



The Municipality of
**SOUTH
DUNDAS**

Committees of Council Handbook

January 2023



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1. Introduction

Welcome to the Municipality of South Dundas as a committee member!

Committees are established by Council for the purpose of encouraging community participation in specified areas. Volunteers who choose to serve on these Committees are an essential part of running an effective and efficient local government. These bodies play an important role in the corporate decision-making process by providing advice and recommendations to the Council of the Municipality of South Dundas.

As you put your time and talent to work, it is critical that you keep the public interest in mind. The Municipality of South Dundas appreciates your efforts and Committee involvement to improve the Municipality. Our elected officials and staff are looking forward to working with you! In this handbook we have included some materials that may assist you along the way.

Your comments for revisions for future handbooks are always welcome.

2. Purpose

The purpose of this manual is to assist in guiding newly appointed citizens to Committees to be influential members of the community. This document outlines a fair and transparent approach and process for the establishment and operation of Committees.

This is an introductory handbook that contains basic information and should be used in conjunction with materials specific to your Committee, such as a Terms of Reference.

Some Committees are legislated by the province, some have specific guidelines mandated by By-Law and others are created and organized through Council. You will find a complete list of current Committees included in this manual.

3. Definitions

3.1 Amendment to a Motion

Means a motion to change the words of a pending motion. Amendments are debatable if the original motion is debatable. The amendment shall be germane (relevant) and not contrary to the main motion.

3.2 Chair

Means the person presiding over a meeting, who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceeding. The Chair (except when disqualified) shall vote on all questions.

3.3 Clerk

Means the Clerk of the Municipality of South Dundas, or his/her delegate who is duly appointed by By-law.

3.4 Committee

Means any advisory, steering, subcommittee, or similar entity of which has been established by Council with a Terms of Reference and has at least one Member of Council.

3.5 Council

Means the Council of the Municipality of South Dundas.

3.6 Confidential Information

Includes information in the possession of the Municipality, in which they are prohibited from disclosing under the Municipal Freedom of Information and Protection of Privacy Act, the Personal Health Information Protection Act and other applicable legislation. Confidential Information also means any information that is of a personal nature to municipal employees or clients or information that is not available to the public and that, if disclosed, could result in loss or damage to the Municipality or could give the person to whom it is disclosed an advantage. Confidential Information includes items disclosed or discussed at closed sessions of Council and Committee meetings.

3.7 Debate

Means discussion on the merits of a question/motion and whether the proposed action should or should not be taken. A main motion must be introduced and if required seconded before debate begins.

3.8 Delegation

Means a person/group making a presentation for the purposes of providing information or making a request.

3.9 Division of the Question/Motion

Means a request by a Member to have a motion divided into parts which are capable of standing alone, so that these parts may be considered separately.

3.10 Gift

Includes any cash or monetary equivalent fee, object of value, service, forbearance, preferential treatment or personal benefit received from a third party.

3.11 Improper Conduct

Means conduct that obstructs in any way the deliberations and/or proper action of Committee or Council.

3.12 Meeting

Means any regular, special, or other meeting of Council, or a local board or committee or either of them, where:

- (a) A quorum of members is present; and
- (b) Members discuss or otherwise deal with any other matter in a way that materially advances the business or decision-making of the council, local board or committee.

3.13 Member

Means a member of the Council or a Committee of Council and shall include the Mayor.

3.14 Minutes

Means a record of the proceedings of a meeting, and shall be made by the staff liaison without note or comment.

3.15 Motion

Means a Resolution of Council or a Recommendation of a Committee that is under debate by Council or a Committee.

3.16 Order of Business

Means the sequence of business under consideration at a meeting that has been duly called and constituted.

3.17 Pecuniary Interest”

Includes a direct or indirect pecuniary interest of a member in accordance with the *Municipal Conflict of Interest Act*.

3.18 Quorum

Means a majority of the eligible voting Members required to present at the meeting.

3.19 Resolution

Means a motion that has been passed.

4. Vision Statement

The Municipality of South Dundas is recognized as a welcoming and healthy community with a strong municipal government providing cost-effective services and infrastructure.

5. Council

Council is composed of the Mayor, Deputy Mayor and three (3) Councillors and is the final decision-making body for the Municipality. Council typically meets twice per month, on the second and fourth Monday, in accordance with the annual meeting schedule. Committee meeting minutes and recommendations are considered by Council for approval and action. There is a member of Council assigned to each respective committee.

