



Handbook for Advisory Committees

burlington.ca/committees



Handbook on Advisory Committees

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Welcome!

On behalf of the City of Burlington I would like to congratulate you on your appointment to one of the City's advisory committees. As a member, you play an important role in shaping City initiatives, and contribute to improving the quality of life within the City of Burlington. You will be working with staff and Committee members to ensure the committee's mandate and goals are advanced.

In accepting your appointment, you are committing to participating to the best of your abilities. To prepare for meetings, we ask that you read and review your meeting agenda materials to ensure the discussion is informed and considers all perspectives. When your committee is working on events or special projects, a willingness to pitch in is encouraged to ensure the work is distributed equitably, and the task is set up for success.

The purpose of this guide is to provide you with an introduction to the City of Burlington and a foundation on how advisory committees work. Upon that foundation, and through your experience at meetings and interactions with your fellow committee members, you will build an understanding of the City of Burlington's governance system. In addition to the fundamentals. We'll also include links or copies of pertinent legislation or city policy/bylaw which establishes the framework in which these committees exist.

Legislative Services is your primary contact at the City of Burlington, and we are here to assist you throughout your experience as a resource. Please reach out if you have any questions or concerns.

Welcome to the team! We hope you have a rewarding experience as a committee member of a City of Burlington advisory committee.

Thank you,

Samantha Yew

City Clerk for the City of Burlington

The Corporation of the City of Burlington at a Glance

Through your work as a committee member, you are also supporting the work of The Corporation of the City of Burlington. This section provides you with a snapshot of the City of Burlington and its operations. If you wish to learn more about the City, resources are available by way of burlington.ca.

The Corporation of the City of Burlington is a lower tier municipality within Halton Region and it supports approximately 186,948 residents. Through the provision of municipal services, the City works collaboratively with Halton Region who also provides services for the towns of Oakville, Milton, and Halton Hills. The entire Burlington City Council serves as Burlington representatives on Halton Regional Council.

The City employs approximately 1186 full time staff and 228 part-time/temporary staff equivalents and are organized into 23 departments. For your reference we have included our service-based organizational chart on the next page, which may be of use throughout your term. Our 2025 annual operating budget is approximately \$367 million with a supporting Capital Budget of \$103 million [\$1.1 billion over the 10-year forecast].



City of Burlington Core Departments

Department Structure of the City

The City of Burlington has multiple lines of business. For business planning purposes, the City's 23 departments are organized into 5 distinct divisions. The City also groups some items as Corporate Expenditures and Revenues as they contribute to the City as a whole and are not managed by a single department. An example is the funding for the City's capital program. Finally, there are 5 externally managed agencies with distinct governance structures who receive a portion of their funding from the city.

2025 Budget Structure

The City provides a number of services and programs. Whether it's road plowing, using a park, or cooling off in a pool, your tax dollars are at work. The City of Burlington has a variety of local boards and services that support local community matters and priorities.



Development and Growth Management

- Development and Growth Management Administration
- Bylaw Compliance
- Building
- Community Planning



Community Services

- Community Services Administration
- Transit
- Recreation, Community and Culture
- Fire
- Customer Experience



Public Works

- Public Works Administration
- Engineering Services
- Transportation Services
- Roads, Park and Forestry
- Facilities, Assets, Sustainability



Legal and Legislative Services

- Legal and Legislative Services Administration
- Legal and Halton Court Services
- Legislative Services
- Mayor and Council



Enabling Services

- Corporate Affairs
- Burlington Digital Services
- Finance
- Human Resources
- Strategy, Performance and Risk



Corporate Expenditures

- Funding for Capital Program
- Provisions to Corporate Reserve Funds
- Grants and Assistance
- Financial Expenses



Corporate Revenues

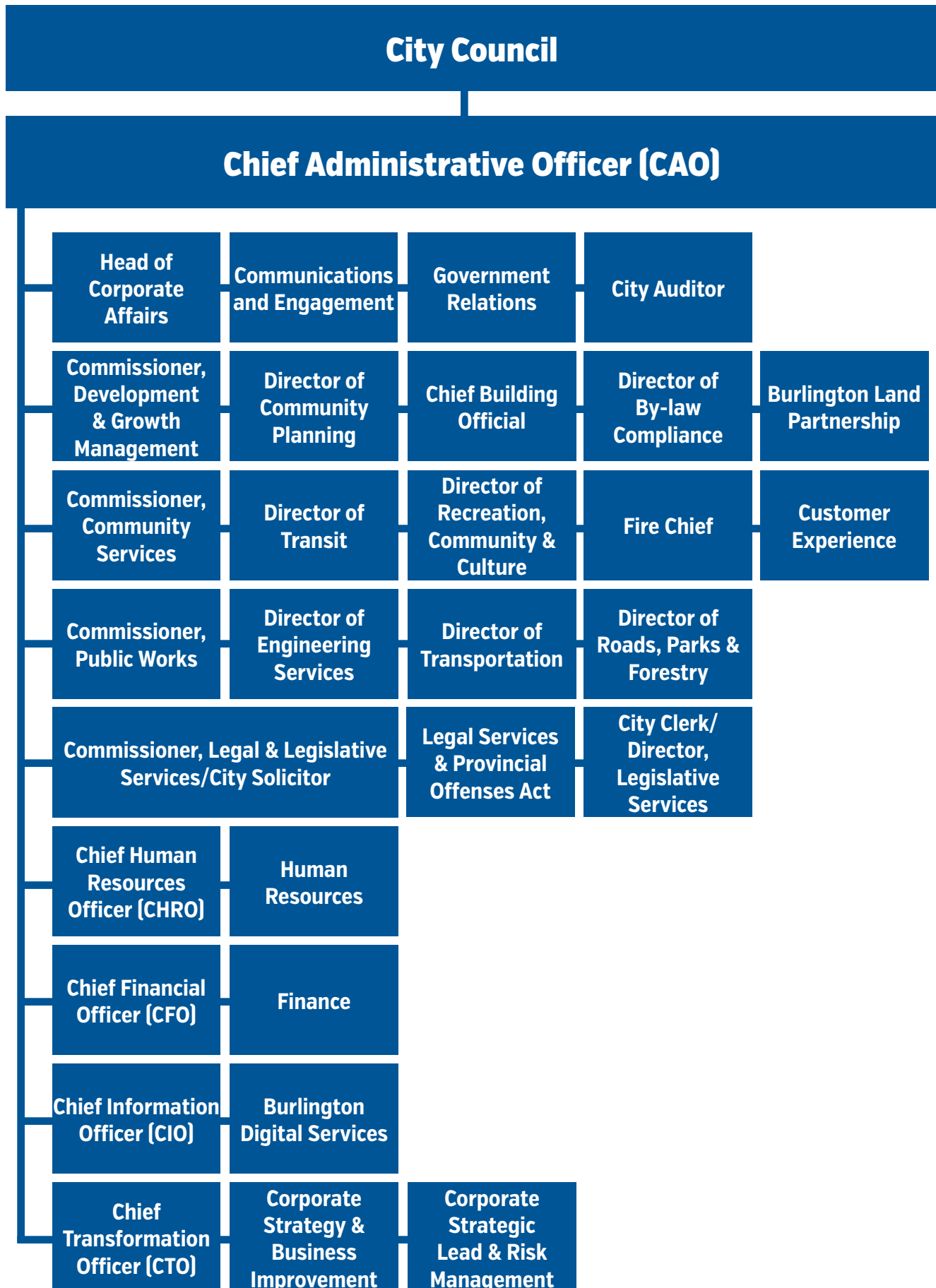
- Earnings on Investments
- Taxation revenues



