

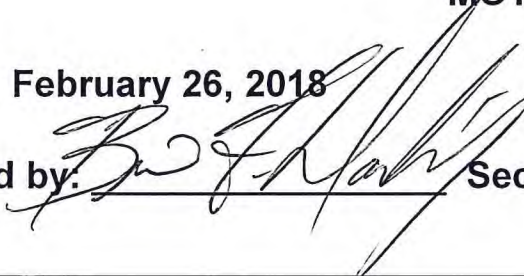
**The Corporation of the Town of Cobourg**

**MOTION**

**Date: February 26, 2018**

**No. 056-18**

**Moved by:**



**Seconded by:**



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WHEREAS the Committee of the Whole has considered a Memo from the Municipal Clerk/Manager of Legislative Services regarding the Advisory Committees of Council Policy and Procedure for the Town of Cobourg.

NOW THEREFORE BE IT RESOLVED THAT Council adopt the 'Advisory Committees of Council Policy and Procedure' to outline the roles and responsibilities of Committee Members, Municipal Council and Staff based on a fair and equitable approach and process to establish and operate advisory committees in the Town of Cobourg as outlined in the policy attached hereto as Appendix "A".



**THE CORPORATION OF  
THE TOWN OF COBOURG**

**ADVISORY COMMITTEES  
OF  
MUNICIPAL COUNCIL  
POLICIES and PROCEDURES**

**As approved and reviewed by the Municipal Clerk**



<b>Division:</b> Council and Committee	<b>Effective Date:</b>
<b>Department:</b> Council	<b>Approval Level:</b> Council
<b>Policy Title:</b> Advisory Committees of Council Policy and Procedure - Administration	<b>Section #</b> 1-1 <b>Policy #</b> COUN-ADM1

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## 1. INTRODUCTION

Town of Cobourg Advisory Committees are established by Municipal Council and can be statutory and non-statutory for the purpose of encouraging community and public participation on a variety of issues relevant to the Town of Cobourg. Each Advisory Committee plays an important role in the corporate decision making process by providing a means for elected representatives (Council) and municipal staff to receive the views, perspectives and advice from affected citizens on a number of matters affecting the inhabitants of Cobourg. Advisory Committees report to Council through the Council Coordinator's and through recommendations made at meetings. The nature of advisory committee recommendations to Council is purely advisory and not advocacy.

## 2. PURPOSE AND APPLICATION

This outlines a fair and equitable approach and process for the establishment and operation of advisory committees. The Advisory Committee of Council Policy and Procedure (the "Policy") is intended to address:

- the process for establishing and reviewing public advisory committees;
- advisory committee recruitment, selection, appointment and resignation processes;
- duties and conduct;
- operating procedures;
- reporting requirements; and
- media relations

The Policy applies to the following Council approved Advisory Committees:

- Cobourg Accessibility Advisory Committee;
- Downtown Coalition Advisory Committee;
- Economic Development Advisory Committee;
- Environmental Active Transportation Advisory Committee;
- Cobourg Heritage Committee;
- Parks and Recreation Advisory Committee;
- Planning and Sustainability Advisory Committee; and
- Council Ad Hoc Committees established from time to time.





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Advisory Committees shall be compliant with this Policy, which respects the Town of Cobourg Procedural By-law regarding meeting processes. The Procedural By-law may be referenced directly by the Municipal Clerk through the Legislative Services Department should further clarification on meeting process be required. Changes or clarifications of policy or procedure shall be reflected in updates to the Policy, which may be supplemented by guidelines and training materials, as appropriate, by the Municipal Clerk.

### 3 ESTABLISHMENT OF AN ADVISORY COMMITTEE

All Advisory Committees within the Town of Cobourg are established by Municipal Council. The introduction and creation of a new Advisory Committee shall be supported with a draft terms of reference and suggested types of public consultation through the Municipal Clerk and the relevant departments and in consultation with the Council Coordinator.

