS

5.1 The Property Standards Committee will meet on an as needed basis. All meetings will be held at a North Perth Municipal Facility.

5.2 An election shall be held annually for the positions of Chair and Vice Chair.

5.3 A quorum of a majority of voting members is required to hold a meeting.

5.4 In advance of a meeting, all committee members will review all provided appeals, orders and supporting documentation.

5.5 The *Building Code Act* identifies that members of the Property Standards Committee shall be paid such compensation as the Council may provide. In the Property Standards By-law, North Perth Council has set the rate of pay for all members at \$50.00 per meeting.

6.0 ROLE AND RESPONSIBILITIES

6.1 The Chair and all members of the Property Standards Committee shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.

6.2 Support staff shall:

- Provide support, advice and expertise to the Property Standards Committee

6.3 The Recording Secretary shall:

- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law
- Conduct elections as required
- Provide procedural guidance as required.

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NORTH PERTH COMMITTEE OF ADJUSTMENT

1.0 AUTHORITY

- 1.1 The North Perth Committee of Adjustment is a statutory tribunal, with authority delegated to it by Council, under the *Planning Act* R.S.O. 1990, to hold public hearings to make decisions on applications submitted to the Municipality for minor variances.

2.0 MANDATE/GOALS

- 2.1 The Committee of Adjustment may authorize minor variances from the zoning by-law and review and permit extensions and enlargements to legal non-conforming uses. These decisions are made as follows;
- Must be consistent with the Provincial Policy statement, conform to Provincial Plans and comply with Municipality of North Perth and Perth County Official Plans and the North Perth Master Growth Plan
 - Must consider the applications in light of the requirements as laid out in the *Planning Act*, 1990
 - Must be aware of Council decisions
 - Must comply with the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22.
- 2.2 All decisions of the committee are subject to appeal to the Ontario Land Tribunal, in accordance with the *Planning Act*, 1990.

3.0 COMMITTEE COMPOSITION

- 3.1 The Committee of Adjustment will be comprised of three (3) to six (6) members.
- 3.2 Members will be North Perth property owners, tenants or the spouse of a property owner or tenant.
- 3.3 To the greatest extent possible, the committee should reflect a balanced representation from the areas of; planning, engineering, architecture, construction and lay people.

4.0 STAFF SUPPORT

- 4.1 Support staff and a Recording Secretary will be assigned to the committee as appropriate.
- 4.2 The Committee of Adjustment will pass a resolution to officially appoint the assigned Recording Secretary as the Secretary-Treasurer.

5.0 MEETING REQUIREMENTS

- 5.1 Prior to the first meeting in each calendar year, the Committee of Adjustment shall establish a schedule of all tentative meeting dates times and locations for the said calendar year. Additional meetings can be scheduled as necessary at the call of the Chair. All meetings will be held at a North Perth Municipal Facility.
- 5.2 Meetings will be open to the public and will be held within 30 days of receipt of the application by the Secretary-Treasurer.
- 5.3 An election shall be held annually for the position of Chair. If the Chair is absent for a meeting, the committee will appoint another member to serve as Acting Chair through a resolution of the Committee of Adjustment.
- 5.4 Where the Committee of Adjustment is comprised of three (3) members, two (2) members constitute a quorum. Where the Committee of

Adjustment is comprised of more than three (3) members, three (3) members constitutes a quorum.

6.0 ROLE AND RESPONSIBILITIES

- 6.1 The Chair and all members of the Committee of Adjustment shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law.
- 6.2 Support staff shall:
- Provide support, advice and expertise to the Committee of Adjustment
- 6.3 The Recording Secretary shall:
- Adhere to all requirements of the *Planning Act*, 1990 as they related to the Secretary-Treasurer of the Committee of Adjustment
 - Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law
 - Keep record of all applications and decisions of the Committee of Adjustment and all other official business of the committee.
 - Conduct elections as required
 - Provide procedural guidance as required.

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NORTH PERTH COURT OF REVISION

1.0 AUTHORITY

1.1 The Court of Revision is an appeal body established under Section 97 of the *Drainage Act* R.S.O. 1990, c. D17, which hears appeals on assessments as outlined in the *Drainage Act*, 1990.

2.0 MANDATE/GOALS

2.1 The Court of Revision will act in a decision-making capacity regarding appeals on assessment, will hear all resident complaints regarding assessment matters and will conduct themselves fairly and without bias.

2.2 The Court of Revision may hear and make decisions on the following grounds of appeals:

- Land or road has been assessed too high or low;
- Land or road should have been assessed but has not been; and/or
- Due consideration was not given to the land's use

2.3 The Court of Revision may not hear appeals or matters as related to the technical and design aspects of the Engineer's Report. Its authority is limited to appeals related to the financial assessment of a property.

