

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #L-004

CITIZEN ADVISORY COMMITTEES

**Effective Date:
July 11, 2011**

**Revision Date:
February 22, 2024**

1. This Policy is entitled "Citizen Advisory Committees Policy" and applies to Advisory Committees which include members who are not Town Council members.
2. Any power conferred by this Policy upon an employee of the Town of Lockeport to authorize expenditures shall be exercised in a manner consistent with the By-Laws and Policies of the Town of Lockeport.
3. Any power conferred by this Policy upon Council shall be exercised by resolution.
4. The following provisions shall apply to all Committees established by this Policy, except where the Policy specifically provides otherwise for any Committee:
 - (a) Except to the extent that Committee membership is otherwise determined by By-Law, Committee appointments shall be made within two months following each Municipal General Election. Committee membership shall be reviewed annually by Council at the Annual Meeting held in November. Alternates may be appointed to Committees and will only attend meetings if the regular appointed member is unable to attend and requests that the alternate attend in his/her place. Appointments to Committees cease upon Council's decision to appoint replacement members. Any office held by replaced members (i.e. Chair or Secretary) shall cease at the same time. The Mayor shall be an ex officio member of any Committee to which the Mayor is not appointed, with a voice but no vote. The Town Clerk/Treasurer shall be an ex officio member of all Committees of Council, with a voice, but no vote.
 - (b) Except to the extent that the Chair is otherwise determined by By-Law or Policy of Council, Council may appoint a person to serve as Chair of the Committee, but if Council does not appoint a Chair, the Committee shall elect a Chair from one of its members. The Chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this Policy, the Chair shall have the powers and responsibilities at Committee meetings that are conferred upon the Chair at Council meetings pursuant to the Town's By-Laws or Policies, with any necessary modifications for context.
 - (c) Except to the extent that the Secretary is otherwise determined by By-Law or Policy of Council, the Town Clerk/Treasurer or his/her designate may appoint an

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employee of the Town to serve as Secretary, with a voice but no vote. If the Town Clerk/Treasurer or his/her designate does not appoint an employee to serve as Secretary, the Committee shall elect a Secretary from one of its members, in which event the Secretary shall be a full voting member of the Committee. The Secretary shall keep minutes of the Committee meetings.

- (d) The Committee shall meet at such time and place which it sets at a preceding meeting or at such other time and place as Council, the Committee's Secretary, the Committee's Chair or a quorum of Committee members may be set by providing notice of meeting to all Committee members at least 3 days in advance. The date, time and location of Committee meetings shall be posted by the Secretary by providing a copy to the Committee members and the Town Clerk/Treasurer.
- (e) Subject to any resolution of Council, the resources which may be utilized by the Committee include:
 - (a) Advice and support of the Town Clerk/Treasurer or his or her designate;
 - (b) Use of the Town's facilities and supplies for meetings, photocopying, postage and other administrative needs, through the Town Clerk/Treasurer;
 - (c) Use of external services reasonably necessary to discharge the Committee's mandate, through the Town Clerk/Treasurer;
 - (d) Such other resources as may reasonably be required, through the Town Clerk/Treasurer.
- (f) All meetings, minutes, and records of the Committee shall be open to the public except as expressly authorized by law.
- (g) Subject to the other provisions of this Policy, a quorum of the Committee shall be the same as that which applies to Council pursuant to Provincial Legislation, with any necessary changes for context.
- (h) Subject to the other provisions of this Policy, the rules of procedure, conduct and debate that apply at Council meetings pursuant to the Town of Lockeport By-Laws or Policies, apply at Committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at Committee meetings.

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- (i) Committee members may prepare and submit a minority report or recommendation to Council if they do not concur in a report or recommendation of the majority.
 - (j) In the event the Committee fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the Committee's mandate without awaiting the Committee report or recommendation.
 - (k) Citizen Advisory Committees of Council do not have the power to expend funds.
 - (l) The Committee shall not utilize external services or otherwise commit the Town of Lockeport to money expenditures except by requesting funds from Council. Nothing in this paragraph limits Council's authority to grant or refuse a request by the Committee.
 - (m) No Council member, or individual will attend a Citizen Advisory Meeting as a representative of the Town of Lockeport unless authorized to do so by a resolution of Council. If a Council member is attending a Citizen Advisory Committee Meeting as a private citizen, the Council member must inform the Committee.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members

Of Intent to Consider (7 days minimum): April 6, 2011

Date of Passage of Current Policy: July 11, 2011

I certify that this Policy was adopted by Council as indicated above.



Town Clerk/Treasurer

July 12, 2011

Date

February 22, 2024

Revision Date