### 4 TERMS OF REFERENCE

The Terms of Reference for an advisory committee shall be approved by Council and amendments can only be made with Council approval. The Policy addresses a number of areas, therefore the Terms of Reference for an advisory committee need only address the following:

**a. Mandate**

A description of the general purpose of the Advisory Committee, including areas of responsibility, taking into account any statutory requirements. Advisory committee mandates shall not be altered by the advisory committee.

**b. Goals and Objectives**

A listing of the goals and objectives of the Advisory Committee, to be addressed in annual work plans with reference to specific strategies and actions.

**c. Authority**

Identifies the principles that shall guide the work of the Advisory Committee.





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**d. Number of Members**

Specify the number of members of the Advisory Committee and specific composition members is applicable.

**e. Frequency of Meetings**

Indicate how often the Advisory Committee shall meet, e.g. monthly, any summer recess to be decided by the Advisory Committee on an annual basis.

**5. FIRST MEETING OF THE COMMITTEE**

The first regular meeting of an Advisory Committee shall be called by the Secretariat who will conduct the election of the Chair and Vice-Chair by simple nomination and vote. Attention will be given to the orientation and training of members, clarifying the Advisory Committee’s mandate and any special needs.

**6. REVIEW OF ADVISORY COMMITTEES**

As early as possible in the new term of Council, Council shall review Advisory Committees in place. The Municipal Clerk, in concert with the relevant department and the Secretary, shall provide a report to Council of all Advisory Committees, including, but not limited to, the following:

- A. A list of all Advisory Committees;
- B. Copies of Terms of References; and,
- C. Recommendations regarding Advisory Committees, for example, member orientation and training, facilitation needs of advisory committees, membership, etc.

**7. MEMBERSHIP ADMINISTRATION**

The following process applies to citizen members:

- a) The Municipal Clerk, in consultation with the appropriate department will advertise Advisory Committee vacancies, making note of the mandate of the advisory committee, a brief statement of duties of Advisory Committee members, term of office, qualifications of members, application process and contact information. This process applies to the creation of the Advisory Committee,





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annual appointments and the filling of vacancies. If less than two (2) months have lapsed since the last advertisement and applications are on file, a new advertisement need not be placed.

- b) Applicants shall be required to complete and submit to the Municipal Clerk an application form, available from Municipal Clerk’s Office or the Town of Cobourg website. If the applicant cannot complete the application form for reason of disability, special provision by the Municipal Clerk shall be made.
- c) Applications shall be reviewed and appointments made by Council in November/ December of each year or as needed to fill vacancies.
- d) After appointments are made by Council resolution, the Municipal Clerk shall forward a letter to all applicants, informing them of Council’s decision.
- e) The appropriate department, in consultation with the Municipal Clerk, shall ensure that any new Advisory Committee members are provided appropriate orientation and training, regardless if the appointment was made part way through the appointment term.
- f) Members shall provide written notice of resignation to the Municipal Clerk, with a copy to the appropriate Advisory Committee Chair.
- g) Municipal Council may, with or without the advice of the Advisory Committee or the administration and with a supporting rationale, make changes to the Advisory Committee membership.

## 8. TERMS OF OFFICE

The Chair and Vice-Chair shall be elected to a one (1) year term in January of each year. The Chair may be re-elected for two (2) consecutive years, for a total of three (3) years.

If the Chair and/or Vice-Chair have reached their term limit for holding such office as outlined above and no other citizen appointee wishes to stand for election to either office, the Advisory Committee has the authority to extend the election term limit for the current Chair and/or Vice-Chair for one year should they be willing to be re-elected.





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Citizen members are appointed by resolution of Council, and shall serve at the pleasure of Council for the four (4) year term of Council. Committee Members may be appointed upon reapplication for consecutive terms to a total of six (6) years and may reapply after an absence of one (1) year.

