

PROCEDURAL HANDBOOK FOR CITIZEN APPOINTEES TO CITY OF WELLAND ADVISORY COMMITTEES

Welcome

On behalf of the City of Welland, 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 policies, AND contribute to improving the quality of life within the City of Welland. You'll also participate as part of an advisory committee and as a team, working to ensure the committee's mandate and goals are advanced.

In accepting your appointment, you are committing to serving your committee to the best of your abilities. For meetings, we ask that you read and review your meeting agenda materials to ensure the discussion is informed and considers all perspectives.

The purpose of this guide is to provide you with an introduction to the City of Welland and a foundation on how 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 Welland's governance system. In addition to the fundamentals, we'll also include links or copies of pertinent legislation or City policies/by-laws which establishes the framework in which these committees exist.

The Office of the City Clerk is your primary contact at the City of Welland, 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 City of Welland Advisory Committee member.

Thank you,

Tara Stephens
City Clerk for the City of Welland

City of Welland Land Acknowledgement



Welland is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk (Hat-i-wen-DA-ronk), the Haudenosaunee (Hoe-den-no-SHOW-nee), and the Anishinaabe (Ah-nish-ih-NAH-bey), including the Mississaugas of the Credit First Nation.

There are many First Nations, Metis, and Inuit people from across Turtle Island that live and work in Welland today. Welland stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

Why is a Land Acknowledgement important?

Land acknowledgments are essential in moving forward on the path to reconciliation. Land acknowledgments are influenced by the Truth and Reconciliation Commission's 94 Calls to Action in acknowledging the first occupants of this land. Land acknowledgments are also important in educating the broader public on the significance of the relationship between Indigenous Peoples and their territories.

When do we use a Land Acknowledgement?

Land Acknowledgment's are normally used at the beginning of events, meetings, lectures, and other public events. We must acknowledge the land we live, work, and play on as it's essential in the path to reconciliation as well as developing respectful and meaningful relationships with the local First Nations surrounding Welland.

City Council

City Council is composed of the Mayor and 12 Councillors representing the six Wards within the City of Welland and is the final decision-making body for the City. City Council meetings are held at 7:00 p.m., in accordance with the Council meeting schedule approved by Council and considers all recommendations for approval and action.

Link to the Council/Committee calendar: <https://www.welland.ca/meetings.asp>

Advisory Committees within the City's Governing Structure

Advisory Committees

An advisory committee is established by City Council for the purpose of providing advice on matters that are related to the specific mandate of the committee, comprised of a group of appointed citizens (YOU). An advisory committee is accountable to City Council for its actions.

An advisory committee member is recruited based on their understanding of and expertise around the advisory committee's mandate and willingness to volunteer their time.

Task Forces

A task force is established by City Council for the purpose of providing advice on matters related to a specific mandate of the task force, comprised of a group of appointed citizens (YOU). A task force is accountable to Council for its actions.

Working Groups

Advisory committees/task forces are encouraged to create working groups, if required, to enhance the efficiency of meetings or to work on a specific project/event identified in the committee's workplan. The nature of working groups are unique, given their mandate, projects and scope.

Working groups are normally comprised of advisory committee/task force members, however, when required, volunteers may be called upon for their expertise to assist a working group in completing their mandate.

Terms of Reference

Each committee operates within a City Council approved terms of reference document that provides a framework for the function of the committee. The most vital piece of the terms of reference is your committee's mandate. The committee's mandate sets forth the topics and areas of jurisdiction that your committee may discuss and provide advice to City Council on. Review your committee's mandate and if you have questions, you may contact your Staff Liaison, City Clerk, or the Chair of the committee for further clarification. In addition to setting forth the mandate, the terms of reference provides guidance on the following areas:

- Meeting frequency
- Committee composition

Link to Committees listing page:

<https://www.welland.ca/Committees/committeesindex.asp>

The Terms of Reference template is attached to this handbook

Professional Working Relationship

All committee members work with City 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.

What Advisory Committees Do

Advisory Committees

Advisory committees and task forces 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 and task forces have a clearly defined terms of reference document which provides the committee's mandate and outlines parameters for committee activity.

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

Working Groups

Advisory committees/task forces are encouraged to create working groups, if required, to enhance the efficiency of meetings or to work on a specific project/event identified in the committee's workplan.

