



# Advisory Committee Orientation

## Spheres of Jurisdiction under the *Municipal Act*

The spheres of jurisdiction are simply a list of areas in which municipalities are entitled to pass By-laws:

- Highways, including parking and traffic on highways
- Transportation systems other than highways
- Waste Management
- Public Utilities
- Culture, parks, recreation and heritage
- Drainage and flood control, except storm sewers
- Structure, including fences and signs
- Parking, except on highways
- Animals
- Economic Development Services

## What can Municipalities do under the Spheres of Jurisdiction

- By-laws passed under the spheres of jurisdiction allow:
  - regulation or prohibition of activities
  - the ability to make people do things, provide for licenses, permits, approvals, and registrations, and to impose conditions for the granting of licenses, approvals and registrations

## Role of Council

Under the *Municipal Act* it is the role of Council

- to represent the public and to consider the well-being and the interests of the municipality
- to develop and evaluate the policies and programs of the municipality
- to determine which services the municipality provides
- to ensure that administrative practices and procedures are in place to implement the decisions of Council
- to maintain the financial integrity of the municipality and
- to carry out the duties of Council under this or any other Act

## Role of Municipal Administration

Under the *Municipal Act* it is the role of the officers and employees of the municipality

- to implement council's decisions and establish administrative practices and procedures to carry out council's decisions
- to undertake research and provide advice to council on the policies and programs of the municipality and
- to carry out other duties required under this or any Act and other duties assigned by the municipality

## Advisory Committee Jurisdiction

- provide recommendations, advice and information to Municipal Council on those specialized matters which relate to the purpose of the advisory committee
- to facilitate public input to City Council on programs and ideas to assist in enhancing the quality of life for the community in keeping with the City's Strategic Plan
- advisory committees shall not give direction to the Civic Administration or any local board or commission
- advisory committees shall not request, without approval of City Council, the preparation of any administrative reports, research or work assignments
- advisory committees may ask the Civic Administration for information and data when, such requests can be reasonable accommodated within the existing workload

## Standing Committees

- advisory committees recommendations are forwarded to the Standing Committee having jurisdiction over the matters being considered by the advisory committee by means of a Report
- the Reports are prepared by the committee's recording secretary
- the advisory committee chair, or their designation, may be requested by the standing committee to be a delegation to the standing committee meeting to provide further information or clarification
- the advisory committee chair, or designate shall accurately represent the views of the advisory committee as a whole

## Appointment Process

- current term expires February 28, 2015
- in September 2014, City Council will be inviting applications for the term commencing March 1, 2015 to February 28, 2019
- a Striking Committee will be appointed to review the applications and provide recommendations to City Council for consideration in November 2014
- vacancies that occur throughout the term will be considered by the Finance and Administrative Services Committee



## Advisory Committee Code of Conduct

- abide by the provisions of the Ontario Human Rights Code, City of London policies and any other applicable related statutes
- treat every person, including other committee members, corporate employees and the public with dignity, understanding and respect
- act in the best interest of the municipality
- members shall not place themselves in a position where they are under any obligation to any person or organization who may seek preferential treatment
- 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

## *Municipal Conflict of Interest Act*

- advisory committee members are required to disclose when they have any pecuniary interest in a matter to be considered at a meeting
- the disclosure of a pecuniary interest shall be made prior to consideration of the matter and the general nature of the interest must be disclosed
- members must remove themselves from the table for the duration of time that the matter is being considered and during in-closed session leave the room and shall not attempt in any way before, during or after the meeting attempt in any way to influence the voting on the matter

## Role of the Chair

- to act as a facilitator for the advisory committee
- to monitor issues to ensure adequate input and discussion
- to represent the advisory committee and to present its recommendations to the appropriate Standing Committee
- to remind the advisory committee of its mandate, purpose and mission

## Meeting Guidelines

- before speaking, wait to be recognized by the Chair
- when speaking to a motion, confine remarks to the motion
- do not speak more than once to a motion, until all who desire to speak have spoken once
- please do not interrupt the person who is speaking
- questions should be addressed through the Chair
- motions must be seconded before being debated or put to a vote
- business which is not on the agenda will not be considered unless it is an emergency or it relates to a specific agenda item