In order to maintain long-standing, contributing members, an Advisory Committee may ask Council for an exemption to the one (1) year mandated absence.

Advisory committee members may only serve on one Advisory Committee at a time.

## 8.1 ELECTIONS

The Secretary shall call the votes for the Selection of Chair.

The process as follows:

1. Secretary proceed with the Election of a Chair.
2. "Pursuant to Town of Cobourg Procedural By-law Section 35.11 each Advisory Committee shall choose from its Members a Committee Chair to serve in this position for the 2018 calendar year." (Secretary)
3. "I am now prepared to receive motions for the nomination of Chair" (Secretary)
4. "*Member moves a Name of a Member to be a Chair*" (Member)
5. "It has been moved by Member \_\_\_\_\_ that Member \_\_\_\_\_ be nominated as Chair of the Committee" (Secretary)
6. "Are there any other further Motions?" (Secretary)
7. (if no other motions) "Is it the pleasure of the Committee to adopt the motion" (Secretary)
8. I declare the motion carried and Member \_\_\_\_\_ is duly elected as the Chair of the Committee" (Secretary)

If there is more than one (1) person in the running for the Chair, the Committee will vote for each candidate with a Majority Vote prevailing. After the Vote is taken the secretary can declare the winner of the vote as the New Chair for the Committee. This process should also happen for the selection of the Vice-Chair.





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## 9. ATTENDANCE

After two (2) consecutive absences by an Advisory Committee member at regularly scheduled meetings, the following process should be followed:

- a) The Secretary shall informally contact the absent member to determine if they plan to attend the next regularly scheduled meeting, noting any reasonable or compassionate circumstances which would prohibit their attendance.
- b) If no reasonable or compassionate response is given, the Secretary shall inform the absent member that if they are absent from the next regular meeting (the third meeting), the Advisory Committee shall declare their seat vacant.
- c) If the Secretary is unable to reach the absent member or if there were no reasonable or compassionate grounds for absences given at the time of preparing the agenda for the third meeting:
  - The Secretary shall include the item “Absentee Member” on the agenda.
  - Upon consideration of the item, the secretary shall briefly identify the requirements of the Policy and the name of the absent member.
  - The Advisory Committee shall recommend to the Municipal Clerk the absent member’s seat be declared vacant.
  - If removed, the Municipal Clerk shall initiate the Advisory Committee recruitment and selection process, as appropriate.

## 10. DUTIES AND CONDUCT

Advisory Committees work on behalf of Municipal Council for the members of the public. The Advisory Committee may consult with community stakeholders or engage in activities that puts members in direct contact with citizens and various organizations. Advisory Committee members shall reflect a professional and courteous manner when interacting with the public.





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Should a member of an Advisory Committee exhibit a pattern of inappropriate conduct, the Advisory Committee or the administration may request that Council rescind the member's appointment.

## 10.1 CHAIRS AND VICE-CHAIRS

### I. The Chair each Advisory Committee is expected to:

- a) Preside over all Advisory committee meetings and be responsible for the overall administration of the affairs of the advisory committee, ruling on any points of order;
- b) Aid in the preparation of agendas for meetings with staff;
- c) Facilitate the meeting and follow the Policy for Advisory Committees;
- d) Participate as an active and voting member, encouraging active participation by all Advisory Committee members;
- e) Call on the Vice-Chair to fill his/her place as Chair in order to take part in debate, until he/she resumes the Chair. Chairs are permitted to provide brief comments during discussion;
- f) Undertake any necessary work, including special projects and research, between meetings;
- g) Be the point of contact with Council and any media relations;
- h) Lead the preparation of the annual work plan submission/presentation to Council;
- i) Review the goals and objectives of the Advisory Committee
- j) Recognize workload limitations of the Advisory Committee; and,
- k) Attend any training session offered by the Town of Cobourg





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**II. The Vice-Chair of each Advisory Committee is expected to:**

- a) Assume the duties of the Chair (see above) if the Chair is not present within the first ten minutes of an Advisory Committee meeting;
- b) Attend any training session offered by the Town of Cobourg.

