

Town of Ingersoll Boards and Committees Handbook



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Ingersoll, ON
N5C 2V5**

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Advisory Committee Guide

Introduction

Ingersoll's Committees represent an important avenue through which Council receives recommendations, information and feedback on specific community issues, initiatives, services and other matters within Council's jurisdiction.

Advisory Committees

Advisory Committees are primarily established by Council with specific terms of reference that are routinely reviewed to ensure that the Committee and its mandate remain relevant and aligned to the strategic priorities of Council. Alternatively, certain Committees are mandated by provincial statute including the Accessibility Advisory Committee, whose terms of reference are established under the same statute and may be supplemented by Council.

Ad Hoc Committees

Ad Hoc Committees may be established by Council to consider a specific issue, topic or task and will automatically dissolve upon completion of its mandate and with a final report to Council.

Sub-Committees

Where deemed necessary, a sub-committee may form under the umbrella of an existing Committee. Membership of the sub-committee shall be from among the members of the committee to which the sub-committee shall report.

All Advisory and Ad Hoc Committees shall:

- Be governed by the rules of the Town's Procedure By-Law and any supplementary governance and administrative policies adopted by the Committee so long as they do not conflict with or supersede legislative requirements or those established under the Procedure By-Law or any other relevant By-Law;
- Be appointed via By-law and such appointment shall be for the term of Council;
- Consist of a number of members as established in the Committee's terms of reference.

Committee Composition

Eligibility and Qualifications

To be considered for appointment to a Town of Ingersoll Committee, an applicant must be:

- A property owner or tenant of property in the Town of Ingersoll; or
- A business owner or employee of a business within the Town of Ingersoll.

Suitability for appointment will be determined by the applicant's fulfillment of eligibility criteria and demonstration of relevant skills and experience related to the Committee's terms of reference. The

Application information is collected through the Town of Ingersoll's Boards and Committees Application Form and in accordance with requirements of the *Municipal Freedom of Information and Protection of Privacy Act*.

Before applying to join a Committee, potential applicants should first consider:

- Their ability to attend meetings on a regular basis;
- Their level of commitment to achieving the Committee's goals as established by the terms of reference; and
- Whether they possess a real or perceived conflict of interest with the Committee's mandate and objectives.

Individuals are responsible for disclosing any real or perceived conflicts of interest, including direct or indirect pecuniary interests during the application process. Disclosure of potential conflicts will not result in immediate disqualification; however, the extent of the conflict's impact will be duly considered when determining an applicant's suitability.

Committee Membership

Advisory and Ad Hoc Committee membership may be comprised of Town staff and members of Council and may be extended to the public, as reasonable and at the discretion of Council, unless otherwise required by statute.

Membership numbers and composition shall be established by each Committee's terms of reference and in accordance with any existing statutory requirements.

The Mayor of the Town of Ingersoll shall be an ex-officio member of all Committees and shall be entitled to all rights of membership in a Committee as established under the Procedure By-Law.

Staff Liaison

All Advisory and Ad Hoc Committees will include a staff liaison who is responsible for providing support to the Committee. Generally, the liaison is an employee from the service area/department most closely related to the Committee's terms of reference.

Appointing Committee Members

Following the recruitment period, Council will consider the candidacy of all applications to determine suitability of appointment. Where an applicant's personal information may be disclosed as a result of this review, Council will consider the application in a closed session meeting under the authority of the *Municipal Act, 2001* s. 239(2) (b). Successful applicants will subsequently be appointed by name to the Board/Committee to which he or shall serve and confirmed via By-Law for a term not to exceed the remaining term of Council.

Incumbent Reappointment

Sitting members who are interested in reappointment are required to submit written notice to the Clerk regarding their desire to remain a member of the Committee to which they are currently appointed. Where such notice is received, the individual's initial application will be considered along

with any supplemental information the applicant wishes to provide. Submission of a written request for reappointment does not guarantee reinstatement of the member whose application will be considered against all others received.

Communication of Appointments

Following Council consideration, each applicant will be individually contacted through the Clerk's department regarding the status of his/her application. All applications, whether successful or not, will be retained on file in accordance with the Town's Records Retention By-Law.

Committee Vacancies

A vacancy on a Committee is considered to have occurred if a member is ineligible (conflict of interest, failure to attend meetings) or unable (personal reasons) to continue his or her appointment. Vacancies that occur within six months of the expiration of the term will not be filled; however, attempts will be made to fill all others as they arise.

