



London

CANADA

INTRODUCTORY
REFERENCE GUIDE
ADVISORY COMMITTEES 2015

Welcome! So, you've been appointed...what's next?

The following document is meant to “get you started” in your role with a London Advisory Committee. This is a high-level introduction, and Members are encouraged to familiarize themselves with all the additional information provided.



City of London Advisory Committees:

- Provide recommendations, advice and information to the Municipal Council
- Do not give direction to Civic Administration (etc.), except through Council-endorsed recommendations (see also “Civic Administration”)
- Recommendations, supported by the majority of the Advisory Committee (AC), being considered by the Standing Committee of Council. Each AC has an assigned reporting relationship with a specific Standing Committee. The Standing Committee then makes a recommendation to the whole of Council for consideration
- Are limited to discussion and recommendations on matters that are explicitly provided for within each AC’s mandate, or as from time-to-time may be specifically requested by the Municipal Council



Pecuniary Interest

When a Member has, and discloses, a “pecuniary interest¹” the Member should not participate in the discussion or debate of the matter. Members should remove themselves from the table for the duration of the discussion. Staff cannot determine whether a Member has a pecuniary interest, it is a determination that the individual must make. However, the Committee Clerk is a resource for the Members and may be able to offer guidance as to how such a conclusion can be made. Members shall not place themselves in a position where they could derive any direct benefit or interest from any matter about which they can influence a decision.

Roles and Responsibilities of a City of London Advisory Committee Member:

- Attending meetings as scheduled, with adequate preparation in advance – meeting packages will be circulated electronically, in advance of each meeting
- When members are unable to attend, advance notice (where possible) should be provided to the Committee Clerk
- Adhering to the Council-established guidelines (meeting procedures, general policy and Terms of Reference) for AC’s

¹ A “pecuniary interest” may generally be defined as the opportunity, directly or indirectly, to profit or share in any profit derived from a matter.

Meetings

The City of London's governance is based on a "Standing Committee" structure. Standing Committees have specific areas of responsibility and make recommendations to the Council. The current Standing Committees and Advisory Committee reporting relationships, are as follows:

Civic Works Committee **CWC** (5 Members + Mayor ex officio)

- transportation and traffic related matters
- roads, sidewalks and infrastructure
- water, wastewater and utilities

Cycling Advisory Committee
Transportation Advisory Committee

Community and Protective Services Committee **CPSC** (5 Members + Mayor ex officio)

- animal services
- community services (housing, childcare, Ontario Works)
- parks, recreation and neighbourhood related matters
- public safety
- culture

Accessibility Advisory Committee
Animal Welfare Advisory Committee
Community Safety & Crime Prevention...
London Diversity & Race Relations...
London Housing Advisory Committee
Town & Gown Committee

Corporate Services Committee **CSC** (Mayor as Chair + 4 Members)

- protocols and recognition; appointments (inc. AC's throughout the term)
- AODA (Compliance and Annual Plan)
- Finance
- Human Resources
- Legislative Services and Legal
- major public facilities (Budweiser Gardens, Western Fair, Eldon House, etc.)
- additional internal services

Planning and Environment Committee **PEC** (5 Members + Mayor ex officio)

- land use related matters, applications and approvals
- building and development approvals
- zoning and urban design
- forestry and environmental assessments
- heritage – built and natural

Advisory Committee on the Environment
Agricultural Advisory Committee
Environmental & Ecological Planning...
London Advisory Committee on Heritage
Trees & Forests Advisory Committee

Strategic Priorities and Policy Committee **SPPC** (all Members)

- city-wide plans and major corporate initiatives
- corporations with share capital (London Hydro and London-Middlesex Housing Corp.)
- governance matters
- annual budget and long-term financial plans/policies
- economic strategies and initiatives (including external liaison)

During a meeting...here are a few helpful hints to get you started. ****Members should refer to the General Policy for all Advisory Committees as well as each AC's Terms of Reference, for additional and more detailed information.***

