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## Southgate Community Based Working Group & Task Force Creation Policy

### Purpose

The Southgate Community Action Plan (CAP) recommends in Action 1-A-4 and 1-A-5 that a policy should be drafted to create future Working Groups and Task Forces as part of future Municipal decision. This policy provides the process and structure for Council to strike and approve a Southgate Working Group or Task Force.

### Working Group & Task Force Creation

The Township of Southgate Council may form as required, a Community Based Working Group or Task Force to provide fact finding, expertise and perspective on issues where the municipality requires public process, involvement and feedback.

Each Working Group or Task Force will be created through the passing of a municipal by-law, to provide direction on the:

- Mandate of the Working Group or Task Force;
- Scope of the issue or matter being considered and feedback required;
- Membership (number of members required);
- Council member appointment(s) and role;
- Time limit;
- Assigned municipal staff support; and
- Budget if necessary.

Once the by-law appointing the Working Group or Task Force has Council approval, staff will seek direction and/or approval from Council to:

1. Develop a Terms of Reference document which includes the mandate and scope of the working group or task force from the Council approved by-law;
2. Approval of the Terms of Reference document by Council resolution;
3. Advertise for members in the local newspapers, posting on the Southgate website, promotion through the community signage and cable TV community channel; and
4. Appointment of members to the Working Group or Task Force by Council resolution.

**TOWNSHIP OF SOUTHGATE**  
**Policy # 57**  
**Southgate Community Based**  
**Working Group & Task Force Policy**  
**Approved by Council on:** September 2



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**Definition of a Working Group:**

A Working Group created by Council, will have a defined purpose and mandate to allow residents with knowledge and experience in a particular subject area to provide input on a specific issue. The mandate of a working group will be related to an important matter in the community that is of a minimally controversial nature in the Township.

The decisions from the working group will be documented through meeting minutes and the final outcomes from the Working Group presented in the form of a final report to Council to make progress on community priorities.

**Membership - Working Groups**

- Member at large should be Southgate residents.
- Voting membership should total 3, 5 or 7 members for the purposes of decision making.
- Every such working group should contain at least one member of Council to provide guidance, but not be a voting member.

**Definition of a Task Force:**

A Task Force created by Council, will have a defined purpose and mandate to allow residents with experience, interest and/or opinions in a particular subject area to provide input on a specific issue, through a balanced public process. The mandate of a task force will be community based fact-finding missions related to an important matter in Southgate. A task force will find and deal with factual information to find common ground or majority agreement on issues of a potentially controversial nature in the Township.

The decisions from the task force will be documented through meeting minutes and presented to Council periodically. The final outcomes from the Task Force will be presented in the form of a final report to Council to provide input and feedback through the municipal decision making and policy creation process.

**Membership - Task Forces**

- Member at large should be Southgate residents.
- Voting membership should total 3, 5 or 7 members for the purposes of decision making.
- Task Forces should not include Council members.

**Effective Date of the Policy**

This policy is effective October 1, 2014.



**Township of Southgate**  
**185667 Grey Road 9**  
**RR 1**  
**Dundalk Ontario N0C 1B0**

**Phone: 519 923-2110 ext. 230**  
**Toll Free: 1-888-560-6607**  
**Fax: 519-923-9262**  
**www.southgate.ca**

**Terms of Reference for a  
 Southgate Community Based Working Group**

**Mandate**

The powers and functions of the \_\_\_\_\_ Community  
 (Name of the Community Based Working Group)  
 Based Working Group, as set out in this Terms of Reference document and  
 the resolution passed by Southgate Council at the \_\_\_\_\_  
 (Month) \_\_\_\_\_  
 (Day)  
 \_\_\_\_\_ Council meeting.  
 (Year)

**Southgate Council Approved Resolution**

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_;

Be it resolved that Council approve this Terms of Reference document as a  
 mandate for the \_\_\_\_\_ Community Based Working  
 (Name of the Community Based Working Group)  
 Group, being an ad hoc Committee, to look into \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Description of the issue or opportunity Council seeks feedback on)

Carried. No. \_\_\_\_\_  
 (Motion #)

**Southgate Procedural By-law Guidance Information**

Powers and functions are also found in Southgate's Procedural By-law as amended from time to time, which states the following regarding task forces and special committees:

- |   |      |  |
|---|------|--|
| Task Forces<br>and/or Special<br>Committees | 21.6 | a) Council may, from time to time, appoint task forces or special committees which will report through a standing committee or direct to Council;<br>b) the appointments of such Committees should include a specific mandate, terms of reference, term of appointment and extension of appointment; |
|---|------|--|

c) Special Committees and Task Forces shall report to Council annually in advance of Committee appointments with a recommendation with regard to their continuation as Special Committees or Task Forces, assumption of responsibilities by a Standing Committee or abolishment.

