

# Advisory Committees

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LEGISLATIVE AND COURT SERVICES DEPARTMENT



# Council/Committee Code of Conduct

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## 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.

Declare	Member must declare the potential pecuniary interest and the nature of the conflict, before the item is discussed at the meeting.
Complete	Member must complete written declaration.
Refrain	Member must refrain from participating in the discussion or voting – before, during, and after the meeting.
Leave	Member must leave the meeting if it is a closed session.

# City of Barrie

## Procedural By-Law

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- 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

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- 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

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- 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

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- 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

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## 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

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- 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?

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