



# City Policy and Procedure

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**SECTION: MUNICIPAL GOVERNMENT**

**NO: MU - BO - 01**

**REFERENCE: Boards and Committees**

**Date: Sept. 4, 2024**

**Next Review Date:  
September 2026**

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**TITLE: Establishment, Amendment and Dissolution of Boards, Advisory Boards and Committees**

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## **1. 0 STATEMENT**

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- 1.1 This policy and procedure defines the process of creating, amending and dissolving City Boards and Committees.

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## **2. 0 Scope**

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- 2.1 This policy and procedure applies to all City of Dryden Advisory Boards and Committees created by Council.

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## **3. 0 Procedure**

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In this procedure where the word "committee" is stated it means any board, advisory board or committee created by Council.

- 3.1 Council may decide to create a new committee or alter an existing committee or resolve committee matters some other way, based on an analysis of the following factors:
- (a) Staff Report;
  - (b) Terms of Reference;

- (c) Committee assessment including analysis of the following:
  - (i) Is the existence of this committee required by legislation and regulation;
  - (ii) Is this committee's mandate relevant;
  - (iii) Is this committee's mandate achievable;
  - (iv) Is this committee's mandate unique;
  - (v) Is this committee's mandate aligned with corporate goals; and,
  - (vi) Is this committee operating effectively;
- (d) Public interest and feedback; and,
- (e) Community support.

### 3.2 Creation of Committees:

3.2.1 The creation of a new committee may be triggered by any of the following factors:

- (a) Public issues or trends;
- (b) Contentious issues (i.e. requirement for stakeholder input);
- (c) Legislated requirement (municipal by-law, provincial legislation);
- (d) Appeal/review committee for legislation;
- (e) Provincial mandate;
- (f) Other communities looking for City representation;
- (g) Annual review; and,
- (h) Staff request.

3.2.2 When Council deems a new committee is required, the City Clerk or the appropriate department staff shall prepare a Staff Report including the following:

- (a) Public and financial considerations;
- (b) Impact on other departments and users;
- (c) Considerations on corporate and departmental goals and objectives;
- (d) Staff recommendation;

- (e) Terms of reference to include the following:
  - (i) Mandate;
  - (ii) Enabling legislation;
  - (iii) Membership roles and responsibilities;
  - (iv) Evaluation criteria and sunset clause;
  - (v) Reporting requirements and methods;
  - (vi) Budget; and,
  - (vii) Type of Board or Committee.
- (f) The Staff Report shall be forwarded to Council for review and consideration;
- (g) After approval of the creation of the new committee, the City Clerk will facilitate the appointment process in accordance with corporate policies and procedures;
- (h) Notice of vacancies on committees will be posted on the City's website and Facebook page and will be included under Public Notices on Council Meeting agendas;
- (i) All applications will be kept on file in the Administration Department for the term of Council, and may be considered to fill any vacancies within the term; and,
- (j) The first committee meeting within each term of Council, upon completion of appointments, will include the following:
  - (i) Election of a Chair and Vice Chair;
  - (ii) Establishment of a meeting schedule;
  - (iii) Review the terms of reference; and,
  - (iv) Development and submission of an annual work plan to the CAO for review and to Council for approval.

### 3.3 Changes to Committees:

3.3.1 Changes to a committee's terms of reference require Council approval and may be determined as a result of:

- (a) Review of the committee's annual report;
- (b) Lack of materials, purpose, function and value;
- (c) New issues or changing priorities;
- (d) Staff recommendations;
- (e) New or amended legislation;

- (f) Potential to modify existing committee instead of creating a new one;
  - (g) New term of Council; and,
  - (h) Committee sunset clause.
- 3.3.2 Members of Council and staff representatives shall monitor signals which may require changes to individual committees as follows:
- (a) Lack of ability to meet, no quorum, lack of agenda items and lack of interest;
  - (b) Concerns from committee members, resignations;
  - (c) Conflict within meetings and other staff observations;
  - (d) Chair and members acting outside of boundaries of committee mandate and terms of reference.
- 3.3.3 Potential changes to individual committees are to be identified and discussed by the affected committees or parties each term during the review of the committees' terms of reference.
- 3.3.4 A Staff Report will be required addressing the proposed changes.
- 3.3.5 The Staff Report shall address the following factors:
- (a) Identification or description of the recommended change;
  - (b) Supporting information; cause/effect; cost analysis and resources required; and,
  - (c) Impact on terms of reference.
- 3.3.6 In reaching its final decision on changes to a committee, Council will consider the analysis of the Staff Report, contents of the committee's existing terms of reference, public interest feedback and community support.
- 3.3.7 Approved changes will be implemented by the appropriate parties as stated below:
- (a) Mandate or authority change:
    - (i) Update committee terms of reference. (City Clerk to maintain)
    - (ii) Updated committee terms of reference shall be provided to committee.

- (b) Membership change:
  - (i) City Clerk to follow appointment process to recruit new members.
- (c) Schedule change:
  - (i) Managed by administrative staff.
- (d) Change to budget or resources:
  - (i) Funding and resource requirements will be identified in each committee's annual work plan and will be subject to operating budget review.

#### 3.4 Dissolution of Advisory Boards and Committees:

3.4.1 The following issues may trigger the dissolution or completion of a committee:

- (a) Expiration of term;
- (b) Completion of mandate;
- (c) Resolution of issues;
- (d) Merger with another committee; and,
- (e) Annual review process.

3.4.2 A recommendation for the dissolution of a committee may be initiated by Council, the committee, the public or staff. The annual review of committee accomplishments and future work plans provides additional data for evaluation or review.

3.4.3 Upon completion of its mandate a recommendation for dissolution of the committee shall be submitted to Council addressing accomplishments, evidence of completed mandate, how associated functions will be undertaken in the future, cost thereof and, if required, a resource deployment plan.

3.4.4 In reaching its decision to dissolve a committee, Council shall take into account the analysis of the Staff Report, the contents of the existing committee terms of reference, public interest, feedback and community support.

3.4.5 If after considering the above factors the committee sunset clause is not triggered, Council may decide to proceed under section 3.3 Changes to Committees instead of 3.4 Dissolution of Advisory Boards and Committees.

3.4.6 The following steps will be taken by staff after approval of committee dissolution or completion:

- (a) Committee will be removed from active committee list;
- (b) Thank you letters on behalf of Council will be sent to committee members;
- (c) Relevant staff members will be informed; and,
- (d) Committee members shall be invited to apply for membership on other committees.

### 3.5 Responsibility:

The City Clerk shall be responsible for the administration and maintenance of this policy and procedure.

History			
<b>Approval Date:</b>	September 15, 2014	<b>Approved by:</b>	4242-2014
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