

C2.

Communication

Creative and Cultural Industries

Advisory Committee – February 19, 2025

Item No. 2

Creative and Cultural Industries Advisory Committee

Roles and Procedures



February 2025
Office of the City Clerk



The role of the Creative and Cultural Industries Advisory Committee is to support the Mayor, Council and staff in the establishment of a Vaughan Arts Council and its terms of reference.

Roles

- Committee Members
- Staff Resources

Committee Members

- ▶ Attend Meetings.
- ▶ Review Agendas.
- ▶ Participate in discussions and make recommendations to Council.
- ▶ Follow objectives and guiding principles, as outlined in the Terms of Reference.

Staff Resources

- ▶ Director, Economic Development, or designate:
 - Provides advisory and subject matter support related to the mandate and objectives of the Committee.
- ▶ Representative(s) from the Economic Department:
 - Provides advisory and subject matter support related to the mandate and objectives of the Committee.
- ▶ Office of the City Clerk
 - Prepare and distribute agenda, supporting material and minutes
 - Determine quorum
 - Record attendance
 - Record the motions
 - Give procedural advice

Meeting Procedures

- Quorum
- Declaration of Interest
- Procedure By-law
- Duties of the Chair
- Motions

Quorum

- ▶ Quorum is a majority of Members of a Committee.
- ▶ Quorum is needed to hold a meeting.
- ▶ If no quorum is achieved 30 minutes after the scheduled start time of a meeting, the City Clerk or their designate shall call the roll and record the names of the members present, and the meeting shall stand adjourned until the next scheduled meeting or at the call of the Chair.

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.

Municipal Conflict of Interest Act

DUTY OF MEMBER

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

- ▶ **Direct pecuniary interest:** A member may have a pecuniary interest when the result of a matter before the CCIAC 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.

Procedure By-law

- ▶ City's Procedure By-law 7-2011
- ▶ Establishes the rules used for meetings.
- ▶ Facilitates the decision-making process.
- ▶ Establishes clear outcomes.
- ▶ Ensures meetings are conducted in a respectful manner.
- ▶ A copy is available at www.vaughan.ca

The Chair

- ▶ Presides over the meeting.
- ▶ Accepts motions that are **MOVED** and **SECONDED**.
- ▶ Allows all members to speak or ask questions.
- ▶ Puts motions to vote and announces the results.
- ▶ Enforces order and decorum.
- ▶ Adjourns the meeting when all matters are considered.

Motions

- ▶ Motions are actions or recommendations
- ▶ Motions are **MOVED** by one member and **SECONDED** by another.
- ▶ The Chair may not **MOVE** or **SECOND** a motion.
- ▶ Members may ask questions regarding the motions.
- ▶ The Chair puts the motions to **VOTE**.
- ▶ Members **VOTE** by raising their hand to signify they are in favour.
- ▶ Majority of members must **VOTE** in favour to approve a motion.
- ▶ If a member does not vote, it will count as a negative.

Other Misc.

- Code of Ethics
- Declaration of Office

Code of Ethics

- ▶ A code of ethics outlines rules for proper behavior in the workplace — usually based on a company's core values.
- ▶ At the start of an Advisory Committee term, a Code of Ethics form is required to be signed by all members.

Declaration of Office

- ▶ Before entering your duties as a member on an Advisory Committee, you are required to take a Declaration of Office.
- ▶ A Declaration of Office form is signed and Commissioned.



Thank you!

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