

# COMMITTEE AGENDA



TO **Governance Committee**

DATE Wednesday April 8, 2015

LOCATION Committee Room C, Guelph City Hall, 1 Carden Street

TIME 1:30 p.m.

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## **DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

### **Chairs Meeting Procedures**

- Stephen O'Brien, City Clerk

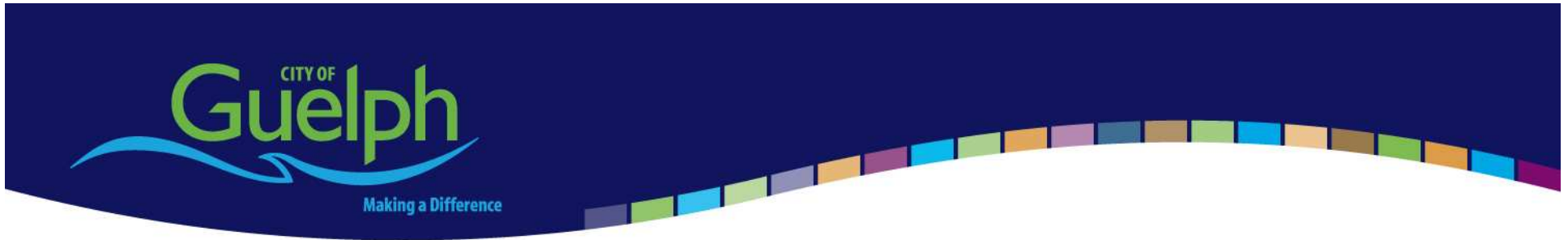
## **ADJOURN**

**NEXT MEETING** – Tuesday May 3, 2015

# Chairs Meeting Procedures

**Wednesday April 8, 2015**





# Decision Making

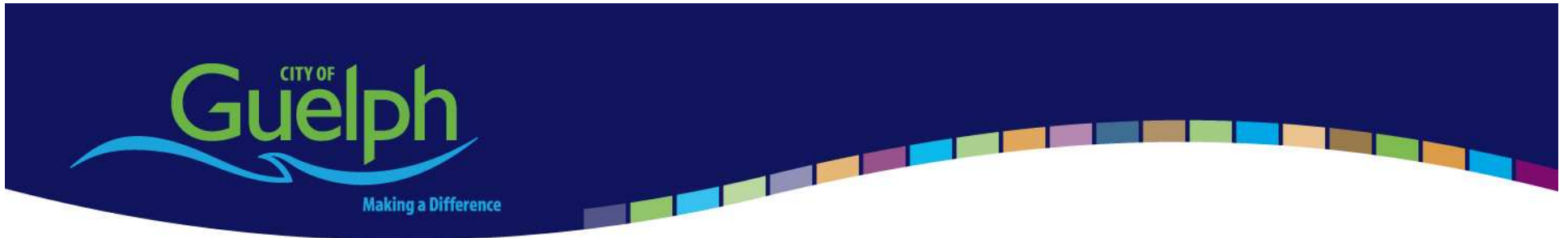
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## Resolutions

a motion that gives direction or makes a decision that has been carried by the majority of Council/Committee

## By-laws

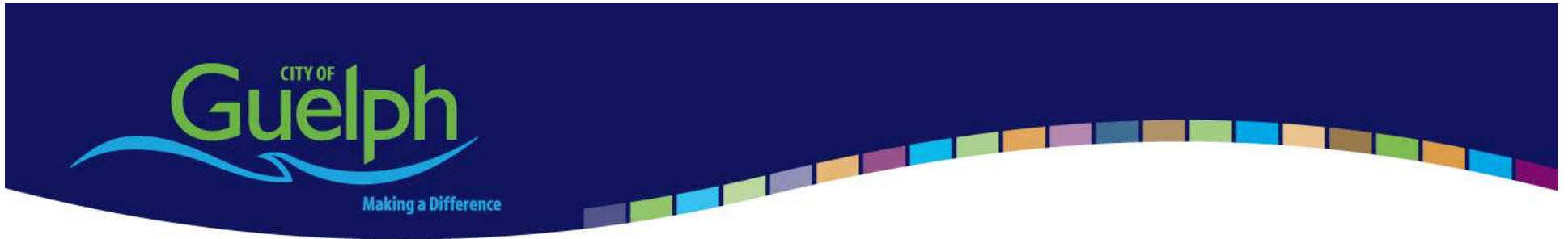
- give effect to a decision or proceeding of Council
- are legislated: - Municipal Act, Development Charges Act, Planning Act, Heritage Act, Elections Act, etc.



