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|  | THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL | | | |
| | Subject: | Standing Committees | Section C00 | Policy #10 |
| | Effective Date: | July 1, 1996 | Approved By: C.A.O. General Managers | |
| | Revision Date: | January, 2017 | | |

PURPOSE

To establish rules by which all meetings of the Standing Committees are to be governed.

POLICY

The County of Lambton utilizes Standing Committees in the administration of the duties and operations of the County. Each Standing Committee consists of members from County Council. In addition to elected Committee Members, non-elected Committee Members serve on some of the Committees.

The Warden is a member of each Standing Committee. Each Committee appoints, from their members, a Chairperson and a Vice-chairperson to preside over the Committee. All Standing Committees must adhere to the Rules of Procedure found in the Council Procedural By-Law.

PROCEDURE

1. Standing Committees establish policies which affect the operations of department(s) and deal with various issues of the department(s) reporting to the Committee. Each Committee reports to County Council.
2. Meetings and duties of the Committees shall be in accordance with Council Procedural By-Law.
3. Committee Chairpersons and members of the Committee shall take precautions that their actions do not exceed the Committee's specific authority. Committee Chairpersons and members of the Committee shall recognize the formal structure of the County and its Organizational Chart. All department contacts and communications shall be guided through the Chief Administrative Officer or General Managers.

POLICY HISTORY

| REVISION | DATE | PREPARED BY |
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| Purpose was added, policy and procedure sections were updated. | May 29, 2013 | C.A.O. |
| Policy reviewed and the following revisions made: <ul style="list-style-type: none">• Policy template was updated and formatted for accessibility compliance. | January, 2017 | Human Resources |