**10.2 ADVISORY COMMITTEE MEMBERS**

**I. Advisory Committee members (inclusive of the Chair and Vice-Chair) are expected to:**

- a. Attend all scheduled and special Advisory Committee meetings, sending regrets otherwise;
- b. Understand their role and expectations, including relevant Town of Cobourg policies.
- c. Follow the agenda and stay focused on the topic at hand;
- d. Understand and follow the mandate of the Advisory Committee, including its relationship to Council;
- e. Understand and respect the role and expectations of all participants;
- f. If the Chair or Vice-Chair is not present within the first ten (10) minutes of an Advisory Committee meeting, the members present shall appoint, by consensus, another member as Acting Chair, who will preside for the duration of the meeting;
- g. Participate as an active and voting member, asking questions, and seeking clarification through the Chair;
- h. Undertake work necessary to implement the Council-approved work plan, or work as assigned by Council, including reading agendas, doing research, etc. between meetings;
- i. Develop and maintain a climate where mutual support, trust, respect, courtesy, teamwork and creativity are valued;





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- j. Maintain a high degree of professionalism, discharging all duties with honour and integrity in order that the member may merit the trust and confidence of the public, Council and staff;
- k. Respect the individual worth and dignity of other members and, at all times, work together to achieve a common vision for the community, utilizing the diverse knowledge, expertise and talents of all members to optimal advantage;
- l. Challenge ideas and not people, creating a climate where it is okay to disagree;
- m. Communicate directly, concisely and honestly, listening without interruption, and be open-minded, allowing a variety of opinions to be heard;
- n. Work effectively with the administration to provide excellent service to residents, recognizing the professional obligations of staff as an employee of the Town of Cobourg and not intervening in administrative practices;
- o. Refrain from criticizing individual members of staff in a way that casts aspersions on their professional competency and credibility;
- p. Respect that resolutions made shall reflect the majority view of the Advisory Committee;
- q. Respect that decisions of Council are final and accurately communicate the decisions of Council even if they disagree with the majority decision of the Advisory Committee;
- r. Defer to the Chair of the Advisory Committee as spokesperson;
- s. When in a public forum or when communicating with Council or Council Members, clearly identify that you are speaking as an independent citizen, unless otherwise designated by the Advisory Committee.
- t. Respect confidential information;
- u. Follow the Policy for Advisory Committees; and





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- v. Attend any training session for members

### 10.3 COUNCIL COORDINATOR MEMBERS

Council Members are appointed to Advisory Committees through the appointment of each Council Coordinator role at the start of the new Term of Council and expires at the end of the Council Term in accordance with the Council resolution. Each Council Member shall have an alternate to provide backup in the case that a Member is unavailable to attend a Meeting.

### 10.4 SECRETARY

#### General

- a) Provide secretary services to Advisory Committees of Council;
- b) Call the first regular meeting of an Advisory Committee and conduct the election of the Chair and Vice-Chair; understand the mandate of the Advisory Committee, including its relationship to Council;
- c) Understand the role of all participants;
- d) Implement attendance management in concert with the Chair;
- e) Regularly disclose all work in regard to Advisory Committees to their immediate supervisor; and
- f) Coordinate an annual training/orientation session for Advisory Committee members in January of each year.

#### Prior to Meetings

- a) Prepare Advisory Committee Agendas, including relevant resolutions (referrals) of Council, materials, etc. in cooperation with the Chair;



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- b) Electronically distribute agendas to all Advisory Committee members and Council Members before a regularly scheduled meeting, and post to the Cobourg Civic Web website.
- c) Arrange for or set up meeting areas, giving consideration to the nature of the matters to be discussed, any audio-visual requirements, attendance by the public and ensuring accessibility for all (members to identify needs); and
- d) Arrange for attendance of invited guests at meetings, in conjunction with the Chair.