## Chair's Role

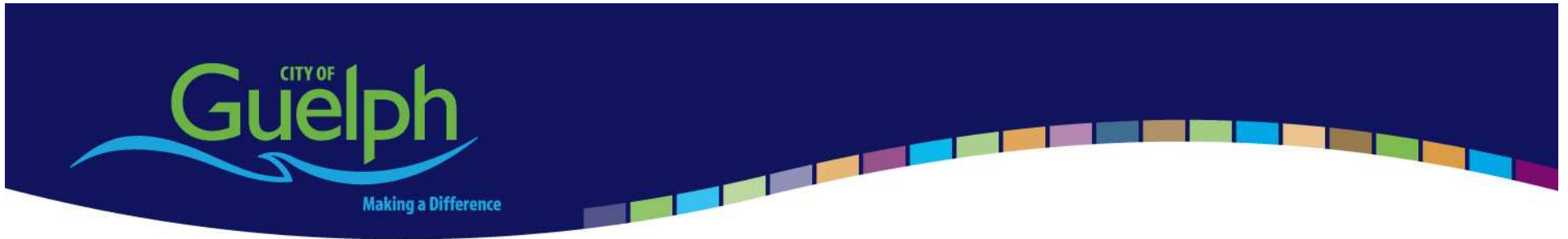
### Maintaining Decorum

- Chair is to manage the meeting
- define discussion parameters (options approve, refer, defer, etc)
- ensure delegations understand limitations (5 minutes)
- no person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public, or Council



## Best Practices

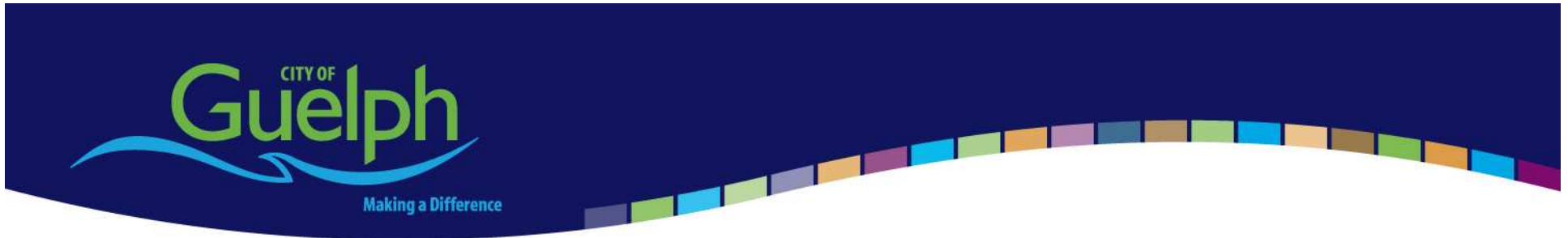
- a motion to be moved/seconded before discussion or debate
- keep a speakers list of members wishing to speak to an item
- allow each member an opportunity to speak
- remind members when repeating information and that they have 5 minutes cumulative
- when starting to repeat comments, close debate and take vote



# Procedures

## Amendments

- need a mover & seconder
- is relevant to the main motion and does not propose a direct negative to the main motion
- can be amended only once (amendment – amendment NOT amendment-amendment-amendment)