Remuneration

Unless otherwise stipulated, Committee members shall serve without remuneration.

Committee Membership Responsibilities

Roles and Responsibilities of Committee Members

Committee members shall:

- Become familiar with the Committee's mandate and terms of reference.
- Attend all meetings as scheduled and provide advance notice to the Chair of any anticipated absence.
- Review all relevant material in advance of each meeting, including the agenda and other background materials.
- Observe the procedural rules governing Committee meeting conduct.
- Comply with By-Law 11-4646 Being a By-law to Establish a Code of Conduct for Members of Council, Local Boards, and Advisory Committees.
- Actively participate in the Committee's discussion and decision-making process.
- Respect the decisions and finality of Council.
- Disclose pecuniary interests as they arise and refrain from engaging in discussion and voting on those items.

Roles and Responsibilities of the Chair

Chairs are subject to the roles and responsibilities for Committee members as noted above and shall also:

- Facilitate meetings in an orderly and efficient manner in accordance with the Town of Ingersoll's Procedural By-Law.

- Encourage all members to voice their opinion on matters under Committee consideration.
- Enforce the observance of order and decorum during meetings.
- Put to a vote, all questions that are duly moved and seconded
- Adjourn each meeting when the business of the Committee has concluded

Meeting Procedures

Committees shall conduct their meetings in public according to s. 239(1) of the Municipal Act, unless considering one of the matters set forth in s. 239(2), which may be dealt with in Closed Session so long as the Committees follows the legislated procedures for closing a meeting.

The Chair of each Committee is responsible for providing the Clerk with 72 hours advance notice of the Committee's intention to close a meeting to the public or a portion thereof. Upon notification, the Clerk shall advise the Committee on the appropriateness of the closed meeting request and will guide the Chair on how to proceed.

Committee meetings shall be governed by the Town's Procedure By-Law 18-4979 and any additional governance and administrative practices adopted by the Committee by majority resolution.

In the absence of individual governance or administrative practices, the Procedure By-Law will act as the document on matters of Committee governance.

Meeting Dates and Locations

Every term, the membership of each Committee will establish the frequency, dates, time and location of its meetings, which shall be scheduled on a recurring basis, i.e., at 7:00 p.m. on the second Tuesday of every month, and subsequently communicated to the Clerk's Department. Due to its accessibility, it is preferable for meetings to be held in the J.C. Herbert Room at Town Hall; however, offsite locations may be permitted, where justified and if the location is deemed accessible, i.e., Museum Advisory Board meetings being held at the Ingersoll Cheese and Agricultural Museum. The standard meeting frequency is monthly; however, Committees are only mandated to gather quarterly and should determine their frequency based on the Committee's mandate and the availability of its membership.

Attendance at Meetings

Members are responsible for regularly attending all scheduled Committee meetings and for providing advance notification to the Chair of any anticipated absence. Routine and unjustified absences are considered unacceptable as they hinder the achievement of the Committee's goals and will be addressed by the Chair of the Committee and the Clerk as they arise.

Individuals who miss three (3) or more consecutive meetings without justification will be asked to consider their level of commitment to the committee and may be deemed to have forfeited their seat by the Clerk, and Chair should the issue persist.

Election of Chair and Vice-Chair

The presiding officer of all Town of Ingersoll Committees is referred to as the “Chair,” and unless otherwise named by a motion of Council, the role of Chair and Vice-Chair will be elected from among the Committee’s voting members at the first meeting of the term following the third reading of the Committee’s appointment via by-law.

Chair and Vice-Chair election procedures are located in the appendix of this handbook.

Quorum

Committees may only exercise their decision-making power, including the approval of minutes and the passing of motions when more than 50% of the membership as appointed by Council are in attendance at the meeting.

If quorum is not achieved within thirty minutes after the meeting was scheduled to commence, the Secretary shall call the roll and record the names of all members who are present, and the meeting shall stand adjourned (postponed) until the next regular meeting, or a special meeting is called.

The Mayor as an ex-officio member of all Committees is not counted as part of the total membership and does not affect quorum.

Parliamentary Procedures at a Glance

All Committee meetings (except statutory committees that are incorporated and have their own by-laws or procedural by-law) are subject to the parliamentary rules of procedure established under Procedure By-Law 18-4979 which are to be observed, as far as applicable with the understanding that many members feel most comfortable operating in an informal environment that fosters mutually respectful dialogue.