**During Meetings**

- a. Attend Advisory Committee meetings;
- b. Record when the meeting started and adjourned;
- c. Record the members present and absent;
- d. Determine if quorum is met;
- e. Take minutes, recording a summary of the discussion for each item, actions to be taken and recommendations, including the names of the movers of motions;
- f. Review and correct any errors in the minutes of previous meetings; and;
- g. Offer procedural and process advice to the Chair and the committee members.

**After Meetings**

- a. Finalize minutes for distribution;
- b. Electronically distribute advisory committee minutes to all members and post on the Municipal Civic Web website.
- c. Check with supervisor regarding any additional work requested by the Advisory Committee prior to undertaking;
- d. Liaise with the Municipal Clerk in instances where there are questions of procedure or administrative process;





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- e. Maintain Advisory Committee minutes, item numbers reports of the Chair, unfinished business and correspondence; and,
- f. Ensure any correspondence, comments from a municipal department and Council resolutions are followed up by the advisory committee in a timely manner.

### 10.5 SUPPORT STAFF TO ADVISORY COMMITTEES

Municipal support staff will attend meetings of the advisory committee, as necessary, relevant to their area of expertise to provide information and/or advice. The role of staff is to act as a resource to the Advisory Committee on a project by project basis and not to do the work of the Advisory Committee unless assigned to do so by their supervisor.

### 11. OPERATING PROCEDURES OF ADVISORY COMMITTEES

The following operating procedures apply to Advisory Committee.

#### 11.1 QUORUM

Quorum shall be a simple majority of the total Advisory Committee members, including any vacancies. Non-quorum meetings shall not be permitted.

If there is no quorum within half an hour after the time appointed for the meeting, the Secretary shall take down the names of the members present, then the meeting shall adjourn until the next regular meeting of the Advisory Committee.

In the case that there is no quorum and there is a delegation or presentation from an individual or an Organization to be heard at the Advisory Committee meeting. The presentation should proceed as scheduled and the Secretary should record notes of the delegation/presentation and report them back to next scheduled meeting of the Committee.

#### 11.2 AGENDAS

Meeting agendas should ensure consistency, completeness and accountability. The following components shall be included in advisory committee agendas, where specific subject items are included under each component:





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- a. Call to Order;
- b. Approval/Additions to the Agenda;
- c. Adoption of the Minutes;
- d. Declarations of Pecuniary Interest by Members;
- e. Presentations/Delegations;
- f. Communications/Correspondence;
- g. Reports;
- h. Unfinished Business
- i. New Business;
- j. Closed Session (when needed)
- k. Adjournment

### 11.3 RECORD OF MEETINGS

Pursuant to Section 228 (1) (a) of the *Municipal Act 2001*, as amended, the Municipal Clerk shall provide a written record of meetings, **without note or comment**, including all resolutions, decisions and other proceedings of the Council or Committees. Minutes of each Committee shall explain and comment on what was discussed without note or comment by each Secretary.

### 11.3 OPEN AND CLOSED MEETINGS

All meetings of Advisory Committees shall be open to the public to ensure accountability and transparency.

Pursuant to the *Municipal Act 2001*, a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- a) The security of the property of the municipality;
- b) Personal matters about an identifiable individual including municipal employees;
- c) A proposed or pending acquisition or disposition of land by the municipality;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;





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- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of the
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Before holding a meeting or part of a meeting that is closed to the public, a resolution shall be passed stating the fact that a closed meeting is to be held and giving the general nature of the matter to be considered at the closed meeting.

A meeting shall not be closed to the public during the taking of a vote unless it is for a procedural matter or for giving direction or instructions to employees or agents of the municipality, or persons retained by or under contract with the municipality.

It is strongly recommended that the Committee Secretary and Chair should contact the Municipal Clerk for advice and direction as to how to address closed session matters.