Procedures continued

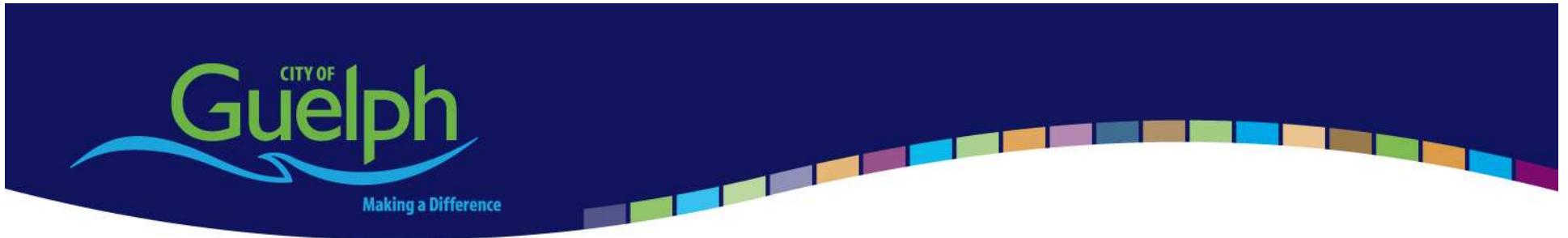
### Referral

- is debatable
- may be a referral to committee/staff
- may have specified time for bringing back

### Deferral

- is not debatable
- sometimes deferred for a specific time or deferred indefinitely

Note: Refer to the chart at the back of Procedural By-law for common motions and special majority required for approval.



Procedures continued

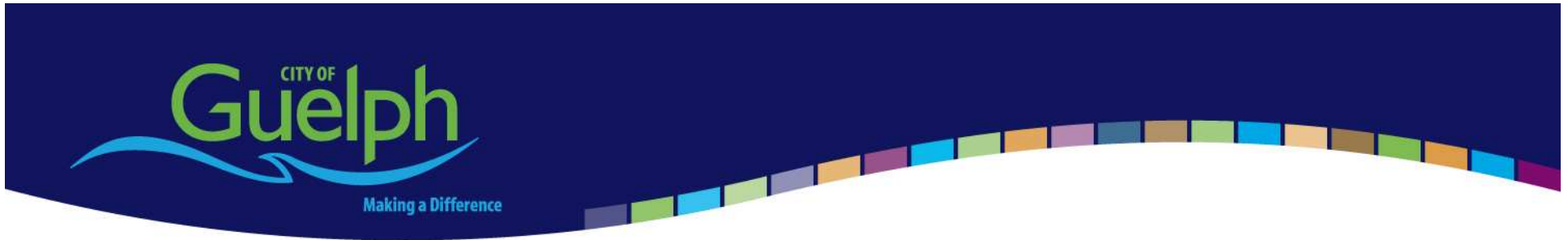
### Point of Order

is raised when a member feels another member has contravened the rules of the Procedural By-law

### Point of Privilege

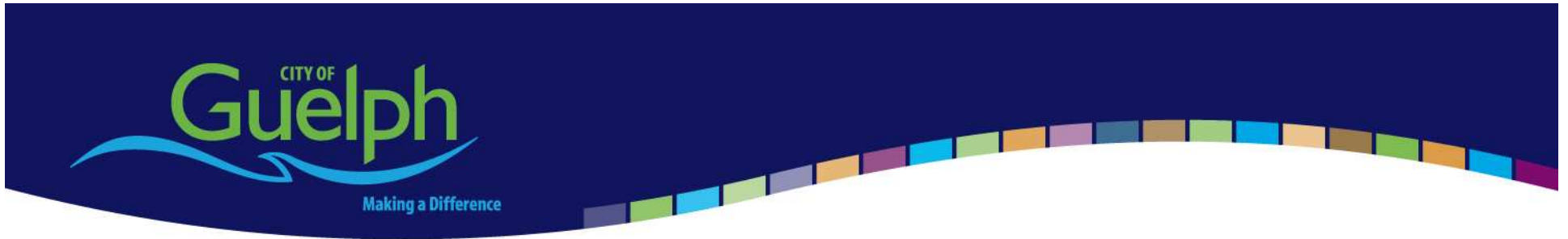
is raised when a member considers their integrity or the integrity of Council/Committee as a whole has been challenged





