

Schedule "A" to By-law No. 44-2012
Corporation of the Township of Howick
Municipal Service Board/Committee/Committee Policy
Updated by resolution August 23, 2016

**This policy applies to all Municipal Service Board/Committee established by the
Council of the Corporation of the Township of Howick**

1. Purpose/Application

Municipal Service Boards/Committees are appointed to provide administrative services relative to the operation, care and maintenance of municipally owned properties such as community halls, parks and cemeteries. Village Boards of Management are appointed in the Villages of Fordwich, Gorrie and Wroxeter to administer requisite services specific to their respective Villages.

The purpose of this policy is to identify a process for establishing Boards/Committees of Council and to establish regulations for the operation of the Boards/Committees.

2. Definitions

- Board/Committee – any Board/Committee of the Township of Howick including advisory and ad-hoc committees, management board and quasi-judicial bodies which has a legislative basis in a Provincial Act, municipal by-law or resolution to carry out a public interest function on behalf of the Township
- Clerk – the Clerk of the Township of Howick
- Council – the Council of the Corporation of the Township of Howick
- Township – the Corporation of the Township of Howick

3. Appointments

All appointments subject to statutory requirement shall be made by by-law or resolution and every appointment by the Township shall be at the pleasure of Council.

The composition of a Howick Township Board/Committee shall include a minimum of three (3) executive members, a Chair, a Treasurer and a Secretary; with a maximum of fifteen (15) Board/Committee members. Any Board/Committee exceeding this maximum number of members must seek approval by Council resolution.

4. General Conditions of Appointment

- a) All members of Board/Committee shall familiarize themselves with and adhere to all applicable corporate policies and procedures.
- b) Each Board/Committee shall provide a Terms of Reference for approval by Council.
- c) Proceedings of the Board/Committee shall be subject to the terms of reference, the Howick Township Procedural By-law and shall be open to the public unless closed by resolution of the Board/Committee in accordance with the Municipal Act, 2001, as amended.

d) All members are expected to:

- Familiarize themselves with the mandate and terms of reference of the Board/Committee;
- Understand the Board/Committee relationship with Council;
- Strive to attend all scheduled meetings;
- Clearly identify any items of pecuniary interest before they are discussed and refrain from attempting to influence the consideration; participate in any discussion or vote on the same;
- Restrict their discussions/activities to matters pertinent to their Council approved mandate/terms of reference;
- Ask questions and seek clarification through Township staff, Council liaison or Chair;
- Reflect a professional, courteous manner when interacting with the Public.

5. Orientation Session

An orientation session shall be conducted for new Board/Committee appointees and for interested returning Board/Committee appointees at the beginning of each Council term. The session will identify goals, objectives and Township policies and procedures. A further session may be conducted for appointees during the Council term as required. An orientation manual will be distributed to all members of the Board/Committee for reference purposes; each manual shall include the following:

- a) Appointment By-law
- b) Board/Committee Terms of Reference
- c) Mandatory Statutes (i.e. Ontarians with Disabilities Act, Conflict of Interest Act)
- d) Howick Township Procedural By-law
- e) Relevant Howick Township Policies & Procedures affecting Board/Committee members
- f) Member Contact Information
- g) Council Contact Information
- h) Staff Contact Information

6. General Duties of the Board/Committee

The business of the Board/Committee shall be conducted in accordance with the rules, policies and procedures of the Township of Howick.

The Board/Committee shall report to Council as required on the business and matters entrusted to it.

- The Board/Committee shall formulate a proposed budget each fiscal year for approval by vote of the Board/Committee members and this approved budget shall then be forwarded to the Township Treasurer by February 28 of the current year for presentation to Council for consideration, approval and incorporation into the Township's budget.

Financial documentation and minutes for the fiscal year must be received by the municipal office no later than January 31st of the following year.

All financial information of the Board/Committee must be audited and consolidated with the Township's financial statement; the cost of audit fees will be apportioned at the discretion of Council.

The Board/Committee shall certify all accounts for the purchase of materials, supplies, equipment, services etcetera relevant to the business of the Board/Committee.

The Fees and Charges of the Board/Committee must be reviewed annually and be established by by-law of the Township and shall not come into force and effect until such by-law is enacted.

It is the duty of the Board/Committee to ensure compliance with the provisions of this policy. Howick Council may revoke any or all privileges of a Board/Committee as a result of non-compliance.

