



**GEORGINA**

# **Welcome**

**2022-2026 TERM OF COUNCIL  
COMMITTEE ORIENTATION**



# FOCUS OF THE PRESENTATION

- Committee Overview
- Roles and Responsibilities
- Rules, Conduct and Processes within Meetings
- Procedure Bylaw
- Accountability and Transparency





# COMMITTEE OVERVIEW: TERMS OF REFERENCE

- Advisory Body to Council
  - No decision-making authority
  - All decisions, recommendations and requests must be brought forth to Council prior to action.
- Meetings take place on Tuesday evening at 7:00pm





# COMMITTEE OVERVIEW: TERMS OF REFERENCE

- The Committee is composed of seven (7) Members made up of:
  - two (2) Council Members;
  - one (1) representative from the York Regional Policy Diversity, Equity & Inclusion Bureau;
  - one (1) representative from the Sandgate Women's Shelter of York Region Inc.;
  - one (1) representative from The Chippewas of Georgina Island First Nation; or, if such representative is not available to serve, a resident of Georgina; and
  - two (2) citizen appointments who ideally have relevant lived experience to share with the Committee, Council and the community.



# COMMITTEE OVERVIEW: TERMS OF REFERENCE

- The purpose is to provide information, advice and assistance to Town Council, community and Staff relating to the enhancement of community relations through the promotion of equity, diversity and inclusivity





# BUDGET

- Staff recommend that Committees consider budget requests and a manageable number of initiatives for the year during the first quarter.
- This allows plans to be discussed, finalized and implemented over the course of the remaining meetings in the specific year based on available resources.
- All expenditures of budget resources by an Advisory Committee/Board should relate to matters directly within its mandate.
- Any proposed expenditures should be approved by Council by September 15th of each year, in order for purchases to be made and received prior to the end of the calendar year.



# ROLE OF COMMITTEE SERVICES COORDINATOR

- Provide Clerical Support
  - Prepare Agendas and Minutes
  - Schedule Meetings
- Provide answers to procedural questions should they arise.



# ROLE OF THE CHAIR

- To **preside over Committee meetings**, so that its business can be carried out efficiently and effectively
- To provide **leadership and guidance** to the Committee
- To provide **information/recommendations** to Council with respect to the role of the Committee
- Rule on all procedural issues
- Shall not move or second any motion
- Has a vote

**In the absence of the Chair, the Vice Chair would assume the role and responsibilities of the Chair.**





# ROLE OF COMMITTEE MEMBERS

- Attend each meeting 5-10 minutes before the start time
  - Inform the Committee Services Coordinator of your absence prior to the meeting if possible.
- Approve Agendas and Minutes
- Bring forth motions for consideration
- Add Agenda items by contacting the Chair and copying the Committee Services Coordinator on all emails
- As a Committee, bring recommendations to Council when necessary



# ROLE OF STAFF LIAISON

- Assisting Committee Members in their endeavors through your subject matter expertise.
- Answer questions Committee may have by providing solutions or insight.
- Understand how their department can assist in resolving an issue or perhaps getting a task accomplished.
- Cannot vote and are not counted in the formation of quorum.



GEORGINA

# RULES, CONDUCT AND PROCESSES WITHIN MEETINGS





# WHY DO WE HAVE PROCEDURES?

- Keep meeting orderly and focused on business
- Allow everyone to be heard
- Keep meeting moving
- Members have a right to information needed to make decisions
- Respect the rights of others
- Procedures are not used to impede open debate



# PROCEDURE BYLAW NO. 2022-0099 (COU-2)

- The *Municipal Act* requires that every municipality shall pass a procedure bylaw for governing the calling, place and proceedings of meetings
- The bylaw describes how meetings are to be conducted
- The bylaw may be considered a transparency and accountability tool



# WHAT IS A MEETING?

Section 238 (1) of the *Municipal Act, 2001* defines “meeting” as:

Any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

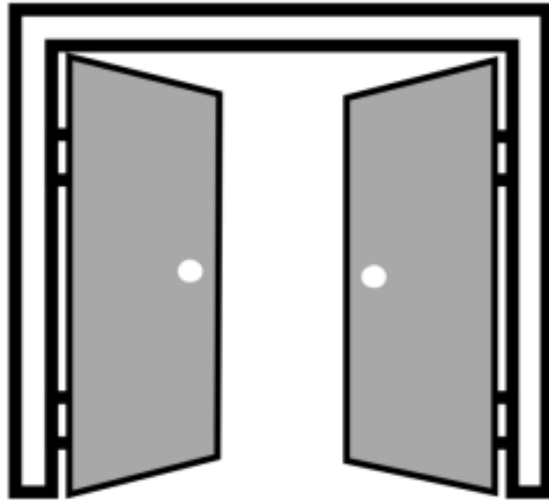
- a) a quorum of members is present, and
- b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee





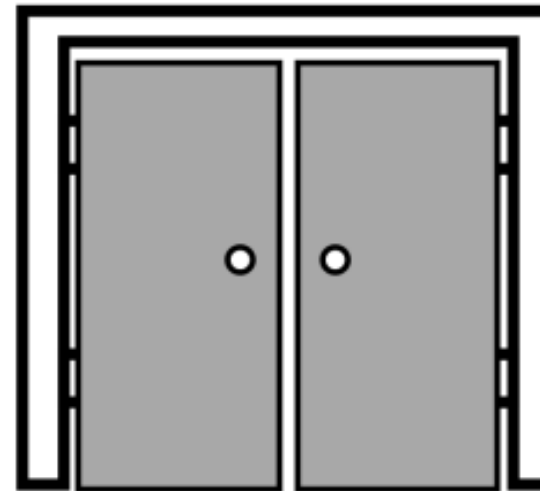
# OPEN AND CLOSED MEETINGS: PUBLIC BUSINESS

