



Report To: Program Planning Committee  
From: Fern Dominelli, Chief Administrative Officer  
Date: February 24, 2016  
Re: **DSB Committees - Issue Report**

## Purpose

To provide the board with information regarding the requirements to form Board committees and any requirement relating to the term of members on committees.

## Background

The CAO has researched the requirements surrounding committees and has the following to report:

[DSSAB Act](#) – silent on committees

[DSSAB Regulations](#) – Only refer to Chair of the Board

### Chairs of Boards

5. (1) A board shall, at its first meeting after January 1 in each year, appoint one of its members as chair of the board.
- (2) The member of the board who is appointed as chair shall serve as chair until the December 31 following the appointment.
- (3) For as long as the person is a member of the board, he or she may be re-appointed as chair in one or more subsequent years.
- (4) If the chair resigns or dies while serving as chair, the board shall appoint another member of the board as chair to serve for the balance of the year.

## Municipal Act

238. (1) In this section and in sections 239 to 239.2,

“committee” means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards; (“comité”)

## MCSS INTERIM GOVERNANCE AND ACCOUNTABILITY GUIDELINES FOR DISTRICT SOCIAL SERVICES ADMINISTRATION BOARDS

### GUIDELINE #3: PROCEDURE BY-LAW

A procedure by-law governing the calling of meetings, place and proceedings of meetings shall be adopted. The procedure by-law should set out the decision-making structure for the Board, for example, whether there will be a committee system, the role of staff within the decision-making structure, and/or how the public would provide input. The Board may choose a model that it decides is most appropriate.

## Manitoulin-Sudbury DSB Procedural By-Law

### 18. BOARD COMMITTEES

- a) The Board may appoint such committees as it may from time to time require.
- b) Board Committee terms of reference and time for the work of a committee shall be defined by the Board as the committee is established.

### 19. GENERAL COMMITTEE RULES

- a) Committee decisions are subject to the final approval of the Board.
- b) The membership of the Board Committees will be determined by the Board.
- c) The Chair of the Board is an ex-officio member of each committee with voting rights within each committee, except as stated in Section 5.
- d) Each Committee will elect a Committee Chair. The Committee Chair will review the agenda, chair committee meetings and report results to the Board.

### 5. VOTING RIGHTS

5.1 Each member, including the Chair, is entitled to one (1) vote.

5.2 The Chair shall be entitled to vote at all meetings of the Board and shall be ex-officio a member of all committees of the Board and entitled to vote at those meetings, except at meetings of a committee of the whole, where the Chair shall vote only in the event of an equality of votes

## **Manitoulin-Sudbury DSB - [Committee Terms of Reference](#)**

A review of the terms of reference for each of the Boards 8 committees provided to guidance or direction to clarify the term of members on committees.

### **Summary**

There does not appear to be any reason legal or otherwise that prevents the DSB Board from appointing members of the board to committees for terms exceeding a calendar year.

The only consideration needs to be given to Sudbury East municipalities that are part of Area 3 who rotate one member on to the DSB Board every January.