



TOWN OF
HALTON HILLS
Working Together Working for You!

POLICY

POLICY TITLE: Advisory Committees of Council – Public Appointment Policy

POLICY NUMBER: PLCY-2023-00XX

EFFECTIVE DATE: February 13, 2023

1. Purpose

The purpose of this policy is to provide a consistent and transparent framework for public appointments to Advisory Committees of Council (ACOC).

2. Definitions

“ACOC” means Advisory Committees of Council

“Chair” means the appointed member of Council for an Advisory Committee of Council

“Member” means a successful applicant who sits on an Advisory Committee of Council

“Staff Liaison” means Town of Halton Hills staff representative on the Advisory Committee

“TOR” means Terms of Reference

“Town” means Town of Halton Hills

3. Scope

This policy is applicable to all members of the public applying to be a member of an ACOC.

4. Recruitment Occurrences

There are two specific occasions when recruitment occurs.

- a) Last quarter of a Municipal Election year
- b) As vacancies occur throughout the year

5. Notices of ACOC Vacancies

In the event of a determined vacancy, the Chair must advise the Town Clerk's Office. The Town Clerk's Office will then conduct a recruitment by posting the Advisory Committee Membership Application to the Town's website.

6. Vacancy Advertisements

The following measures may be used to provide public notice of ACOC vacancies:

- a) Ad in local newspaper
- b) Town website
- c) Email distribution lists to individuals or groups
- d) Social media channels

7. Application Submission

Applicants must complete an Advisory Committee Membership Application found on the Town's website. Subject to exceptions noted in this policy, applicants are eligible to serve on only one ACOC at a time. Applications received after the submission deadline and for non-advertised vacancies will not be considered.

8. Eligibility

- a) Unless otherwise specified in a TOR, applicants must be residents or owners of property in the Town and at least 18 years of age.
- b) Specific skills and experience for membership on each ACOC may be established by way of the TOR.
- c) Appointees are required to maintain their eligibility and qualifications throughout the term of their appointment.
- d) Town staff are not permitted to serve as members on an ACOC.
- e) Disclosure (or non-disclosure) of any conflicts of interest is the responsibility of the applicant. Disclosure of potential conflicts will not result in automatic ineligibility. The nature of the conflict will be considered in determining whether the applicant should be appointed.

9. Application Review and Recommendations

Appendix B to Report No. ADMIN-2023-0005

- a) All applications will be submitted to the Town Clerk's Office.
- b) Clerk's staff will manage the review of all applications and provide a list of suitable applicants to each Committee Chair.
- c) Clerk's staff will arrange interviews with applicants as required. Successful applicants will be notified and adopted by Council at the next available meeting.

10. ACOC Member Resignations

In the event an ACOC member resigns within twelve months of appointment, Clerk's staff may reconsider applications submitted during the initial recruitment period and may recommend appointments from the retained pool of applicants.

11. Term of Appointment

- a) Members may serve on only one ACOC at a time subject to the Mayor's discretion.
- b) The maximum duration that an ACOC member can be appointed is two full successive terms of Council.
- c) ACOC members appointed for the first-time mid-term may be appointed for the remainder of that term plus two full successive terms.

12. Exceptions

Exceptions to maximum terms and dual ACOC appointments are as follows:

- a) When an insufficient number of applications have been received for a vacant position on an ACOC.
- b) If a particular area of expertise is required and there are no other eligible/qualified candidates.
- c) If the ACOC would suffer from a lack of continuity if all or the majority of ACOC members are replaced at once.

13. Communication of Appointments

When Council approves appointments, the Town Clerk's Office shall advise all successful applicants in writing of the status of their applications. Applications will be kept on file in accordance with the Town's Records Retention By-Law.

14. Remuneration

ACOC members serve on a voluntary basis and do not receive any form of remuneration unless otherwise identified in the ACOC TOR.

15. Removal of a Member from ACOC

Appendix B to Report No. ADMIN-2023-0005

Council retains the right to replace an appointed ACOC member at any time and for any reason.

Violations of the following may result in removal of an ACOC member:

- a) Release of confidential information
- b) Legal claims against the Town of Halton Hills
- c) Breaches of the Code of Conduct for Council and Local Boards

16. Unexplained Absences

Unless otherwise specified in the ACOC TOR, ACOC members who are absent from three consecutive meetings without a resolution of the ACOC permitting their absence or having previously notified the staff liaison of a temporary leave of absence will be deemed to have forfeited their ACOC position.

The following procedures shall be followed for removal of ACOC members for unexplained absences:

- a) After an ACOC member's second absence from a meeting, staff liaisons shall contact the ACOC member, in writing, to advise that a third absence may result in a forfeiture of their position on the ACOC.
- b) After an ACOC member's third absence from a meeting, staff liaisons shall contact the ACOC member, in writing, to advise of the forfeiture of the position.
- c) One opportunity shall be offered to the ACOC member to provide written reasons for their absences and a request to continue as an ACOC member which will be reviewed and determined by the Chair of the Committee.
- d) Failure by the ACOC member to provide reasons by the deadline provided by the staff liaison, will result in an automatic forfeiture of the position.
- e) If no reasons are received or all reasonable efforts to contact the ACOC member regarding their absences have failed, the staff liaisons shall advise ACOC members and the Town Clerk's Office of the forfeiture of the position.

17. Temporary Leaves of Absence

ACOC members may request a temporary leave of absence for absences that will exceed three consecutive meetings for up to 18 months. Such leaves will be granted for the following reasons:

- a) Birth and care of baby
- b) Care for a sick family member
- c) Illness

Other requests for leave will be evaluated on a case by case basis.

The following procedures shall be followed for requests for temporary leaves of absence from an ACOC.

- a) ACOC members must make requests for temporary leaves of absence to

Appendix B to Report No. ADMIN-2023-0005

staff liaisons, in writing, setting out reasons for their request.

- b) Staff liaisons will review each request with the Chair of the Committee and provide a decision to the ACOC member directly.
- c) The ACOC will be advised of the temporary leave and length of leave by way of communication from the staff liaison.

18. Resignations

The following procedures shall be followed for resignations from ACOCs:

- a) ACOC member resignations shall be submitted in writing to the staff liaison and the Town Clerk's Office.
- b) Resignations shall indicate the date upon which the resignation will commence.
- c) ACOC members will be advised of the resignation by way of communication from the staff liaison.