

# Board/Committee Governance



# Various Boards, Committees and Task Forces



## Advisory Bodies

- Access Orangeville
- Age Friendly Advisory Committee
- Economic Development and Culture
- Equity, Diversity and Inclusion Committee
- Fire Service Advisory Committee
- Heritage Orangeville
- Mayor's Youth Advisory Council



## Task Forces

- Affordable Housing Task Force



## Administrative Tribunals

- Committee of Adjustment
- Property Standards Committee



## Committees

- Community Improvement Plan Committee
- Official Plan Review Steering Committee
- Sustainable Orangeville



## Administrative Boards

- Orangeville OPP Detachment Board
- Orangeville Public Library Board

# Roles and Responsibilities

## Role of the Chair

- Calls the meeting to order
- Encourages discussion and an open exchange of ideas
- Advises on the agenda in consultation with the Secretary
- Chairs the meetings in accordance with the Town's Procedure By-law
- Acts as a spokesperson for the Board, Committee or Task Force

## Role of Members

- Attends all regular scheduled meetings
- Reviews agenda materials prior to the meeting
- Promotes the role of the Board, Committee or Task Force
- Offers input on matters listed on the agenda

**Note:** Members do not have the authority to direct staff. Direction must be made through the form of a motion.

# Roles and Responsibilities

## Role of Staff Liaison

- Attends all regular scheduled meetings
- Reviews agenda materials prior to the meeting
- Provides subject matter expertise and acts as a liaison between the Committee and the Corporation
- Does not have voting rights

## Role of Secretary

- Provides administrative and operational support to Board, Committee or Task Force
- Prepares and circulates agenda packages
- Attends meetings and takes minutes

# Meeting Principles

- The majority must be allowed to rule
- The minority have rights that must be respected
- Members have a right to information to help make informed decisions
- Courtesy and respect are required
- All members have equal rights, privileges and obligations
- Members have a right to an efficient meeting – hold each other accountable to this



# Agenda and Meeting Management

- The agenda is one of the main components for assisting in the efficiency and effectiveness of the Board, Committee or Task Force
- The agenda will guide the meeting
- The Secretary is responsible for the minutes of the meetings - without note or comment
- Members should direct all questions of the agenda to the Secretary ahead of the meeting. The Secretary can coordinate a response with the appropriate staff member.
- If a Member would like to make an amendment - they should contact the Secretary for advice on wording before the meeting, so everyone is prepared

# Decision Making Process

## Staff Reports

- A staff report is a document prepared by staff containing information and recommendations about a specific subject matter.
- Often staff are seeking direction through the recommendation.

## Correspondence

- Resolutions from other municipalities
- Other levels of government

## Applications

- Applications that require a decision
  - Community Improvement Plan
  - Minor Variance
  - Consents
  - Grants

# Decision Making Process

## Recommendation

- A recommendation is an action request that is being recommended by staff or a Board, Committee or Task Force.
- Generally brought forward through a Staff Report.
- Recommendations can turn into motions.

## Motion

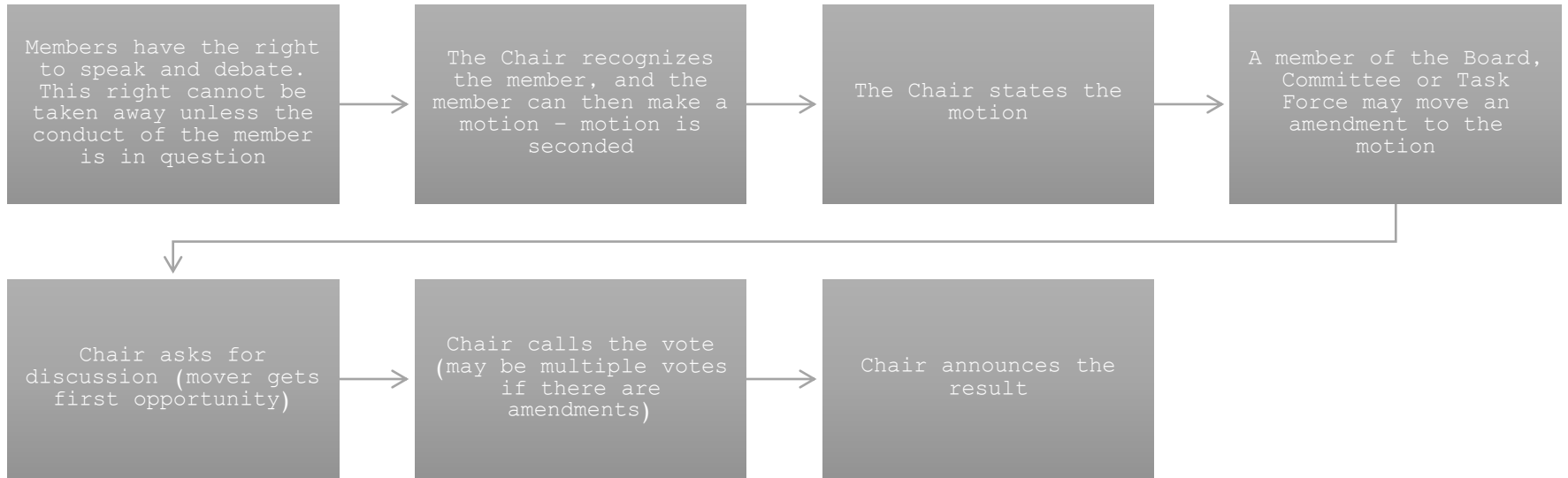
- A motion is a proposal for discussion and initiates debate.
- A member will move to put a motion on the floor for discussion and debate.
- A motion requires approval to pass, can be procedural.

## Resolution

- A resolution is a formal decision passed by a body (Board, Committee, Task Force, Council)
- Can be in the form of a motion.



# Motions and Debate



# Decision Making Process



A main motion is introduced by a mover and seconder

\*Staff Report recommendations, Correspondence, Applications



Motion is up for consideration



Members discuss and debate the motion



Motion is voted on

\*Approval, Refusal, Referred back to staff for additional information, deferred to another meeting



If approved, the recommendation goes to a Council Meeting for Council's consideration

# Next Steps and Plans for 2025



Consult with Committee Members and Staff Liaison on the development of a work plan



Outline various projects and initiatives to be completed in 2025, including the necessary budgets to be allocated (i.e., Grants, Special Projects, etc.)