

Corporate Policy and Procedure



Policy	Advisory Committee of Council Meeting Procedures
Category	Corporate
Authority	City Clerk’s Office
Related Policies	Advisory Committees of Council – Administration Policy Advisory Committees of Council - Public Appointment Policy Procedural By-law
Approved By	City Council
Effective Date	July 19, 2021
Revision Date	

Purpose

To provide Advisory Committees of Council (ACOC) with meeting procedures that facilitate efficient and effective decision-making processes that are accountable and transparent. The ACOC meeting procedures build on the [Procedural By-law](#) to provide instructions for how advisory committee meetings are run.

All ACOCs shall be compliant with this policy and, where applicable, the City’s Procedural By-law.

Definitions

Advisory Committee of Council means a committee created by Council, to report to the Committee of the Whole on a specific subject.

ACOC Member means an individual who has been appointed by Council as a member of an ACOC.

Chair/Vice-Chair means the individual appointed by an ACOC to act as the chair of the ACOC at any given meeting.

Electronic Participation means an ACOC member who participates in any open or closed meeting via electronic means and has the same rights and responsibilities as if they were in physical attendance, including the right to vote, and shall count towards a quorum of ACOC members.

Electronic Meeting means a meeting called and held in full or in part via electronic means including, but not limited to, video teleconference, audio teleconference or telephone, and with or without in person attendance.

Meeting means a ACOC meeting when a quorum is present as defined in the Municipal Act and includes meetings where some or all ACOC members are attending via electronic participation.

Terms of Reference (TOR) means council approved, mandate, objectives, deliverables, structure and reporting of an ACOC.

Staff Liaison means the City staff member(s) who provide administrative and legislative assistance to an ACOC.

Meeting Procedures

1. Meeting Schedule

- 1.1. Upon approval by the ACOC, annual meeting dates shall be published on guelph.ca.
- 1.2. In consultation with the ACOC chair, staff liaisons may cancel or reschedule a meeting. Changes made to a meeting date shall be noted on guelph.ca within one week of the meeting date.

2. Electronic Meetings

- 2.1. Electronic meetings shall be governed by the [Procedural By-law](#) of Guelph City Council with necessary modifications as judged by the chair in consultation with the staff liaison and City Clerk's Office staff.
- 2.2. Electronic meetings where possible shall be recorded and posted to guelph.ca within three business days of the meeting date.

3. Agendas

- 3.1. Staff liaisons shall have discretion to prepare agendas and shall consult and obtain approval from ACOC chairs prior to finalization of the agenda.
- 3.2. ACOC members may submit agenda items to ACOC chairs and staff liaisons for consideration prior to inclusion on an agenda.
- 3.3. Staff liaisons and ACOC chairs shall consider ACOC TOR, alignment with agenda forecasting/workplans and strategic plan priorities prior to the addition of items on ACOC agendas.
- 3.4. All agendas shall contain the following items:
 - Date and place of meeting
 - Delegation registration deadlines (with exceptions in TOR)
 - First Nations Acknowledgement
 - Disclosure of pecuniary interest and general nature thereof
 - Approval of minutes
 - List of all matters to be discussed with accompanying materials
 - Recommendations and/or motions to be considered by ACOC
 - Chair and Staff announcements
 - Adjournment
 - Next meeting date

- 3.5. Agendas and all related materials shall be published and provided to ACOC members a minimum of one week in advance of a meeting date.

4. Revised Agendas

- 4.1. Revised agendas shall be prepared for the inclusion of correspondence and listing of delegates with respect to items already appearing on an agenda.
- 4.2. Revised Agendas shall clearly identify revisions to original agendas and be published on Guelph.ca and provided to ACOC members within 72 hours of the meeting date.

5. Minutes

- 5.1. Minutes of every meeting shall be recorded by the staff liaison or designated admin support and approved by the ACOC at their subsequent meeting.
- 5.2. Minutes shall be provided to ACOC members, posted on guelph.ca and provided to the City Clerk's Office for inclusion on the weekly [information items for council](#) within one week of the completion of the meeting.

6. First Meeting

- 6.1. Annually, the first ACOC meeting shall be called to order by the staff liaison who will conduct the election of the ACOC chair and vice-chair by simple nomination and vote.
- 6.2. At the discretion of the ACOC, ACOC chairs and vice-chairs terms shall be for one-year, or until a successor is elected.
- 6.3. Resignations of ACOC chairs or vice-chairs shall result in the election of a replacement ACOC chair or vice-chair for the remainder of their term.

7. Orientation and Training

- 7.1. Following a regular election, staff liaisons with the support of the City's Clerk's Office, shall schedule an ACOC orientation and training workshop. Workshop items shall include: ACOC mandates, workplan development, meeting procedures, Council reporting requirements and additional topics judged necessary by the staff liaison in consultation with the City Clerk's Office.
- 7.2. Newly appointed ACOC members shall receive orientation and training. Training shall include the ACOC's mandate, meeting procedures and any other topics judged necessary by the staff liaison. Training shall be delivered by the staff liaison, with support of the City Clerk's Office.