Local Boards

- Art Gallery of Burlington
- Burlington Public Library
- Burlington Museums
- Burlington Economic Development and Tourism
- Burlington Performing Arts Centre

City of Burlington Organizational Structure



Burlington's Plan from Vision to Focus 2022-2026

Burlington's Plan From Vision to Focus 2022-2026 is the City's 4-year work plan. This work plan details key goals and actions required to move priorities forward during this term of Council.

The Vision to Focus work plan prioritizes key strategic directions from Burlington's long-term 25-year Strategic Plan. To make that happen, this work plan takes into consideration the wide range of programs and 39 City Services delivered to the community and the commitment we have in delivering trusted, effective and efficient services to everyone.

City resources will be aligned to ensure progress is made in the 4 identified focus areas.

Four Focus Areas

Focus Area 1 - Designing and delivering complete communities.

Focus Area 2 - Providing the best services and experiences

Focus Area 3 - Protecting and improving the natural environment and taking action on climate change

Focus Area 4 - Driving organizational performance

Measuring Progress

Burlington's Plan From Vision to Focus 2022-2026 will be monitored. Updates will go to Burlington Council on a regular basis and progress evaluated and reviewed. There may be changes along the way, such as: global, regional, and city circumstances changing, events occurring, and other levels of government influencing updates to the work plan. Some initiatives identified in the Vision to Focus work plan may go beyond the 4-year term and will be carried over into future years for continued implementation.

Updates to let Burlington residents know achievements and progress on the plan will be shared as available.

For more information, visit the City's website burlington.ca/vision2focus.



Mundialization Committee members at the Canada Netherlands Friendship Day and Sakura Festival events.

Advisory Committees within the City Governance Structure

Advisory Committees

An advisory committee is a group of appointed residents (YOU) that are established by Council to provide feedback and input on important matters and issues. Advisory committees play an important role in providing resident input on proposed policy and city initiatives and is often used as another way to connect directly with the broader community. Advisory committees have a clearly defined terms of reference document which provides the committee's mandate and outlines parameters for committee activity. Your advisory committee is accountable to Council for its actions through the appropriate Standing Committee to which they report.

Standing Committees

There are five standing committees that are composed of all six Councillors and the Mayor except for the Audit Committee and Pipeline to Permit Committee. All meet monthly except the Audit Committee which meets quarterly and the Budget Committee which meets in the Fall. Advisory Committee feedback on a policy or city initiative may be reflected in a staff report recommending a change at a standing committee, or by appointing a committee representative to speak at a standing committee meeting. Standing committees review staff reports and make recommendations to Council on matters within their jurisdiction. For a complete listing of standing committee duties, please review our Council Procedure Bylaw.

Link to [Procedure Bylaw](#) - [Search By-Laws page](#)

- Committee of the Whole
- Pipeline to Permit Committee
- Audit Committee
- Council Workshop Committee
- Budget Committee

Council

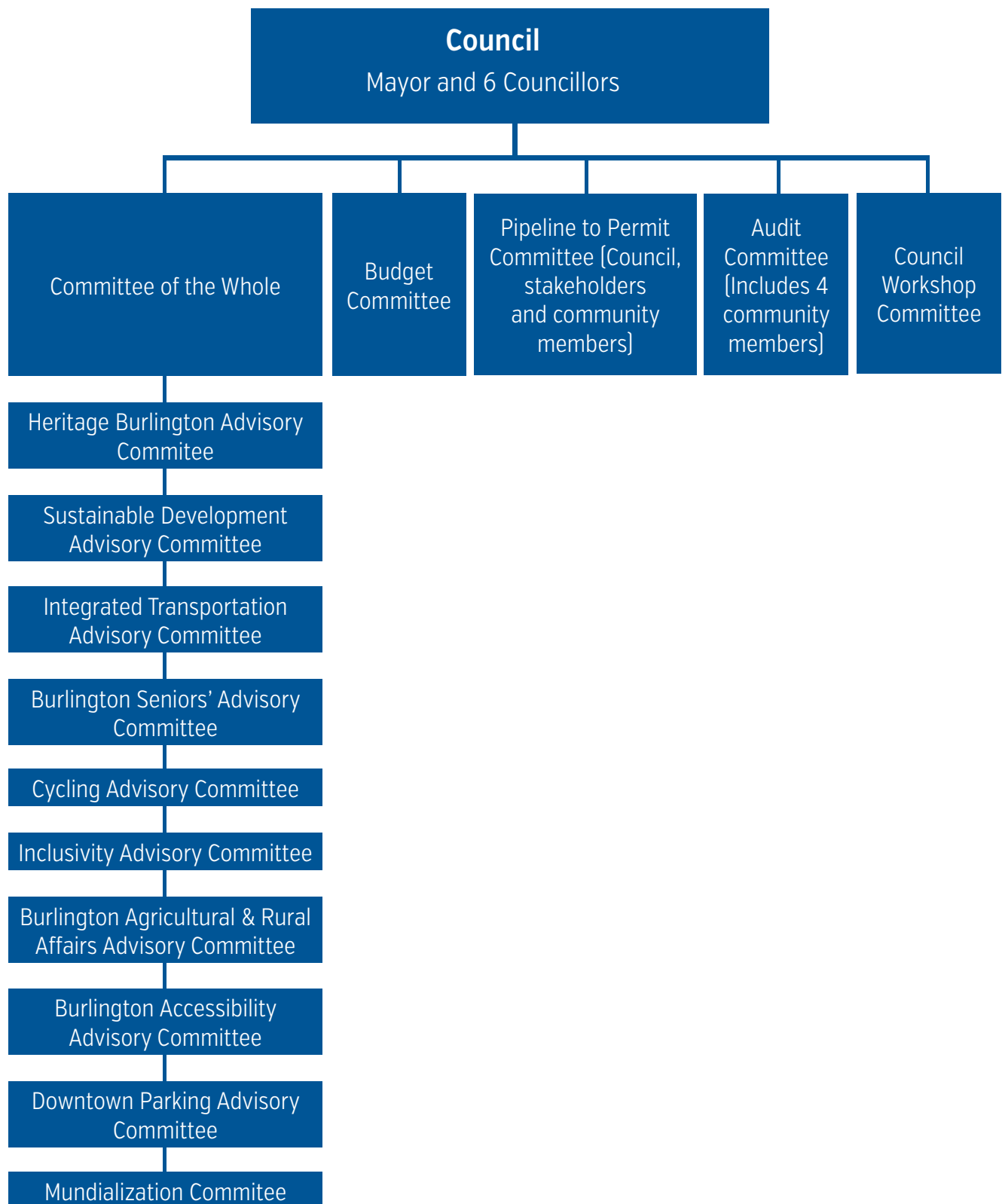
Council is composed of the Mayor and six Councillors and is the final decision-making body for the City. Council meets monthly following the standing committee meetings and considers all recommendations for approval and action. In addition, some members of Council serve as liaisons to the advisory committee and work directly with your committee. A listing of councillor liaison assignments is provided on page 17.



