Advisory Committees

LEGISLATIVE AND COURT SERVICES DEPARTMENT



Council/Committee Code of Conduct

General Standards

- Honesty
- Integrity
- Accountability
- Transparency
- Maintain public confidence
- Abide by legislation, policies, and procedures

Complaints Procedure

Integrity Commissioner

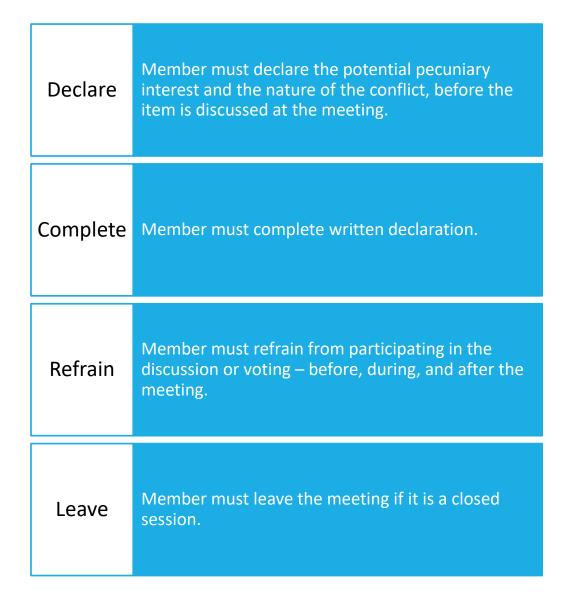
Council/Committee Provisions

- Gifts
- Confidential information
- Use of City Property
- Services
- Resources
- Elections
- Conduct with respect to staff
- Integrity Commissioner



Municipal Conflict of Interest Act

If there is a potential pecuniary interest resulting in financial gain/loss, this applies not only to the member but could be associated with spouse/family member also.





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.



Procedural By-law - 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.
- Municipal Act allows both electronic and in-person participation



Agenda Items & Deadlines

- AGENDA ITEMS & DEADLINES
 - Committee members can submit agenda items if they align with its mandate.
 - Items will be emailed to the Legislative Coordinator for consultation with the Chair.
 - The deadline to submit items is two weeks before the meeting date.



Quorum

- A quorum of the meeting shall be a majority of the members.
- The majority is defined as 50% plus one.
- Members must advise the Legislative Coordinator of your attendance at the meeting ahead of the meeting.
- If the meeting does not reach a quorum, the meeting will be canceled, resulting in further details of the matters.

Members absent for three (3) consecutive meetings without permission can be removed from the Committee.



Decision Making Process

- Members must keep in mind that while they serve on the Committee, it has specific goals and objectives, and the function is advisory in nature.
- The final decision on recommendations made will rest with City Council.
- Committee Reports are the reporting documents of the meeting proceedings and do not require approval.
- Reports of the Committee are forwarded to the appropriate Reference Committee for receipt.
- Recommendations of the Committee require approval by the appropriate Reference Committee, General Committee, and City Council.
- A motion may be amended, referred or deferred, carried or lost in a vote by any of these bodies



Roles of the Chair and Committee Members

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

ROLE OF COMMITTEE MEMBER

- 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.



Work Plan

- Establish a work plan for the Committee can be effective to stay on task and meet the committee goals.
- Ensure the plan is aligned with the Committee's mandate and objectives.
- Set attainable goals and timelines.



Questions?