2022-2026 Council



**SOUTH
DUNDAS**

Pictured from L-R are: Councillor Danielle Ward, Deputy Mayor Marc St. Pierre, Mayor Jason Broad, Councillor Cole Veinotte and Councillor Tom Smyth

6. Terms of Reference

Each Committee operates within a Council approved terms of reference document that provides a framework for the function of the committee. The most vital piece of a terms of reference is your committee mandate. The committee mandate sets forth the topics and areas of jurisdiction that your committee may discuss and provide advice to Council on. Review your committee mandate and if you have questions you may connect with your Clerk or the Committee Chair for further clarification.

The terms of reference also include:

- The name of the committee
- The responsibilities of the committee
- The ideal composition of committee members
- The frequency of meetings

An amendment to the terms of reference can be recommended by the committee but all amendments require Council's approval.

Each committee operates in accordance with its terms of reference and applicable legislation, primarily the *Municipal Act, 2001*. The terms of reference include certain procedural requirements, while the balance is found in the Procedural By-Law. Any questions concerning matters of procedure should be directed to the Clerk.

7. Appointment/Application Procedure

Following a municipal election or throughout the duration of the term, when there are vacant positions to be filled the Clerk publishes a public notice inviting residents of South Dundas to apply. The notice will list the committees for which applicants are being solicited and will set a deadline for receiving applications. Vacancies for citizen appointments shall be publicly advertised in the local newspapers, through social media and on the municipal website. Save and except for the Youth Advisory Committee, applicants must be 18 years of age or older, own, rent or be the spouse of an owner or tenant of land in the Municipality and legally entitled to work in Canada.

Council will review the list of candidates in closed session, followed by a resolution in open session to announce the successful candidates. The Clerk will follow-up with all applicants.

Where there are vacancies on a committee, either because the number of initial applicants for a committee is insufficient or where members have resigned or otherwise become incapable of filling the role, the Clerk will provide a subsequent notice calling for applicants to fill these vacancies. Committee members are encouraged to identify individuals within the community who may be interested to serve on the committee and encourage these interested individuals to submit an application for Council's consideration.

8. Council Member Appointees

A Council Member is appointed to sit on each committee. Council Appointees shall be active, participating Committee Members while having due regard to their role as a Councillor.

9. Mayor as Ex-Officio

The Mayor of the Council of the Municipality of South Dundas is an ex-officio member of every Committee.

Where a Committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor of the Council, such number is automatically increased by one, being the Mayor of the Council, and all members of the Committee are present.

If there is an absent member, the Mayor's attendance replaces the absent member and the membership number is not automatically increased by one.

The Mayor is able to participate in the business of the Committee without any restriction including voting. Members of Council are able to attend any meeting, however only members of Council who have been appointed to a Committee are entitled to vote.

10. Roles and Responsibilities of a Committee Member

As a member of a Committee of the Municipality of South Dundas, you are expected to represent the Municipality in a professional, mindful matter at all times. Although each individual Committee has their own specific mandate, it is your role to represent the interests of the community and to advise Council of such.

Following being appointed to a Committee, it is your responsibility to attend regular meetings and provide the necessary skills and knowledge that you were chosen for. If you are unable to attend a meeting, it is your responsibility to advise the Staff Liaison and the Chair of the Committee that you cannot attend. If you miss three (3) consecutive meetings, without justification, the Chair of the Committee, along with the Staff Liaison, will ask the member if they wish to remain on the Committee or if they wish to resign.

It is also the responsibility of each individual member to make decisions that best reflect interests of the Municipality and be sure not to make decisions for personal gain. All Board and Committees are expected to obey and comply with all the requirements of any applicable laws, including municipal By-Laws.

11. Chair of the Committee

The leadership skills of the Chair of a Committee can be a critical factor in determining the overall effectiveness of the meeting. The Chair must maintain high levels of personal integrity and confidentiality at all times.

As the Chair of a Committee, your duties consist of (but are not limited to):

- Facilitate the meeting while adhering to all municipal policies and by-laws;
- Participate as an active, voting member, encouraging participation by all Committee Members;
- Maintain decorum and ensure fairness and accountability;
- Works with the Staff Liaison to set the agenda;
- Be the point of contact with Council, in collaboration with the Council Appointee; and
- Attend any training sessions offered by the Municipality.

12. Staff Liaisons

Each Committee will be provided a Staff Liaison to assist with the administration of the Committee. The Staff Liaison will be required to work closely with the Chair to ensure effective meeting management.

Prior to Committee Meetings, the Staff Liaison, in consultation with the Chair, shall prepare the meeting agendas and other relevant materials, distribute materials to all Committee Members, arrange for set up of meeting areas and determine if quorum is met. During the meeting the Staff Liaison is responsible for recording minutes and to offer procedural and process advice to the Chair and Committee members. Following the meeting the Staff Liaison will finalize meeting minutes, distribute to Committee members and follow-up with any resolutions of Committee that require action.

