

# Corporate Policy and Procedure

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Policy	Advisory Committees of Council – Meeting Procedures
Category	Corporate
Authority	City Council
Related Policies	Procedure By-law
Approved By	City Council
Effective Date	July 19, 2021
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## Purpose

To provide Advisory Committees of Council (ACOC) with meeting procedures that facilitate efficient and effective decision-making processes that are accountable and transparent. The ACOC meeting procedures build on the Procedure By-law to provide instructions for how ACOC meetings are run.

All ACOCs shall be compliant with this policy and, where applicable, the City’s Procedure By-law.

## Definitions

**Advisory Committee of Council (ACOC)** means a committee created by Council, to report to City Council on a specific subject.

**ACOC Member** means an individual who has been appointed by City Council as a member of an ACOC.

**Chair/Vice-Chair** means the individual appointed by an ACOC to act as the chair of the ACOC at any given meeting.

**City Clerk** means the individual appointed by City Council under Section 228 of the Municipal Act, or their designate.

**Meeting** means an ACOC meeting when a quorum is present as defined in the Municipal Act and includes meetings where some or all ACOC members are attending via electronic participation.

**Staff Liaison** means the City staff member(s) who provide subject area expertise and support to an ACOC.

# Meeting Procedures

## 1. Meeting Schedule

- 1.1. The annual meeting schedule of an ACOC shall be approved annually by each ACOC. All meeting schedules must also be approved by the City Clerk, to ensure staff ability to support ACOC meetings. The City Clerk will make all reasonable efforts to accommodate requested ACOC schedules.
- 1.2. ACOCs shall approve a meeting schedule that includes monthly meetings, except for August.
- 1.3. In consultation with the ACOC chair, the City Clerk may cancel or reschedule an ACOC meeting.
- 1.4. Special ACOC meetings may be called by the chair, with the approval of the City Clerk to ensure staff ability to support the meeting. The City Clerk will make all reasonable efforts to accommodate requested ACOC meetings.

## 2. Agendas

- 2.1. The City Clerk shall have discretion to prepare ACOC agendas based on content and materials provided by the staff liaison. All ACOC agendas shall be approved by the chair prior to publication.
- 2.2. ACOC members may submit agenda items to the chair, staff liaison(s) and City Clerk for consideration prior to inclusion on a meeting agenda.
- 2.3. Chairs, staff liaisons and the City Clerk shall consider the ACOCs TOR, alignment with agenda forecasting/workplans and Strategic Plan priorities when considering the addition of items.
- 2.4. All ACOC agendas shall contain the following items:
  - 2.4.1. Date, time and place of meeting
  - 2.4.2. Delegation registration deadline
  - 2.4.3. Indigenous Territorial Acknowledgement
  - 2.4.4. Disclosure of pecuniary interest and general nature thereof
  - 2.4.5. Approval of minutes
  - 2.4.6. List of all matters to be discussed with accompanying materials
  - 2.4.7. Staff recommendations to be considered by ACOC, where applicable
  - 2.4.8. Adjournment
- 2.5. Agendas and all related materials shall be published and provided to ACOC members a minimum of one week in advance of a meeting date, where possible.

## Revised Agendas

- 2.6. Revised agendas shall be prepared for the inclusion of correspondence and delegates with respect to items listed on an agenda.
- 2.7. New items will not be added to revised agendas except in extraordinary circumstances, as approved by the chair in consultation with the staff liaison and City Clerk.
- 2.8. Revised Agendas shall clearly identify revisions to the original agenda and will be published on Guelph.ca no later than 72 hours in advance of the meeting date, where possible.

### **Minutes**

- 2.9. Minutes of every meeting shall be recorded by the City Clerk and approved by the ACOC at its next meeting. Meeting minutes will include all resolutions passed at a meeting, with no additional notes or comments, as required by the Municipal Act.
- 2.10. Minutes shall be posted on [guelph.ca](http://guelph.ca) and included on the weekly information items for City Council within one week of the completion of the meeting, where possible.
  - 2.10.1. For further clarity, minutes will be posted on the weekly information items prior to the formal approval of those minutes by the ACOC.

### **First Meeting**

- 2.11. The first ACOC meeting of the year, or the first meeting of a newly established ACOC, shall be called to order by the City Clerk who will conduct the election of the ACOC chair and vice-chair by simple majority vote.
- 2.12. ACOC chairs and vice-chairs shall serve for a one-year term, or until a successor is appointed.
- 2.13. If an ACOC chair or vice-chair position becomes vacant, the ACOC shall appoint another member to fill the role of chair or vice-chair.

### **Orientation and Training**

- 2.14. All newly appointed ACOC members shall complete an orientation and training session delivered by the City Clerk and staff liaison. Orientation and training sessions may be delivered to meetings of an ACOC with many new members or when otherwise desirable.

### **Rules of Order**

- 2.15. The ACOC shall, where any cases arise that are not covered by these procedures, be governed by the Procedure By-law of Guelph City Council with necessary modifications as judged by the ACOC chair in consultation with the City Clerk.
- 2.16. A quorum of the ACOC (as defined in its TOR and/or legislation) shall be present to conduct the business of the ACOC.

2.17. Where possible, to ensure quorum, ACOC members must provide notice of an expected absence 72 hours prior to a meeting.