Councillors Kelvin Galbraith (Ward 1), Lisa Kearns (Ward 2), Rory Nisan (Ward 3), Mayor Marianne Meed Ward, Shawna Stolte (Ward 4), Paul Sharman (Ward 5), Angelo Bentivegna (Ward 6)

Relationship: Council and committees

The following chart illustrates the reporting relationship between Council, Standing Committees, and Advisory Committees.



What Advisory Committees Do?

Advisory Committees

Advisory committees review or provide advice to Council and staff on mandated matters; assist in public consultation processes and committee work; and liaise with other advisory committees. Some committees also organize and participate in community events. Being a member of an advisory committee offers residents a unique chance to volunteer their highly valued skills, diversity and knowledge to strengthen our shared sense of community.

An advisory committee includes eight [8] to fifteen [15] voting members and may include other volunteers assisting through their involvement on sub-committees/working groups. The volunteers are recruited based on each committee's terms of reference and membership composition needs as well as their understanding and knowledge of the committee's mandate, relevant skills, experience and time availability.

We've included a list of the Advisory Committees that Legislative Services supports. Each committee has its own committee web page on burlington.ca, featuring a description of its mandate, a link to the Terms of Reference [TOR], and pertinent meeting information.

- Burlington Accessibility Advisory Committee [BAAC]
- Burlington Agricultural and Rural Affairs Advisory Committee [BARAAC]
- Burlington Cycling Advisory Committee
- Burlington Downtown Parking Advisory Committee [DPC]
- Burlington Inclusivity Advisory Committee [BIAC]
- Burlington Integrated Transportation Advisory Committee [ITAC]
- Burlington Seniors' Advisory Committee [BSAC]
- Burlington Sustainable Development Advisory Committee [SDC]
- Heritage Burlington Advisory Committee [HB]
- Burlington Mundialization Committee [MUND]

Terms of Reference

Each advisory committee operates within a Council approved terms of reference document that provides a framework for the function of the committee. The most vital piece of a terms of reference is your committee mandate. The committee mandate sets forth the topics and areas of jurisdiction that your committee may discuss and provide advice to Council on. Review your committee mandate and if you have questions you may connect with your Clerk or the Committee Chair for further clarification.

In addition to setting forth the mandate, the terms of reference provides guidance on the following areas.

- meeting frequency
- quorum
- committee composition
- terms of office [length of time a member is appointed to committee].

Link to Advisory Committee homepage burlington.ca/committees

Professional working relationship

Advisory committee members work with Council and City staff in a professional working relationship. All partners in the relationship must demonstrate a commitment to communication and consultation among themselves and the general public and respond based upon areas of expertise.

Sub-committees

Advisory committees have the option to create sub-committees when necessary to improve meeting efficiency or focus on particular tasks or objectives outlined in the committee's workplan. The specific structure and function of sub-committees will depend on each committee's mandate, projects, scope and number of members. Generally, sub-committees offer ongoing support to the main advisory committee. Sub-committees must be approved by the advisory committee and should have a clear and defined mandate. Non-members of the advisory committee may be invited to join these sub-committees.

Sub-committee meetings are held separately as needed. The Clerk is not required to attend these meetings, but a committee member present must take notes and provide them to the Chair and Clerk before the next regular meeting. The sub-committee notes are circulated to the committee and filed accordingly. Sub-committees report to the advisory committee and do not make independent decisions or take action that is not agreed upon by the advisory committee at a regular meeting. The chair of a sub-committee can be chosen by the majority of the sub-committee members; however, they must be a voting member of the main committee.

Working groups

Working groups may be created to focus on a particular task, project, or objective. These groups are temporary and allow for concentrated effort on completing a specific task outside of the committee's regular meeting schedule. Once the goal or project is achieved, the working group is disbanded. Other than their main purpose of completing a temporary task, working groups function similarly to sub-committees.



Cycling Committee members participating at Love My Hood event

Applicable Municipal Policies

Appointment to Advisory Committees and Recruitment Process

The public appointment policy sets forth the way in which members of the public are appointed to committees of council and speaks to the general recruitment process.

If you wish to re-apply please note that when your term is expiring you will be advised about the recruitment by the Clerk and provided with a link to the application process and application deadline.

All applicants, including those who are reapplying to serve, must submit an application and attend an interview with the selection team.

A report from the selection team is generated by Legislative Services and provided to Council for final review and approval. You will be notified by Legislative Services of the outcome of your application.

Link to [Public Appointment Policy](#) - Located through [Policies Search page](#) on [burlington.ca](#)

Code of Conduct for Local Boards and Committees

The Code of Conduct for the City of Burlington's Local Boards and Committees applies to all appointed members to City of Burlington Boards and Advisory Committees. The policy is in response to Bill 68 which came into effect in 2017, which sought to enhance local government accountability and integrity across the Province by requiring municipalities to have a Code of Conduct for members of municipal Councils and Local Boards and Committees.

