



Terms of Reference

Town of Halton Hills Advisory Committees of Council

* Varies by Advisory Committee

1. Mandate of Committee *

Should state the committee's mandate (include legislation if applicable).
Purpose of the committee will vary by advisory committee.

2. Goals & Objectives*

Should state the committee's goals and objectives and how it will impact the Town.

3. Guiding Principles*

Should state the committee's guiding principles and should align it with the Town's Strategic Plan.

4. Membership *

Should state the number of members the committee will be composed of.

Any staff membership should be listed in this section separately as staff members do not count towards quorum.

Membership will vary by advisory committee.

Appendix C to Report No. ADMIN-2023-0005

5. Recruitment, Selection of Committee Members & Member Qualifications *

The Town's Public Appointment Policy should be referenced which outlines the process of the Town selecting committee members.

Recruitment information & member qualifications may vary based on the committee's necessity of membership experience.

6. Remuneration*

This will vary based on committee.

7. Responsibilities of Committee Members

Committee members shall:

- attend meetings as required
- provide adequate notice if unable to attend a scheduled meeting
- conduct themselves in a respectful manner to staff and other committee members
- actively participate in meetings providing support and insight to agenda topics
- adhere to the Town's Procedure By-Law

8. Chair

The Chair shall be appointed by the Mayor from the Council Members appointed to the Committee.

In the case of absence of the Chair, another appointed Council member shall act in their place and stead.

9. Meeting Dates & Proceedings *

Meeting dates, times and methods (in-person or virtual) will be determined at the beginning of each calendar year. Times and dates may be altered or cancelled by the Committee or the Chair.

Meetings shall be conducted in accordance with the Town of Halton Hills Procedure By-law unless otherwise specified in these Terms of Reference.

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10. Quorum

A quorum means fifty percent (50%) of the membership plus one.

Staff members shall not be included in the calculation of quorum and Committee meetings shall not proceed if quorum is not met.

11. Vacancy *

The position of a member of a committee becomes vacant if the member is absent for a certain period of time as outlined in the Town's Advisory Committee of Council - Public Appointment Policy.

12. Call to Order

The Chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting provided quorum is present. If no quorum is present, the meeting shall not process and the meeting shall stand adjourned until the date of the next regular meeting.

In the absence of the Chair, the Vice-Chair shall assume the Chair position and call the meeting to order.

13. Voting – Motions

Members of the Committee shall declare any pecuniary interest that they may have in any matter under consideration by the Committee. Committee members shall abstain from any discussion or voting on a matter in which they have declared a pecuniary interest.

In the event of a tie vote, the motion is lost.

14. Agenda & Minutes

Committee meeting agendas and minutes will be prepared and distributed as outlined in the Town's Advisory Committee of Council - Administration Policy.

Appendix C to Report No. ADMIN-2023-0005

15. Town Policies, Guidelines and Procedures

Committee members shall adhere to all Town policies, guidelines and administrative procedures.

- Code of Conduct
- ACOC - Public Appointment Policy
- ACOC - Administrative Policy
- Procedure By-Law

16. Sunset Clause

The terms of Committee members shall end every four (4) years concurrent with the term of Council.

Committee Terms of Reference and Advisory Committees of Council policies will be reviewed every four (4) years.