## Open Meetings



- Transparent decision-making processes are seen as part of the foundation of good municipal governance
- Most municipal council and local board meetings shall be open to the public

## Closed Meetings



- There are only a limited number of exceptions, for consideration of matters in closed session
- A resolution is required to be passed before going into closed meetings

**All Matters discussed within Closed Session MUST be kept confidential**



# MEETINGS- ELECTRONIC PARTICIPATION

- All Committee meetings are held virtually over Zoom
- The technology used for electronic participation at a meeting shall permit the Town to live-broadcast or create an audio-only or audiovisual record of the Open Session of a meeting
- The procedures relating to meetings set out in the Procedure Bylaw shall apply to all electronic participation





# AGENDAS

- **Why are they critical to good meetings?**
  - Members can prepare questions and advise staff beforehand to allow for time to prepare an answer
  - Members can educate themselves on the information provided
  - Determines meeting time frame
  - Informs public





# AGENDA PUBLICATION AND DISTRIBUTION

- Delivered via electronic transmission to members seven (7) days prior to the day of meeting
- Published online and made public at least six (6) days prior to the day of meeting



# PARTICIPATION IN A MEETING

- To obtain the floor
  - Must be recognized by the Chair
- To claim the floor
  - Member raises hand or use the “raise hand” feature in Zoom
  - Member is recognized by the Chair
  - Member speaks in debate or makes a motion
  - When finished, Member yields the floor



# WHAT IS A MOTION?

- Formal proposal that the group take action
- Introduction of a motion brings business before the Committee
- Moves the business of the Committee forward



# HANDLING A MOTION

- **Steps 1, 2 and 3... bring the matter before the Committee**
  1. Member makes the motion
  2. Another Member seconds the motion (Seconding a motion does not imply that the seconder supports the motion put forward)
  3. The Chair states the question (re-states motion)
- **Steps 4, 5 and 6... allow the matter to be dealt with**
  4. Members debate the question
  5. Chair puts question to a vote (ends discussion)
  6. Chair announces the result of the vote



# VOTING

- Each member present shall announce or indicate their vote openly and individually
- **Tie votes** shall be deemed to be lost
- **Recorded Vote** – any Member can request that the vote be recorded. Each member present shall announce their vote openly and the Chair shall record each vote
- **Failure to vote** – Abstention is a negative vote



# MOTIONS - TIPS

- **If you approve the motion as is**
  - Vote for it
- **If you disapprove the motion**
  - Vote against it
- **If you approve the idea of the motion but want to change it**
  - Amend it
- **If a motion has several parts and you wish to vote differently on these parts**
  - Move to divide the motion



# HELPFUL CONSIDERATIONS

- Ask questions – don't assume everyone else knows the answer
- Participate actively in debate and discussion
- Arrive prepared (read agenda package before the meeting)
- Ask for more information if you think you need it before making a decision
- Ask Staff Liaison questions ahead of the meeting where possible, to allow them to research and be prepared to provide appropriate responses at the meeting





# CODE OF CONDUCT

- The current Code of Conduct was adopted by Council on November 07, 2018
- The Purpose of the document is to establish standards of conduct for members in the individual conduct of their official duties
- Town's Integrity Commissioner's primary role is to ensure the Code of Conduct and the *Municipal Conflict of Interest Act* is followed



# ***THE MUNICIPAL CONFLICT OF INTEREST ACT (MCIA) R.S.O. 1990, Chapter M.50***

- Applies to Members of Council, Committees and Local Board Members to promote accountability and transparency.
- The *Municipal Conflict of Interest Act* (MCIA) sets out ethical rules for Council, Committees and Local Board members if they have certain pecuniary (financial) interests in a matter that is before their Council, Committee or Local Board at a meeting.



# THE MUNICIPAL CONFLICT OF INTEREST ACT (MCIA)

- **Member's personal obligation**
- **Pecuniary Interest**
  - Direct & Indirect
- **Declaration**
  - Verbal and in writing

**If a Member declares, they may not participate, influence or vote on the matter pertaining to the declaration.**



# WRITTEN DISCLOSURE OF INTEREST

- At a meeting at which a member discloses a pecuniary interest, the member must file a written statement of the member's interest as soon as possible after the meeting.
  - If there is not a discussion directly pertaining to this declaration, no written disclosure is required.
- Municipalities and local boards must establish and maintain a registry of statements and declarations of interests of members. The registry will be made available for public inspection.



## **INTEGRITY COMMISSIONER ROLE IN *MUNICIPAL CONFLICT OF INTEREST ACT* MATTERS**

- Local Integrity Commissioners may investigate a complaint from an elector or a person demonstrably acting in the public interest concerning an alleged contravention of Code of Conduct and MCIA rules that apply to members



# SUMMING UP!

- Attend each meeting 5-10 minutes prior to our start-time
- This is an Advisory Body to Council with no decision-making authority
- Add Agenda items by contacting the Chair and copying the Committee Services Coordinator
- Make a difference to our community by advising Council on matters pertaining to the Committees work
- Keep yourself up to date on procedures by referring to the Committee Handbook and Procedure Bylaw regularly.
- Congratulations!



# Questions?



# Thank You!