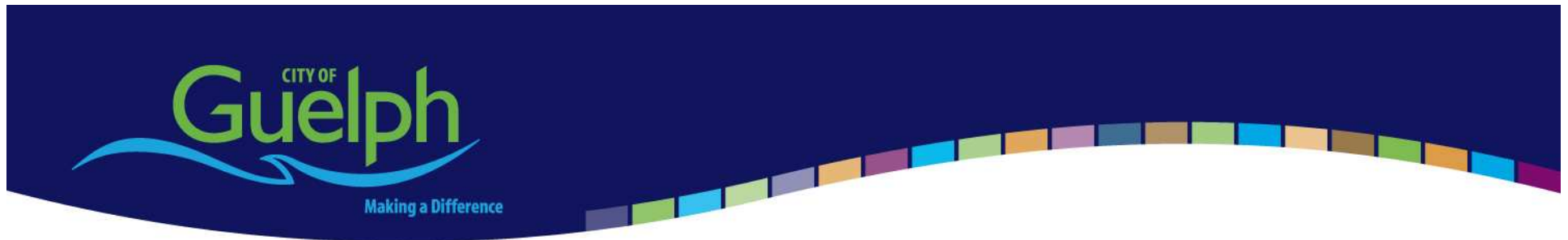
## Meeting Flow

- extraction of agenda item – members & visiting Councillors
- ask Deputy CAO if he has any opening remarks
- after public delegations, visiting Councillors given opportunity to delegate
- questions to be asked through the Chair
- only committee members can participate in deliberation and vote



## Closed Meeting

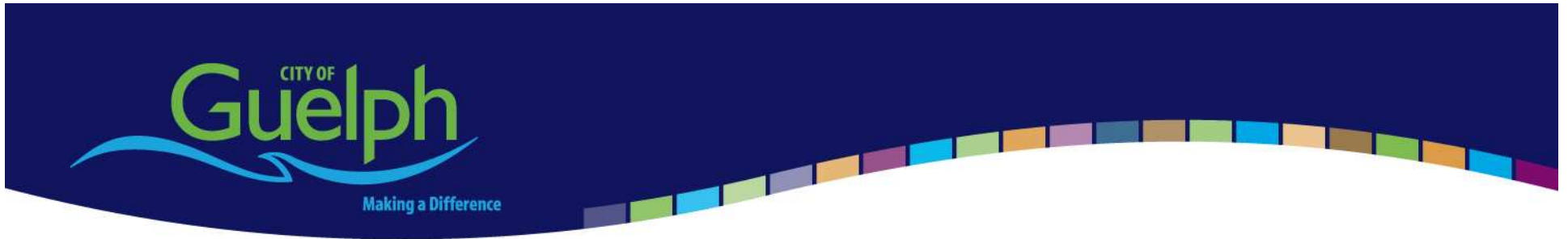
- 8 criteria allowed to be discussed in closed session
- Mayor/Chair has final say to determine if matter is closed
- Mayor/Chair has to satisfy themselves that the matter meets the criteria



## Closed Meeting continued

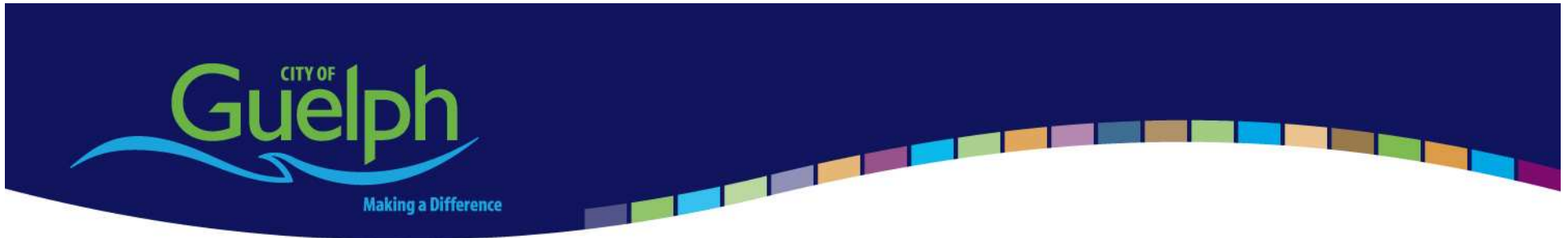
Ask yourself:

