



Town of Trenton

POLICY NO. COM-20210713-01

APPROVED: 2021-07-13

STEERING COMMITTEE TERMS OF REFERENCE POLICY

Introduction

The Town of Trenton (hereafter “the Town”) has established the Steering Committee as a standing advisory committee to provide Council with advice and recommendations on the selection and appointment of members for all standing advisory and ad-hoc committees of Council.

1. Authority

1.1. Municipal Government Act

The Town of Trenton is authorized to establish committees of Council, as per Part I, Sections 24-27 of the Municipal Government Act, 1998, c. 18, s. 1.

1.2. Town Policies

All committee work will be carried out in accordance with the Town of Trenton’s Committee Procedural Policy (COM-20201013). Members are expected to operate in compliance with this policy and all policies, laws and regulations governing the Town.

2. Mandate

The Steering Committee encourages public participation through the general concepts of equality, accessibility, accommodation, and expertise. The Committee must ensure all citizens have an equal opportunity for participation on standing advisory and ad-hoc committees of the Town of Trenton while establishing the highest quality of membership possible as to secure the success of each committee.

3. Goals & Objectives

3.1. The Steering Committee is responsible to:

3.1.1. Support the various committees by seeking and adding membership for the various Standing Advisory Committees as established by Council;

3.1.2. Introduce and implement the current Committee Procedural Policy adopted by Council (Section 1.2);



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- 3.1.3. Confer with Council as to future needs and the continuation of various committees;
- 3.1.4. Coach, when required, the Committee Chair and Secretary as to their duties and roles;
- 3.1.5. Provide guidance and resource materials, where required, for the Committees;
- 3.1.6. Support the efforts of both the Council and the CAO as to ensure proper alignment of tasks and support to all;
- 3.1.7. Ensure successful recruitment by seeking the right candidates for the right committees. Qualifications and skills must be sought to align with the advisory requirements necessary of the Committee to which they serve with the understanding that members selected are responsible to provide advice and recommendations to serve the community and must also have the ability and foresight to make decisions which may not always align with their personal opinions, beliefs, or benefit to themselves, and the capacity to make the best choice for the Town.

4. Guiding Principles

4.1. Values

The Committee Procedural Policy Section 7.1 (Conduct of Members) will guide Committee efforts, promoting the highest ethical standards and professionalism while ensuring that the best interests of the community are met.

5. Number of Members

5.1. The Steering Committee will be composed of:

- Four (4) residents
- One (1) member of Council

5.2. The Steering Committee shall be supported by:

- Town Council
- Chief Administrative Officer (CAO)

5.3. A cross section of people shall be chosen to bring to the committee relevant technical and professional expertise as well as strong advocacy, communication, and organizational skills.



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		<u>CAO's Annotation for Official Policy Book</u>	
Policy Number:	COM-20210713-01	Date of Notice to Council Members of Intent to Consider (Minimum 7 Days):	<u>May 04, 2021</u>
Council Approval:	<u>2021/ 07/ 13</u> Y M D	Date of Passage of Current Policy:	<u>July 13, 2021</u>
Effective Date:	<u>2021/ 07/ 13</u> Y M D	I certify that this Policy was adopted by Council as indicated above.	
Supersedes Date:	<u>/ /</u> Y M D	<u>Marilyn Sutherland</u>	<u>July 13, 2021</u>
	<i>INTERIM</i>	Chief Administrative Officer	Date