

# THE VILLAGE OF MONTROSE

**POLICY TITLE:** COUNCIL COMMITTEE AND PORTFOLIO POLICY

**POLICY #0540**

**POLICY STATEMENT:**

It is the policy of Council to establish committees and appoint(s) Council and/or citizen members to the committees to:

- Provide information and well considered advice to Council and staff on events or issues of concern to the public and the Village.
- Provide recommendations for consideration by Council and staff.

It is also the Policy of Council to establish Portfolios and appoint Council Portfolios to:

- Provide support to staff in specific areas of Village jurisdiction.

**POLICY BACKGROUND:**

Pursuant to section 141-1 of the Community Charter *The Mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.* Council has also traditionally assigned each Councillor with Portfolio(s) in specific areas of Jurisdiction. There are currently no general directives for Council Committees and Portfolios

**POLICY GOAL:**

It is the goal of this policy to establish general directives for existing Council Committees and Portfolios.

**POLICY OBJECTIVES:**

1. To establish Committees in Village jurisdictions such as:
  - Bargaining;
  - Cost Savings;
  - Recreation;
  - Web Site; and
  - Youth and Children's Services.
2. To establish portfolios in Village Jurisdictions such as:
  - Administration
  - Chamber of Commerce
  - Parks
  - Protective Services
  - Public Relations & Press
  - Public Works
  - Trails

3. To hold a Special Meeting of the Council with all successful council candidates on the first Monday in every year following municipal elections to review the Committee and Portfolio appointment process.
4. To evaluate the performance of the Committee members and Portfolio holders in November of every year that is not a municipal election year.
5. Where the performance of the Committee member or Portfolio holder is deemed, by a majority of Council, to be consistent with the commitments made at nomination time, to renew the appointment of such Committee member or Portfolio holder for a further year.
6. Where the performance of the Committee member or Portfolio holder is deemed, by a majority of Council, to be inconsistent with the commitments made at nomination time, to appoint a substitute Committee member or Portfolio holder for the following year.
7. Appointments of the Committee member or Portfolio holders to be made by the Mayor with considerations to suitability as well as by Council member requests.
8. Committees and Portfolio holders to be advisory in nature unless specifically directed by Council.
9. All Committees and Portfolio holders reporting to be presented in writing to staff to be included as reports for Regular Council Meeting discussion.
10. Committee meetings to be called by the Chair on an "as required" basis.

Initially approved at meeting #01-10 January 04, 2010

Last reviewed and confirmed unchanged at meeting #36-11, November 7, 2011

Next scheduled to be reviewed on November 5, 2012