General Role  
of Committees

21.12 The role of Committees shall generally be to:

- a) make recommendations to Council on matters which are in their jurisdiction;
- b) guide and request staff to provide reports on the direction and nature of policy development, fact finding, analysis and generation of public policy matters.

### **Composition**

The membership of this Community Based Working Group will be appointed by Southgate Council. The CAO will attend the first meeting to introduce the committee to the Terms of Reference for the group. The appropriate Southgate staff will be available as a resource to the Community Based Working Group to provide background information and liaise with Council on progress. A recording secretary will by the Township be provided to the Community Based Working Group to document all meetings minutes.

### **Chair/Vice Chair**

The voting members of the Community Based Working Group shall select one of its members to act as Chair at the meetings. A Vice Chair will also be selected.

### **Proposed Meeting Schedule**

The Community Based Working Group shall meet as needed with the first meeting to be scheduled by the Township's CAO. Subsequent meetings will be agreed to by the Community Based Working Group or at the call of the Chair.

### **Meetings**

Meetings of the Community Based Working Group shall be conducted in accordance with the open meeting requirements of the provisions in the *Municipal Act, 2001*. The website will be utilized to communicate meeting notices and agendas. Notice of meetings including agendas, minutes and supporting documentation to the Members shall be via electronic mail. Notice may also be provided by telephone or personal contact in case of an emergency.

## **Staffing and Funding**

The Clerk's department shall provide administrative support to the Community Based Working Group. Southgate administration department shall be responsible for all associated expenses.

- All meetings of the Community Based Working Group will be open to the public and minutes prepared for the public record.
- The Southgate recording secretary or an alternate must be present before a meeting of the Community Based Working Group can be called to order. In situations when Southgate's recording secretary is unable to attend as a result of an emergency, the Community Based Working Group may appoint a recording secretary from the membership for that meeting.
- A quorum (majority of the membership) of Community Based Working Group members must be present in order for a meeting to be held.
- The Township shall provide funding, if necessary, and/or support services to offset administrative costs of establishing and operating the Community Based Working Group, including meeting places and clerical services.
- All members are entitled to a travel allowance for attendance at Community Based Working Group meetings. Members will supply the Community Based Working Group Chair with their expense reports.
- Southgate's staff may be asked to attend Community Based Working Group meetings to make presentations or supply information as required.
- Copies of the minutes of each Community Based Working Group meetings will be distributed to the members, the Southgate Council and posted on the Southgate website on a timely basis.
- The Township Council will review the Community Based Working Group membership and its functionality annually and may add or remove members at Council's discretion.

## **Term of Appointment**

The Community Based Working Group shall report to Southgate Council monthly with their progress through their meeting minutes, as well as providing recommendations with regard to their continuation.

## **Rules of Order for the Committee**

- An agenda and notice of meetings shall be prepared and distributed to each member of the Community Based Working Group and posted on the Southgate website.
- A quorum will consist of a majority of active committee members.

- The order of business shall be as follows:
  - a) Opening remarks by the chair
  - b) Record attendance (meetings will be adjourned at this point if a quorum is not available)
  - c) Approval of the meeting agenda
  - d) Approval of minutes of previous meeting (minutes having been circulated to all members before the meeting)
  - e) Business arising from the minutes
  - f) Correspondence and presentations
  - g) Agenda items
  - h) New business – new questions and/or items may be introduced if the majority of members agree on the subject matter.
  - i) Confirmation of action items
  - j) Setting the date of the next meeting
  - k) Adjournment

For further clarification of Community Based Working Group procedures the members should refer to Southgate's procedural By-law.

#### **Motions & Procedures:**

- The chair is in charge of the meeting. In the absence of the chair, the vice-chair shall preside. If both are absent, the members will appoint a chair from amongst them.
- All questions, comments, motions, etc. will be addressed to the chair. Cross talk will be avoided. Members wishing to speak will catch show their intention, and if there are two or more members wishing to speak, the chair will call upon the one who first caught her/his attention, and the chair may indicate the order in which the speakers may have the floor.
- In many public and private forums, rules are in place to limit the number of times a person may speak on a subject, and the length of such speeches. This Community Based Working Group is a much more informal body, so such limitations should not be necessary. However, it is the prerogative of the chair to limit the number of times a person may speak on a subject and/or the length of such speech if the situation so warrants, subject to the chair being over-ruled by a vote of a majority of those members present.
- There must only be one substantive motion before a meeting at any one time. Motions shall be spoken clearly and when seconded, such a motion becomes the subject of debate. The chair may request that a motion be presented in writing. A motion may be withdrawn, but only with the agreement of the mover and the seconder.