The policy provides guidance to members, by way of establishing a set of principles to support them in conducting their day-to-day committee business in a manner which promotes public confidence. A copy of the policy is attached to this Handbook as Appendix A. The Code of Conduct includes several key areas:

- Member conduct
- Use of City resources
- Media communications
- Improper use of influence.

Violations to the code may be subject to an investigation by our Integrity Commissioner. Members may also be subject to such other remedial actions recommended by the Integrity Commissioner that directly flow from the action or behaviour of the member of the Local Board or Advisory Committee. Members are subject to removal from the Local Board/Advisory Committee, or removal as Chair of the Local Board or Advisory Committee, by Council.

Link to [Code of Conduct for Local Boards and Committees Policy](#) - Located through [Policies Search page](#) on [burlington.ca](#)

Corporate Accessibility Policy

This policy interprets the legislated requirements of the Accessibility for Ontarians with Disabilities Act, 2005 and its regulations as they apply to the City of Burlington and provides a framework of how the city will apply the requirements to develop and/or review other corporate policies, procedures, by-laws, standards and guidelines.

The Accessibility for Ontarians with Disabilities Act, 2005 (the Act) requires that obligated organizations establish and implement policies and procedures governing how the organization will achieve accessibility through meeting its requirements under the Act and its regulations.

All employees, volunteers and all other persons or organizations who provide goods, services or

facilities on behalf of the City of Burlington perform the work to achieve the goals outlined by the Policy.

Link to [Corporate Accessibility Policy](#) - Located through [Policies Search page](#) on [burlington.ca](#)

Accessible Customer Service: A Guide for the City of Burlington

In addition to the Accessibility policy, part of your service requires you to read and review our Accessible Customer Service Guide, which is included in the training module for Advisory Committees in Better Impact. The guide works in concert with the policy to provide the City's approach to supporting the principles of the Accessibility for Ontarians with Disabilities Act, 2005.

The City of Burlington is committed to ensuring that people of all ages and abilities enjoy the same opportunities as they live, work, play, visit and invest in our city. We promote a caring, inclusive and respectful community where city programs, services and facilities are available to everyone, including people with disabilities. Our goal is to ensure accessibility for the public we serve and our employees. Accessible Customer Service can mean many things. Mostly, it is understanding that access to the goods and services the City provides may at times require some modification to be accessible to some individuals. Accessibility is the responsibility of each committee and staff member.

Member Training

Legislative Services is committed to ensuring committee members are trained and have access to necessary information and resources. Committee members will be provided with the following:

- orientation for new committee volunteers
- current Handbook for Advisory Committees of Council
- relevant City policies [e.g. Code of Conduct, Corporate Accessibility, Respect in the Workplace, Health & Safety, Privacy, Public Appointment]
- Terms of Reference for respective committee
- Conflict of Interest Act
- Accessible Customer Service guide

The following training is mandatory for all Advisory Committee members and can be completed in the volunteer management software called Better Impact. Instructions on how to access this training will be provided to you. [Click on this link to login to your account.](#)

- AODA Training
- Corporate Privacy Training
- Corporate Volunteer Training
- Health & Safety Training
- Respect in the Workplace
- Volunteer Code of Conduct
- Volunteer Waiver

Completing your term

Terms vary for each committee and are defined in the terms of reference. If you have questions about your term or when it may be expiring, please contact your Clerk. Members who have completed their first term of office and wish to reapply for membership must complete an application and go through the public appointment process.

Once a member has completed their three consecutive terms, they have the option of volunteering on a sub-committee or can apply again to the committee one year following the completion of their terms.

Communicate Changes to Legislative Services

Please note your appointment to an advisory committee is conditional upon you continuing to meet the following criteria for the duration of your term:

- Resident of the City of Burlington or operating a business in the City of Burlington;
- Not an employee of the City of Burlington or any of its agencies or corporations.

If there is any change in your personal circumstances as described above, you must notify your Clerk.

Attendance

Members are expected to attend every advisory committee meeting. When a member is unable to attend a meeting, they are to notify the Clerk as soon as possible so it can be determined if quorum will be attained. When a member misses two consecutive meetings, the Clerk, in consultation with the Chair, will discuss their continued involvement and may discuss the possibility of obtaining a formal leave from their committee. If the member is not able to attend future meetings on a regular basis, the member will be asked to resign from the committee.

Leave of Absence

Members must provide a written submission to the Clerk requesting a Leave of Absence. The request will be reviewed in consultation with the Committee Chair, Clerk and Manager of Committee Services.

Resignations

Members wishing to resign their appointment mid-term shall submit their resignation in writing to the Clerk. The Clerk will then advise the committee of your resignation, and Legislative Services will arrange filling the vacancy.

Advisory Committee Members and Running for Office

An advisory committee member is not generally required to resign if they choose to run for office in an election. Members running for office should be aware of the potential for conflict of interest and make decisions accordingly on their attendance and membership on the advisory committee. Members who are running for office should not use contact information of other members to engage in election activities without the members' explicit permission. City distribution lists may not be used for election activities. If you are running for office and are uncertain about declaring a conflict or other related matters, contact your Clerk.

Confidentiality

Advisory committee members' personal contact information is considered confidential. Membership lists containing personal contact information are only accessible by advisory committee members and City staff. If a member of the public wishes to speak to an advisory committee member, the Clerk provides the inquirer's contact information to the advisory committee member for a direct response.

Committee Roles and Responsibilities

Committee Positions

Advisory committees can be made up of a combination of the following positions and are identified in the terms of reference:

Position	Role
Chair	leads the committee – voting member
Vice-Chair	fulfills the role of the Chair in their absence – voting member
Clerk	provides a single point of ongoing contact with City staff – non-voting member
Council Liaison	provides advice to the board/committee from a council perspective – non-voting member
Staff Liaison	provides professional information based on the staff person's area of expertise and supports the Committee's awareness of the City's activities – non-voting member
Committee member	participates in all meetings and votes on all motions
Alternate member	can attend meetings in an observatory capacity – non-voting member
Advisory committee liaison	represents a specific advisory committee on other advisory committees – voting member
Stakeholder	represents a specific organization identified in terms of reference – voting member
Sub-committee/working group volunteer	participates in sub-committee/working group work – non-voting member
Chair of specific Sub-Committees/Working Groups	leads any sub-committees/working groups formed by the advisory committee and must be a voting member

Election of Chair and Vice Chair

The Clerk conducts the Election of Chair and Vice Chair at the earliest regular meeting of the year. Committee members eligible for election as Chair must have been a member of the committee for at least one year, unless it is for a new committee or circumstances approved by Clerk.

