



# Burlington Seniors' 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

- Provides advice and insights to council
- Represents seniors' perspectives on issues
- Represent seniors on other advisory committees

# Stay Informed

## Members are encouraged to:

- Subscribe to pages on the city website  
[www.burlington.ca](http://www.burlington.ca)
  - Active Aging Plan
- Sign up on [GetInvolvedBurlington.ca](http://GetInvolvedBurlington.ca)
- Committee meetings

# Committee Composition

## Voting Members:

- 5 resident members, 55+
- 5 community/stakeholder representatives

## 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](http://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:

- BSAC web page  
[www.burlington.ca/bsac](http://www.burlington.ca/bsac)

# Questions, Concerns, Information

Contact your Committee Clerk

[Kristin.Sprukulis@burlington.ca](mailto:Kristin.Sprukulis@burlington.ca)

# City Orientation

Wednesday, March 31, 2021

6:30 p.m.

Virtual through Zoom