

[Committee Name]

Terms of Reference

Date Approved:

Motion:

Term of the Committee: Statutory Ad Hoc

Start Date:

End Date:

Lead Department:

Point of Contact:

1. Mandate

This section details the specific mandate of the committee, including the scope, and outlines the responsibilities of the committee to advise Council on a specific matter.

2. Goals and Objectives

This section details the specific questions that Council wishes the committee to study and formulate advice on. This will be done in bullet form.

3. Strategic Plan Priorities

This section details which strategic priority this committee assist Council with.

4. Key Success Factors and Performance Indicators

This section details in bullet form what Council will use to determine success of the committee.

5. Membership

a. Roles and Responsibilities

This section describes the roles and responsibilities of the committee members, including the Chair and the appointed Members of Council. The roles and responsibilities provided here reflect a broad perspective and, as

such, the following descriptions should act as guidelines regarding roles and responsibilities.

The Chair

The responsibilities of the Chair are to:

- preside over all Meetings;
- ensure adherence to the Council approved terms of reference;
- consult with the Committee Secretary on items of business intended for inclusion for the Committee Agendas; and
- maintain regular communication with assigned Municipality staff.

Public Committee Members

General membership consists of a mix of subject matter experts, stakeholder representatives, and general community members. The responsibilities of public committee members include:

- providing technical or subject matter expertise to inform decision making;
- contributing to work products / deliverables that have been committed to Council;
- discerning the impacts of the issue(s) at hand on their respective communities and communicating potential solutions, risks, and stakeholder considerations.

Councillor Members

Councillors appointed to the Committee, and not serving as the Chair, are expected to:

- provide the Council's perspective on the issues/matters being considered by the Committee;
- provide insights into the kind of information and the types of questions to be answered to assist Council in its deliberations on the issues/matters being considered by the Committee;
- to make linkages to other issues/matters/actions being taken by Council.

Staff Liaison

[Position] from [Department] will be the Municipal Staff Resource to the Committee.

The role of Staff Liaison is to act as a liaison between the Committee, municipal staff, and Council with respect to information requests, the presentation of information, and the coordination of administrative supports for the Committee.

The Staff Liaison is authorized to commit [X] hours per week in support of the Committee.

b. Number of Members

This section details the number of members from Council, the public, staff, and technical experts.

c. Member Qualifications

This section details the skills and knowledge that are required for committee membership.

Appointments of Members to the Committee are to be undertaken as prescribed in the Municipality of Kincardine Advisory Committee of Council Public Appointment Policy.

The following qualifications should be considered for appointing members to the Committee:

- Awareness and knowledge of
- Have relevant work and volunteer experience, demonstrated expertise, and interest and participation in _____
- Ability to attend regular meetings.

6. Reporting Structure

This section details expectations around regular or milestone reports to Council and sets out the specific information to be contained in a final report to council.

The Committee is responsible for providing Council with a final report prepared by the Staff Liaison that includes (but is not necessarily limited to):

- Committee mandate
- Goals and Objectives
- An overview of the work completed by the Committee in its pursuit of achieving its mandate (e.g., what activities were undertaken, what discussions were had, what strategic questions came up)
- Key success
- Presentation of advice to Council and explanation of rationale, analysis, data, etc. that supports the advice
- Policy, financial, stakeholder, other risk assessment of the advice

7. Public Communications

This section details expectations around public communications and public and stakeholder engagement requirements for the Committee.

The Committee is expected to adhere to the following public communications protocols:

- The Chair will act as the spokesperson for the committee.
- The Chair will represent the Committee at any official functions.
- Coordination of any communication pieces/advertisements, etc., shall be through the Staff Liaison including promotion of the progress of initiatives, plan updates, and engagement activities.
- Agenda meetings and minutes will be posted on the Municipal website

8. General

a. Frequency of Meetings

This section details the number and frequency of meetings.

Committee meetings will typically be one to two hours in length and will be held on a monthly or bi-monthly basis.

b. Rules of Procedure

The Municipality of Procedure by-law shall serve as the rules of procedure for this committee.

c. Relevant Policies

- Code of Conduct for Council, Local Board, and Committee Members
- Volunteer Management Policy
- Recruitment and Appointment of Advisory Committees of Council and Local Boards Policy
- Advisory Committees of Council and Local Boards – Administration Policy