



Prepared By: Office of the CAO
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References: Policy 201
Function: Strategic

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POLICY STATEMENT

Terms of Reference for all Council Committees shall be approved by Council.

PURPOSE

The purpose of this policy is to have prepared and presented terms of reference for each Council Committee, except where that information is provided by bylaw.

SCOPE

This policy applies to all Council Committees, except where information on the terms of reference information is provided by bylaw.

RESPONSIBILITIES

It is the responsibility of the Office of the CAO to make available terms of reference for all Council Committees.

DEFINITIONS

Ad Hoc or Task Force, means a committee with a specific task or objective, and dissolved after the completion of the task or achievement of the objective

Board, Authority or Commission, means a committee that is granted the authority by Council to make decisions on behalf of Council.

Council Committee, means a committee, task force, ad hoc committee, board, authority or commission, or any other body established by Council.

Standing Committee, means a committee with a continued existence, formed to do its assigned work on an ongoing basis.

STANDARDS:

Terms of Reference are to include:

- Name:** of the committee as set by Council and to be used on all correspondence of the committee.
- Purpose:** of the committee shown as a statement of the work to be done by the committee.
- Membership:** showing membership by source (ex: Council, public) and the maximum number of members and maximum terms that a member can be appointed.
- Frequency of Meetings:** the frequency of regular meetings.
- Authority:** the authority grant to committee by Council.
- Term:** indicating whether the committee is a 'Standing Committee' or a 'Task Force'.
- Receiving Body:** which body the committee will forward recommendations.
- Support Services:** which Town department providing support services.