



Burlington Integrated Transportation Advisory Committee 2021

Virtual Meeting Etiquette

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

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

What is the role of an advisory committee?

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

Municipal Government and Advisory Committees

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

Mandate

- Provide a high-level, strategic, critical lens
- Provide advice / comments / feedback
- Gather feedback from the community
- Liaise with stakeholders, as needed
- Comment on information provided by other transportation organizations

Stay Informed

Members are encouraged to:

- Subscribe to pages on the city website www.burlington.ca
 - Integrated Mobility Plan
 - Cycling Plan
 - Burlington Transit
- Sign up on GetInvolvedBurlington.ca
- Committee meetings
- Keep abreast of news and trends
- Keep current on Council-approved policies

Committee Composition

Voting Members:

- 6 resident members
- Representatives from Cycling, Sustainable Development, Seniors' and Accessibility Advisory Committees

Non-voting Members:

- 2 alternate members
- 1 council representative
- 1 staff liaison
- 1 committee clerk

Member Responsibilities

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

Chair Responsibilities

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

Council Liaison Responsibilities

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

Committee Clerk Responsibilities

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

Staff Liaison Responsibilities

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

Sub-Committees

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



Meetings That Work

10 meetings per year:

January to June

September to December

**Meeting Schedule provided by
Committee Clerk**

City Calendar: www.burlington.ca/calendar

Meetings That Work

Delegations:

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

Meetings That Work

Declarations of Interest:

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

Meetings That Work

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

Motions

- Express a position or authorize an action

Voting

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

Member Attendance

- Make every effort to attend monthly meetings
- Provide notice in advance to the Committee Clerk if unable to attend a meeting
- If a member misses more than 3 consecutive meetings, members will be requested to move into an alternate position

Quorum at Meetings

Quorum = 50% + 1 of current voting members

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

If quorum is not met:

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

Additional Resources

City Corporate Communications and Engagement:

- Advertising
- Media releases
- Social media
- Promotional materials

City Website:

- ITAC web page
www.burlington.ca/itac



Questions, Concerns, Information

Contact your Committee Clerk

Georgie.Gartside@burlington.ca

City Orientation

Wednesday, March 31, 2021

6:30 p.m.

Virtual through Zoom