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## 12. BUSINESS CONDUCT OF THE ADVISORY COMMITTEE

Procedurally, the following applies to Advisory Committee meetings:

- a. The date, time and location of Advisory Committee meetings shall be established by resolution of the committee and shall not conflict with any other Advisory Committee Meeting.
- b. The business of each meeting shall be taken up in the order in which it stands upon the agenda, unless otherwise decided by the committee.
- c. Delegation and presentations are limited to ten (10) minutes, and those wishing to make a presentation using technological means must provide their presentation to the secretariat no later than 12:00 noon on the business day immediately prior to the Advisory Committee meeting.
- d. Decisions of committees shall be by resolution. A simple majority vote of the committee members present shall be followed. Recorded votes shall not be permitted.
- e. The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings, subject to an appeal by any member to the committee from any ruling of the Chair.
- f. If the Chair desires to leave the Chair for the purpose of taking part in the debate or otherwise, he/she shall call on the Vice-Chair to fill his/her place until he/she resumes the Chair.
- g. Every member, previous to speaking to any motion, shall be recognized by the Chair or other presiding officer and shall respectfully address the Chair or other presiding officer.
- h. When two or more members wish to speak, the Chair shall name the member who, in his/her opinion, first raised his/her hand.





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- i. A member shall not:
- speak disrespectfully to or about another;
  - use offensive words or unparliamentary language during meetings;
  - disobey the procedures of the committee, or decision of the Chair or the committee on questions of order or practice or upon the interpretation of the Policy;
  - leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared;
  - interrupt a member while speaking except to raise a point of order.
- j. In case any member persists in a breach of the foregoing section after having been called to order by the Chair, he/she may be ordered by the Chair to leave his/her seat for that meeting, but in case of ample apology being made by the offender he/she may, by vote of the committee, be permitted forthwith to resume his/her seat.
- k. When a member desires to address the committee upon a matter that concerns the rights or privileges of the committee collectively or of himself/herself as a member thereof, he/she shall be permitted to raise such matter of privilege, and a matter of privilege shall take precedence over other matters.
- l. When a member desires to call attention to a violation of the rules of procedure, he/she shall ask leave of the Chair to raise a point of order and after leave is granted:
- He/she shall state the point of order with a concise explanation and resume his/her seat until the Chair shall have decided the point of order.
  - Unless a member immediately appeals to the committee, the decision of the Chair shall be final.
  - If the decision is appealed, the committee shall decide the question without debate and its decision shall be final.





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- m. When the Chair calls a member to order, he/she shall immediately sit down until the point of order is dealt with and he/she shall not speak again without permission of the Chair unless to appeal the ruling of the Chair.

### 13. MOTIONS

The following rules shall apply:

- a. Motions do not require to be seconded.
- b. The number of times of speaking to a motion shall not be limited.
- c. A member shall not be restricted to asking questions only of the previous speaker but the question must relate directly to the matter under discussion.
- d. A motion to move a previous motion shall not be allowed.
- e. Any member may require the motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- f. When a resolution is under consideration, no motion shall be received other than a motion to:
  1. Adjourn, which motion is neither amendable nor debatable;
  2. Table, which motion is not debatable;
  3. Refer, which motion is debatable as to its merits only; or
  4. Amend.
- g. A motion to refer shall take precedence over any other amendment.
- h. Only one amendment at a time can be presented to the main motion. Only one amendment can be presented to an amendment, but when the amendment to the amendment has been disposed of, another may be introduced, and when an amendment has been decided, another may be introduced.





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- i. The amendment to the amendment, if any, shall be voted on first, then if no other amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.
- j. Nothing in this section shall prevent other proposed amendments being read for the information of the members.
- k. When the motion under consideration contains distinct propositions, upon the request of any member, the vote upon each proposition shall be taken separately.
- l. After the Chair commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion, amendment or sub amendment.
- m. Every member present at a meeting when a vote is taken on a matter shall vote. If any member present persists in refusing to vote, he/she shall be deemed as voting in the negative. Any motion on which there is a tie vote shall be deemed to be defeated. Recorded votes are not permitted.
- n. Once Council has dispensed with advisory committee recommendation(s) and action(s), the Municipal Clerk shall forward a copy of Council's resolution(s) to the appropriate staff for distribution at the next regular advisory committee meeting.

