



Advisory Committee Orientation

Virtual Meeting Etiquette

- Clerk to ensure quorum
- Mute when not speaking
- Use “Raise the Hand” function to ask a question
- Use the “Lower the Hand” function when finished

Advisory committee meetings are public meetings so there may be others in attendance to observe at the meetings.

What is the role of an advisory committee?

- Community outreach to gather feedback
- Contribute to corporate and provincial mandated matters
- Provide council with information to assist with their decision-making process

Municipal Government and Advisory Committees

- Established by Council
- Reviewed every 4 years with new term of Council
- Report to Council through a standing committee

Mandate

- Specific to Advisory Committee

Committee Composition

- Specific to Advisory Committee

Member Responsibilities

- Work as a team
- Prepare for meetings
- Attend meetings or rsvp regrets
- Ask questions
- Participate in the dialogue
- Share the workload
- Comply with city policies

Chair Responsibilities

- Provides leadership
- Works with Committee Clerk to prepare agendas
- Presides over committee meetings
- Speaks to the media if necessary

Council Liaison Responsibilities

- Provides guidance from the perspective of a City Council member
- Attends meetings when available
- Non-voting member

Staff Liaison Responsibilities

- Provides regular updates on city business
- Brings matters for feedback and consultation
- Provides legislative background
- Connects committee mandate to city strategic plan
- Advises of reports coming forward to standing committees
- Primary aid to the committee on projects

Committee Clerk Responsibilities

- Advises on corporate policy and procedures
- Facilitates annual work plan discussions
- Provides orientation to new members
- Submits annual report to standing committee
- Prepares agendas, minutes and meeting schedules
- Manages public outreach activities and budgets
- Committee liaison between Council, staff, government and community agencies.

Sub-Committees

- Created as needed
- May include non-committee members
- Are not administratively supported
- Chair must be a voting member
- Meet separate from the full committee
- No motions can be approved

Meetings That Work

Typically 10 meetings per year:

January to June

September to December

**Meeting Schedule provided by
Committee Clerk**

City Calendar: www.burlington.ca/calendar

Meetings That Work

Delegations:

- related to mandate/agenda items
- register in advance
- 10 minutes to speak

Meetings That Work

Declarations of Interest:

- If there is a financial gain to be made by the member related to an item on the agenda and a decision to be made, the member must declare a conflict.

Meetings That Work

Advisory Committees follow the City of Burlington's Procedure By-Law

Motions

- Express a position or authorize an action

Voting

- Moved by a member and do not require a seconder
- A majority vote "carries" a motion
- Only motions that are carried are noted in the minutes

Member Attendance

- Make every effort to attend monthly meetings
- Provide notice in advance to the Committee Clerk if unable to attend a meeting
- If a member misses more than 2 consecutive meetings, members will be requested to move into an alternate position

Quorum at Meetings

Quorum = 50% + 1 of current voting members

Must have quorum for meeting to proceed and minutes to be taken

If quorum is not met:

- Meeting may be rescheduled or cancelled; or
- Meeting may proceed with information sharing.



Questions, Concerns, Need Information

Contact your Committee Clerk