A Chair or Vice-Chair serves their role until a new Chair or Vice-Chair is elected.

Role of the Chair

The Committee Chair:

- provides leadership to the advisory committee and mentors the Vice-Chair
- works with the Clerk to prepare agendas, budgets, work plans and communication plans
- presides over meetings to ensure that proceedings are conducted in an appropriate and orderly manner
- monitors the committee's adherence to corporate policies and assists members to follow corporate policies and procedures
- speaks to the media on behalf of the Committee (media training will be provided, if required)
- represents the advisory committee at Standing Committee meetings and events when required
- signs correspondence on behalf of the committee
- monitors the progress of all committee tasks
- acts as a resource for all committee members and support their involvement
- Note: The Vice-Chair fulfills the role of the Chair in their absence.

Responsibilities of the Chair before meetings

The Chair must perform the following duties before each meeting:

- confirms the accuracy of the minutes to be presented to the committee for confirmation
- works with the Clerk to prepare the agenda a week to ten days before the meeting to:
 - ensure items of interest are included on the agenda
 - understand what action should be taken on each item (e.g. for information only or requires a motion)
 - understand the time allotted for each item to ensure completion of the full agenda
 - understand background papers, correspondence, reports, and any other material to be discussed.

Responsibilities of the Chair during meetings

The Chair must perform the following duties during each meeting:

At the start of the meeting

- ensures there is a quorum so the meeting can begin
- declares formally the meeting “open”
- welcomes guest speakers, other visitors, and new members.

Throughout the meeting

- preserves order and decorum
- manages the discussion to ensure the agenda is completed in a timely manner
- rules on points of order and not waiver on a decision, unless a member appeals it to the committee as a whole
- never interrupts a speaker except to rule on a point of order
- prevents members from deviating from the order of business on the agenda
- conducts the meeting impartially
- ensures all tasks are distributed equally.

During meeting discussions

- allows one speaker to speak at a time
- states the order in which members may speak when more than one person wants to address the topic
- ensures all members have been heard who wish to address an issue
- reserve comments on an issue until all other members have been heard
- asks questions and call for specific ideas when discussion lacks direction
- summarizes the discussion
- guides members towards making a decision
- turns the Chair role over to the Vice-Chair or designate if you feel strongly about an issue and want to speak on it.

Meeting voting and motions

- reads the motion to the members before voting
- addresses amendments to a motion prior to voting on the full motion
- asks for a vote and declare the results of all votes
- announces all decisions reached.

Adjournment

Adjourns the meeting when:

- all business on the agenda has been concluded, or
- it is scheduled to be adjourned, or
- the meeting is excessively disorderly, or
- a quorum is lost.



Accessibility Advisory Committee members participating at the downtown Farmers Market event.

Role of the Clerk

The Clerk provides each advisory committee with a single point of ongoing contact with City staff and:

- assists committees in their dealings with Council, staff, other levels of government, and community agencies including communication to and presentations/delegation requests at standing committee meetings
- must be present at all regular committee meetings, acts as a facilitator and provides procedural advice
- works with the Chair and staff liaison (if applicable) to prepare the agenda ensuring items of interest are included and providing clarity on required action
- takes and distributes minutes of meetings
- assists with membership interviews, membership records/committee files, budget preparation and monitoring and annual report formulation
- handles all financial transactions
- invites guest speakers, visitors, etc.
- provides the meeting schedule and books meeting dates
- contacts members who are absent from two or more consecutive meetings
- manages public relations activities and creative services assistance
- provides advice on corporate policy and procedure
- works with Chair to develop and monitor an achievable annual work plan, based on corporate priorities identified within the City of Burlington's current Strategic Plan and Terms of Reference and ensure the plan identifies necessary detailed actions and resources required
- works with Chair to prepare annual current and capital budgets for submission by timeline and based on priorities and budget instructions
- ensures consistent and appropriate volunteer recruitment and recognition are maintained and volunteers are oriented to their responsibilities and understand the resources available to them
- ensures timely and accurate distribution of material
- assists Chair with the development and implementation of an achievable annual communication plan, including up to date information for publication on the City's website
- liaises with communication staff for assistance with:
 - graphics and design support
 - printing and web design
 - special event protocol
 - social media (Facebook, Instagram and Twitter)
 - newspaper ads

Staff cannot be assigned tasks that should be performed by committee members. Legislative Services, with sufficient advance notice, can provide administrative support services.

Role of City Staff Liaison

Each committee's Terms of Reference indicate the type of support provided by City staff. The staff liaison:

- provides professional information based on the staff person's area of expertise
- supports committee members awareness of the City's activities in their area of expertise
- advises and consults with committees on reports being presented to standing committees
- assists the committee in meeting its mandate.

The staff liaison does not provide administrative support.

Role of Council Liaison

A Council representative is assigned to advisory committees to act as a liaison that provides guidance from the perspective of a City Council member and empowers effective volunteer performance. The Council representative may also sit on a subcommittee/working group. They are not required to attend meetings.

Councillor Galbraith

Burlington Agricultural and Rural Affairs Advisory Committee

Councillor Kearns

Burlington Downtown Parking Advisory Committee

Councillor Nisan

Burlington Cycling Advisory Committee

Burlington Mundialization Committee

Councillor Stolte

Heritage Burlington Advisory Committee

Burlington Integrated Transportation Advisory Committee

Councillor Sharman

Burlington Sustainable Development Committee

Burlington Accessibility Advisory Committee

Councillor Bentivegna

Burlington Inclusivity Advisory Committee

Burlington Seniors' Advisory Committee



Councillor Galbraith

Councillor Kearns

Councillor Nisan

Councillor Stolte

Councillor Sharman

Councillor Bentivegna

Committee Meetings

All advisory committee meetings are considered public meetings, unless closed for consideration of items consistent with the City of Burlington's Procedure Bylaw and the Municipal Act.

Meeting frequency and schedule

Regular meetings are held based on an established frequency and are identified in the terms of reference. On occasion it may be necessary to hold a special meeting to deal with a specific issue or meet a deadline. Should this arise your Clerk will guide the committee through the process.

Meetings should start at the scheduled time and can be held in-person, virtually or in a hybrid format. In-person meetings will be held at a city facility that has been agreed to by a majority of committee members. Meetings last approximately two hours and cannot start before the time listed on the meeting agenda.

Sub-committee/working group meetings are held separately as needed and are not considered official committee meetings. The Clerk does not attend these meetings.

