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Communication

Accessibility Advisory

Committee – February 12, 2024

Item No. 1

Attendance, Quorum and Conflict of Interest
Accessibility Advisory Committee



February 2024
Office of the City Clerk

Attendance

COUNCIL-APPOINTED ADVISORY COMMITTEES POLICY - POLICY NO.: 06.C.03

6. Attendance

- 6.1 Should a member not be able to attend a regular meeting of the Advisory Committee, the member shall advise the City Clerk or their designate as soon as possible, prior to the meeting. This will assist in determining if there will be a quorum. If it is concluded that a quorum will not be reached, the City Clerk or their designate shall notify the Chair and other members and cancel the meeting.
- 6.2 If a member is absent from meetings of the Advisory Committee for two consecutive regularly scheduled meetings, the City Clerk or their designate shall contact and advise the member, in writing, that three absences may result in a forfeiture of their position on the Advisory Committee.
- 6.3 If the member does not attend the next regularly scheduled meeting after written notification from the City Clerk or their designate and no reasonable explanation is provided, the position will be deemed vacant by the City Clerk or their designate. The vacancy will be filled in accordance with section 4.3, and quorum required is adjusted in accordance with section 5.3 of this policy.
- 6.4 Industry or technical representatives can appoint delegates from the same organization to attend a meeting, which counts towards quorum.

Quorum

- Quorum is a majority of Members of a Committee.
- Quorum is needed to hold a meeting.
- If no quorum is present thirty (30) minutes after the time scheduled for a meeting, the City Clerk or delegate shall call the roll and record the names of Members present, and the meeting shall stand adjourned until the next day of the regular meeting.

Declaration of Interest

- Members are required to Declare an Interest they may have on any matters being discussed.
- Members may not participate in the matter they have declared an interest in.
- Declaration of Interest is declared when you have a Conflict of Interest.

Declaration of Interest (continued...)

What is a Conflict of Interest?

MUNICIPAL CONFLICT OF INTEREST ACT:

“When present at meeting at which matter considered

5 (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).”

Declaration of Interest (continued...)

- *Direct pecuniary interest:* A member may have a pecuniary interest when the result of a matter before the Accessibility Advisory Committee could impact, either positively or negatively, the member's finances, economic prospects or asset value.
- *Indirect pecuniary interest:* A member may also have a pecuniary interest under the “Act” where they have an indirect pecuniary interest in the matter as a result of a relationship with another entity.



Thank You.

