

# 2024-2025 Advisory Committee Training

Legislated Services

# Agenda

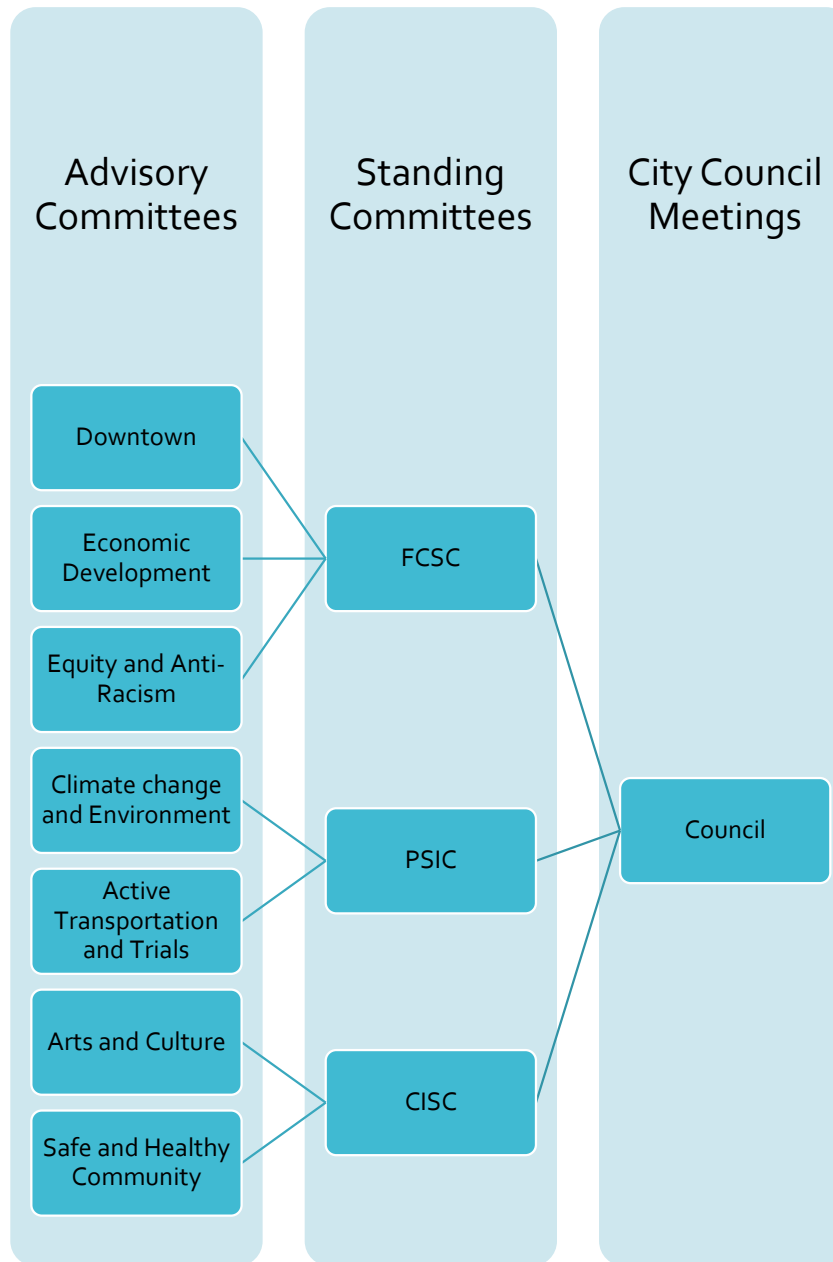
1. Advisory Committee Role
  - Reporting Structure
2. Role and Responsibilities
  - Citizen Members
  - Council Representatives
  - Staff Liaisons
  - Committee Administrator
3. Meeting Procedure
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  - Disclosure of Pecuniary Interest
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  - Motions
  - Voting
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# Advisory Committee Role

- Provide advice and recommendations to council and staff
- Develop and implement work plan
- Governed by a terms of reference

# Advisory Committee Reporting Structure



## Role and Responsibility

# Citizen Members

- Volunteers
- Appointed based on subject matter knowledge and expertise
- Voting member
- Participate fully in debate and discussion
- Disclose any direct or indirect pecuniary interests\*
- May not speak to media on behalf of the advisory committee or city

## Role and Responsibility

# Council Representatives

- Elected member of council
- Appointed
- Voting member
- Cannot be Chair or Vice-Chair
- Participate fully in debate and discussion
- Disclose any direct or indirect pecuniary interests
- Link between advisory committee and council
- Speak on behalf of advisory committee at council

## Role and Responsibility

# Staff Liaisons

- City of Kitchener employees
- Subject matter experts
- Presents staff reports and recommendations
- Answers questions on subject matter
- Resource to the committee
- Non-voting participant

## Role and Responsibility

# Committee Administrator

- City of Kitchener employees
- Meeting procedure experts
- Prepares agendas
- Provides in-meeting procedural advise
- Records disclosures of pecuniary interest
- Non-voting participant
- Prepares minutes
- Prepares staff reports on behalf of the Committee if required



## Meeting Procedure

# Agenda

- Legislated requirement
- Set approximately 2 weeks before the meeting date
- Publicly available before the meeting for review
- Circulated electronically or by paper
- Includes:
  - list of items under consideration
  - reports relating to business on the agenda



# Debate and Discussion

- Chair facilitates
- Equal opportunity
  - All members are entitled to take part
- Related to item under consideration and on the floor
- Respectful



# Motions

- Must:
  - be in writing
  - be moved
  - written in the positive
  - related to the subject matter



## Voting

- Every member has one vote and is required to vote
- Vote by show of hands
- Motions fail on tie votes
- Chair and all members have to vote
  - Refusal to vote is a negative vote
- Chair will announce the results of all votes



## Minutes

- Parliamentary Style
  - Records actions/decisions of the advisory committee
  - Without note or comment
  - Not a transcript of meeting proceedings
- Electronically distributed to members following the meeting
- Available on the City's website



## Meeting Procedure

# Meetings Considerations

Our priority is that meetings are:

- Accessible
- Transparent
- Accountable



# Code of Conduct



- Legislated requirement
- Applies to city council, local boards and advisory committees
- Regulates behaviour and relations inside and outside of meetings

## Conflict of Interest

- Individual legislated responsibility
- Must be written and filed with the city clerk
- Direct or indirect conflicts of interest
- City staff are not permitted to legal advice
- Disclosed before considering the item on the agenda
- Disclosures are recorded in the City Conflict of Interest Registry
- [www.kitchener.ca/conflict](http://www.kitchener.ca/conflict)



Chair /Vice-Chair Training  
Date To Be Determined

# Questions?

Legislated Services