Quorum

Quorum must be met for a scheduled meeting to proceed. Quorum is the minimum number of committee members required to be present for a committee meeting to conduct business at a meeting. Quorum for each committee is defined in its Terms of Reference and generally requires more than half of the number of voting members, excluding any vacant committee positions (50% + 1). If quorum is not met, the meeting may be rescheduled, cancelled or continue with information sharing only. The Clerk will produce a record of the meeting listing those who were in attendance and stating that quorum was not achieved; they are not required to stay if the meeting proceeds with information sharing. It is the responsibility of the member to advise the Clerk of attendance at an upcoming meeting so quorum can be determined in advance of the meeting.

Cancellation of meetings

When a meeting must be cancelled in advance due to a lack of quorum, a lack of items and/or other special circumstances, the Clerk will get the consent of the Chair, and send a Cancellation of Meeting email to the committee. If a meeting needs to be cancelled due to bad weather, the Clerk will make that call, in consultation with the Committee Chair.

Agendas

Distribution

The Clerk prepares the agenda in consultation with the Committee Chair and staff liaison (if applicable) and distributes to members in a timely manner via email. The agenda outlines the order of business for the meeting and ensures that notice of the proposed topics are provided to the committee and to the general public.

Members should read the agenda before the meeting and come prepared to discuss each item and participate fully.

Additional Items for Agenda

Following distribution of the agenda, any additional items can be brought forward at the meeting under "Other Business" which takes place at the end of the agenda. Matters that are not considered urgent by the advisory committee shall be listed on the agenda for the next meeting.

Sub-committees/Working Groups

Committee members are responsible for producing and distributing agendas for sub-committee/working group meetings.

Minutes

Meeting minutes represent a succinct and accurate account of the committee business and are not a verbatim report of dialogue during the meeting. They provide a permanent and official record of all proceedings, policy and budgetary decisions made. It is suggested members maintain a personal set of notes identifying actions they need to follow up with. The Clerk distributes minutes via email to committee members within a timely manner following each meeting. Minutes are posted on the City's website and circulated to the committee. At the next regular meeting the committee will approve the minutes, by motion.

Amendments to the minutes may be proposed by members of the committee, they are limited to corrections of factual errors or incomplete information only. Amendments should not significantly alter the way the minutes are presented.

Delegations

A delegation is a presentation to an advisory committee made by a member of the public on their own behalf or on the behalf of a company or organization. Requests to delegate at a meeting must be submitted to the Clerk prior to noon the business day before the meeting and must be related to an item listed on the agenda, provided the subject matter of the delegation directly relates to the item on the agenda. Any presentation material must also be received by noon the day before the meeting.

Delegations are generally heard at the beginning of a committee meeting and have a maximum of 10 minutes to speak. Following their delegation, committee members may ask questions of clarification only and are not to enter into debate with the delegate.

Registering as a delegation

To register as a delegation at an advisory committee meeting, you can submit a written request to the respective Clerk or send an email to Legislative Services at clerks@burlington.ca.

Meeting Ground Rules

All members must fully participate with open discussion and honest feedback. For courtesy and efficiency, advisory committee members must follow these ground rules:

- respect the authority of the Chair
- follow the procedural “rules of order” as guided by the Chair and the Clerk
- raise your hand to speak and wait to be acknowledged by the Chair
- practice common courtesy in dealing with each other
- refrain from talking while another member has the floor
- refrain from irrelevant remarks and objectionable language
- honour the closure and time limits established for each item on the agenda, except for extraordinary situations.

As appointed by City Council, members are expected to represent the City and community with respect and professionalism.

Speaking and Debate

The meeting Chair is responsible for the good conduct of the meeting and for supporting all members to participate in the discussion. All members should share meeting time appropriately and make sure decisions are made fairly. If one member is dominating discussion, the Chair may request input from other members or conduct a roundtable poll of opinion.

Meetings Open to Public

All meetings [except sub-committees/working groups] are open to the public unless it is required that a closed [in camera] meeting be held. Your Clerk can advise on the rules pertaining to closed meetings. A member of the public is there as an observer only and cannot participate in the discussion.

Additional Information

The City's Procedure Bylaw and Robert's Rules of Order provide excellent information on how to conduct and participate effectively in meetings. Your Clerk may also provide advice and guidance on meeting procedures.



Sakura Festival hosted by Mundialization Committee

Consultation on Staff Reports

City staff and/or an advisory committee's staff liaison will attend advisory committee meetings to seek feedback on reports they are preparing for standing committees. At the meeting, staff will provide background on the report, answer questions of members and request the advisory committee's comments. The feedback will be included in the staff report.

Advisory Committees may submit formal correspondence and/or attend the standing committee meeting to provide the committee's feedback on a staff report. A motion is required to be passed at an advisory committee meeting approving the committee's submission of correspondence and/or the attendance of the committee's Chair as a delegate at a standing committee meeting. The content of the correspondence and/or the speaking notes of the Chair also require the committee's approval.

Members may choose to submit their own correspondence or register to speak at a meeting separate from the committee. It must be clear that the individual's views are their own and not that of the committee.

Committee Correspondence

All correspondence for advisory committees is received by the Clerk and will be distributed accordingly. All correspondence for staff or external stakeholders will be distributed by the Clerk on behalf of the advisory committee.

External contacts

Members contacting external bodies, groups, agencies, other levels of government or the media must have the prior authorization of the Chair in conjunction with the Clerk.

Annual Reporting

All advisory committees are required to submit an annual report to their respective standing committee. The annual report must provide the highlights of the committee's activities for the past year and work plan for the current year.

Work Plan

The work plan should include the committee's objectives/priorities for the year, descriptions for each objective, resources required to complete the objectives and expected outcomes.

Motions

A motion is a formal proposal made by a member during a meeting to express a position or authorize an action. Possible motions may include:

- confirm the minutes of a previous meeting or adjourn the meeting
- defer an item until a specified date
- refer an item to a sub-committee
- amend an item
- recess
- authorize a financial transaction, procedure, or action to be taken.

Managing Motions

Motions should be within the scope of the committee's terms of reference and falls within their mandate. The following describes the process for managing motions during a meeting:

1. A voting member moves a motion that is stated in the positive (not the negative), commences with a verb [i.e. approve, authorize, support] and is clear, succinct and actionable. Note: A "second" [or another member voicing support of the motion] is not necessary.
2. The member must clearly state the motion.
3. The committee discusses the motion and can make amendments to the wording of the motion.
4. The Chair must clearly restate the motion and call the vote once the discussion has ended with either "in favour" or "opposed".
5. All members in favour raise their hands.
6. The Chair announces the result of the vote as Carried or Lost.
7. The Clerk records any motions that are Carried in the minutes. Note: recorded votes are not taken at advisory committee meetings.