- Do we really need to deal with this matter in closed session? Would dealing with it in public harm the interests of the municipality or anyone else?
- Even if you “may” go into closed session, is it really necessary? Would dealing with it in public assist the public in understanding Council’s decision(s)



## Closed Meeting continued

- notice must be given (agenda posted to website)
- only procedural motions or direction to officers and staff can be given in closed session
- motion to “receive” in closed session is in order
- cannot discuss any items/matters not on the agenda for which notice was given



## Closed Meeting Criteria

1. security of the property of the municipality of local board

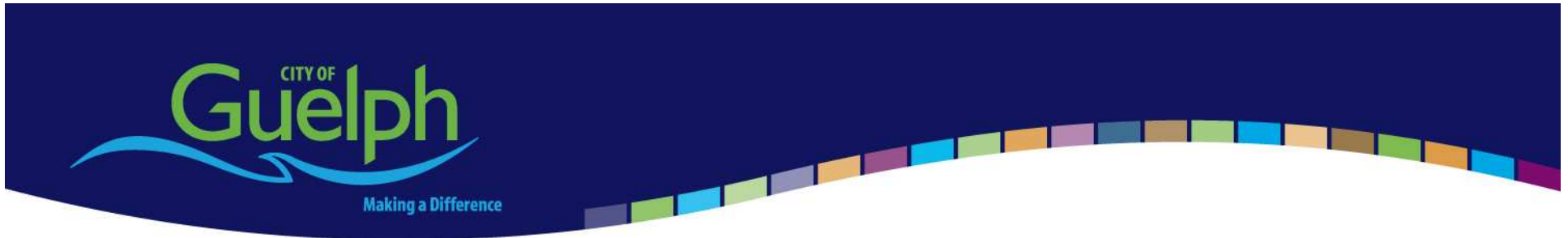
*Example:*

*GMHI meeting where they were considering their governance / Wilson Farm House*

2. personal matters about an identifiable individual, including municipal employees

*Example:*

*citizen appointments / CAO performance review*



## Closed Meeting Criteria continued

3. proposed or pending acquisition or disposition of land by the municipality or local board