3.0 COMMITTEE COMPOSITION

3.1 Where only the Municipality of North Perth is affected by the drainage works, the Court of Revision shall be comprised of three (3) or five (5) members of Council, appointed by By-law.

3.2 Where more than one municipality is involved in the drainage works, the Court of Revision consists of two (2) members from the initiating municipality and one member from each of the other affected municipalities.

3.2 The term of appointment will be for four (4) years to align with the term of Council.

4.0 STAFF SUPPORT

4.1 The Municipal Clerk, or their designate, will serve as Clerk of the Court of Revision.

4.2 Additional staff may attend hearings to provide drainage-related or other relevant information or expertise.

5.0 MEETING REQUIREMENTS

5.1 The Court of Revision shall meet as required, in accordance with the *Drainage Act*, 1990.

5.2 Meeting dates and times will be set through a resolution of Council at the meeting in which the Engineer's Drain Report is considered. All meetings will be held at a North Perth Municipal Facility.

5.3 An election shall be held annually for the positions of Chair and Vice Chair of the Court of Revision.

5.4 Three (3) or five (5) members must be present to conduct the hearing.

6.0 ROLES AND RESPONSIBILITIES

6.1 The Chair and the Court of Revision members shall adhere to the roles and responsibilities outlined in the Board and Committee Procedural By-law, and requirements of the *Drainage Act*, 1990.

6.2 Support staff shall:

- Provide support, advice and expertise to the Court of Revision

6.3 The Recording Secretary shall:

- Adhere to all requirements of the *Drainage Act*, 1990, as they relate to the holding of a public hearing of the Court of Revision
- Prepare the agenda and minutes for all meetings in accordance with the Board and Committee Procedural By-law
- Conduct elections as required
- Provide procedural guidance as required.

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MUNICIPALITY OF NORTH PERTH

APPOINTMENT TO BOARDS AND COMMITTEES

1.0 PURPOSE:

To establish a transparent, equitable and consistent process for calling for and receiving applications, reviewing applications and making selections of persons to be appointed North Perth Boards and Committees.

2.0 SCOPE:

This policy shall govern the actions of Municipal Staff and Members of Council who may be involved in the board/committee appointment process. This policy does not apply to any provincial appointments made by the Order of Council.

3.0 DEFINITIONS:

- 3.1 Advisory Committee; means a committee established by Council that provides advice and recommendations to Council as requested on areas within their mandate with no authority for decision making or independent actions.
- 3.2 Board; means those boards established by legislation and members are appointed by Council. They have authority to address their responsibilities as determined under the relevant legislation.
- 3.3 Chair; means the person presiding at a meeting who was elected by the members at the first meeting of the term of appointment.
- 3.4 Clerk; means the Clerk of the Municipality of North Perth, or their designate.
- 3.5 Council; means the Council of the Municipality of North Perth.
- 3.6 Member; means an individual who has been appointed by Council as a member of a board or committee
- 3.7 Municipality; means the Municipality of North Perth
- 3.8 Statutory Committee; means those committees permitted or required by provincial legislation and perform functions as specified in the relevant legislation. Examples include Committee of Adjustment and Property Standards Committee



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4.0 POLICY CONTENT:

4.1 *Calling for and Receiving Applications*

a) *Recruitment Occurrences*

There are three (3) occasions when recruitment occurs;

- Immediately after a municipal election
- At least twice annually to fill vacancies
- To appoint members to a newly established Committee/Board

b) *Call for Applications*

i. In accordance with section 4.1(a), a public notice of call for applications will be issued by the Legislative Services Division, with support from the Communications Coordinator.

ii. The public notice will include:

- Name of the Committee/Board accepting applications
- Number of positions to be filled
- Eligibility Criteria, if applicable
- Application submission process, including deadline to apply
- A link or direction to the Board/Committee page of the municipal website for additional information
- A statement regarding the confidentiality of personal information collected on the application

iii. Any of the following methods may be used to provide public notice:

- Local newspaper advertisement
- Municipal website
- Municipal social media
- Announcements at Council or Board/Committee meetings
- Email distribution to Board/Committee Members and Council

c) *Application Submission*

i. Persons wishing to apply to serve on a board or committee must complete an application form and provide any required supporting

documents in the prescribed format

- ii. Complete applications must be submitted on or before the application deadline to be eligible for consideration. Alternate methods of submissions may be made available upon request to the Legislative Services Division.
- iii. Applicants may apply to serve on more than one board or committee.
- iv. Applications will be received until 11:59 p.m. on the specified date. Applications received after the submission deadline will not be considered.
- v. All personal information collected on the application form, will be treated in confidence and protected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990.