8. Rules of Order

- 8.1. The ACOC shall, where any cases arise that are not covered by these procedures, be governed by the [Procedural By-law](#) of Guelph City Council with necessary modifications as judged by the ACOC chair in consultation with the staff liaison.
- 8.2. A quorum of the ACOC (as defined in its TOR or legislation) shall be present to conduct the business of the ACOC.
- 8.3. Where possible, to ensure quorum, ACOC members must provide notice of their absence to the staff liaison 72 hours prior to a meeting.
- 8.4. Public delegations, unless otherwise indicated in a ACOC TOR, shall have a maximum of five minutes for which to speak regarding an agenda item.

9. Roles and Responsibilities

9.1. The ACOC Chair/Vice-Chair shall:

- 9.1.1. Collaborate with staff on the preparation of agendas for meetings.
- 9.1.2. Provide final approval of agendas before posting and distribution.
- 9.1.3. Preside over all meetings to move the ACOC through the business appearing on the agenda, preserve order at the meeting, call a vote when required and rule on procedural matters when required.
- 9.1.4. Call on the ACOC vice-chair to fill their place as ACOC chair to bring forward motions and take part in debate until they resume the chair. ACOC chairs are permitted to provide brief comments during discussion.
- 9.1.5. The ACOC chair will prepare a speakers list to manage questions from ACOC members.
- 9.1.6. Ensure that all questions are directed through the ACOC chair.
- 9.1.7. When a motion is under debate, discussion should be restricted to the ACOC members and City staff. The ACOC chair may use their discretion to allow questions to be posed to others in attendance.
- 9.1.8. The ACOC chair shall serve as a representative of an ACOC in communicating with Council and the public and where appropriate act as a representative of the ACOC at meetings of Council to present ACOC resolutions and advice.
- 9.1.9. Advise staff liaisons of any regrets received from ACOC members regarding meeting attendance.

9.2. ACOC members shall:

- 9.2.1. Attend meetings to provide skills and knowledge with respect to agenda items.
- 9.2.2. Understand their role and expectations, including relevant City policies.
- 9.2.3. Follow the agenda with focus on the topic at hand.

- 9.2.4. Understand and follow the mandate of the ACOC, including its relationship to Council.
- 9.2.5. Understand and respect the role and expectations of all participants.
- 9.2.6. Participate as an active voting ACOC member, asking questions and seeking clarification through the ACOC chair.
- 9.2.7. Provide agenda items for consideration to the staff liaison and ACOC chair.
- 9.2.8. Advise the staff liaison or ACOC chair of absences from meetings.

9.3. Staff liaisons shall:

- 9.3.1. Be selected by Deputy Chief Administrative Officers.
- 9.3.2. Attend ACOC meetings.
- 9.3.3. Provide orientation to new ACOC members with support from the City Clerk's Office.
- 9.3.4. Collaborate with ACOC Chairs and ACOC members on the development of agendas in accordance with ACOC TOR.
- 9.3.5. Arrange for attendance of invited guests at meetings, in conjunction with the ACOC chair.
- 9.3.6. Post all ACOC meeting dates, times and locations.
- 9.3.7. Provide, with the assistance of department staff, administrative, secretariat and technical support including the preparation, publication and distribution of minutes and agendas in accordance with this and other relevant policies/procedures.
- 9.3.8. Incorporate all recommendations and advice from the ACOC into staff reports where appropriate and refrain from intervening in the process of committee work, so long as the work undertaken is within the ACOC TOR.
- 9.3.9. Advise City Clerk's Office staff of ACOC direction to have ACOC chairs or members listed with staff as presenters at meetings of Council.
- 9.3.10. Advise the City Clerk's Office of ACOC vacancies resulting from leaves or resignations.
- 9.3.11. Implement attendance management in collaboration with the ACOC chair.

9.4. The City Clerk's Office shall:

- 9.4.1. Develop ongoing training resources for ACOCs and staff liaisons.
- 9.4.2. Provide training, advice and support to staff liaisons.
- 9.4.3. Attend meetings at the request of the ACOC chair, vice-chair or staff liaison to provide procedural advice.
- 9.4.4. Facilitate and support recruitment and appointment of ACOC members.

9.5. All ACOC members and staff shall:

- 9.5.1. Develop and maintain a climate where mutual support, trust, respect, courtesy, teamwork, creativity and a friendly demeanor are valued.
- 9.5.2. Maintain a high degree of professionalism, discharging all duties with honour and integrity in order that the ACOC member may merit the trust and confidence of the citizens of Guelph, Council and staff.
- 9.5.3. Respect the individual worth and dignity of other ACOC members and, at all times, work together to achieve a common vision for the community, utilizing the diverse knowledge, expertise and talents of all ACOC members to optimal advantage.
- 9.5.4. Challenge ideas not people, creating a climate where it is acceptable to disagree.
- 9.5.5. Communicate directly, concisely and honestly, listening without interruption, and be open-minded, allowing a variety of opinions to be heard.
- 9.5.6. Work effectively with the administration to provide excellent service to residents and customers, recognizing the professional obligations of staff as employees of the City of Guelph and not intervening in administrative practices.
- 9.5.7. Refrain from criticizing individual members of staff and committee members in a way that casts aspersions on their professional competency and credibility.
- 9.5.8. Respect that resolutions made shall reflect the majority view of the ACOC.
- 9.5.9. Respect and always maintain the confidentiality of information when identified as such.