

ORIENTATION FOR LOCAL BOARDS AND COMMITTEES

2019

Legislative and Court Services



INFORMATION PROVIDED COMMITTEE

- Council/Committee Code of Conduct
- Municipal Conflict of Interest Act
- City of Barrie Procedural By-law
- Committee Specific Terms of Reference
- Sample Report
- Accessibility for Ontarians with Disabilities Act (AODA) Training Booklet

COUNCIL/COMMITTEE CODE OF CONDUCT

- Under review – updates required due to Municipal Act
- General Standards
 - Honesty, integrity, accountability, transparency
 - Maintain public confidence, abide by legislation, policies and procedures
- Committee Provisions
- Complaints Procedure

MUNICIPAL CONFLICT OF INTEREST ACT

- If there is a potential pecuniary interest resulting in financial gain/loss – applies not only to the member could be associated with spouse/family member
 - Member must declare the potential pecuniary interest and the nature of the conflict
 - *NEW* - Member must complete written declaration
 - Member must refrain from participating in the discussion or voting – before, during and after the meeting
 - Member must leave the meeting if it is a closed session

CITY OF BARRIE PROCEDURAL BY-LAW

- Governs the procedure of City Council and its Committees
- Provides for a listing of reference, advisory and special committees
- Provides for the reporting structure for Council and its Committees

PUBLIC NOTICE ACCOUNTABILITY

- All meetings are open to the public – unless the meeting/item on agenda falls under s.239 of the *Municipal Act*
- Notice of meeting (including all agenda items) must be provided within 4 days prior to the meeting
- All meeting agendas and minutes are available on the City of Barrie website

MEETING PROCEDURES

Basics of Parliamentary Law

- The authority of board/committees is vested in its members
- All members have equal rights, privileges and obligations
- Meetings shall be conducted with order, fairness and in good faith
- Only one item of business to be considered at one time

MEETING PROCEDURES

Basics of Parliamentary Law

- Majority rules
- The rights of the minority must be protected
- Members have the right to information to help make decisions
- Delegations

MEETING PROCEDURES

Role of Chair

- To preside over meetings and provide leadership
- To maintain decorum and protect the rights of all members
- Call the meeting to order, follow the agenda, adjourn the meeting
- Read motions, follow rules of debate and call the vote
- Decide on questions of order

MEETING PROCEDURES

Role of Committee Members

- Attendance and quorum for meetings;
- Actively participate in all meetings;
- Work with other members to attempt to reach consensus on decisions before the Committee
- Adhere to the Committee's Terms of Reference, Procedural By-law, Code of Conduct and any other applicable legislation, by-laws or procedures that apply to committee members.

MEETING PROCEDURES

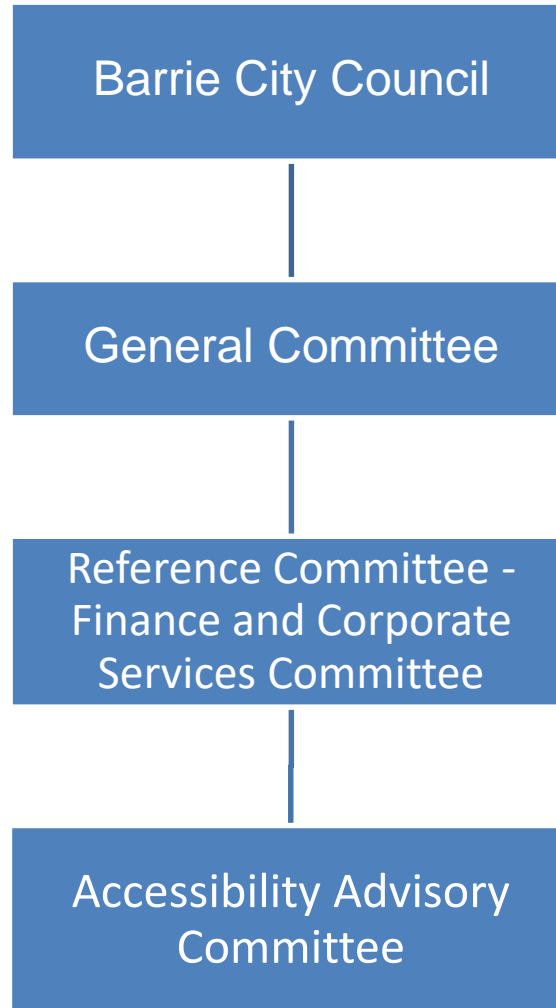
Role of Committee Support Clerk

- Prepare and distribute agenda, give notice of meetings
- Record decisions of the Committee meeting without note or comment
- Assisting the Chair with procedural issues
- Keep the records of the Committee
- Book meeting space, contact members as required

DECISION MAKING PROCESS

- Committee Reports document the meeting proceedings and do not require approval
- Reports of the Committee are forwarded to appropriate Reference Committee for receipt
- Recommendations of the Committee require approval by the appropriate Reference Committee, General Committee and Council and the motion may be amended, referred or deferred, carried or lost in a vote by any of these bodies

REPORTING STRUCTURE – ACCESSIBILITY ADVISORY COMMITTEE



COMMITTEE TERMS OF REFERENCE

- Mandate
- Objectives
- Composition
- Term
- *New* – missing 3 consecutive meetings
- Budget (if applicable)

SAMPLE COMMITTEE REPORT



City of Barrie

70 Collier Street
P.O. Box 400
Barrie, ON L4M 4T5

Minutes - Final
Accessibility Advisory Committee

Thursday, November 29, 2018

4:00 PM

Huronia "A"

For consideration by the Finance and Corporate Services Committee on xxxxxxxx xx,
2019.

The meeting was called to order by the Chair, D. Taylor at 4:02 p.m. The following were in
attendance for the meeting:

Present: 4 - Chairman D. Taylor
B. Jones
R. Meier
D. St. Amand
Absent: 2 - Councillor R. Romita
S. O'Shea

ALSO PRESENT:
C. Moran
H. Morgan
J. Peters
M. Vassallo Idiens.

STAFF:
Accessibility Coordinator, C. Dillon
Committee Support Clerk, J. Werth.

ACCESSIBILITY TRAINING

- Accessibility for Ontarians with Disabilities Act (AODA) Training Booklet

DOCUMENTATION

- Complete / Sign Accessibility Form
- Complete / Sign Member Info Form

QUESTIONS