4.2 Eligibility Requirements

- a) Unless stated otherwise in the terms of reference, in order to be eligible to serve on a board or committee, applicants must:
 - i. Be a resident, owner or tenant, or a spouse of a resident, owner or tenant of property in the Municipality of North Perth, or a **Shareholder, Director or Officer of a Corporation physically located in the Municipality North Perth.**
 - ii. Be at least 18 years of age
 - iii. Not be an employee of the Municipality of North Perth. An Employee, with no supervisory responsibilities, whose position or department is not directly impacted by the work of **the** advisory committee may be considered for appointment to an advisory committee on a case-by-case basis. **Should an employee be appointed to an advisory committee, they must immediately disclose if a matter being discussed by the committee could impact their position.**
 - iv. Provide any information as required such as references, proof of accreditation or education, if applicable
- b) Appointees are required to maintain their eligibility and qualifications throughout the term of their appointment.

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- c) There is no limit to the number of boards and/or committees to which one person may be appointed.
- d) Councillors will serve on a board or committee as permitted in the terms of reference.
- e) Disclosure (or non-disclosure) of any conflicts of interest is the responsibility of the applicant. The nature of the conflict will be considered in determining whether the applicant should be appointed.

4.3 ***Selection and Appointment***

- a) When the application deadline has passed, staff from the Legislative Services Division will schedule a meeting to review applications. All applications received within the prescribed timelines will be circulated to the following people who will make up the Review Team;
 - Mayor
 - Deputy Mayor
 - CAO
 - Clerk
 - Deputy Clerk/Committee Coordinator
 - Staff Liaison, when deemed necessary by the Clerk or CAO
- b) All applications received in response to a public call for nominations, will be considered by those specified in Section 4.3 (a).
- c) All applicants will be scored utilizing the scoring matrix. The scoring matrix and subsequent analysis may inform a short list of candidates to undergo a second level of scrutiny, or it may inform the final list of recommended candidates.
- d) Where an existing committee or board would like to make an endorsement in support of an applicant, a resolution from their meeting shall be provided to the Legislative Services Division for circulation to the Review Team.
- e) When the number of applicants is greater than the number of vacancies, the unsuccessful applications will be retained for a period of five (5) months. Where vacancies occur between calls for applications, previously unsuccessful applicants can be re-considered.

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- f) At the start of each term of Council, all members of Council will complete a Board/Committee Interest Ranking Form expressing their interest in serving on each board or committee available to them. The Review Team will consider each Councillor’s ranking form when selecting Council Representative Members for each board or committee.
- g) Once a final list of recommended candidates, including Council Members, as necessary, has been established, the Clerk will prepare the necessary by-law to enact the member’s appointment to the relevant board and/or committee for approval by Council at the next available Council meeting.
- h) The term of appointment cannot exceed the term of Council which made the appointment, unless a by-law, terms or reference or other exception made by Council, permits staggered appointments.

4.4 Notification

- a) All applicants will be notified in writing, via email whenever possible, of Council’s decision, thanking every applicant for their interest.
- b) Staff from the Legislative Services Division will provide all appointed members with an electronic Board/Committee Welcome Package including a copy of the Board/Committee Procedure By-law, Code of Conduct and any other relevant correspondence/documents.

4.5 Reappointment

- a) Acknowledging the value of experience and continuity, appointees who are eligible and wish to seek reappointment to serve a subsequent term are required to submit a new application in response to the call for applications at the start of the new term of Council.
- b) Reappointment to any board or committee is not guaranteed.

4.6 Resignations/Removals

- a) All resignations must be provided in writing to the Legislative Services Division and must include the date in which the resignation shall be effective.
- b) Council retains the right to replace an appointed member at any time and for any reason, including but not limited to; Code of Conduct violations, failure to attend three (3) consecutive meetings, or failing to attend a minimum of 60% of



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meetings in a calendar year, without being authorized to do so.

c) When a member has missed three (3) consecutive meetings, or has failed to attend at least 60% of meetings in a calendar year, the Staff Liaison, in coordination with Legislative Services, will call a meeting of the Review Team and the Board/Committee Chair to discuss next steps. Next steps may include:

- Follow up from the Staff Liaison and/or Chair with the member
- Recommended removal from the board/committee through an amendment to the appointment by-law

d) Consideration may be given to feedback or recommendations provided by the board/committee prior to the removal of a member.

e) Following any resignation or removal, the Clerk will prepare the necessary amending by-law removing the member’s appointment to the relevant board and/or committee, for approval by Council at the next available Council meeting.

5.0 POLICY COMMUNICATION:

This policy shall be made publicly available on the municipal website.

6.0 LEGISLATIVE AUTHORITY:

All applications containing personal information and submitted to the Municipality in response to the call for applications shall be treated as personal information in accordance with Part II of the [Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990, c. M. 56](#)

7.0 POLICY REVIEW:

This policy shall be reviewed by staff and Council when deemed appropriate.

REVISION HISTORY



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Revision	Date	Comments
1	XXXX, 2024	New Policy

FINAL DRAFT

