



Electoral Engagement Advisory Committee

(a committee established to act as a resource to Council during the 2022-2026 Term of Council)

Terms of Reference

1. Mandate

The Electoral Engagement Advisory Committee is a Committee of Council whose purpose is to review how the Town of Innisfil engages with its residents concerning municipal elections and to bring forward recommendations to Council on more effective ways to educate, encourage and enable voter and candidate participation in municipal elections.

a) Duties and Functions

- Review previous election-related practices implemented by the Town and in other similar municipalities to help develop recommendations with respect to voter and candidate engagement.
- Undertake broad engagement, consultation and communication with Innisfil residents and key stakeholders.
- Develop electoral engagement options and recommendations for Council's consideration.

2. Membership and Remuneration

a) Required Skillsets

- Relevant experience, expertise or interest relating to electoral, voter and civic engagement.
- Previous Candidate, Council, or election-related experience.
- Geographical representation shall be taken into consideration.

b) Composition

The Committee shall be comprised of SEVEN (7) voting members as follows:

- Seven (7) Citizen Members

The Committee may also establish a Working Group from current membership or through additional resource members to research, investigate and provide information to the Committee when required.

c) Chair

A Chair, and a Vice Chair shall be elected from amongst themselves at the first regular meeting. The Committee may decide the term of the Chair, so that other members may gain experience in that role.

The Chair shall be responsible for conducting the meeting of the Committee in accordance with the Town's current Procedural By-law as may be amended from time to time. Where the Town's Procedural By-law is silent on a procedural matter, Bourinot's Rules of Order shall apply.

d) Remuneration

Members participate voluntarily and, as such, receive no compensation or remuneration.

3. Quorum and Attendance

Quorum shall be set as the majority of the total voting members and is required at each meeting of the Committee.

In order to maintain a high level of commitment, members who have been absent for three consecutive meetings without good cause may be required to resign at the discretion of the Chair and in consultation with the designated Assistant Clerk. Committee members are requested to advise the designated Assistant Clerk of any scheduled absences in order to ensure quorum.

4. Meeting Schedule and Location

All meetings shall be open to the public, except as provided for in the Town's Procedural By-law, any other by-law respecting that committee or local board, and members shall observe all provisions respecting the confidentiality of Closed Session meetings and materials.

Meetings shall be called at the discretion of the Chair generally on an "as required" basis, except for the month of July, wherein no meeting will be held. The Chair may call a 'Special Meeting' to deal with issues of importance which are time sensitive or urgent in nature. Scheduled meetings may also be cancelled in the event they are not required.

Meetings may be held in person at Town Hall, 2101 Innisfil Beach Road, Innisfil, or may be held virtually as determined by the committee.

5. Resources and Support Staff

Budget

The designated Assistant Clerk shall consult with the Staff Liaison and Chair to review the committee or local board's resource requirements on annual basis and provide Financial Services with a draft budget to be provided to Council for consideration. An overview of the budget will be provided to Members of the committees or local boards.

Expenses incurred by Committee members shall be reimbursed provided the expense has been approved by the Clerk prior to the expense being incurred and are within the Committee's Council approved budget. Receipts detailing the expense must accompany all requests for reimbursement and are to be submitted to Clerk's Services (for submission to Accounts Payable) within 30 days of the expense being incurred.

Expenses incurred by this Committee shall adhere to the Business Expense Policy for Elected Officials and Committee Members (CP.01-11-05).

Administration and Liaison

Clerk Services shall provide administrative support services to the Committee including the preparation and distribution of agendas, taking of minutes, and general administrative coordination of meetings of the Committee.

The Committee may call upon the assistance of other Town service areas or staff as needed.

6. Agendas and Reporting to Council

Clerks Services will liaise with the Chair of the Committee and the Staff Liaison to prepare the agenda for each meeting. Staff will attend the meeting and create minutes of the meeting which will be circulated to Committee members for accuracy prior to submission of a Summary Report to Council. The Summary Report will identify any motions that require consideration by Council.