More specifically, the Staff Liaison is responsible for:

- Providing guidance and general advice to the Committee, including an opportunity for Committee input into the annual budget and the development of the departmental work plan pertaining to areas of interest to the Committee;
- Apprising the Committee concerning the budget process;
- Providing timely meeting minutes to the Clerk for inclusion in the appropriate Council agenda package;
- Working with the Chair to ensure that there is appropriate follow-up regarding any decisions made;
- Remaining impartial with all members;
- Refraining from voting;
- Advising the committee in the event that any of the recommendations proposed by the committee that may conflict with the Municipality's budget, by-laws, policies and procedures;

- Reporting the resignation of any committee members to the Clerk;
- Reporting any procedural irregularities of the committee to the Clerk for follow-up.

13. Clerk's Office

The Clerk is available to answer questions and provide guidance and training as may be required to ensure the efficient functioning of the Committee in compliance with the Procedural By-Law, the committee's terms of reference, and any legislative requirements.

The Clerk's Office:

- Schedules meetings by sending out calendar invitations to all Committee and staff members. This is done immediately after the meeting schedule for the year is decided upon by the Committee;
- Provides advice and guidance to the Staff Liaisons as it relates to the preparation of the agenda and/or resolutions;
- Ensures the agenda package is published to the municipal website;
- Keeps all committee records, including all agendas, minutes and resolutions;
- Carries out the direction of Council with respect to the recruitment of committee members and filling of vacancies;
- Prepares the relevant documentation, information and notification to committees of any legislative changes that may impact the committee;
- Distributes committee meeting minutes to Council
- Circulates any resolutions to the committee that are received by other municipalities that may be of interest to the committee.

14. Agenda Processes

It is recommended that all Committees of Council of the Municipality of South Dundas are consistent and accountable. To achieve this, we have created templates for Agenda's, Minutes and Reports to Council that each Committee should follow, attached hereto as Schedule 'A'. It is necessary to have consistency in order to capture all recommendations to Council in a formal manner by utilizing the templates.

The following components are to be included in the Agenda, where specific subject items are described in each component:

1. Date, time, location of meeting
2. Call to Order
3. Confirmation of Agenda

4. Disclosure of Pecuniary Interest
5. Approval of previous minutes
6. Presentations/Delegations
7. General Business and Reports
8. Correspondence
9. Other Business
10. Closed Session
11. Next meeting.
12. Adjournment.

15. Minutes

The minutes of all Municipality of South Dundas Committees must be recorded without note or comment and should be uniform for readability. The minutes must contain the date, the time, the location, members present and members absent. It is also recommended that the Committee minutes briefly outline the substance of each of the agenda items discussed during the meeting, including actions taken and recommendations by motion. Comments, requests and recommendations to Council shall be submitted on the Report Template.

16. Motions

A motion is a formal proposal made by a member during a meeting to express a position or authorize an action. Possible motions may include:

- confirm the minutes of a previous meeting or adjourn the meeting
- defer an item until a specified date
- refer an item to a sub-committee
- amend an item
- recess
- authorize a financial transaction, procedure, or action to be taken.

Motions should be within the scope of the Committee's terms of reference and falls within their mandate. The following describes the process for managing motions during a meeting:

1. A voting member moves a motion that is stated in the positive (not the negative), commences with a verb (i.e. approve, authorize, support) and is clear, succinct and actionable. Note: A "seconder" (or another member voicing support of the motion) is necessary.
2. The member must clearly state the motion.
3. The committee discusses the motion and can make amendments to the wording of the motion.
4. The Chair must clearly restate the motion and call the vote once the discussion has ended with either "in favour" or "opposed".
5. All members in favour raise their hands.
6. The Chair announces the result of the vote as Carried or Lost.
7. The Staff Liaison records any motions that are Carried in the minutes. Note: recorded votes are not taken at Committee meetings.

Motions must always be voted on following these guidelines:

- Only members can vote, unless excused by a pecuniary (financial) interest. The Chair has a vote, except where they have a pecuniary interest.
- Failure to vote will be deemed to be a negative vote.
- When there is a tie vote, the motion is lost.
- Staff liaisons cannot vote.

17. Open and Closed Meetings

To meet legislative requirements, the expectation is that all committee meetings will be held in open session. The public are encouraged to attend committee meetings, whether held in person or virtually.

Rarely, it may be necessary to hold a meeting in closed session where the public and press are not able to attend. In accordance with the provisions of the *Municipal Act, 2001*, Committees are permitted to hold all or part of a meeting in closed session if the subject matter relates to:

- The security of the property of the municipality or local board
- Personal matters about an identifiable individual, including municipal or local board employees
- A proposed or pending acquisition or disposition of land by a municipality or local board
- Labour relations or employee negotiations
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- Being permitted by another Act to hold a closed meeting
- Education and training of the members and no member discusses or deals with a matter that materially advances the business or decision making of the board/committee.