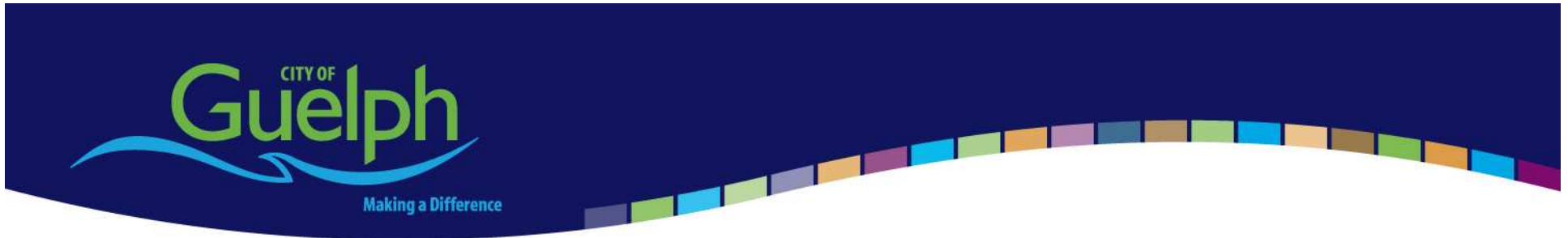
*Example:*

*sale of city owned land or purchase of land*

4. labour relations or employee negotiations

*Example:*

*setting the fire bargaining mandate*



## Closed Meeting Criteria continued

5. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality

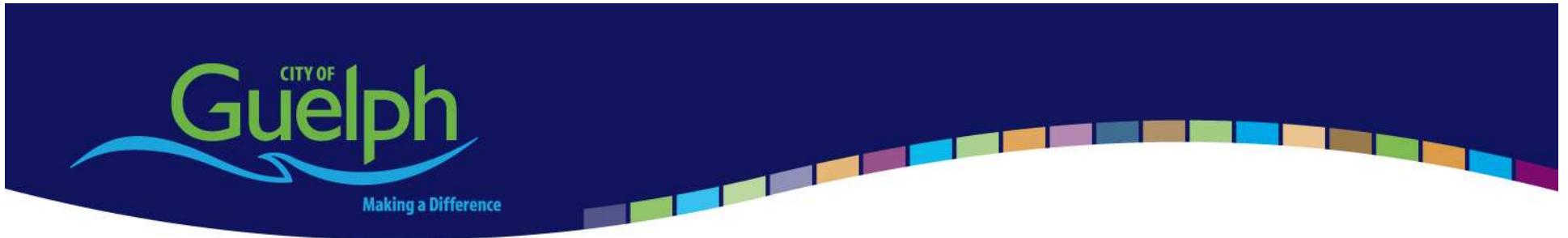
*Example:*

*Urbacon court case / court actions*

6. advice that is subject to solicitor-client privilege, including communications necessary for that purpose

*Example:*

*Upcoming OMB hearings*



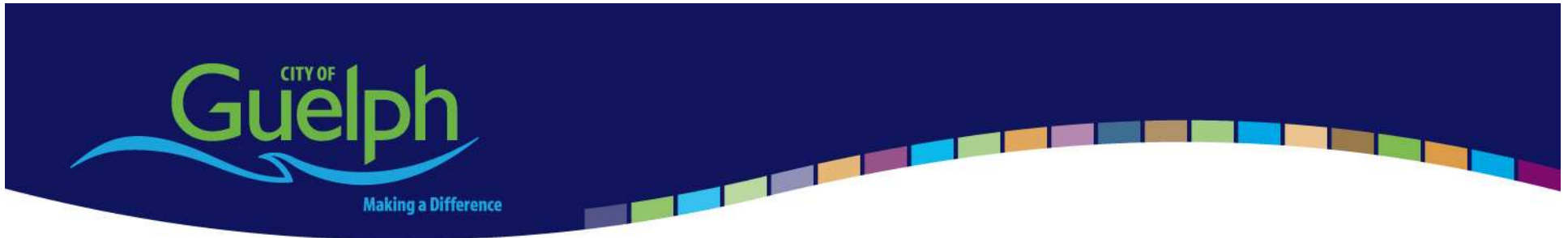
## Closed Meeting Criteria continued

7. a matter in respect of which Council or committee may hold a closed meeting under an Act other than the Municipal Act

*Example:*

*meetings of GMHI and GJI held under the Ontario Business Corporations Act*



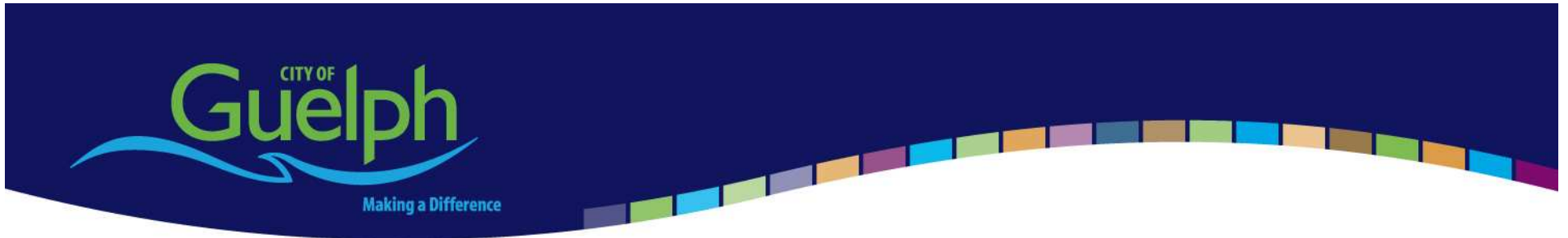


## Closed Meeting Criteria continued

8. Held for the purpose of educating or training the members; at the meeting no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee

*Example:*

*orientation training – human resources*



## Closed Meeting Criteria continued

9. If the subject matters relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*
  - items considered under this section shall be held in closed session
  - have not held any closed meetings under this criteria