- a quorum² of the voting AC Members must be present (within 30 minutes of the scheduled meeting start time) in order to proceed with the meeting. Members must be physically present at the meeting in order to participate.
- matters for consideration are limited to those that are within the committee's mandate, and that appear on the published meeting agenda.
- the Chair is responsible for the conduct of the meeting. General decorum is expected; treat every person, including other committee members, corporate employees and the public with dignity, understanding and respect
- committee actions are determined by a motion, which the majority of the Voting Members supports. A motion is put forward by a Voting Member, however another Voting Member must "second" the motion in order for it to be considered and/or debated. Two Members must consider the matter to be worthy of additional discussion; 'seconding' a motion is not necessarily an indication of support. (Blue name cards indicate Voting Members; beige cards are for Resource Members)
- persons who wish to speak at a meeting, must first be recognized by the Chair. Comments should be limited to the matter of the motion.
- during the debate of a motion, it is possible to propose an amendment to suggest minor changes.
- the Clerk of the committee is a procedural and parliamentary resource.

The "Council year" is from December 1 to November 30 of the following year. Each Council year, the AC will elect a Chair and a Vice-Chair.

Role of the Chair (and Vice-Chair) of the Committee

Each Council year, the Advisory Committee will elect a Chair and a Vice-Chair at their first meeting.

The Chair:

- is the presiding officer for the meeting
- acts as the facilitator for the advisory committee
- monitors issues to ensure adequate input and discussion
- represents the Advisory Committee and presents recommendations to the appropriate Standing Committee
- reminds the advisory committee of its mandate, purpose and mission

Attendance

Advisory committee members, including members-at-large and agency representatives, shall be deemed to have resigned their appointments if they are absent from 25% of the annual regular advisory committee meetings. For example, members must attend a minimum of 9 meetings, if 12 meetings are scheduled in the year.

Extenuating circumstances may be considered by the City Clerk.

² Quorum is 50% +1 of the voting members.

Agenda Items

Advisory committee agendas are prepared by the committee clerk. Agendas are distributed electronically to advisory committee members; hardcopies will be available at the meeting. Agendas are based on the written communications and submissions that relate to matters within the mandate of the advisory committee.

Advisory committees shall not consider a matter that is not listed on its agenda, unless such a matter is of an emergent nature.

Open Meetings

All AC meetings are open to the public.

Under the *Municipal Act, 2001* there are a limited number of matters that may be considered in closed session. During such times, only voting Members and appropriate Civic Administration shall remain in the meeting. The City Clerk's representative will provide guidance for these matters if required.

Annual Budget

A budget amount is approved annually by the Municipal Council, for each AC. All expenditures by an advisory committee must relate to matters directly within its mandate. These may include such expenditures as resource materials and workshop/conference attendance.

Requests for financial grants/contributions or awards to third party individuals, organizations or groups shall be directed to the appropriate Civic Department to be addressed through the approval and reporting processes already established by the Municipal council for those situations, unless that authority is explicitly provided for by the Municipal Council in an advisory committee's mandate.

HELP IS NEVER FAR AWAY!

Civic Administration

The Advisory Committee is supported administratively by the City Clerk's office. Resource staff are also provided from other service areas, as provided for within each AC's Terms of Reference. Civic Administration cannot be instructed by the AC's (directly), including the preparation of reports, research, work assignments, etc. Notwithstanding this, reasonable requests for information (and/or data) may be accommodated within existing workload.

ADDITIONAL INFORMATION

Media

The media are welcome to attend and report on all public meetings of the Municipal Council and its committees, ad hoc task forces and working groups.

Should the media wish to speak to a Member of an Advisory Committee, the Chair or designate shall be called upon to represent the AC's views on any given subject matter within its mandate. Members of AC's, including Chairs, are not spokespersons for The Corporation of the City of London, except in those circumstances where there is a specific request to do so.

Parking/Bus

Advisory committee members shall be provided with either free parking in the City Hall Lower Level Parking Garage (when available) or with two free L.T.C. bus tickets when attending advisory committee meetings or when conducting advisory committee-related work at City Hall.

Reference Material

- The following is some of the City's reference materials that may be found on the web site:
 - ✓ [Agendas, Minutes & Reports for Council Meetings](#) as well as Standing Committees (since January 2000 although older material is available from Central Records.)
 - ✓ [By-laws](#) (only those most frequently requested by the public are posted to the web site)
 - ✓ [Policy Manual](#)
 - ✓ [Interactive City Maps](#)
 - ✓ [City Hall Telephone Directory](#)
 - ✓ [Traffic Calming Policy](#)
- A library of resources is maintained by staff within the Research Students' Office. This library is available for use by Members, Advisory Committee Members and/or staff.

