

CORPORATE POLICY AND PROCEDURE



PROCEDURE	Advisory Committee Meeting Procedures
CATEGORY	Corporate
AUTHORITY	City Clerks Office, Corporate and Human Resources
RELATED POLICIES	Citizen Appointment Policy to Advisory Committees and Agency, Boards, Commissions/Committees
APPROVED BY	City Council
EFFECTIVE DATE	September 30, 2013
REVISION DATE	

PURPOSE

To provide Advisory Committees (AC's) guidelines for meeting procedures to facilitate efficient and effective decision making processes that are accountable and transparent.

Prior to the Meeting

Terms of Reference: Advisory committees must have a council approved Terms of Reference to clearly establish the mandate and objectives of the committee as well as address composition, responsibilities and operating principles. Advisory Committee Terms of Reference shall be reviewed once each term of council. If the mandate of the committee is no longer relevant or the objectives of the committee have been realized, staff are to recommend to council that the committee be dissolved.

Annual Meeting Schedule: An annual meeting schedule must be published.

Public Notice: Notice of all meetings shall be communicated by way of an agenda published at least 72 hours prior to the meeting. Best practice would be to ensure that an agenda is published a full week in advance of the meeting.

Agendas: Meeting agendas shall include the meeting date and place as well as a list of matters to be discussed at the meeting. It is best practice to include related materials with the agenda (in advance of the meeting) in order to afford members an opportunity to be fully prepared. It is also best practice to include any recommendations on the agenda which may need to be considered by the committee. An addendum agenda may be published to capture any correspondence received or delegations registered with respect to a matter already appearing on an agenda.

Correspondence: Individuals may submit written materials with respect to a matter already appearing on an agenda by the noted addendum submission deadline.

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Delegations: An individual may register as a delegate in order to speak to a matter already appearing on an agenda. Delegates shall be given 5 minutes to speak and must pre-register with the staff liaison by the addendum submission deadline. Potential delegates must disclose some context with respect to the matter they intend to address as well as submit their name and contact information.

Addendum Submission Deadlines: An addendum submission deadline will be made publicly available in order to manage the submission of correspondence and the registration of delegations with respect to a matter already appearing on an agenda.

Recruitment and Appointment of Members: The staff liaison is responsible for ensuring a complement of members in relation to a committee's Terms of Reference which allows for a consistent quorum to be met. The Clerk's Office will support recruitment efforts by publishing recruitment ads and facilitating council's approval of the appointment recommendations provided by staff liaisons.

At the Meeting

Conflict of Interest: Members shall consider declaring a conflict at the onset of a meeting with respect to any matter in which they may stand to financially benefit, either directly or indirectly. If disclosed, that member shall also consider refraining from participating in any related discussion and voting on the matter.

Role of the Chair: It is the Chair's responsibility to move the committee through the business appearing on the agenda and to call a vote when required. Questions from members and meeting attendees should be directed through the Chair who shall manage a speaker's list. When a motion is under debate, discussion should be restricted to the members of the committee and City Staff, however, the Chair may use his or her discretion to allow questions to be posed to others in attendance. It is the responsibility of the Chair to preserve order at the meeting. The Chair's ruling is final.

Quorum: A quorum of the advisory committee (as defined in its Terms of Reference or legislated) should be present in order to conduct the business of the committee. Generally, a quorum is a majority of all members on the committee. For example, if there are 8 members on the committee a quorum is 5 and if there are 9 members on the committee the quorum is also 5.

Motions: Any member may introduce a motion for the committee's consideration as long as it pertains to the matter being discussed and relates to the approved mandate and objectives of the committee. A determination as to whether a motion is in order will be made by the Chair in consultation with the staff liaison. Motions must first be moved and then seconded prior to debate. The following motions are listed in priority order:

- **Point of Order:** Debate of any motion may be interrupted if a member puts forward a point of order (a procedural question or concern). A point of order does not require a seconder and must be dealt with prior to reengaging debate on a prior motion. The Chair shall respond to a point of order and may call upon the staff liaison in order to assist.
- **Deferral Motion:** A request to defer the matter to another meeting. A motion to defer shall end the debate of a matter, and if approved, would forward a main motion (as well as any amendments which were on the table) to a subsequent meeting.
- **Amendments:** An amendment to a motion can be moved and seconded, once a main motion is introduced, and shall be voted on prior to consideration of the main motion.
- **Main Motions:** Typically, these are based on recommendations appearing as part of the meeting agenda but may also be introduced by a member in relation to a matter appearing on an agenda. If amendments are approved to a main motion, then there must also be a vote to ratify the main motion as amended.

Voting: Voting shall be conducted by a show of hands from those members present including the Chair. Abstentions are not permitted. If a member is present and fails to vote the vote shall be deemed to be a vote in the negative. An affirmative vote shall be carried by a majority of those in attendance (50% + 1). A tied vote is deemed to have been defeated. Motions shall only be voted on once.

Conduct: In order to preserve the integrity of the committee and its members, all meeting attendees shall govern themselves so as not to disrespect, offend or limit the ability to discharge the business of the committee in an orderly and effective manner.

After the Meeting

Minutes: Draft minutes are to be completed for each meeting and confirmed by the committee at their subsequent meeting. Minutes are not to be verbatim transcripts, they shall be high level summaries which serve to capture the spirit and intent of the conversations and debate held at each meeting. All motions as well as the members who moved and seconded them, shall be included as part of the minutes. Draft minutes can be posted to the web prior to confirmation. Council will be made aware of advisory committee minutes through publication of their Weekly Items for Information.

Reports to Council: Advisory Committees shall report to Council not less than once per term of Council. The report is to include key actions and a summary of items which were addressed through the committee.