



Committee Rights & Responsibilities Policy

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Policy #: TBA

Council recognizes and appreciates the very important and valuable contribution that volunteers make to our community, and particularly that of its appointees to the various boards and committees established by Council. In order that everyone enjoys and is able to make the most of their involvement as a Council appointee, the following guidelines have been developed. We encourage every appointee to review this material and to seek clarification or further information if desired from the Clerk's Office.

1. It is the responsibility of appointees to become familiar with the terms of reference / mandate for the committee or board or which they serve and to conduct themselves in such a way that will assist the committee in carrying out its specific mandate. Appointees should be familiar with or familiarize themselves with the basics of parliamentary procedure.
2. Council appointees must keep in mind that while the committee on which they service will have specific goals and objectives and laid out in the respective Terms of Reference, the committee's function is advisory in nature and the final decision on recommendations made by the committee rests with Council. Council's responsibility is to the broad public good and, as such, Council must often take into account other matters beyond those considered by the committee when making its final decision on a matter.
3. The Chair of a committee, or such other member as the committee may appoint, shall be the public spokesperson when dealing with the media or appearing at a public forum. Persons speaking on behalf of committees shall not engage in criticism of municipal staff nor seek to undermine the role of Council.
4. Municipal staff designated as the liaison/support person with a committee will provide such services and advice as is necessary for the smooth functioning of the committee in carrying out its mandate. However, individual committee members, chairpersons, and the committee as a whole, must take care not to attempt to direct the day to day functions of staff nor to request reports or other information that would conflict with the other regular duties of that staff person. If extensive studies or reports, not previously authorized by council, are needed

from staff, a request is to be made by means of a report from the Council representative on the committee to Council.

5. Volunteers serving the Town as members of an advisory committee should be able to perform their duties free of harassment or intimidation by other committee members, municipal staff or members of Council. In this respect, the same policies that apply to municipal staff shall apply to committee members. A copy of the Town's policy on harassment and the Code of Conduct may be obtained through the Clerk's Office. Any complaints regarding harassment or intimidation should be initially be brought to the attention of the committee Chair, the council representative on the specific committee, or the Town CAO. If the matter cannot be resolved at that level to the satisfaction of the appointee, it may be referred to Council, in Closed session for a resolve.
6. All members of the public appointed to Town boards and committees are required to read the Town's Committee Policy and sign the Declaration of Office **(Appendix A)**.



Appendix A

Declaration of Office

I, _____ do solemnly promise and declare that I will truly, faithfully and impartially, to the best of my knowledge and ability execute the position of _____ Committee member, to which I have been appointed in the Town, that I have not received and will not receive any payment, or promise thereof, as a result of my appointment, and that I will disclose any pecuniary interest, direct or indirect. I will abide by the relevant code of conduct for Members of Council or Members of Advisory Committees, the Committee Policy, the Town of Parry Sound Procedural By-law, Purchasing By-law and any other relevant policies or by-laws.

Declared before me in the Town of)
Parry Sound in the District of Parry)
Sound, this ____ day of)

_____, _____
(Date) (Year)

A Commissioner, etc.