- A motion shall be decided by a majority vote: one member present, one vote. The chair has no vote except in the case of a tie vote. Once a vote is taken, the chair will declare the motion either "carried" or "lost". A motion "carried" becomes a resolution of the meeting.
- A question, once decided, cannot be brought up again at the same meeting. A resolution may be rescinded by notice of intention being given at one meeting and dealt with at the next meeting.
- A motion that has been "lost" cannot be introduced a second time at the same meeting. However, at the discretion of the chair, another motion of similar intent but differing in some particular manner may be entertained.

### **Initial Committee Support Documents**

- Southgate Community Based Working Group Terms of Reference
- Southgate's Procedural By-law 70-2012
- Other documents related to the Southgate Community Based Working Group mandate.



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**Terms of Reference for a  
 Southgate Task Force**

**Mandate**

The powers and functions of the \_\_\_\_\_ Task Force,  
 (Name of the Task Force)

as set out in this Terms of Reference document and the resolution passed by

Southgate Council at the \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Council meeting.  
 (Month) (Day) (Year)

**Southgate Council Approved Resolution**

**Moved by \_\_\_\_\_,**

**Seconded by \_\_\_\_\_;**

Be it resolved that Council approve this Terms of Reference document as a  
 mandate for the \_\_\_\_\_ Task Force, being an ad hoc  
 (Name of the Task Force)

Committee, to look into \_\_\_\_\_

\_\_\_\_\_

(Description of the issue or opportunity Council seeks feedback on)

Carried. No. \_\_\_\_\_

(Motion #)

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|---|------|--|
| Task Forces<br>and/or Special<br>Committees | 21.6 | <ul style="list-style-type: none"> <li>a) Council may, from time to time, appoint task forces or special committees which will report through a standing committee or direct to Council;</li> <li>b) the appointments of such Committees should include a specific mandate, terms of reference, term of appointment and extension of appointment;</li> <li>c) Special Committees and Task Forces shall report to Council annually in advance of Committee appointments with a recommendation with regard to their continuation as Special Committees or Task Forces, assumption of responsibilities by a Standing Committee or abolishment.</li> </ul> |
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- a) make recommendations to Council on matters which are in their jurisdiction;
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### **Composition**

The membership of this task force will be appointed by Southgate Council. The CAO will attend the first meeting to introduce the committee to the Terms of Reference for this task. The appropriate Southgate staff will be available as a resource to the task force to provide background information and liaise with Council on progress. A recording secretary will by the Township be provided to the task force to document all meetings minutes.

### **Chair/Vice Chair**

The voting members of the Task Force shall select one of its members to act as Chair at the meetings. A Vice Chair will also be selected.

### **Proposed Meeting Schedule**

The Task Force shall meet as needed with the first meeting to be scheduled by the Township's CAO. Subsequent meetings will be agreed to by the task force or at the call of the Chair.

### **Meetings**

Meetings of the Task Force shall be conducted in accordance with the open meeting requirements of the provisions in the *Municipal Act, 2001*. The website will be utilized to communicate meeting notices and agendas. Notice of meetings including agendas, minutes and supporting documentation to the Members shall be via electronic mail. Notice may also be provided by telephone or personal contact in case of an emergency.

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- A quorum (majority of the membership) of Task Force members must be present in order for a meeting to be held.
- The Township shall provide funding, if necessary, and/or support services to offset administrative costs of establishing and operating the Task Force, including meeting places and clerical services.
- All members are entitled to a travel allowance for attendance at Task Force meetings. Members will supply the Task Force Chair with their expense reports.
- Southgate's staff may be asked to attend Task Force meetings to make presentations or supply information as required.
- Copies of the minutes of each Task Force meetings will be distributed to the members, the Southgate Council and posted on the Southgate website on a timely basis.
- The Township Council will review the Task Force membership and its functionality annually and may add or remove members at Council's discretion.

### **Term of Appointment**

This special task force shall report to Southgate Council monthly with their progress through their meeting minutes, as well as providing recommendations with regard to their continuation.

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