

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

- 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 (financial interest) – 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 (published on the City's website)
 - 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
- Committee exists and has a reporting structure established under the Procedural by-law
- reference, advisory and special 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 no less than 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

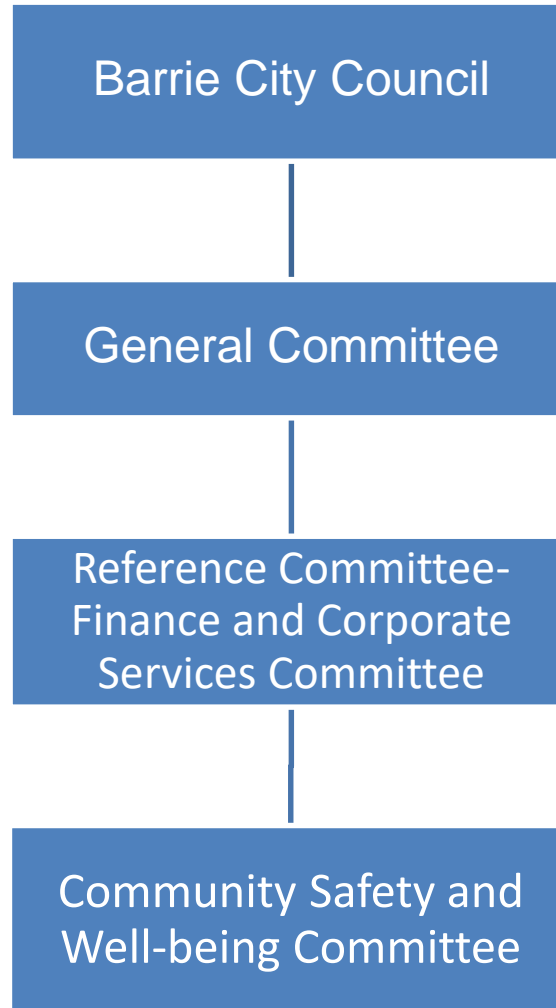
Role of Committee Support Clerk

- 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 – COMMUNITY SAFETY AND WELL-BEING COMMITTEE



COMMITTEE TERMS OF REFERENCE

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

COMMITTEE'S MANDATE

- To develop a safety and well-being plan for the City of Barrie in accordance with the Safer Ontario Act.

PURPOSE OF THE COMMITTEE

As required under the *Safer Ontario Act*, for municipalities to establish a Community Safety and Well-Being Committee is to develop a Safety and Well-Being Plan before March 1, 2020.

The *Safer Ontario Act*, states that the content of the Community Safety and Well-Being Plan shall consist of:

- Identify risk factors in the municipality, including, without limitation, systemic discrimination and other social factors that contribute to crime, victimization, addiction, drug overdose and suicide and any other prescribed risk factors;
- Identify which risk factors the municipality will treat as a priority to reduce;

PURPOSE OF THE COMMITTEE' CONT'D

- Identify strategies to reduce the prioritized risk factors, including providing new services, changing existing services, improving the integration of existing services or coordinating existing services in a different way;
- Set out measurable outcomes that the strategies are intended to produce;
- Address any other issues that may be prescribed; and
- Contain any other information that may be prescribed.

SAMPLE COMMITTEE REPORT FROM ANOTHER ADVISORY COMMITTEE



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 Information Form
- Review Council and Committee member Code of Conduct and return acknowledgment form

QUESTIONS

