

UNDERSTANDING THE ROLES AND RESPONSIBILITIES OF AN ADVISORY COMMITTEE

SENIORS ADVISORY COMMITTEE

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What is an Advisory Committee of Council?

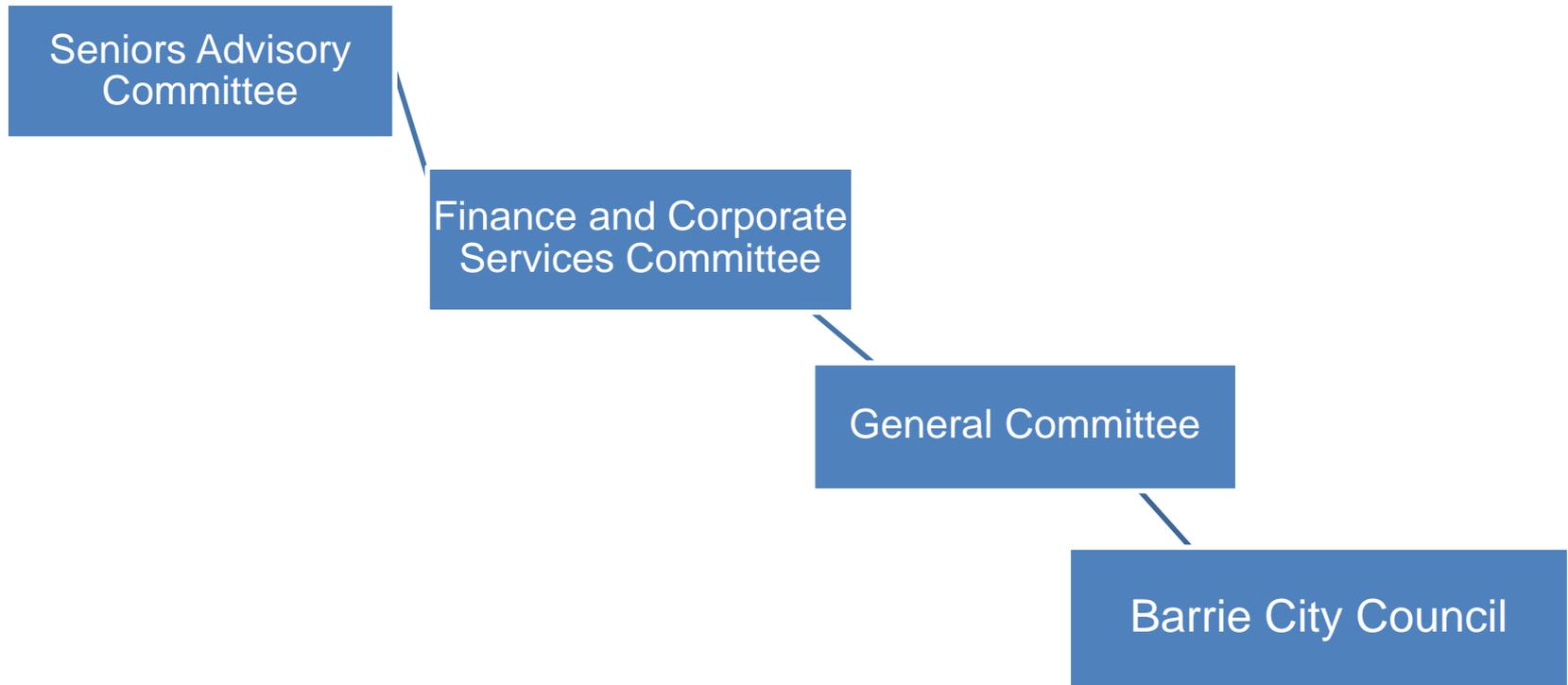
- Advisory Committees are statutory and non-statutory committees established by Council for the purpose of encouraging community participation on a variety of issues relevant to the municipality, provide advice and expertise on public issues and social trends and act as public consultation on issues of municipal interest.

What is the role of an Advisory Committee?

- Advisory Committees play an important role in the corporate decision-making process by providing a means for elected representatives and staff to receive the views and advice from affected citizens on a variety of matters.
- Advisory Committees report on the nature of the Advisory Committee and according to the mandate of the Committee and align with Council's Strategic Priorities.
- Advisory Committees make recommendations to Council that are purely advisory, and not advocacy.

Who

The Seniors Advisory Committee reports to Council through the following:



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

The Role of the Chair:

- To preside over meetings and provides leadership.
- To maintain decorum and protect the rights of all committee members.
- Calls the meeting to order, and follows agenda.
- Reads motions, follows the rules of debate and calls the vote.
- Adheres to the Committee's Terms of Reference, Procedural By-law, Code of Conduct and any other applicable legislation, by-laws or procedures.
- Adjourns the meeting.

The Role of the Committee Support Clerk:

- Co-ordinates Committee meetings and agenda items with the Chair.
- Records the members present and absent to determine if quorum is met.
- Records a summary of the discussion for each item, actions to be taken and recommendations, including the names of the movers of motions and whether the motion was carried or lost.
- Offers procedural and process advice to the Chair and members of the Committee.
- Keeps the records of the Committee.

The Role of the Committee Members

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

The Role of the Advisory Staff (City staff):

- City staff may be present or requested by the Committee to attend meetings to provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role.

Mandate and Objectives of the SAC:

Mandate

- To represent and provide advice on Barrie seniors' perspectives on municipal matters related to:
 - a) Seniors Housing and related planning matters;
 - b) Transportation; and
 - c) Communications and Civic Participation by seniors.

Objectives

- The objectives of the Seniors Advisory Committee for the 2018-2022 term are as follows:
- To provide advice and recommendations to City Council concerning opportunities to make Barrie a more age-friendly community, focused on the services, roles and responsibilities within the City of Barrie's jurisdiction related to housing, transportation, communications and civic participation; and
- To develop a work plan with specific actions to address the checklist developed by the World Health Organization's Age Friendly Cities Guide and an annual report on the accomplishments of the Committee.

QUESTIONS