At a minimum, Committees are expected to adhere to the following meeting procedures:

Pre Meeting

- Circulate the agenda and resources, including previous meeting minutes at least 48 hours in advance of the meeting to all Committee members and the Clerk of the municipality.

Pecuniary Interests

- Members are obligated to declare a direct or indirect pecuniary (financial) interest on any matter to be discussed at any open or closed meeting. The pecuniary interest also applies if the member’s spouse, child(ren) or parent are affected by the matter (may incur a financial gain or loss).
- It is the responsibility of each member to review the agenda and to determine if he or she has a pecuniary interest on any item to be discussed. Declarations are to be made once the meeting is called to order and a declaration sheet completed and provided to the staff liaison who will in turn provide the declaration to the Clerk.

- If a member is uncertain as to whether or not they have a pecuniary interest on a matter they are advised to seek independent legal opinion.
- A copy of the Pecuniary Interest Declaration Sheet is located in the appendix of this handbook.
- Members may not participate in any discussion or vote on any motion pertaining to matters to which they have declared an interest.
- Requirements for declarations of pecuniary interests and the completion of declaration forms are governed by the [Municipal Conflict of Interest Act](#).

Commencing a Meeting/Calling a Meeting to Order

- As soon as practicable following the fixed meeting time, the Chair of the Committee shall call the meeting to order only **IF** the majority of the members are present and quorum is achieved.
- Once the meeting is called to order, the Chair is responsible for ensuring its orderly conduct, including:
 1. Announcing the business in the order in which it is to be acted upon (as presented on the agenda)
 2. Receiving all motions presented by the Committee's membership and submitting those motions as questions for debate.
 3. Calling for a vote on each motion once it has been thoroughly debated and discussed and announcing the results of that vote (i.e., carried, defeated, deferred).
 4. Restraining members within the rules of procedure, when engaged in debate.
 5. Taking the steps necessary to ensure that meetings proceed in an orderly and efficient manner.
 6. Adjourning the meeting when the business of the Committee is concluded.

Working Through the Agenda

As noted, it is the responsibility of the Chair to move efficiently through the meeting agenda. Some matters will be straightforward and routine, such as approving the agenda or the previous meeting's minutes while other items may require more debate and discussion. Regardless of the complexity of the matter, the next item on the agenda should not be discussed until a vote on the issue under consideration has been taken and the results announced by the Chair.

All motions are to be moved and seconded by the membership, debated and voted upon. Motions that do not receive a seconder are not brought before the Committee for discussion and cannot be voted upon.

Although certain formalities are deemed unnecessary during committee meetings, such as limiting the number of times a member may speak to an issue and addressing the Chair before speaking, it is important to remember that it is the Chair's responsibility to ensure that the meeting progresses in an orderly fashion. As such, the Chair may take the steps necessary to achieve this objective, including interjecting when discussion strays off topic and calling for a motion on an item of business following sufficient debate.

Sequence of Steps in Having a Motion Voted On

- Moved = A proposal from the Committee's membership

- Seconded = Another member of the Committee feels the proposal is worth discussing. Note that the seconder does not necessarily have to endorse the proposal but simply feels it warrants discussion.
- Stated = The Chair states the motion to ensure all members understand the intent of the proposal.
- Discussed = Each member who wishes to speak to the motion is given the opportunity to do so; however, should only speak to the matter/issue under consideration.
- Amended = Where required, the wording of the motion may be changed by adding, deleting, or replacing words.
- Called = Following sufficient discussion, either a motion to end the debate or a vote is called for at the discretion of the Chair.
- Restated = The Chair restates the motion to ensure everyone understands what is being voted on.
- Declared = The Chair declares the results of the vote as being “carried,” “defeated,” or “deferred.”

YouTube Meeting Procedures

- 1) [Robert’s Rules of Order – Mastering the 3 Most Important Motions](#)
- 2) [Robert’s Rules of Order – How to be an Effective Chair](#)

Preparing for and Documenting Committee Meetings

Agendas

The agenda is a document that acts as a step-by-step outline of the topics to be covered at the Committee meeting and is required to be circulated to the Committee’s membership and the Clerk of the municipality at least 48 hours in advance of each meeting.

Agenda Preparation

The Town of Ingersoll recommends that agendas be drafted to include the following sections:

1. Date, Time, and Location of Meeting;
2. Call To Order
3. Disclosures of Pecuniary Interest
4. Adoption of Agenda
5. Adoption of Previous Meetings’ Minutes
6. Items for Discussion
7. Presentations / Delegations
8. Scheduling of the Next Meeting
9. Adjournment

A sample Agenda template is attached in the Appendix of this document for reference.