Working group meetings are held separately as needed and operate by consensus rather than by formal motions. The advisory committee's/task forces' Staff Liaison shall not attend these meetings. A working group member present must take notes and provide them to the Chair and Staff Liaison before the next regular meeting. The working group notes are circulated to the advisory committee/task force and filed accordingly. Working groups report to the advisory committee/task force and do not make independent decisions or take action that is not agreed upon by the advisory committee/task force at a regular meeting. The chair of a working group is chosen by the majority of the working group members.

Working group membership shall be maintained at less than a quorum number of the advisory committee/task force membership (i.e. if the advisory committee's/task forces' membership is 10, their quorum is 5, therefore, all of the advisory committee's/task forces' working groups are to maintain a maximum membership of 4 members).

Applicable Municipal By-Laws and Policies

Appointment and Recruitment Process

The public appointment policy sets forth the way in which members of the public are appointed to advisory committees of City Council and outlines the general recruitment process.

Each committee is encouraged to complete a Roles, Responsibilities and Expectations document for review and information for all new applicants. This will help all new applicants to understand the workload and expectations when participating on the committee.

All existing members will be notified, by the Staff Liaison or City Clerk, of the recruitment posting for the new term of Council.

All applicants, including those who are reapplying to serve, must submit an application.

Any applicant wishing to withdraw their name from the recruitment process, shall notify the Office of the City Clerk at abc@welland.ca.

Code of Conduct for Council/Advisory Committees

The Code of Conduct applies to all appointed members of a City of Welland Advisory Committee.

The Code of Conduct outlines how members of Advisory Committees are to adhere to the highest standards of personal and professional competence, integrity and impartiality and 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.

The Code of Conduct includes several key areas:

- Member conduct;
- Use of City Resources;
- Media Communications; and
- Improper use of influence

Council Procedural By-Law

Section 238 of the *Municipal Act, 2001* requires that Council of the City of Welland adopt, by By-law, procedures governing the calling, place, and proceedings of meetings.

The Council Procedural By-law provides the rules of procedure that are observed in all in-person / virtual / hybrid proceedings of Council and shall be the rules for the order and dispatch of business in Council and unless specifically provided, with necessary modifications, apply to all Committees.

The rules of procedure are designed to achieve the following basic meeting principles

1. Every member has rights equal to every other member;
2. The will of the majority must be carried out; and
3. Only one topic will be considered at a time.

Link to the Procedural By-law:

https://www.welland.ca/Bylaws/PROCEDURAL_BY-LAW.pdf

Accessibility Plan

The City of Welland is committed to ensuring that Council, all levels of corporate management and staff, plan, implement and evaluate strategies and opportunities that sustain and maintain the rights of persons with disabilities and their families to barrier-free programs, services and opportunities. In so doing, the City implements

the *Accessibility for Ontarians with Disabilities Act, 2005* according to the legislation's standards for:

- Information and Communications;
- Employment;
- Transportation;
- Design of Public Spaces (Built Environment); and
- Customer Service

All employees, volunteers and all other persons or organizations who provide goods, services, or facilities on behalf of the City of Welland perform the work to achieve the goals outlined by the Multi Year Accessibility Plan.

Link to the Accessibility Policy: <https://www.welland.ca/Bylaws/Policies/SER-015-0009.pdf>

Accessible Standards for Customer Service AODA

The City of Welland is committed to providing customer service to persons with disabilities in a manner that:

- Respects their dignity and independence;
- Is integrated as fully practicable into the method of service delivery;
- Ensures reasonable efforts are made to provide equitable opportunities to accessing goods and services;
- Allows persons with disabilities to benefit from the same services, programs and opportunities in ways that are based on their own needs and self-determination.

Member Training

The Office of the City Clerk is committed to ensuring all citizen appointees to the City's advisory committees are trained, providing the following training information and reference documents to all citizen appointees to the City's advisory committees:

- Orientation for citizen appointees
- Current Procedural Handbook for Citizen Appointees to City of Welland Advisory Committees
- Relevant City Policies (Appointment, etc.)
- Code of Conduct for Council
- If any conflict concerns, please contact the City Clerk
- Advisory Committees Terms of Reference

Any appointees after the initial recruitment will be provided with access to online training modules to complete this training.

Communicate Changes to the Office of the City Clerk

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

- Resident of the City of Welland or operating a business in the City of Welland.

If there is any change in your personal circumstances as described above, you must notify the Office of the City Clerk immediately.

Attendance

Committee members are expected to attend every committee meeting. When a member is unable to attend a meeting, they must notify the Staff Liaison as soon as possible so it can be determined if quorum will be attained.

When a member misses more than three (3) consecutive meetings during their term, the Chair, after hearing and considering any explanation provided by the member, may ask the member to resign, or request that Council remove the member.