7. Responsibilities and Expectations of the Chair

The Board/Committee Chair shall:

- Preside at every meeting of the Board/Committee; in the Chair's absence, a designate shall carry out the duties of the Chair.
- Facilitate the meeting by identifying the order of proceedings and speakers.
- Maintain decorum and ensure fairness and accountability.
- Ensure active participation by all members.
- Sign all minutes and documents legally adopted by the Board/Committee.
- Ensure necessary documentation has been forwarded to the municipal office as required.

8. Duties of the Secretary

The Board/Committee Secretary shall:

- Give timely notice of all meetings to all members and to the public.
- Attend all meetings and record the minutes of the meeting including all business matters, directions and decisions of the Board/Committee.
- Correspond and report as directed by the Board/Committee.
- Retain and preserve all records of the Board/Committee in a secure and accessible manner.
- Provide the minutes of the Board/Committee meetings to the Clerk following their adoption by the Board/Committee for inclusion in the next possible Council package.

9. Duties of the Treasurer

The Board/Committee Treasurer shall:

- Maintain an accurate bookkeeping ledger; record all receipts, expenditures and financial transactions relating to the business of the Board/Committee.
- Ensure that all payable accounts for the purchase of goods and services relative to the business of the Board/Committee are approved by the Board/Committee for payment with said approval noted in the minutes.

- Provide appropriate billing of receivable accounts and ensure collection of such receivables.
- Ensure all monies received for and on behalf of the Board/Committee are appropriately deposited as per the “**Financial Procedures**” set out in this policy.
- Provide a statement of revenue and expenses to the Board/Committee on a quarterly basis.
- Forward all financial records of the Board/Committee for the fiscal year (being January 1st through December 31st inclusive) each year to the Township Treasurer prior to January 31st of the following year as detailed in the “**Year-End Requirements**” included in this policy.

Donations:

Donations requiring a tax receipt must be made payable to the Township of Howick and be brought directly to the Township office for deposit in the General Account. Funds will be forwarded to the Board/Committee. Donations involving a ticket or meal must be discussed with the Township Treasury Department to verify eligibility with Revenue Canada.

HST Information

In order to be eligible for and receive HST rebates, the Board/Committee Treasurer must identify the taxes charged on each invoice. The rebate received is 100% of the HST.

Example:

Total Amount	100.00
HST	13.00
Total Bill	113.00

Year-End Requirements:

The Board/Committee Treasurer must deliver to the Township Treasurer the following documents for audit no later than February 15th of each year:

- Listing of invoices for prior year not paid as of December 31st;
- Listing of invoices paid during January of the following year;
- Listing of outstanding receivables as of December 31st including a description of said receivables;
- Request changes to Fees & Charges for consideration by Council and inclusion in the Fees & Charges By-law;
- Request changes to Board/Committee members for consideration by Council and inclusion in the Appointment By-law;
- Copies of any investment certificates.

Financial Procedures

Board/Committee Processing Accounts Through Township Office

Payables:

Payable invoices approved for payment by the Board/Committee may be sent by mail or delivered to the Township office at any time during business hours or dropped through the mail slot at the front door at any other time. Each Friday, Howick's Deputy Treasurer will process remittances of Board/Committee accounts received before or by 9 am Friday. Payable invoices must be accompanied by a voucher as supplied by the Township and signed by the Board/Committee Treasurer authorizing payment. The voucher shall also detail the nature of the expenditure and the appropriate expense account for the Board/Committee. Vouchers payable to the Board/Committee Treasurer must be signed by another member of the Board/Committee executive.

Receivables:

Monies received by the Board/Committee Treasurer must be delivered to the Township office to be recorded to the revenue account specified by the Board/Committee Treasurer and deposited on behalf of the Board/Committee.

Board/Committee Processing Accounts Through Own Bank Account

Provide the following information to the Township Treasurer **no later than the 10th day of the month following the relevant 2 month period** to be included in the Township's accounting system to be reflected on the consolidated financial reports presented to Howick Council:

- Bookkeeping ledger listing all transactions to date
- Originals of invoices paid during the relevant 2 month period
- Cheque register
- Deposit book or copies of deposit slips for the relevant 2 month period
- Bank statements for the relevant 2 month period
- Complete and balanced bank reconciliation

Payables:

All payable accounts must be authorized and approved by the Board/Committee for payment; payment shall be remitted in a timely manner by cheques drawn on the Board/Committee bank account and shall be recorded in a bookkeeping ledger.

