



City of Burlington Advisory Committee Orientation Session

Questions and Answers

March 31, 2021

Question 1: Who serves as our integrity commissioner?

Answer: We outsource our integrity commissioner to a firm called Principles Integrity. It's comprised of a former solicitor for the City of Hamilton and a former city clerk. They are the integrity commissioner for a number of municipalities across Ontario. They provide independent advice to the City Clerk and to Council.

Question 2: What role does the city play in accessibility in relation to housing? Is there a responsibility?

Answer: Accessibility plays a role in everything at the city and within the city's planning process. Our accessibility coordinator will work with our Transportation, Capital Works, Engineering Services and Planning departments. They provide review on site plans and some of the policies in terms of housing. Housing also has a double layer as the region is also involved, so they would probably provide an accessibility lens as well.

Question 3: How do you know if you are a voting or non-voting member?

Answer: When we sent out the appointment emails we would have made mention to if you are in a voting position or alternate position. If you have any questions, please connect with your committee clerk and they can let you know.

Question 4: I am an alternate can you clarify what that means?

Answer: An alternate is a member of the committee, the same as a voting member, the only difference is they cannot vote. They still participate in the discussion and give their opinions on items, however if there is a motion on the floor they could not vote on it. Examples of motions that could come up in advisory committees include a budget item to send someone to a conference or if the advisory committee is looking to delegate at a standing committee meeting.



Question 5: In the event of a vote, what is the recommended action for alternates?

Answer: Alternate members are not voting members so there will be no action for alternates.

Question 6: If there is a vote during a committee meeting over Zoom, should we turn off our camera to signal that we are not taking part in the vote? Or should we declare that we will not be voting? I have already encountered this scenario in my first committee meeting as a non-voting member and I was uncertain of what to do.

Answer: No, you do not need to turn your camera off when the committee is voting if you are a non-voting member. It is only in situations such as a declared conflict of interest by yourself that you should recuse yourself from the vote by turning off your camera or if in person, leaving the room.

Question 7: How are you going to worry about attendance at the sub-committee meeting level?

Answer: Sub committees do not have to have quorum to meet. When a sub committee meets, the clerk does not attend, but the minutes (notes) will be forwarded to them to be included in the next meeting's agenda.

Question 8: Does the city provide any specific orientation or training to new committee chairs about specific information or responsibilities above and beyond their role as a member of the committee ? (For example, basics of Robert's rules of order, running an effective meetings)?

Answer: We are currently looking at orientation training and development for our committee members and chairs. You will receive the new updated committee handbook which has a lot of information in it from how the agenda looks, to how to read the agenda, how meetings flow, and Robert's Rules. We are also looking to have a chair's meeting in the fall in order to provide information on running effective meetings, conflict resolution and Robert's rules. Also rely on your committee clerks for assistance and guidance through the meeting and reach out with any questions.



Question 9: Just to be clear, would a pecuniary interest apply to discussions pertaining to one's employer?

Answer: The city cannot advise on a conflict. But if there is a pecuniary due to your employment, you can recuse yourself from that conversation and declare a conflict. The general nature of that conflict would be that the recommendation or item is connected to the company, and that you are employed by them. This would then be recorded in the minutes and filed as part of the conflicts webpage.

Question 10: Do non-voting members have the same "conflict of interest" measures and Code of Conduct as voting members ?

Answer: Yes, non-voting members are going to be participating in the discussion on the committee, so they will have the same conflict of interest measures and the same code of conduct as they are representing the city when they are on an advisory committee whether they are a voting or non-voting member.

Question 11: If I participate in a voluntary organization and the organization, am I in conflict?

Answer: When in doubt declare. If you believe there may be conflict on the agenda and the issue it is discussing, you can contact the city clerk and they can connect you with the integrity commissioner and provide advice as well. But if you are asking this question, then there may be some doubt and the best suggestion it to declare and recuse yourself so that it is transparent.

Question 12: Regarding conflict of interest, rather than only turning off the camera, is it better for a person to leave the meeting for that portion?

Answer: If you were in a physical room you would be able to leave, although it is not a requirement, it is recommended. So turning off your camera is just the virtual way of leaving the room or backing away from the table.

Question 13: Would we need to keep any written notes we make within a meeting on file in case there was an inquiry into these via a request for information?

Answer: We would require you to maintain any notes or meeting materials that you would have as part of an agenda item. This means keeping them in an orderly fashion, so they are easily attainable, should an access request be received.



Question 14: Please clarify the requirement to save notes I might make during a Committee meeting. Please provide guidance. I know many people take notes but they are not maintained.

Answer: If you are attending a meeting and you are making notes about questions, the agenda, any dialogue, etc., a good practice is to ensure that the record is clearly legible and accessible under MFIPPA. Whether it's on paper or electronically, save them by meeting date so that you can reference those in the event that there is an access request. If a request comes in for a particular committee and date, you will be approached to provide any notes or records that you generated from that meeting. If you didn't make any notes then you would respond as such. No different from council, when records are being considered at a public meeting they are accessible as corporate records under the act.

Question 15: Do the committees have Directors and Officers insurance in the event we end up part of a lawsuit or investigation? Are our personal assets at risk?

Answer: There is insurance for our local board members. They are covered under the city's policy with a 5 million dollar liability limit and subject to \$150,000 deductible. The coverage includes any board, commission or committee of council. If there are records requested from personal assets as part of any court matter, MFIPPA requires committee members to provide the records however MFIPPA does not authorize the City to collect the personal asset.

Question 16: If a committee wanted to create a virtual event that enlisted the services of a third party that required participants (community members) to "create an account," what clarification would the committee have to make to participants to ensure they are aware of/ acknowledge they are sharing personal information with a third-party?

Answer: One of the requirements of MFIPPA is that anytime you are using or collecting personal information there is a standard called a notice of collection that requires you to state the authority under which you are collecting the personal information, the purposes of the collection, what you are intending to do with the personal information and who they should contact if they had questions. If any committee is partnering with a third party and using any sort of application to have people sign up with personal information such as name, email, phone number, address, you would be required to post that notice of collection that would meet MFIPPA requirements.



Question 17: Does the city record virtual advisory committee meetings to help adhere to MFIPPA?

Answer: MFIPPA does not speak to advisory committee structure and recording of meetings. The Municipal Act requires advisory committee meetings and meetings of council to be open to the public as a transparency measure. Since we have started doing virtual advisory committee meetings in the pandemic, we have not been recording them.

Question 18: Can someone explain delegations in detail and the process of delegating?

Answer: There are two different types of delegations.

- a. Delegations at advisory committee meetings: this would be any members of the public who would come and speak to the advisory committee about an agenda item. That request is made through the clerk and they are the same as standing committees where they are given 10 minutes to speak and committee members can then ask questions. The delegation is then free to leave the meeting or watch the rest of the meeting.
- b. Delegations by the advisory committee at a standing committee: the advisory committee may choose to delegate at the standing committee meeting that the council members are a part of. If they want to delegate at one of the standing committee meetings they will pass a motion for the approval to have someone speak at the standing committee meeting and also pass a motion for the approval for what they are going to say at the standing committee meeting. Once passed they will then register to delegate with the Office of the City Clerk through an online registration form and would be given all of the details for the Zoom meeting. They will have 10 minutes to speak at the meeting and members of council will ask any questions they may have.

Question 19: Is the V2F Integrated Reporting Tool accessible for us to review, or are we provided periodic updates?

Answer: Yes this is accessible on our city website:

<https://www.burlington.ca/en/services-for-you/2018-2022-burlington-s-plan-from-vision-to-focus.asp>