Resignations

Committee members wishing to resign their appointment mid-term shall submit their resignation in writing, by either email to the respective Staff Liaison, who will forward the document/email to the City Clerk.

The Office of the City Clerk will then proceed with recruitment as required for the Committee.

Confidentiality

Advisory committee members' personal contact information is considered confidential. Membership lists containing personal contact information are only accessible by local board members and City staff. If a member of the public wishes to speak to a local board member, the Staff Liaison will provide the inquirer's contact information to the local board member for a direct response.

Federal and Provincial Laws

Citizen Appointees to City of Welland Advisory Committees shall abide by all applicable Federal and Provincial laws during the performance of their duties.

Advisory Committee/Task Force Rules and Responsibilities

Advisory Committee/Task Force Positions

Advisory committees/task forces can be made up of a combination of the following:

<u>Position</u>	<u>Role</u>
Chair	Runs the advisory committee/task force meetings and enforces rules of procedure under the Procedural By-Law (2017-6) – a voting member
Vice-Chair	Fulfills the role of the Chair in the Chair's absence – a voting member
Secretary	Records without note or comment all resolutions, decisions, and other proceedings at the meeting – a voting member
Council Representative(s)	Provides advice to the advisory committee/task force from a Council perspective when attending a meeting, shall be counted for the purposes of quorum – a non-voting member
Staff Liaison	Provides a single point of contact with City Staff and provides procedural advice and administrative support to the advisory committee/task force.
Legislative Services Clerk II	Provides assistance to the Staff Liaison and coordinates the inclusion of the advisory committee/task force agendas and minutes

Election of Chair and Vice-Chair

The Staff Liaison conducts the Election of Chair and Vice Chair at the first regular meeting of the year. A Chair or Vice-Chair may serve as Chair or Vice-Chair for more than one year in a Council term. All voting Committee members are eligible for election as Chair and Vice-Chair.

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 committee and mentors the Vice-Chair.
- Works with the Secretary/Staff Liaison to prepare agendas.
- Presides over meetings to ensure that proceedings are conducted in an appropriate and orderly manner.
- Monitors the Committee's adherence to the Terms of Reference, Procedural By-Law, and Code of Conduct for Members of Council.

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:

- Confirm the accuracy of the minutes to be presented to the committee for confirmation.
- Work with the Secretary 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 agenda item (e.g., for information only or requires a motion);
 - Understand the time allotted for each item to ensure completion of the full agenda; and
 - Understand background documents, 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

- Ensure there is a quorum so the meeting can begin.
- Declare formally the meeting is "open."

- Welcome guest speakers, other visitors, and new members.

Throughout the meeting

- Preserve order and decorum.
- Manage the discussion to ensure the agenda is completed in a timely manner.
- Rule on points of order and not waiver on a decision unless a member appeals it to the committee.
- Never interrupt a speaker except to rule on a point of order.
- Prevent members from deviating from the order of business on the agenda.
- Conduct the meeting impartially.
- Ensure all tasks are distributed equally.

During meeting discussions

- Allow one speaker to speak at a time.
- State the order in which members may speak when more than one person wants to address the topic.
- Ensure all members have been heard who wish to address an issue.
- Reserve comments on an issue until all other members have been heard.
- Ask questions and call for specific ideas when discussion lacks direction.
- Summarize the discussion.
- Guide members towards making decisions.
- Turn the Chair over to the Vice-Chair or designate if you feel strongly about an issue and want to speak about it.

Meeting voting and motions

- Read the motion to the members before voting.
- Address amendments to a motion prior to voting on the full motion.
- Ask for a vote and declare the results of all votes.
- Announce all decisions reached.

Adjournment

Adjourn 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
- Quorum is lost.

Responsibilities of the Chair between meetings

- Represent the advisory committee at Council meetings and events when required.
- Sign correspondence on behalf of the committee.
- Monitor the progress of all committee tasks.
- Act as a resource for all committee members and support their involvement.

Role of the Secretary

The Secretary is a committee member who participates fully at every meeting and is assigned the responsibility of recording without note or comment all resolutions, decisions and other proceedings at the meeting (as per the *Municipal Act, 2001*) within the minutes of the meeting.

Together with the Chair, prepare the agenda for all meetings and send to Staff Liaison for publishing within required timelines.

Role of the Committee Member

Members are expected to participate and to help fulfill the Committee's mandate in the Terms of Reference. This includes doing work outside of Committee meetings to advance the business of the work plan for the Committee.

