



City of Peterborough

Orientation for Local Boards and
Committees - PACAC

Information for Members



- Parliamentary Procedure
- Meeting Procedures & Conflict of Interest
- Council Members
- Insurance Coverage
- Public Notice and Agenda Packages

Parliamentary Procedures



Guiding Principles of Parliamentary Law:

1. The authority of the board/committee is vested in its members
2. All members have equal rights, privileges and obligations
3. Meetings shall be conducted with order, fairness and in good faith
4. Only one item of business is to be considered at one time
5. The majority rules
6. The rights of the minority must be protected
7. Members have a right to information to help make decisions

Procedure By-law



This provides the framework for all procedures of committees. Such as:

- Rules of Debate
- Voting
- Conduct
- Motions
- Closed Session
- Agendas & Minutes
- & more...



Role of Chair

- To preside over meetings and provide leadership
- To maintain decorum and protect the rights of all members
- To represent the Committee's recommendations to Council
- Call the meeting to order, follow the agenda
- Read motions, follow rules of debate, and call for the vote
- Decide on questions of order – keep the meeting moving
- Comes to the meeting prepared



Role of the Member

- Be familiar with the TOR, Procedure By-law, and City Policies
- Attend meetings on time
- Be open minded and fair
- Participate during debate (instead of before or after the meeting)
- Protect & promote the good name of the Committee and the City
- Respect the Chair
- Accept the will of the majority

Municipal Conflict of Interest Act



A Pecuniary Interest is an interest resulting in a financial gain or loss to you, your spouse/partner and certain family members

- Must be declared by the member along with the general nature of the conflict
- Member must refrain from participating in the discussion or voting
- Member must leave the meeting if it is in closed session
- Err on the side of caution and leave the room if you have a conflict of interest



Meeting Procedures



■ Elections

- Chair and Vice Chair of the Committee are elected at the first meeting of the year

■ Recording Minutes

- Minutes will be recorded without note or comment by a member of the Clerk's Office
- Draft minutes will be provided with your next agenda for approval.
- Action (i.e. request for information/report) is by motion

Motions



- A motion brings an action before the Committee
- Motions require a mover
- The Chair should state the motion prior to discussion taking place
- Once stated by the Chair, the motion belongs to the Committee
- Should be written in the affirmative and should “stand alone”
- May include a trail of information
- A tie vote is a lost vote
- You must speak through the Chair at all times

Closed Meeting Procedures



The **Municipal Act, 2001**, enshrines the principles of open and transparent government. Meetings are to be held in an open forum unless the subject matter falls within the exemptions set out in section 239(2) of the Act:

Meetings may be held in closed session for the following reasons:

- Security of property and services of municipality
- Personal matters about an identifiable individual
- Proposed or pending acquisition or disposition of land
- Labour relations or employee negotiations
- Litigation or potential litigation
- Advice that is subject to solicitor-client privilege
- Education and training
- *New – Trade secrets, information provided in confidence by another level of government, negotiations*



Closed Meetings

- Prior to going into Closed Session, Council and Local Boards **must** pass a resolution in open session stating the fact that it is meeting in closed session, the authority, and the general nature of the subjects to be discussed. *(i.e That Committee go into Closed Session under Section 239(2)(a) The security of the property of the municipality or local board, to discuss the operation of the alarm system at the arena)*
- Minutes are taken of Closed Session and will be brought forward for approval at the next Close Session meeting.
- Information discussed is strictly **confidential**. Members **must** maintain the confidentiality of these sessions.

Closed Meetings



Section 239 of the **Municipal Act, 2001**:

- A person may request an investigation into whether the municipality or local board/committee has followed procedures when holding a closed session. A Closed Meeting Investigator will investigate and report findings to open Council.
- The City of Peterborough has appointed Amberley Gavel as its Closed Meeting Investigator.



Insurance Coverage

- Coverage is available to members of City appointed members of Boards and Committees
- Includes:
 - General Liability
 - Errors & Omissions



Provision of Public Notice

Accountability and Transparency

- **Advertisement for special meetings is provided in the Peterborough Examiner and the City's website.**
- **At least 48 hours notice must be given prior to the holding of a meeting.**
- **Be careful when bringing up items under Other Business. Unless the issue is urgent or time sensitive, doing so may not provide transparency to the public.**

Agenda Packages



- Agenda packages will be provided to you electronically in advance of the meeting.
- The package will include the minutes of the previous meeting as well as items of new business.
- Agenda packages will be posted on the website.

Clerk's Department



- Questions?????

