

2025-2026 Advisory Committee Training

Legislated Services

Agenda

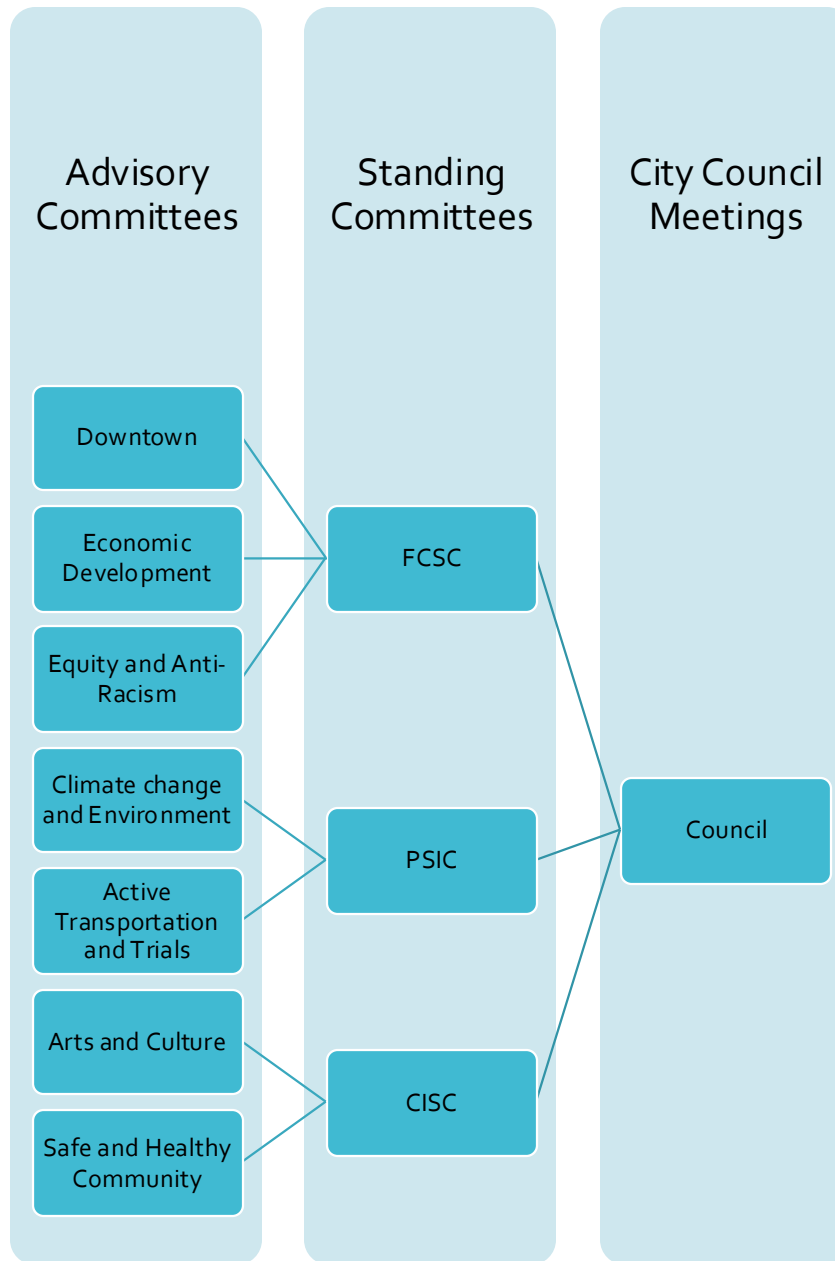
1. Advisory Committee Role
 - Reporting Structure
2. Role and Responsibilities
 - Citizen Members
 - Council Representatives
 - Staff Liaisons
 - Committee Administrator
3. Meeting Procedure
 - Agendas
 - Disclosure of Pecuniary Interest
 - Debate and Discussion
 - Motions
 - Voting
 - Minutes
4. Code of Conduct
5. Conflict of Interest



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



Meeting Procedure

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 provide legal advice
- Disclosed before considering the item on the agenda
- Disclosures are recorded in the City Conflict of Interest Registry
- www.kitchener.ca/conflict

Questions?

Legislated Services

Chair /Vice-Chair Training
Date To Be Communicated