- Familiarize themselves with the mandate and/or Terms of Reference of the Advisory Committee.
- Understand the Committee's advisory relationship to Council.
- Strive to attend all scheduled meetings.
- Prepare for meetings by reading agendas and any background information supplied.
- Actively participate in the discussion and decision-making process.
- Undertake any work assigned, including special projects and research, in between meetings.
- Operate under the Procedural By-law of Council and Council Code of Conduct.
- Be open-minded and allow for a variety of opinions to be heard.
- Respect the individual worth and dignity of other Advisory Committee members, staff; and maintain a high degree of professionalism.
- Ask questions, and seek clarification through the staff, Council liaison, or Chair.
- Respect the role of and responsibility of the Chair.
- Respect that actions taken and recommendations shall reflect the majority view of the Advisory Committee.
- Respect the decisions and finality of Council.

- Clearly identify any items of pecuniary interest before they are discussed, and refrain from discussion and voting on same.
- Members should read the agenda before the meeting and come prepared to discuss each item and participate fully.
- It is the responsibility of the members to advise the Staff Liaison of their attendance at an upcoming meeting so the quorum can be determined in advance of the meeting. Members who miss more than three (3) consecutive meetings during their term may be asked to resign by the Chair, or Council may be requested to remove the member.

Role of the Council Representative(s)

As a member of an advisory committee, the role of a Councillor is to provide guidance, expertise, and advice on matters related to their area of expertise or the committee's focus. The specific role of a Councillor can vary depending on the nature and purpose of the advisory committee, but generally, Councillors serve as representatives or advocates for their constituents and bring their knowledge and experience to inform the committee's discussions and decisions.

Key responsibilities and functions of a Councillor in an advisory committee meeting:

- Expertise and Knowledge
- Advocacy
- Advice and Recommendations
- Collaborative Participation
- Policy Development
- Community Engagement
- Representational Role
- Ensure that Advisory Committee members are fairly and appropriately engaged.
- Ensure the staff liaison is not unfairly taking on tasks outside the general parameters of their position with the Committee.
- Liaise between Council and the Advisory Committee, providing information and clarification.
- Ensure Advisory Committee members are aware of Council issues that may affect the goals and objectives of an Advisory Committee, including past actions of Council.
- When necessary and appropriate, explain the rationale behind the Advisory Committee's recommendation when brought forward to Council.
- Assist staff liaison, especially with regards to reports to Council.

Role of the Staff Liaison

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

- Assists committees in their dealings with Council, and staff.
- Assists with preparing the agenda and minutes.
- Distributes the agenda and approved minutes of meetings to the Legislative Services Clerk II.
- Invites guest speakers, visitors, and staff.
- Provides the meeting schedule and books the meeting room.
- Ensure that the committee's meeting dates are included in the Council/Committee meeting calendar on the City's website.
- Advises and consults with committees on reports being presented to Council.
- Ensures that the committee is adhering to its mandate.

Note – Staff Liaisons are not to be assigned tasks that should be performed by committee members.

Advisory Committee Meetings

All advisory committee meetings are considered public meetings, consistent with the City of Welland's Procedural By-law 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 Staff Liaison will guide the local board through the process.

Meetings should start at the scheduled time and will be held at Welland City Hall unless an alternate location within the City of Welland has been agreed to by a majority of committee members. Meetings last approximately one to two hours.

Meetings cannot start before the time listed on the meeting agenda.

Working group meetings are held separately as needed and are not considered official meetings.

Staff Liaisons are not required to attend working group meetings.

Quorum

Quorum must be met for a scheduled meeting to proceed. Quorum is the minimum number of advisory committee members required to be present for a committee meeting to conduct business at a meeting. Quorum for each committee is half of the membership rounded up to the nearest whole number (i.e. an advisory committee with a membership of nine, requires five members to be in attendance to achieve quorum). If quorum is not met, the meeting will be rescheduled or cancelled.

The Secretary will produce a record of the meeting listing those who were in attendance and stating that quorum was not achieved.

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 Staff Liaison will get the consent of the Chair and send a Cancellation of Meeting email to the members. All advisory committees are required to provide at least two days' notice prior to the time appointed for the meeting, when cancelling a meeting, if that notice is not provided, the meeting must be held and adjourned within the timelines in the Procedural By- Law.

Agendas

(a sample template for an agenda is attached to this handbook, for your reference)

Distribution

The Secretary prepares the agenda in consultation with the Chair and distributes the agenda and website link to committee members and the Legislative Services Clerk II or abc@welland.ca via email a week in advance of the meeting date. The agenda outlines the order of business for the meeting and ensures that notice of the proposed topics is provided to the members and to the general public.