Here are two examples of wording for a motion:

- Authorize B. MacBride to take the necessary steps to arrange an initial meeting among students, principals and physicians to launch a Burlington twinning program. CARRIED
- Authorize an expenditure not to exceed \$xx to purchase 2,000 balloons with the Anti-Drinking and Driving logo for the Sound of Music Festival. CARRIED

Guidelines on voting

Motions must always be voted on following these guidelines:

- Only members can vote, unless excused by a pecuniary [financial] interest. The Chair has a vote, except where they have a pecuniary interest.
- Failure to vote will be deemed to be a negative vote.
- When there is a tie vote, the motion is lost.
- Staff and council liaisons cannot vote.
- Alternates or sub-committee/working group volunteer members cannot vote.

Committee Budgets

Advisory committees prepare and submit an annual budget with the assistance of the Clerk which is based on the annual work plan for the upcoming year and supports the committee's mandate as outlined in the terms of reference. All advisory committee workplans that will include budget requests will go to Council for approval in the first quarter of the calendar year. Once approved by Council the Clerk will advise of the final budget that has been approved.

If additional funds are needed throughout the year that were not included in the annual workplan/budget submission a motion to approve the spending must be approved at the advisory committee. This will only be permitted for amounts up to \$1,500. Amounts above \$1,500 will need to be approved by Council by way of a recommendation report.

It is important to note that funds from one year's budget cannot be transferred to the next year's budget.

Committee Expenditures

Purchases can only be made in accordance with the approved budgeted items and amounts and the City's Purchasing Policy.

A motion must be passed for each financial transaction and the committee must plan purchases to allow for sufficient delivery and payment time.

Requests for Over Expenditures

Committees must obtain Council approval for any over-expenditure or requests to purchase items that are not specified in the budget. This would include submitting a written report to the standing committee and the Chair and/or designate delegating at the meeting.

Reimbursement of out-of-pocket expenses

The following describes how members are reimbursed for out-of-pocket expenses:

1. Committee members submit receipts to the Clerk for any authorized out-of-pocket expenses.
2. The Clerk processes all purchasing transactions.
3. The City of Burlington pays the member upon receipt of an invoice or by means of a purchase order.

Conflict of Interest

The [Municipal Conflict of Interest Act](#) applies to elected officials and appointed members of advisory committees and boards. The legislation prohibits participation in proceedings where a member has a pecuniary interest in any matter under consideration. A pecuniary interest is a money interest and the extent of the pecuniary interest is irrelevant.

Members who believe they have a [direct, indirect or deemed] pecuniary interest in a matter on a committee agenda shall:

- Declare the pecuniary interest at the start of the meeting.
- Refrain from discussion and voting on the matter.
- Refrain from attempting in any way whether before, during, or after the meeting, to influence the voting on the matter.
- Complete a statement of pecuniary interest and submit it to their Clerk.

All declarations of pecuniary interest are recorded in the meeting minutes. The City is required to maintain a registry of all declarations of pecuniary interest made by members. As an advisory committee member, you are subject to the Municipal Conflict of Interest legislation and must follow the legislation and the City's process.

1. When filing a declaration, use the [online Conflict of Interest form](#) on the City's website.
2. The form will be automatically sent to Legislative Services.
3. Declare the interest at the meeting for the minutes.
4. The interest will be filed in the City's agenda management system and posted to the [Conflicts Registry](#).



Heritage Burlington Advisory Committee booth at Food for Feedback event

Council, Boards, Committees

Code of Conduct for Local Boards and Committees Policy

Approved by Council on: February 25, 2019

Report Number: CL-03-19

Effective: February 25, 2019

Reviewed on: February 25, 2019

Amended: June 21, 2022

Next Review: February 25, 2022

Note:

Policy Statement:

The policy outlines the Code of Conduct for the City of Burlington's Local Boards and Committees; it guides members to act with honesty and integrity, serving in a diligent manner, and performing their duties in a manner which promotes public confidence

Scope:

The policy applies to Members of a local board or committee of the City of Burlington as defined in s.223.1 of the Municipal Act, 2001.

Principles:

Part 1

General Introduction, Framework and Interpretation

Guiding Principles

- 1: Avoidance of Conflicts of Interest
- 2: Gifts, Benefits and Hospitality
- 3: Confidential Information

Corporate Policy

- 4: Use of City Resources
- 5: Election Campaigns
- 6: Improper Use of Influence
- 7: Business Relations
- 8: Member Conduct
- 9: Media Communications
- 10: Respect for the Town By-laws and Policies
- 11: Respectful Workplace
- 12: Conduct Respecting Staff
- 13: Reprisals and Obstructing
- 14: Acting on Advice of Integrity Commissioner

Part 2

- 15: Communications with Parties
- 16: Independent Nature of Adjudicative Tribunals

Part 3

Complaint Protocol

Consequences of Failure to Adhere to Code of Conduct

Part 1

General Introduction, Framework and Interpretation

The requirements for codes of conduct and appointment of an Integrity Commissioner for local boards are contained in Part v.1 of the Municipal Act, 2001

Section 223.1 provides the following definition for a local board:

“local board” means a local board other than.... (e) a board as defined in section 1 of the *Public Libraries Act*; (g) such other local boards as may be prescribed. (Note: no regulations prescribing local boards for the purpose of this position have been passed)

As well, s. 204(2.1) provides that a Board of Management of a BIA **“is a local board of the municipality for all purposes”**.

Although section 223.1 does not refer back to section 1(1) being the more general definition section, the definition contained at s.1(1) provides as follows:

“local board” means a municipal service board, transportation commission, public library board, board of health, police service board, planning board or any other board, commission, committee, body or local

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Code of Conduct for Local Boards and Committees

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authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.

This document is a Code of Conduct for members of Local Boards. Local Boards sometimes referred to as committees or tribunals, are as defined in s.223.1 of the Municipal Act and as identified by the municipality.

The Code of Conduct for Local Boards follows the structure as recommended by the City of Burlington's Integrity Commissioner.

Guiding Principles

Members shall act with honesty and integrity, serving in a diligent manner, and performing their duties in a manner which promotes public confidence.

Rule 1: Avoidance of Conflicts of Interest

Members shall avoid situations of real or apparent conflict of interest or bias.

