



# Lay Appointments Committee Terms of Reference

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## Purpose

The Lay Appointments Committee is established to provide City Council as a whole, with recommendations to the appointment of various members as Council Representatives to Local Boards, Committees and Commissions during the term of Council.

## Membership

The Lay Appointments Committee is comprised of four members total, including four (4) Councillors and the Mayor as ex-officio, which are appointed by Council Resolution at the beginning of each new term of Council.

The Clerk's Office provides administrative and research support to the Lay Appointments Committee.

## Meetings

The Lay Appointments Committee meetings are held prior to a regularly scheduled "In Camera or Regular meeting", in the Mayor's Chambers and are called when a need to replace a position on any given Board, Committee or Commission arises, in order to keep the compliment of their membership.

At the beginning of every new term of Council, a meeting is called to be held prior to a regularly scheduled "In Camera or Regular Council meeting" or a Special Meeting may be called to appoint the newly created membership to all Boards, Committees and Commission.

A separate Agenda indexing all applicants is provided to members of the Lay Appointments Committee for review and delivered at the same time as the Regular Agenda.

## Report to City Council

A report is provided to the Council with Recommendations as to appointments suggested to the various committees.

## Quorum

A quorum of three members is required at all times to reach a decision on the matter.