Accommodation will be provided under AODA for anyone who requires agendas in an alternate format.

Additional Items for Agenda

Following the distribution of the agenda, any additional items may be added to the Addendum or brought forward at the meeting under "Other Business" which takes place at the end of the agenda.

Matters that are not considered time sensitive shall be listed on the agenda for the next meeting.

Working Groups

The working group member who is appointed as Secretary participates fully at the meetings and is responsible for producing and distributing agendas for working group meetings.

Minutes

(a sample template for minutes is attached to this handbook, for your reference).

Meeting minutes represent a succinct and accurate account of the business dealt with at the meeting and are not a verbatim report of dialogue during the meeting. The minutes provide a permanent and official record of all proceedings, policy and budgetary decisions made. Members are encouraged to maintain a personal set of notes identifying actions they are required to follow up with.

The Staff Liaison will distribute the minutes as the minutes of the previous meeting in the upcoming meeting's agenda. Minutes are sent to abc@welland.ca to be posted on the City's website and circulated to the members. Meeting minutes are approved by motion at the next regular meeting.

Amendments to the minutes may be proposed by members, however, amendments are limited to corrections of factual errors or incomplete information only.

Citizen Committee Reports

When an advisory committee requires approval for any action, other than the actions listed below, from Welland City Council, the advisory committee is required to prepare a Citizen Committee Report (CCR) with recommendations. Recommendations: are proposals/requests from an advisory committee to Council to approve, amend, cancel, consider, implement, direct staff respecting a matter, issue, project, service, or program.

Actions that don't require the preparation of a CCR by an advisory committee or the consideration of their Council are:

- Approving a member's delegation to Council (a request in writing to the Clerk is required, please refer to the 'Registering as a delegation' section below);
- Establishing a working group.
- Requesting a presentation by an organization on matters within an advisory committee's mandate, at a future meeting.
- Approving the use of budgeted funds on approved expenditures; and
- Approving the removal of a member who has not attended meetings as required, this must be presented to the Council/General Committee in writing.

Meeting Decorum

All members must fully participate with open discussion and honest feedback.

For courtesy and efficiency, 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 Staff Liaison.
- Raise your hand to speak and wait to be acknowledged by the Chair.
- Refrain from talking while another member has the floor.
- Work with members and the Chair to complete the business on the agenda on time.

All members are to uphold the principles of the Code of Conduct.

Speaking and Debate

The meeting Chair is responsible for the decorum of the meeting and for supporting all members to participate in the discussion. All members should share speaking time appropriately and make sure decisions are reflective of the Committee’s voting.

Meetings Open to the Public

All meetings are open to the public unless it is required that a closed (in camera) meeting be held in compliance with the *Municipal Act, 2001* and the City’s Procedural By-law. The City 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 or ask questions.

Additional Information

The City’s Procedure By-law provides excellent information on how to conduct and participate effectively in meetings. Your Staff Liaison may also provide advice and guidance on meeting procedures. Training for Chairs, Vice Chairs and Secretaries will be provided by City Staff.

Committee Correspondence

All correspondence for the committee’s consideration that is received by the City Clerk will be forwarded to the committee’s Staff Liaison for inclusion in the committee’s agenda.

External Contacts

Members are not to correspond or speak to any Ministries, any outside agencies, or the media on behalf of committee.

Annual Reporting

All advisory committees are required to submit an annual progress report highlighting the committee's activities for the past year and work plan for the current year to their respective advisory committee for review by November of each calendar year.

Work Plan

The work plan should include the advisory 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:

- Approve the minutes of a previous meeting or adjourn the meeting.
- Defer an item until a specified date.
- Refer an item to a working group.
- Amend an item.
- Recess.

Managing Motions

Motions should be within the scope of the committee's terms of reference and be 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), which is clear, succinct, and actionable, to approve, authorize, support, direct, etc. A "second" (or another member voicing support of the motion) is 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 "all those in favour raise your hands" and

then “all those opposed raise your hands”.

5. The Chair announces the result of the vote as Carried or Defeated.
6. The secretary records any motions that are Carried or Defeated in the minutes.

Here are two examples of wording for a motion:

- That the April 1, 2024, minutes of the Advisory Committee, be approved.
- That Jane Doe be authorized to make a presentation on behalf of the Advisory Committee at the Council meeting when the affordable housing initiatives are to be considered.