Committee Minutes

The proceedings of each Committee meeting must be formally captured without note or comment in the meeting minutes. It is the responsibility of each Committee to ensure the following information is recorded in the minutes:

- Name of the Committee
- Date, time, and location of the Committee meeting
- Who was present / absent
- Disclosures of pecuniary interest or the general nature thereof
- Adoption of the last meeting's minutes
- Matters discussed and any decisions (resolutions) affected
 - Make certain to record the name of the mover and seconder and whether the motion was carried, defeated, or deferred
- General discussion

Minutes are to be circulated with the agenda of the next scheduled meeting for review and subsequent approval of the Committee. Once approved, minutes are to be forwarded to the respective staff liaison and the Clerk's Department for inclusion on the monthly Consent agenda.

Please refer to the Appendix of this document for a meeting minute template.

Reports

All reports to Council arising from the business of the Committee shall be prepared by the staff liaison and/or Department Head to which the Committee reports. Reports shall reflect the recommendations of the Committee and shall be developed with consideration given to existing by-laws, policies, and legislation.

Appendix Items

1. Procedures for Electing a Chair and Vice-Chair
2. Sample Meeting Agenda
3. Sample Minutes Template
4. Pecuniary Interest Declaration Form

Procedures for Electing a Committee/Board Chair

The procedures for electing a Chair are invoked each term at the Board or Committee's inaugural meeting following Council's formal appointment of its members via by-law or during the term if the existing Chair can no longer perform his or her duties or becomes ineligible or unable to serve on the Board/Committee.

Where a Chair is to be elected, the following procedures apply:

- The Staff liaison for the Board or Committee will assume the Chair for the beginning of the meeting and will explain to the attending member that they are assuming the Chair for the purpose of electing a Chair from the existing Board or Committee membership.
 - NOTE: to be elected to the position of Chair, the member must be in attendance at the meeting.
- The staff person will explain the election process to the membership, which will adhere to the following steps:
 - Opening of nominations – the opening of nominations refers to the period of time during which individuals may put forward their own name or the name of another individual for the position of Chair.
 - Solicitation of nominations – solicitation of nominations is the act of nominating oneself or another member to the position of Chair.
 - Closing of nominations – denotes the closing of the period during which nominations can be solicited.
 - Voting on nominations – where more than one nomination is received, the membership will undertake a vote to determine the Chair.
- The Staff liaison will call for a mover and seconder to open the nominations.
 - The mover and seconder to open nominations will be recorded by the staff liaison.
- The staff member will call for a vote of the Board or Committee membership on the motion to open the nominations by stating 'all in favour.'
 - If a majority of the membership vote in favour of the motion to open the nominations, then the motion has passed and the staff liaison will indicate its passage by stating that 'the motion to open nominations is carried.'
- If the motion to open nominations passes, the staff liaison will advise the membership that nominations are now open and that members may nominate themselves or any other member in attendance.
 - The Board or Committee's Council representative, the Mayor who sits as an ex-officio member of all Ingersoll Boards and Committees, and those in attendance at the meeting but who are not appointed members of the Committee or Board may not be nominated to the position of Chair.
 - If nominated by someone other than him/herself, the Staff liaison will ask the individual who has been nominated if he or she agrees to have the nomination stand. If the individual does not want their name to stand, then the nomination is withdrawn and the Staff liaison acting as the chair announces to the membership that the nomination has been withdrawn.

