



## **TOWNSHIP OF HORNEPAYNE**

### **OPERATIONS ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **PURPOSE**

The purpose of the Operations Advisory Committee (OAC) is to provide a forum for the Public and other stakeholders to liaise with the Township of Hornepayne and provide input and perspectives to Council on operational matters.

#### **MANDATE**

The mandate of the Operations Advisory Committee is to advise and assist Council on matters associated with operational matters within the community, including but not limited to:

- Public Works matters, including waste management, cemeteries, etc.;
- Infrastructure matters;
- Environmental matters; and,
- Organizing fundraising activities.

#### **MEMBERSHIP AND RESPONSIBILITIES**

Membership shall be appointed by Council Resolution, and consist of the following:

- Two (2) Members of Municipal Council
- One (1) Municipal Public Works Staff
- Four (4) Members from the Community

Council may appoint alternates for Community Member positions.

The Chair (Member of Municipal Council) will be expected to be available to report to Council and provide presentations, as needed, on OAC activities. In the absence of the Chair, the quorum will appoint, from its Members, a Chair for that meeting, who shall be subject to all normal responsibilities and privileges assigned thereto.

Membership for Community Member positions shall correspond with the term of Council. At the end of each term, Community Members will be asked to consider their interest in remaining for an additional term.

By majority vote, the OAC may recommend the removal and/or replacement of any member who misses three (3) consecutive meetings without reasonable cause or explanation.

In considering new appointments or filling a vacancy on the Committee, Council may advertise for applications, or may select from any remaining applications received during prior advertisements.

Members shall contribute time, knowledge, skill, and expertise to the fulfillment of the Committee's mandate and commit to attending regular meetings. Members will be expected to be aware of relevant Municipal policies and other regulatory requirements in carrying out their activities.

Community members may present a proposal or project to the OAC, following the process outlined in the Procedural By-Law.

The Committee may establish sub-committees for various topics, issues, or proposals, as required. Such sub-committees may include community members and representatives from relevant disciplines and shall include a minimum of two (2) OAC members, with the approval of the Chair. A regular Operations Advisory Committee member shall be the Chair of the sub-committee and shall report progress to the main Committee.

## **REPORTING**

The Operations Advisory Committee is a Standing Committee of Council established by Council in accordance with the *Municipal Act* and these adopted Terms of Reference.

As part of its ongoing reporting requirements, the OAC shall prepare an annual Status Report, which shall be submitted to Council, via the CAO/Clerk, in January of each year. The Report shall include among other things:

- A summary of the activities and achievements of the OAC over the previous year;
- A description of ongoing activities and issues, identifying any priorities/concerns; and
- An outline of the Committee's primary projects for the upcoming year.

Sub-committees shall meet more frequently than the OAC and shall provide updates on progress to the OAC at full Committee meetings.

The Committee Secretary shall keep proper Minutes and records of every meeting and provide Council with a copy of approved Minutes for the Council Agenda.

## **STAFF LIAISON AND SUPPORT SERVICES**

Administrative support, such as fulfilling the role of Secretary, shall be provided by the Township, through the Chief Administrative Officer, or delegate.

## **MEETINGS**

Meeting dates must be determined such that they take into account business needs and the schedule of Council.

Quorum shall consist of a majority of the Committee members.

On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus majority position to Council and the CAO/Clerk. On matters where there is significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.

## **BUDGET**

Budget requirements shall be brought to Council to be addressed, should the need arise.

## **GOVERNANCE OF ORDER AND PROCEDURE**

The Township of Hornepayne Procedural By-Law shall be followed for all matters not specifically addressed within this document.

Amendments to the Terms of Reference can only be made by Council.

With the guidance of the Chair, the OAC may wish to request a review of the Terms of Reference, from time to time, and make recommendations to Council through the office of the Chief Administrative Officer regarding amendments.