** An amendment is considered a minor change or addition designed to improve the wording and must be relevant to the topic in the main motion.*

Guidelines for Voting

Motions must always be voted on following these guidelines:

- Only committee members are permitted to vote.
- All members in attendance (including the Chair) are required to vote unless a member(s) has declared a ‘disqualifying interest’.
- Failure to vote will be deemed to be a negative vote.
- When there is a tie vote, the motion is defeated.

Conflicts of Interest

The *Municipal Conflict of Interest Act* applies to elected officials and appointed members of advisory committees and boards. The legislation requires a member who has a ‘disqualifying interest’ or a ‘non-disqualifying interest’ with regards to any matter under consideration, to declare their interest.

A **disqualifying interest** is an interest in a matter regarding which a reasonable person fully informed of the facts and circumstances would conclude that the Member could not participate impartially in the decision-making process related to the matter either because to do so would not be in compliance with the *Municipal Conflict of Interest Act*, or, because the Member’s relationship to persons or bodies involved in the matter or affected by the decision is so close, a reasonable person would conclude that the Member could not effectively carry out their public duty with impartiality.

A **non-disqualifying interest** is an interest in a matter that, by virtue of the relationship between the Member and other persons or bodies associated with the matter, is of such a nature that a reasonable person fully informed of the facts and

circumstances would conclude that the Member could still participate impartially in the decision-making processes related to the matter only so long as:

The Member fully discloses the interest to provide transparency about the relationship; and

The Member states why the interest does not prevent the Member from making an impartial decision on the matter.

Members who believe they have a ‘disqualifying interest’ and ‘non-disqualifying interest’ in a matter on a committee agenda shall:

- Declare the ‘disqualifying interest’ and ‘non-disqualifying interest’ at the start of the meeting.
- Refrain from discussion and voting on the matter if your declaration is a ‘disqualifying interest.’
- If your declaration is a ‘non-disqualifying interest’ you may discuss and vote on the matter.
- Complete a statement of ‘disqualifying interest’ and ‘non-disqualifying interest’ and submit it to their Clerk.
- Any member seeking advice on conflicts of interest should seek advice from the city’s Integrity Commissioner.

All declarations of ‘disqualifying interest’ and ‘non-disqualifying interest’ are recorded in the meeting minutes. The City is required to maintain a registry of all declarations of ‘disqualifying interest’ and ‘non-disqualifying 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. Declare the ‘disqualifying interest’ and ‘non-disqualifying interest’ at the meeting for the minutes.
2. You can also contact the Office of the Integrity Commissioner of Ontario at integrity@adr.ca for more information.

Protection of Privacy

As a committee member, representing Council and the City, you are subject to MFIPPA.

Members, who during the performance of their duties, receive access to personal information have a responsibility to protect that information, to only use it for the purpose for which it was intended and must take appropriate measures to ensure the personal information is protected and not inappropriately disclosed.

Please refrain from:

- leaving records containing personal information in your car, in your home or in areas where others may have access to it
- discussing personal information of others in open areas
- disclosing an individual's personal information during a public meeting without their written consent

When you are creating records as a committee member, you should not consider them private, keep access in mind and ensure that personal information is protected. Any questions regarding MFIPPA should be referred to the Office of the City Clerk.



Clerks Division

Tara Stephens
City Clerk
905-735-1700 x2159
abc@welland.ca

Office of the City Clerk Contact Information

Tara Stephens

City Clerk
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Laura Bubanko

Deputy City Clerk
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Colton Ambrosio

Legislative Services Clerk II
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Acknowledgement Form

I _____ in consideration of
the City of Welland appointing me to the _____,
for the _____ term, acknowledge, undertake, and agree as follows:

1. I will make all reasonable efforts to attend all meetings of this body to which I have been appointed and to participate in an impartial manner with the understanding that:
 - (a) If I miss more than three consecutive (3) meetings during my term, the Chair, after hearing and considering my explanation, may ask me to resign.
2. I will exercise all the roles and responsibilities of a member of the body to which I have been appointed.
3. I shall respect and co-operate with the other committee members and City staff.
4. I shall not disclose to any member of the public any confidential or personal information acquired by virtue of my position.
5. As a volunteer committee member, I have received and read the Procedural Handbook for Citizen Appointees to City of Welland Advisory Committees.
6. I acknowledge that the meetings are public, livestreamed, recorded and archived on the City's website for future viewing.
7. I hereby confirm that I have read and understand the Code of Conduct for Advisory Committees and agree to abide by it.

Dated at City of Welland, in the Province of Ontario this _____ day of _____, 20_____.