- Following the initial round of nominations, the staff member will call several more times for additional nominations.
- Once it is obvious that no more nominations will be made, the Staff liaison, acting as the Chair will call for a mover and seconder for a motion to close the nominations.
 - The mover and seconder to close the nominations will be recorded by the staff liaison.
- The staff person will call for a vote of the Board or Committee membership on the motion to close the nominations by stating 'all in favour.'
 - If a majority of the membership vote in favour of the motion to close the nominations, then the motion has passed and the staff liaison will indicate its passage by stating that 'the motion to close nominations is carried.'
- If more than one member has been nominated to the position of Chair, the Staff liaison will write down the names of the nominees in alphabetical order based on last name.
- The Staff liaison will then advise the membership that they will call out the names of the individuals nominated, one at a time in alphabetical order for the purposes of voting. The Staff liaison will explain that each member is only permitted to vote for one nominee.
 - Only members appointed by Council and the Mayor as an ex-officio member of all Council Committees are permitted voting rights.
- The Staff liaison acting as the Chair will call the first name on the alphabetized list, record the number of votes received from the membership and audibly state the number of votes that are being recorded before moving to the next name on the list. This process repeats itself until all names have been called and voted recorded.
- Once voting is completed, the Staff liaison will tally the number of votes that have been recorded to ensure the number corresponds to the number of Board or Committee members present to ensure that no member overvoted.
- The Staff liaison will then announce the result of the vote.
- In the case of a tie, if possible, the staff liaisons will eliminate any candidates that are not tied with the most votes and will then call for a revote of the remaining ties candidates in alphabetical order.
- In the case of all candidates being tied, the Staff liaison will call for a revote of all candidates in alphabetical order.
- The individual with the most votes is announced by the staff person as the individual elected chair of the Board or Committee.
- In the case of a persistent tie, the Staff liaison will write the names of the individuals who are tied on a piece of paper (one for each candidate) and place those names in a hat or similar object (ex. Vase, bowl, etc. that is not transparent).
- The name drawn from the hat or similar object is announced and becomes the Chairperson of the Board or Committee.
- The Staff liaison then turns the Chair over to the newly appointed Chairperson of the Board or Committee as elected by its membership.
- Mayor sits as an ex officio member of all Town Committees.

Agenda Template

- ☆ Located on next page
- ☆ Please visit the [Boards and Committee's landing page](#) on the Town's website to access an individual/fillable agenda template.

Insert Committee/Board Name Agenda

Insert meeting date
Insert meeting location
Insert meeting time

Welcome and Call to Order

Declarations of Pecuniary Interest or the General Nature Thereof

Items for Discussion/Direction

1. Agenda Approval

2. Approval of Minutes

3. Business Arising From Minutes

- List all business items and attach any corresponding files/documents
- List all business items and attach any corresponding files/documents
- List all business items and attach any corresponding files/documents

4. Other Business

- List other business items and attach any corresponding files/documents

Delegations/Presentations

List any delegations or presentation to be made to the Board/Committee and attach any corresponding files i.e. PowerPoint presentation

Adjournment

Next meeting: Insert date of next meeting

Minutes Template

- ☆ Located on next page
- ☆ Please visit the [Boards and Committee's landing page](#) on the Town's website to access an individual/fillable minutes template.

Insert Committee/Board Name Meeting Minutes

Meeting Date: Insert Date

Meeting Location: Insert location

Meeting Time: Insert meeting time

Attendees: Insert member name Insert member name
Insert member name Insert member name
Insert member name Insert member name

Regrets: Insert member name Insert member name

5. Welcome and Call to Order

Insert member name called the meeting to order at Insert time meeting commenced

6. Declarations of Pecuniary Interest or the General Nature Thereof

Insert member name or if no declarations, type 'none'

7. Agenda Approval

Moved by: Insert member name

Seconded by: Insert member name

THAT the Insert meeting date agenda be accepted as presented.

Disposition: Choose an item.

8. Approval of Minutes

Moved by: Insert member name

Seconded by: Insert member name

THAT the minutes from the Insert previous meeting date meeting be accepted as presented

Disposition: Choose an item.

9. Business Arising From Minutes

- List all business and any resolutions (mover, seconder, disposition) resulting from that business
- List all business and any resolutions (mover, seconder, disposition) resulting from that business

10. Other Business

- List any other business and any resolutions (mover, seconder, disposition) resulting from that business

11. Delegations and Presentations

- List any delegations or presentations that were made to Council
- List any delegations or presentations that were made to Council

12. Adjournment

Moved by: Insert member name

Seconded by: Insert member name

THAT the Insert meeting date meeting be adjourned at Insert adjournment time

Disposition: Choose an item.

13. Next meeting date: Insert next meeting date

Pecuniary Interest Declaration Form

- ☆ Located on next page
- ☆ Please visit the [Boards and Committee's landing page](#) on the Town's website to access an individual/fillable pecuniary interest declaration form.



**The Corporation of the Town of Ingersoll
Declaration of Pecuniary Interest**

Member's Name:	
Position:	
Council/Committee Name:	
Date of Meeting:	
Agenda Item Number:	
Agenda Item Title:	

I wish to declare that I have a pecuniary interest on the above noted matter, for the following reasons (general nature of the pecuniary interest):

--

Member's Signature