Receivables:

Monies received by the Board/Committee Treasurer shall be deposited to the Board/Committee bank account in a timely manner and appropriately recorded in the ledger. Each Board/Committee is required to charge HST on rentals and fundraising; HST is to be broken out of revenues being deposited.

10. Limitations and Restrictions

A municipal service Board/Committee shall not

- Borrow money;
- Spend money unless it is included in the budget and approved by Council;
- Incur indebtedness extending beyond the current year without prior approval of Council;

- Hire employees;
- Undertake any project exceeding \$15,000.00 without the prior approval of Council;
- Dispose of assets of the municipality.

11. Accountability

Code of Ethics

You have now become a part of your local government as a resident who has demonstrated a fundamental commitment to the well-being of your community by volunteering to serve as a member of a municipal service Board/Committee.

It is important to recognize that your involvement in local government carries a responsibility to serve in the best interests of the public. The duties of your Board/Committee and your duties as a member of that body must be undertaken with impartiality, integrity and honesty.

Conflict of Interest

During the course of your service, your Board/Committee might deal with matters in which you or your family may have a direct or indirect financial interest. It is important that you recognize such situations of “conflict of interest”. You must declare your position of conflict and **remove yourself from the decision-making process**.

Liability and Risk Management

A municipality and its Board/Committee may be sued as a result of failure to carry out or negligence in the conduct of its duties. It is the responsibility of your Board/Committee to implement “risk management” strategies to identify and eliminate any potential hazards within your jurisdiction to minimize possible liability. Prior to any service being delivered, Board/Committee is required to receive a WSIB clearance certificate from vendor. Any agreement being entered into shall be reviewed by Howick’s insurance provider.

Insurance

The Township of Howick provides ‘municipal liability’ and ‘errors and omissions liability’ insurance coverage which includes members of municipal local Board/Committee and any volunteers appointed to serve on behalf of the municipality. Members of the Municipal Service Board/Committee must be duly appointed by municipal by-law to ensure that they are covered by the Township’s insurance.

Samples and Examples

Terms of Reference

It is recommended that the following components be included in the Board/Committee Terms of Reference:

- a) **Nature of Board/Committee, relationship with Council** – describe the type of Board/Committee whether it is ongoing or ad hoc;
- b) **Mission/Mandate** – set out the general purpose, goals and activities of the Board/Committee;

- c) **Board/Committee Composition** – describe the nature of membership (citizen, council members), the term of membership, the number of members, the number required for a quorum, Council liaison;
- d) **Roles/Responsibilities** – identify various roles and expectations of members (can simply refer to the roles set out in the Board/Committee Policy);
- e) **Appointment Process/Criteria for Selection** – set out any specific qualifications and expectations for Board/Committee members if necessary;
- f) **Resignation Process** – set out resignation process for Board/Committee members;
- g) **Rules of Procedure/Order** – Members shall observe the Rules of Procedure set out in the Procedural By-law, as far as applicable, keeping in mind that members may feel more comfortable in a more informal atmosphere;
- h) **Schedule/Location of Meetings** – to be established at the beginning of each year;
- i) **Meeting Structure, Agenda and Minute Format** – identify the format, preparation and distribution of agendas and minutes – samples of various formats may be requested of the Clerk at any time;
- j) **Budget and Financial Reporting** – Identifies budget process and financial reporting of the Board/Committee to Township staff.

Agenda/Minutes

Samples of various agenda and minute formats can be obtained from the Clerk.

It is recommended that the following components be included in Board/Committee agendas and that the minutes briefly outline the substance of each of the agenda items discussed during the meeting including actions taken and recommendations by motion.

- a) Date, time, location of meeting
- b) Members present (include Recording Secretary, Staff or Council members)
- c) Members absent (Regrets)
- d) Disclosure of Pecuniary Interest
- e) Approval of previous minutes
- f) Presentations/Deputations
- g) General Business and Reports
- h) Correspondence
- i) Other Business
- j) Closed Session (if required, pursuant to Municipal Act, 2001 Section 239(2))
- k) Next Meeting
- l) Adjournment