Applicant:

Witness:

(Must be at least 18 years of age)

(Please Print Your Name)

(Please Print Your Name)

(Please sign)

(Please Sign)

AGENDA TEMPLATE
ABC ADVISORY Committee
Wednesday April 3, 2024
4:00 p.m.
Virtual Meeting

- A. APPOINTMENT OF CHAIR AND VICE-CHAIR** (This should be done at the first meeting of each year. After first meeting, this heading is to be removed)
- 1. CHANGES TO THE AGENDA**
- 2. DECLARATIONS OF INTEREST**
- 3. APPROVAL OF MINUTES FROM PREVIOUS MEETING**
 - 3.1 ABC Advisory Committee Meeting Minutes, dated April 3, 2024 (*for approval*)
- 4. PRESENTATIONS**
 - 4.1 ABC Advisory Committee Terms of Reference Review (*for approval*)
 - 4.2 ABC Advisory Committee Strategic Plan (*for approval*)
- 5. DISCUSSION ITEMS**
 - 5.1 Roles, Responsibilities, and Expectations of New Members (*for approval*)
- 6. MOTIONS**
 - 6.1 ABC Advisory Committee Change to the Location of Meetings (*for approval*)
- 7. OTHER BUSINESS**
- 8. ROUNDTABLE**
- 9. ADJOURNMENT**

****Please Note: Sections in your agenda without items to be discussed can be removed from the agenda or marked as “none”.****

**MINUTES TEMPLATE
ABC ADVISORY Committee
Wednesday April 3, 2024
4:00 p.m.
Virtual Meeting**

Present: List who is present. Identify the Chair, Vice-Chair, Secretary and Committee Members

Absent with Regrets: List committee members that are absent.

Also Present: This is where you list the staff names and their titles.

1. CHANGES TO THE AGENDA

The Clerk advised of the following changes to the agenda:

(Mover/Second)

That the agenda for the April 3, 2024, meeting of ABC Advisory Committee be approved, as amended. *(If there are no changes to the agenda, then the approval would be “as presented”)*

CARRIED

2. DECLARATIONS OF INTEREST

List any declarations that were made or note that there were none.

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

3.1 March 5, 2024

(Mover/Second)

That the minutes of the March 5, 2024, meeting of ABC Advisory Committee be approved, as presented.

CARRIED

4. PRESENTATIONS

(I) ABC Advisory Committee Terms of Reference Review (Item 5.1)
(Insert Name) provided the Committee with a presentation respecting a review of the ABC Advisory Committee Terms of Reference.

(Mover/Second)

That the presentation respecting the ABC Advisory Committee Terms of

Reference Review, be received; and

That the ABC Advisory Committee Terms of Reference Review be amended (*insert recommendation approved by the Committee*).

CARRIED

(II) ABC Advisory Committee Strategic Plan (Item 5.2)

(*Insert Name*) provided the Committee with a presentation respecting a review of the ABC Advisory Committee Strategic Plan.

(Mover/Second)

That the presentation respecting the ABC Advisory Committee Strategic Plan, be received; and

That the ABC Advisory Committee Strategic Plan, be approved. (*Or insert recommendation approved by the Committee*).

CARRIED

5. DISCUSSION ITEMS

(I) Roles, Responsibilities and Expectations of New Members (Item 6.1)

(Mover/Second)

That the Roles, Responsibilities and Expectations of New Members be approved. (*Or insert recommendation approved by the Committee*).

6. MOTIONS

(i) ABC Advisory Committee Change to the Location of Meetings (Item 8.1)

(Mover/Second)

That the ABC Advisory Committee Meeting Location be changed to _____. (*Or insert recommendation approved by the Committee*).

CARRIED

7. OTHER BUSINESS

(I) Title

Brief overview of the item.

8. ROUNDTABLE

Any questions that may generate quality discussion and possible recommendations.

9. ADJOURNMENT

(Mover/Secunder)

That, there being no further business, the meeting be adjourned at _____
a.m./p.m. (*Insert time that the meeting adjourned*).

*The minutes are signed by the Chair or Vice-Chair (whoever presided over the meeting)
and the Secretary.*

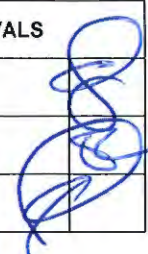


Clerks Division
Tara Stephens
City Clerk
905-735-1700 x2159
abc@welland.ca

CITY OF WELLAND ADVISORY COMMITTEE PROCEDURAL HANDBOOK FOR CITIZEN APPOINTEES.