Members shall avoid participating in or influencing a proceeding when the member, or another person with whom the member has a close personal or professional relationship, has a financial or other private interest that may be affected by the proceeding or its outcome. Members shall not appear before the Local Board or committee on their own behalf or as a representative on behalf of any party.

Commentary: Members of BIAs will frequently have an 'interest in common' as business owners. Care should be taken to recognize an interest, when the Member stands to gain or otherwise benefit, in a manner that can be differentiated from others in the BIA. Where a Member contributes to an event 'at cost', no 'interest' is deemed to arise by reason only that the Member's business is a sponsor of the event.

Rule 2: Gifts, Benefits and Hospitality

No Member shall accept any Gift, except for Gifts that are deemed to have zero value in the Council Code of Good Governance.

Members should recuse themselves from any hearing, to avoid any perception of bias or conflict of interest which may arise as a result of a gift, benefit or hospitality provided by any of the parties or participants potentially affected by the decision of the Local Board.

Rule 3: Confidential information

Corporate Policy

Members shall not disclose to any member of the public any confidential information acquired by virtue of their position.

Confidential information includes any discussion that takes place between members of the Local Board or Committee when it is in a closed meeting.

Rule 4: Use of City Resources, Election Campaigns

No member should use municipal equipment or staff, or other municipal services or resources for their own private purposes, or for election campaign purposes.

Rule 5: Election Campaigns

No member, while identifying themselves as a member of a Local Board or Committee, shall undertake any election campaign or election-related activities or work on, fund-raise, endorse or otherwise contribute to the election campaign of any person running in the municipal election for the municipality where the member serves on the Local Board and/or committee.

Members of the Committee of Adjustment and Court of Revision are prohibited from fundraising for, endorsing, or otherwise contributing to the election campaign of any person running for a seat on Council.

Rule 6: Improper Use of Influence, Business Prospects

No member shall use the influence of his or her position for any purpose other than the duties as a member of the Local Board and/or committee.

Rule 7: Business Relations

No member shall allow the prospect of future employment by a person or entity to affect the performance of his/her duties as a member of the Local Board and/or committee.

Rule 8: Member Conduct

Members shall always conduct themselves with decorum.

Members shall maintain proper control over meetings demonstrating respect for everyone who is involved in the meeting.

Members are expected to attend all meetings of the Local Board or Committee. If a member misses more than three (3) meetings during their term, the Chair, after hearing

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Code of Conduct for Local Boards and Committees

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and considering any explanation provided by the member, may ask the member to resign, or request that Council remove the member.

Rule 9: Media Communications

Members shall accurately communicate recommendations and proceedings of their Local Board. If a member is contacted directly by the media, the member should refer the media to the Chair, or in the absence of the Chair, to the Vice-Chair.

Members of Local Boards should generally not comment to the media in relation to any decision made by the board or the rationale behind such decision. On the rare occasion when a comment may be appropriate, only the Chair shall serve as a media contact and all enquiries shall be referred to him/her.

Rule 10: Respect for City By-laws and Policies

Members shall adhere to and encourage public respect for the Local Board and/or committee, the municipality and its by-laws, policies and procedures.

Rule 11: Respectful Workplace

Members are governed by the relevant workplace harassment & respect in the workplace policies in place for staff.

Rule 12: Conduct Respecting Staff

Members of local boards and committees shall be respectful of the role of staff to advise based on political neutrality. Members shall respect the professionalism of staff, and not exert undue influence on staff.

Rule 13: Reprisals and Obstructing

It is a violation of this Code of Conduct to obstruct the Integrity Commissioner in the carrying out of his/her responsibilities.

It is a violation of this Code of Conduct to engage in any activity in retaliation against any person because he/she has made a complaint to or otherwise communicated with the Integrity Commissioner.

Rule 14: Acting on Advice of Integrity Commissioner

Advice given by the Integrity Commissioner is binding on the Integrity Commissioner in the event of a complaint.

Corporate Policy

Part 2

ADDITIONAL REQUIREMENTS APPLICABLE TO LOCAL BOARDS

Rule 15: Communications with Parties

Written communication to a Local Board shall take place only through the Secretary of the board or the appropriate municipal staff assigned to such board and shall be copied to all parties or their representatives as appropriate. Oral communications with the Local Board about current proceedings shall take place only in the presence of or with the consent of all parties.

Where a party is represented by a representative, all communication between the adjudicative board and the party shall be through the representative, except for notices of hearing, which shall be served upon all parties and their representatives known to the Local Board as appropriate.

Rule 16: Independent Nature of Local Boards

The Chairs of Local Board should ensure that the actions of any member, as well as Council members and staff attending adjudicative board meetings, are consistent with the arm's-length, quasi-judicial nature of the adjudicative board. Any actions compromising this position should be immediately dealt with by the Chair or panel chair.

Members of Local Boards operating at arm's-length from Council should refrain from seeking advice on their roles and responsibilities from Council members. In clarifying their roles and responsibilities, members should seek advice from appropriate staff.

A Local Board is required by the applicable laws to operate at arm's-length from and independently of Council. Members should therefore not request members of Council to intervene on applications considered by the board. Members of Council are only permitted to communicate to the board regarding a matter before the board by a letter addressed to the Secretary of the board which is available to all parties.

Part 3

COMPLAINT PROTOCOL

The Formal Inquiry Protocol contained in the Council Code of Good Governance applies with necessary modifications to complaints regarding members of Local Boards.

CONSEQUENCES OF FAILURE TO ADHERE TO CODE OF CONDUCT

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Code of Conduct for Local Boards and Committees

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Members who are found by the Integrity Commissioner to have failed to comply with the Code of Conduct for Local Boards may be subject to the following sanctions:

- (a) a reprimand; or
- (b) suspension of remuneration paid to the member in respect of his or her services as a member of the Local Board (if any).

Members may also be subject to such other remedial actions recommended by the Integrity Commissioner that directly flow from the action or behaviour of the member of the Local Board.

Members are subject to removal from the Local Board, or removal as Chair of the Local Board, by Council.

References:

Part v. 1 of the Municipal Act, 2001, as revised by Bill 68, stipulates the requirement for codes of conduct and appointment of an Integrity Commissioner for local boards, as defined in s.223.1 of the Municipal Act, 2001.

Roles:

Accountable:

City Clerk

Responsible:

Members of local boards and committees are responsible for adhering to the code conduct provided in this policy.

The Integrity Commissioner may investigate complaints against members related to this policy.

Staff are authorized and directed to take the necessary action to give effect to this policy.

Handbook for Advisory Committees

For comments or questions,
please call 905-335-7600, ext. 7481