



Orientation for Citizen Advisory Committees

Burlington Downtown Parking
Advisory Committee
April 2018



Municipal Government and Citizen Committees

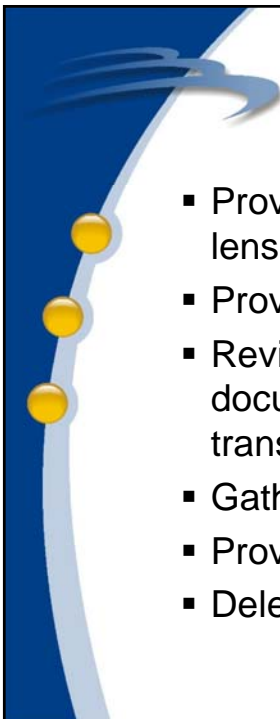
- Established by Council with specific terms of reference
- Report to Council through a Standing Committee
- Meeting cycle of Standing Committees and Council
- Citizen Committee composition and meeting cycle





Downtown Parking Committee's Mandate

- Provide comments and advice to Council on strategies and policies that affect the development and delivery of parking services in Downtown Burlington;
- Consider the community's interests regarding parking in Downtown Burlington and assist Council in addressing those concerns;
- Develop an annual work plan and communication plan and related budget that meet the mandate of the committee;
- Keep current on Council-approved policies that may impact the Committee;
- Report through the Development and Infrastructure Committee to Council of an annual report.



Strategies to meet your mandate

- Provide a high-level, strategic, critical lens
- Provide advice / comments / feedback
- Review strategies, policies, and public documents on specific issues related to transportation
- Gather feedback from the community
- Provide written comments to council
- Delegate to council



DPC Committee Composition

Representatives:

- 6 members of the Burlington Downtown Business Association (BDBA) appointed by the BDBA Board of Directors
- 1 Tourism Burlington Member
- 1 member representing a non-business interest operating in the broader Downtown Area, such as a cultural and /or educational entity
- Ward 2 Council Representative
- Mayor or member of Council appointed by Council
- Administrative Support to be provided
- 1 Staff representative from Transportation services



Roles and Responsibilities

Citizen Committee Chair:

- To provide leadership to the committee;
- To work with the Director/Dept staff to prepare agendas, budgets, work plans and communication needs;
- To preside over meetings to ensure that proceedings are conducted in an appropriate and orderly manner;
- To speak to the media on behalf of the Committee.



Roles and Responsibilities

Director/Dept staff:

- To provide policy & procedural advice;
- To prepare minutes and agendas;
- To manage public relation activities and budgets;
- To assist committee in dealing with Council, staff, government and community agencies.



Roles and Responsibilities

Council Liaison:

- To provide guidance from the perspective of a City Council member;
- To inform and build awareness;
- To empower effective volunteer performance;
- To attend meetings when available.



Roles and Responsibilities

Sub-Committees:

- The purpose of having a sub committee is to achieve getting additional work done outside of the regular committee meetings;
- Some sub committees other advisory committees have revolve around subjects such as Awareness and event organizing, community outreach, policy feedback;
- The purpose is to ensure an equitable and accountable division of tasks;
- Enhance the efficiency of meetings;
- Meet separately, as needed, and report and seek further direction and/or authorization at the regular committee meetings.



Meetings That Work

Scheduling

- Department staff will provide notice of meeting date, time and place once approved by the committee or at the call of the Chair.

Agenda

- Department staff will distribute in a timely manner prior to the meeting.

Regrets

- Member should notify the department staff if unable to attend the meeting (so staff can establish whether there will be a quorum and the meeting will proceed).



Meetings That Work

Quorum

- Minimum number of members present to begin the meeting (if no quorum, meeting may be re-scheduled or cancelled). (50% + 1)

Declarations of Interest

- *Municipal Conflict of Interest Act*

Minutes

- Represent accurate account of business transacted at the meeting, not a verbatim report of dialogue.
- Expectations of minutes – Department staff will distribute in a timely manner.



Meetings That Work

Motions

- Express a position or authorize an action

Voting

- Motions are always voted on once moved by a member.
- Vote by a simple majority "carries" a motion.
- Only motions that are carried are noted in the minutes.



Meetings That Work

Code of Conduct & Ground Rules

- Follow rules of order, raise hands to speak, be respectful of one another.
- Handbook for Citizen Committees: Respect in the Workplace

Adjournment

- Be respectful of everyone's time and get the committee's business done in the allotted time.

Additional Resource

- Communications Department as a resource (work plans, communication materials, advertising, press releases, etc.).



Financial Component

Budget

- Citizen committees prepare an annual budget with the assistance of the Department staff.
- The preparation of the budget is based on the work plan for the upcoming year and supports the committee's mandate.





Financial Component

Purchasing

- Purchases can only be made in accordance with approved budgeted amounts and in accordance with the City's purchasing policy.
- Motions must be passed for each financial transaction.
- Committee members can be reimbursed for pre-authorized out-of-pocket expenses (a receipt must be submitted).
- Funds from one year's budget cannot be transferred to the next year's budget.



Standing Committees

- If there are reports coming forward to standing committees that may be of interest to a citizen advisory committee, staff should advise the appropriate citizen committee.
- If a citizen committee wishes to make a delegation to Committee or Council regarding an issue that is being considered at a Standing Committee meeting, a representative must register in order to appear as a delegation.



Standing Committees

When appearing as a delegation:

- Committee must support any member who wishes to delegate on behalf of the committee
- Delegates are limited to 10 minutes.
- Once a delegation has finished speaking, they remain at the podium for any questions.
- Committee will make a recommendation on an issue once all delegations on that topic have been heard.



Working with Council

- Citizen committees are accountable to Council – any major undertakings must be approved by Council;
- Any additional advice can be sought through the Clerks department;
- Annual reports should be submitted to the Committee Clerk for the respective Standing Committee;
- Contacts with external bodies, groups or agencies shall be made with prior authorization of the Committee Chair in conjunction with the Department staff.





Correspondence

- All correspondence must be brought to the attention of the Committee Chair and Director/Department staff (including e-mail correspondence).
- Correspondence sent from any member of the committee is seen to represent the City of Burlington and must be phrased appropriately and deal only with the mandate of the committee.
- Generally, correspondence from the committee will be signed by the Chair in collaboration with the department staff, on behalf of the Committee.



Questions, Concerns or need Information?

- Contact the Clerks department for procedural guidance, information about the city, council or committee matters.

Danielle.manton@burlington.ca
905-335-7600 ext. 7490