If you have any questions or concerns, please contact us at
abc@welland.ca

COUNCIL
OFFICE OF THE CAO
CLERKS DIVISION

APPROVALS	
DIRECTOR	
CFO	
CAO	

06-84

REPORT CLK-2023-04
FEBRUARY 21, 2023

SUBJECT: PROCESS FOR CITIZENS APPOINTMENTS TO COMMITTEES OF COUNCIL

AUTHOR: TARA STEPHENS, CITY CLERK

APPROVING DIRECTOR: STEVE ZORBAS, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information, report CLK-2023-04: Process for Citizen Appointments to Committees of Council; and further THAT this process continue to be followed for all future citizen appointments to committee of council.

ORIGIN AND BACKGROUND:

In early 2021, Welland City Council approved a process for councillor appointments to boards and committees. Currently, there is an undocumented process being followed for citizen appointments to our committees of council. Staff thought it was necessary to document the process to ensure staff, council and the community is aware of the process being followed.

Earlier this month, Clerk's staff began advertising for appointments to the committees of council for this term. Council will be reviewing and approving appointments to committees beginning in April 2023.

COMMENTS AND ANALYSIS:

At the beginning of a new term of Council, the Clerk's Office begins recruitment for Welland's committees of council for the four (4) year term. The process for recruitment is as follows:

1. Clerks staff review the Terms of Reference related to the committee and prepare an advertisement which identifies the specifics related to the vacancy on the committee and deadline to submit the application.
2. Depending on the number of applications received by the deadline, Clerk's staff may consider extending the deadline to allow for additional applications to be

submitted. Typically the deadline is extended when the amount of interest on the committee is less than required to fill the vacancies on the committees.

3. After the deadline has passed, and if a sufficient number of applications have been submitted (over majority of the members for the committee), Clerk's staff will determine a date with the City Clerk, to present applications to Council, in-camera for consideration for appointment.
4. Prior to the Council Meeting, Clerk's staff will provide confidential copies of the applications received for council to review and consider for appointment.
5. At the Council Meeting, an in-camera session will be scheduled to allow an opportunity for members of council to discuss the applicants. Following the conclusion of the discussion regarding the individuals who have applied, council will provide the City Clerk with direction on appointments to be considered in open session, following the conclusion on the in-camera session.

During In-camera:

- a) Members of council will be provided an opportunity to discuss, comment and ask questions related to individuals who have applied to the committee.
- b) Following the discussion, each member of council will state their choice for appointment(s) to the committee.
- c) Each member of council may provide the same number of names as vacancies on the committee.

For example, if there are five (5) vacancies on a committee, and six (6) applications are received, a member of council can state five (5) or less appointments to be considered.

- d) If the total number of appointments are identified, council can direct the City Clerk to proceed to open session during the Council meeting for consideration of the appointments. This would be announced at the beginning of the Council meeting, as items being added from the in-camera session.
- e) If two (or more) citizens receive the same number of support from members of council, which results in more than the requirement to fill the vacancy, council can consider one of the following options:

Option 1 – Appoint both individuals to the committee, if applicable.

Option 2 – Request the individuals provide additional information for council consideration for the appointment. This information would be requested by the City Clerk and provided to council for consideration at a future in-camera session, prior to a Council Meeting. Members of council are required to identify additional information to be obtained from the applicant.

Open Session – Council

6. After the Council Meeting has been called to order, the Mayor will ask the City Clerk to identify matters to be added from committee-of-the-whole, in-camera, and at this time the City Clerk will identify the appointment(s) and term. The item is then added to the agenda block and members of council may pull the item to further discussion, if they desire.
7. Following the approval of the appointment to the committee, Clerk's staff will complete the following:
 - I. Update the staff liaisons/representatives of the appointments to the committee.
 - II. Prepare correspondence to all applicants advising if they have or have not been appointed to the committee.
 - III. Update the City of Welland website to reflect the appointments.
 - IV. Update additional Clerk's records to identify the appointments.

Throughout the term of council, there may be vacancies or additional recruitment required for the committees of council. Clerk's staff will follow the process as identified above for filling the vacancies.

FINANCIAL CONSIDERATION:

No financial considerations required.

OTHER DEPARTMENT IMPLICATIONS:

Assistance from respective departments when recruiting for a committee that relates to their division.

SUMMARY AND CONCLUSION:

This staff report has been prepared to identify the current process being followed for citizen appointments to the committees of council.

ATTACHMENT:

None.



PROCEDURAL NOTICE

DATE	
COUNCILLOR	

Conflict of Interest

Notice of Motion

Councillor Signature _____