Meals

- Members shall advise their Committee Clerk of any food intolerances &/or food allergies
- At the present time, light meals are provided for AC Members as a courtesy when the meetings that occur (or are expected to run over) at a generally anticipated meal time
- Meals and/or refreshments are not provided for sub-committee meetings

First Aid

- Basic first aid is available at City Hall from 8:00 am – 5:00 pm in Room 503. Various members of Human Resources who work in the vicinity of the First Aid Room are available to provide assistance. In the event of a serious medical emergency, 911 should be called immediately. All security staff (Commissionaires) are also trained in First Aid should a need arise outside of Human Resource's office hours.

Council Meeting Procedures Quick Reference Guide

| TO DO THIS: | YOU NEED TO: | YOU CAN SAY THIS: | MAY I INTERRUPT THE SPEAKER? | I MUST BE SECONDED? | IS THE MOTION DEBATABLE? | IS THE MOTION AMENDABLE? | IS MAJORITY REQUIRED? | FOR ADD'L DETAIL, REFER TO: |
|--|--|--|------------------------------|---------------------|--------------------------|--------------------------|-----------------------|-----------------------------|
| Propose an action | Move a motion | I move... | No | Yes | Yes | Yes | Yes | Section 11 |
| Discuss/ debate a proposed motion | Second a motion | I second the motion... | No | N/A | N/A | N/A | N/A | Section 11.5 |
| Modify the proposed action | Amend a motion (must not be contrary to main motion) | I move that the motion be amended to read/by... | No | Yes | Yes | Yes | Yes | Section 11.19 |
| End the meeting | Make a motion to adjourn | I move that the meeting adjourn | No | Yes | No | No | Yes | Section 11.8 |
| Consider something outside of its scheduled order | Make a motion to change the order of business | I move the agenda be amended in order to deal with the following item... | No | Yes | No | No | Yes | Section 7.4 |
| Postpone further discussion on a motion until later in the meeting | Make a motion | I move referral until... | No | Yes | Yes – only to time | Yes | Yes | Section 11.16 and 11.17 |
| Postpone consideration of a matter until future meeting | Move a motion | I move that the matter be referred to allow for... | No | Yes | Yes | Yes | Yes | Section 11.16 and 11.17 |

Additional Points

- if a member in attendance does not vote, they are deemed to be voting against the motion
- a tie vote defeats the motion
- if a member has a conflict of interest in regards to a matter, they must declare this and excuse themselves from discussion, debate and voting

Definitions (Council Procedure By-law)

Advisory committee – “advisory committee” shall mean a committee appointed by Council to provide recommendations, advice and information to Council through one of its standing committees.

Amend – “amend” shall mean to alter or vary the terms of a main motion without materially changing its purpose, and amendment shall have a corresponding meaning.

Chair – “Chair” shall mean the person presiding at a Council, Committee of the Whole or a standing committee meeting.

Clerk – “Clerk” shall mean the City Clerk of The Corporation of the City of London or his/her designate.

Closed session – “closed session” shall mean a closed session of a standing committee, the Committee of the Whole or the Council not open to the public, held in accordance with section 239 of the Municipal Act, 2001.

Corporation – “Corporation” means The Corporation of the City of London.

Council – “Council” shall mean the Council of The Corporation of the City of London.

Defer – “defer” shall mean to delay consideration of a matter by Council, the Committee of the Whole or a standing committee.

Meeting – “meeting” shall mean a meeting of the advisory committee.

Member -- “member” shall mean a member of the advisory committee (may be voting, or resource/non-voting).

Motion – “motion” shall mean a proposal by a member for the consideration of Council, the Committee of the Whole or a standing committee that is moved by a member and seconded by another member.

Published – “published” shall mean the provision of documents in print and/or electronic formats.

Standing committee – “standing committee” shall refer to one or more of the following committees: the Civic Works Committee, the Community and Protective Services Committee, the Corporate Services Committee, the Planning and Environment Committee and the Strategic Priorities and Policy Committee.

Year – “year” shall mean the Council year commencing December 1st and ending November 30th of the calendar year thereafter.