Voting is not conducted while in closed session unless it is for procedural matters only –the purpose of a closed meeting is to receive information or give direction or instructions to staff.

If the Chair determines that there is a matter on the Agenda which may be required to be held in a closed session the Chair shall contact the Clerk's Office immediately for advice.

18. Accessibility

The Municipality shall ensure that the need of persons with disabilities are met, including meeting formats, communications, and conduct of meetings.

19. Committee Budgets

Committees shall prepare and submit an annual budget with the assistance of the Staff Liaison which is based on the annual work plan for the upcoming year and supports the committee's mandate as outlined in the terms of reference. All Committee workplans that will include budget requests will go to Council for approval in the first quarter of the calendar year, in the year immediately following the municipal election and by November in every year thereafter. Once approved by Council the Clerk will advise the Committee Chair and Staff Liaison of the final budget that has been approved.

Purchases can only be made in accordance with the approved budgeted items and amounts and the Municipalities Procurement Policy.

Committees must obtain Council approval for any over-expenditure or requests to purchase items that are not specified in the budget.

20. List of Current Committees of Council

- Community Improvement Plan (CIP) Review Committee
- Dundas County Archives Committee
- Economic & Community Development Committee
- Parks and Recreation Committee
- South Branch Community Fund Committee
- South Dundas Waterfront Committee
- Youth Advisory Committee

21. Resources

It is important for Committee members to understand each of the following documents as they outline the roles, responsibilities, and expectations for all Municipality of South Dundas committee members.

- [Procedural By-law No. 2022-48](#)
- [Code of Conduct Policy No. 1-14](#)
- Committee Agenda, Minute and Reporting Templates (attached)



AGENDA

Regular Meeting of the **X Committee**

DATE, TIME

LOCATION

1. **CALL TO ORDER**
2. **CONFIRMATION OF AGENDA**
3. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
4. **ADOPTION OF MINUTES**
 - a. **Previous Meeting Date**
5. **DELEGATIONS**
 - a. **List Topic Name and Presenter**
6. **GENERAL BUSINESS AND REPORTS**
 - a. **Topic Title**
 - b. **Topic Title**
 - c. **Topic Title**
7. **CORRESPONDENCE**

List any items being shared with the committee.
8. **OTHER BUSINESS**
9. **CLOSED SESSION**
10. **NEXT MEETING DATE**
11. **ADJOURNMENT**



MINUTES

Regular Meeting of the X Committee
DATE, TIME

Present:

Absent:

Staff Present:

1. CALL TO ORDER

The meeting was called to order at X.

2. CONFIRMATION OF AGENDA

There were no changes to the agenda.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None

4. ADOPTION OF MINUTES

a. Regular Meeting - DATE

Resolution No.

Moved By
Seconded By

THAT the minutes of the DATE meeting of the X Committee be adopted as circulated.

CARRIED

5. DELEGATIONS

a. List Topic Name and Presenter

Include a brief description of presentation.

ACTION: Direction provided to Staff to

6. GENERAL BUSINESS AND REPORTS

- a. **Topic Title**
Resolution No.
Moved By
Seconded By
THAT, **XXXXX**.

CARRIED

- b. **Topic Title**
Resolution No.
Moved By
Seconded By
THAT, **XXXXX**.

CARRIED

7. CORRESPONDENCE

8. OTHER BUSINESS

9. CLOSED SESSION

10. NEXT MEETING DATE

None

12. ADJOURNMENT

Resolution No.

THAT **X Committee** now adjourn to meet again at the call of the Chair.

CHAIR

STAFF LIAISON



COMMITTEE REPORT

RECOMMENDATIONS TO COUNCIL

COMMITTEE NAME:

MEETING DATE:

TOPIC:

BACKGROUND: *Please provide detail on the topic here, including timelines and budgetary implications, if any.*

HOW DOES THIS RELATE TO THE COMMITTEE: *Please provide detail on how this is relevant to the Committee Mandate as outlined in the Terms of Reference.*

RECOMMENDATION: *Please outline the action/request that requires Council approval.*



COMMITTEE REPORT

COMMENTS OR REQUESTS OF COUNCIL

COMMITTEE NAME:

MEETING DATE:

TOPIC:

BACKGROUND: *Please provide detail on the topic here.*

COMMENTS OR REQUESTS OF COUNCIL: *Please provide detail as it relates to comments from the Committee and/or the Committee request to Council.*