#### 14. ADJOURNMENT

A motion to adjourn the meeting or adjourn the debate shall be in order, except:

- a. When a member is in possession of the floor; or
- b. During the taking of a vote; but no second motion to adjourn the meeting or the debate shall be made until after some intermediate proceedings shall have taken place.





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## 15. ANNUAL REPORTING

In November of each year, the Advisory Committee shall prepare an annual work plan submission, which shall include a report on the year's accomplishments, which than should be reported to Council.

## 16. COMMITTEE RECOGNITION

A reception will be held at the end of the second year of each four (4) year term of Council to show appreciation to all Advisory Committee Members serving during the current term of Council which will be hosted by the Cobourg Municipal Council.

## 17. COMMUNICATIONS

The actions and recommendations of Advisory Committees are subject to the policies and administrative practices of the Town of Cobourg, including provisions pertaining to the use of the corporate logo(s), letterhead, website, information pamphlets, media advertisements and the like. Advisory Committees shall seek approval from Council for any change in Advisory Committee name or development of any substantive communication medium, for example the Municipal website.

When an Advisory Committee member chooses to communicate through the media, which may include or involve interviews, editorials, writing of a regular column, etc. where they are identified as a member of a recognized Advisory Committee of the Town of Cobourg, the advisory committee member shall be expected to feature an appropriate and acceptable disclaimer stating, "the opinions reflected by the member are their own personal comments and are not endorsed nor representative of the advisory committee, the Town of Cobourg or Cobourg Municipal Council.

## 18. DEFINITIONS

**"Advisory Committee"** shall mean a committee created by Council to provide advice and technical expertise on major public issues and social trends, act as vehicles for public consultation on issues of municipal interest and make recommendations to Municipal Council.

**"Advisory Committee Member"** shall mean a citizen member appointed by Municipal Council.





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“**Chair**” shall mean the elected head of the advisory committee.

“**Conduct**” shall mean the way one acts or personal behaviour.

“**Council**” shall mean the Council of the Corporation of the Town of Cobourg.

“**Mandate**” shall mean the statement that describes the advisory committee’s purpose or responsibilities. The mandate shall align with Council’s strategic plan.

“**Privilege**” shall mean the raising of a question which concerns a member of an advisory committee, or the advisory committee collectively, when a member believes that their rights, immunities or integrity or the rights, immunities or integrity of the advisory committee as a whole have been impugned.

“**Point of Order**” shall mean a statement made by a member of an advisory committee during a meeting drawing to the attention of the Chair a breach of the operating procedures.

“**Quorum**” shall mean the number of members required to be present at any meeting in order that business may be conducted, being a simple majority of the members of the advisory committee.

“**Respect**” shall mean the act of noticing with attention and consideration or courteous regard.

“**Terms of Reference**” shall mean the document that provides a general overview of the advisory committee, the content of which is prescribed by the Advisory Committee of Council Policy and Procedure.

“**Vice-Chair**” shall means the elected member of an advisory committee who assumes the duties of the Chair if the Chair is absent.

### Scope

This policy shall apply to all Advisory, Ad Hoc Committees and Members appointed by the Cobourg Municipal Council.



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**Administration**

The Municipal Clerk and/or designate will assume overall responsibility for administration and communication of the Advisory Committee and Board policies and procedures in consultation with the Mayor, Deputy Mayor, Council Members/Service Coordinators and Senior Management.

**Cross Reference**

Policy #

Procedure #

Resolution #	Revision Description:	Signature/Municipal Clerk:	Council Approval Date: