

Title:	Advisory Committees of Council Policy
Number:	GOV-11-01
Approved By:	City Council
Administered By:	Legislative Services
Effective Date:	May 17, 2010
Revision Date(s):	September 29, 2025

1.0 Purpose/Background

Advisory Committees of Council (“Advisory Committees”) provide recommendations and advice to Council on a variety of matters that contribute to the development of policies, programs and initiatives that enhance the City.

The Advisory Committees of Council Policy (“Policy”) provides a fair and equitable approach for the overall establishment and management of Advisory Committees of Council.

2.0 Policy Statement

This Policy sets out a framework to govern the management of Advisory Committees including:

- Establishment and Review;
- Membership Management;
- Roles and Responsibilities;
- General Operating Procedures
- Reporting Requirements;
- Work Plans, Budgets and Financial Management
- A Code of Conduct for Members

3.0 Scope/Application

This Policy applies to all Advisory Committees as established by Council that may be in existence as of the Effective Date of this Policy or established by Council in future.

This Policy does not apply to Standing Committees, Committee of Adjustment, Property Standards Committee, Joint Compliance Audit Committee, staff Committees or other

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Committees/Working Groups/advisory bodies not established by Council as an Advisory Committee.

Advisory Committees will be compliant with this Policy as well as Council's Procedure By-law regarding operations and meeting processes, and other relevant City policies as may be identified from time to time by Policy Advisors, the Council-Committee Coordinator ("Coordinator") or the Clerk.

Changes or clarifications to the Policy will be reflected in updates to Council regarding the Policy, which may be supplemented by guidelines and training materials, as appropriate, by the Clerk.

4.0 Definitions

"Advisory Committee of Council" or "Advisory Committee" means a committee created by Council to provide advice and expertise on issues of municipal interest and make recommendations to Council through its Standing Committees.

"City" means the City of Oshawa.

"Chair" means the member of the Advisory Committee appointed by its members to preside at meetings and to act as spokesperson on behalf of the Advisory Committee to Council.

"Clerk" means the City Clerk of the City of Oshawa and includes persons from time to time acting on behalf of the Clerk.

"Community Partner Member" means an organization holding the position of a Member, appointed by Council and represented at the Advisory Committee by the Community Partner Representative.

"Community Partner Representative" means the individual selected by the Community Partner Member to participate on the Advisory Committee. Community Partner Representatives cannot be employees or elected officials of the City of Oshawa.

"Council" means the Council of the Corporation of the City of Oshawa.

"Council-Committee Coordinator" means the staff member designated by the City Clerk to fulfill the legislative functions of the Clerk with respect to Advisory Committees.

"Council Member Appointee" means a Member of Council appointed as a Member of an Advisory Committee. Such Members of Council are Members but will have due regard for the Council Code of Conduct, and in the event of a conflict between the interests of the Advisory Committee and Council, the City's and Council's interests will prevail.

"Delegation" means, as the context may require, a person that addresses or seeks to address a Committee, or the content of the person's address to Committee.

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“Information Package” means the package prepared and circulated as described in the Procedure By-law.

“Majority Vote” means an affirmative vote of more than one-half of the Members present and voting.

“Mandate” means the statement that describes the Advisory Committee’s purpose or responsibilities and will align with Council’s strategic directions.

“Meeting” means any meeting of an Advisory Committee where Quorum is present and at which Members discuss or otherwise deal with any matter in any way that materially advances the business or decision making of the Advisory Committee.

“Member” means a Resident Member, Council Member Appointee, and/or Community Partner Member of the Advisory Committee as the context applies.

“M.F.I.P.P.A.” means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 as may be amended from time to time or its successor legislation.

“Municipal Act 2001” means the Municipal Act, 2001, S.O. 2001, c.25 as may be amended from time to time or its successor legislation.

“Municipal Conflict of Interest Act” means the Municipal Conflict of Interest Act R.S.O. 1990, c. M.50 as may be amended from time to time or its successor legislation.

“Procedure By-law” means Council’s Procedure By-law 128-2022, as amended or such other by-law governing the calling, place and proceedings of meetings pursuant to Section 238(2) of the Municipal Act, 2001, S.O. 2001, c.25.

“Policy” means the Advisory Committees of Council Policy as adopted and approved by Council which outlines the manner in which Advisory Committees will function.

“Policy Advisor” means the staff member who assists and guides the Advisory Committee in managing their workplan.

“Quorum” means the number of Members required to be present at any Meeting in order for business to be conducted, and is a simple majority of the Members, including vacancies, of the Advisory Committee.

“Resident Member” means a Member of an Advisory Committee, recruited from the general public, and selected and appointed by Council.

“Special Meeting” means a Meeting called outside of a regular meeting schedule to consider matters related to the Advisory Committee’s Work Plan or Mandate that are, in the opinion of the Policy Advisor, time sensitive in nature.

“Standing Committee” means a Standing Committee of the Council of the Corporation of the City of Oshawa.

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“Terms of Reference” means the document approved by Council that provides a general overview of the Advisory Committee, the content of which is prescribed by the Advisory Committee of Council Policy and Procedure.

“Two-Thirds Majority Vote” means an affirmative vote of at least two-thirds of the Members present and voting.

“Vice-Chair” means the member appointed on an annual basis to assume the duties of the Chair if the Chair is absent.

5.0 Responsibilities

5.1. Council shall:

- a) Establish desired and legislated Advisory Committees as required including adopting a Terms of Reference for each Advisory Committee;
- b) Appoint the most qualified applicants to Advisory Committees based on the individual Membership Qualifications identified in each Advisory Committee’s Terms of Reference; and,
- c) Seek advice from Advisory Committees as appropriate by referring matters as necessary.

5.2. The Chair of the Advisory Committee shall:

- a) Preside over all Meetings of the Advisory Committee, ensuring a motion is on the floor prior to discussion of the item and ruling on any points of order;
- b) Facilitate the Meeting, following this Policy and the Procedure By-law;
- c) Participate as an active and voting Member, encouraging active participation by all Advisory Committee Members;
- d) Call on the Vice-Chair to take their place in order to move motions or take part in significant debate. Chairs are permitted to ask questions and provide brief comments during discussion; and,
- e) Act as the point of contact with Council unless otherwise designated by resolution of the Advisory Committee.

5.3. The Vice-Chair of the Advisory Committee shall:

- a) Assume the duties of the Chair if the Chair is not able to fulfil their position; and,

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- b) Chair the Meeting of the Advisory Committee if the Chair is not present within the first 10 minutes of the scheduled Meeting start time, provided Quorum is present.

5.4. Members of Advisory Committees (all Membership types including Chairs and Vice-Chairs) shall:

- a) Attend all scheduled and special Advisory Committee Meetings in person or by requesting to participate remotely by emailing the Council-Committee Coordinator at least 1.5 hours in advance of the meeting;
- b) Send regrets to Legislative Services if unable to attend in order to ensure Quorum will be met;
- c) Recognize their role and expectations, including understanding their relationship to Council;
- d) Follow the Meeting agenda and stay focused on the topic at hand;
- e) Follow this Policy, other relevant City Policies or By-laws and the Terms of Reference of the Advisory Committee;
- f) Understand and respect the role and expectations of all participants;
- g) Disclose any conflicts of interest with respect to items before the Committee prior to discussion of the item;
- h) If the Chair and Vice-Chair are not present within the first 10 minutes of a Meeting but Quorum is present, the Members present will appoint another Member to act as Chair by consensus, who will preside for the duration of the Meeting or until the Chair or Vice-Chair arrives;
- i) Participate as an active and voting Member, asking questions, and seeking clarification through the Chair;
- j) Undertake work necessary to implement the Council-approved work plan, or work as assigned by Council, including reading agendas, doing research, etc. between Meetings;
- k) Develop and maintain a climate where mutual support, trust, respect, courtesy and teamwork are valued;
- l) Maintain a high degree of professionalism and respect when communicating with other Members, Members of Council, staff and members of the public;
- m) Respect the individual worth and dignity of other Members utilizing the diverse knowledge, expertise and talents of all Members to optimal advantage;

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- n) Challenge ideas and not people, creating a climate where it is okay to disagree;
- o) Communicate directly and concisely, listening without interruption, and be open-minded, allowing a variety of opinions to be heard;
- p) Refrain from directing staff, recognizing that any request for advice or information that require reports or other action by staff outside the normal scope of work must be requested by motion to be considered by the appropriate Standing Committee responsible for the matter in question;
- q) Work effectively with the administration to provide excellent service to residents and customers, recognizing the professional obligations of staff as employees of the City of Oshawa and not intervening in administrative practices;
- r) Refrain from criticizing individual members of staff in a way that questions their professional competency and credibility;
- s) Respect that decisions of Council are final and accurately communicate the decisions of Council even if they disagree with the decision of the Advisory Committee;
- t) Defer to the Chair of the Advisory Committee as spokesperson to Standing Committees and Council unless otherwise designated by the Advisory Committee by resolution;
- u) Respect that resolutions made will reflect the position of the Advisory Committee as a whole. Members, whether acting as individuals or as Members of the Advisory Committee, may not provide a delegation or submit correspondence to Standing Committees or Council on a matter that was before an Advisory Committee of which they are a Member unless appointed by the Advisory Committee to do so;
- v) Disclose to the Clerk any change in circumstance that renders them ineligible to serve on the Advisory Committee based on the membership qualifications stated in the Terms of Reference and/or this Policy;
- w) Respect and protect confidential information; and,
- x) Attend any training session offered by the City.

5.5. The Corporate Leadership Team shall:

- a) Ensure a Policy Advisor is assigned to each Advisory Committee to act in a non-voting capacity as a subject-matter expert to assist the Advisory Committee in the execution of its work plan; and,

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- b) Review Advisory Committee budget and work plan submissions before inclusion in the City's budget.

5.6. The Clerk shall:

- a) Assign a Council-Committee Coordinator to provide support services for one or more Advisory Committees;
- b) Oversee the recruitment and selection processes for all appointments to Advisory Committees; and,
- c) Administer attendance management procedures reporting to Council as required.

5.7. The Policy Advisor shall:

- a) Attend all meetings of the Advisory Committee;
- b) Understand the mandate of the Advisory Committee, including its relationship to Council;
- c) Understand the role and expectations of the Chair, Advisory Committee, Council Member Appointees and staff;
- d) Approve operating expenses, adhering to the City of Oshawa Purchasing By-law and oversee the administration of funds, maintaining a full and accurate account of all receipts and disbursements and preparing year-end reports;
- e) Assist the Advisory Committee by offering policy advice in a non-voting capacity on matters before the Advisory Committee;
- f) Remain impartial during discussions of Advisory Committee matters with all members;
- g) Subject to priority workload demands as determined by management, assist with the implementation of the work plan;
- h) Develop an annual work plan and budget based on the Advisory Committee Terms of Reference and staff needs or expectations of the Advisory Committee; and,
- i) Ensure that any recommendations proposed by the Advisory Committee do not contradict existing Council decisions or the City's budget, by-laws, policies or procedures.

5.8. The Council-Committee Coordinator shall:

- a) Provide Clerk services to Advisory Committee(s) assigned to them by the Clerk;

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- b) Call to order the first regular Meeting of an Advisory Committee annually and conduct the appointment process for the Chair and Vice-Chair;
- c) Understand the role of all participants;
- d) Implement attendance management as set out in the Policy in concert with the Clerk;
- e) Report any potential breach of the Code of Conduct to the Clerk;
- f) Coordinate a training/orientation session for Advisory Committee Members at the first Meeting of each Committee annually;
- g) Coordinate Chair and Vice-Chair training following appointments annually;
- h) Prepare agendas and relevant materials in cooperation with the Committee Policy Advisor;
- i) Post notice of Advisory Committee meetings on the City's website;
- j) Arrange for or set up Meeting areas including audio-visual requirements, attendance by the public and delegations and ensuring accessibility for anyone who has identified a need;
- k) Determine if Quorum is met for Meetings;
- l) Offer procedural and process advice to the Chair and Advisory Committee Members;
- m) Prepare meeting follow up as required;
- n) Prepare minutes for distribution in the Information Package and circulation as per the Clerk's administrative practices; and,
- o) Maintain Advisory Committee minutes, item numbers, reports of the Advisory Committee and correspondence records.

5.9. Other Employees shall:

- a) Attend Meetings of Advisory Committees as necessary, relevant to their area of expertise to provide information and/or advice on a project-by-project basis as requested by the Policy Advisor.

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6.0 Practice/Procedures

6.1 Establishment and Review of Advisory Committees

6.1.1. Establishment

Advisory Committees are established by Council. The creation of a new Advisory Committee will be supported with information prepared by the relevant department in consultation with the Clerk including but not limited to:

- Inventory of previous and existing activities related to the issue;
- Statutory requirements (if any); and,
- Draft terms of reference.

The Terms of Reference for an Advisory Committee will be set out in accordance with the template provided in Appendix B to be approved by Council. Once approved by Council, Advisory Committees may not recommend changes to the Terms of Reference.

6.1.2. Review

From time to time as required, or as directed by Council, the Clerk in consultation with the relevant department(s) will provide a report to Council concerning the Advisory Committees, including but not limited to the following:

- A list of active Advisory Committees;
- All Terms of Reference documents and most recent work plans;
- Recommendations related to the Advisory Committee such as Policy updates, additional training requirements, facilitation needs, size, structure or composition of committees, etc.

6.2 Membership Management

The Clerk is responsible for overseeing the recruitment, selection, and appointment processes for members whose terms have expired and for vacancies that may arise from time to time.

For end-of-term appointments, the Clerk will prepare a report to Council in November of each year that appointments are made. For vacancies arising mid-term, the Clerk will prepare reports as needed for consideration by the appropriate Standing Committee for recommendation to Council.

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6.2.1. Recruitment and Appointments

Individuals may only sit on one Advisory Committee, regardless of membership type. For example, a person acting as a Committee Partner Representative may not participate on a different Advisory Committee as a Resident Member.

City of Oshawa employees and elected officials are not eligible to be appointed as Resident Members or Community Partner Representatives.

6.2.1.1. Resident Members

Advertisements for vacancies will include the mandate of the Advisory Committee, the term of office, meeting frequency, member qualifications, application process and contact information.

The Clerk will take measures to encourage recruitment of individuals reflective of the city's diversity including outreach and potential partnerships with relevant community organizations.

Applicants must be a resident, property owner or tenant in Oshawa and a minimum of 18 years of age unless otherwise determined by membership requirements set out in the Terms of Reference.

Applicants will be required to complete and submit to the Clerk an application form, available from Service Oshawa or the City's website.

All applications will be reviewed by Legislative Services for screening and short-listing purposes to support a diverse and appropriate membership and Council's review of applicants. Screening may include application review, telephone, in person or virtual interviews, questionnaires or drop-in sessions as appropriate. Not all applicants may be contacted for an interview.

The Clerk will prepare a report to Council that includes all interviewed applicants, recommending one or more applicants for appointment. After appointments are made by Council resolution, the Clerk will advise all applicants that were interviewed of Council's decision.

The Policy Advisor, in consultation with the Clerk, will ensure that new Advisory Committee Members are provided with appropriate orientation and training.

6.2.1.2. Community Partner Members

When a Community Partner Representative vacancy occurs, the Clerk will contact the Community Partner Member to seek a new Representative. If the Community Partner Member is unable to provide a Representative, the Community Partner Member will be deemed to have resigned from the Advisory Committee and advertising and recruitment will commence.

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Community Partner Representatives do not need to be appointed by Council; however new Community Partner Members must be approved by Council.

When a Community Partner Member vacancy occurs, the Clerk will advertise for vacancies including include the mandate of the Advisory Committee, the term of office, member qualifications, application process and contact information.

Applicants will be required to complete and submit to the Clerk an application form, available from Service Oshawa or the City's website.

The Clerk will prepare a report to Council with all applications received for Council to select a Community Partner Member. After appointments are made by Council resolution, the Clerk will advise all applicants that were interviewed of Council's decision.

The Policy Advisor in consultation with the Clerk will ensure that new Community Partner Members and Representatives are provided with appropriate orientation and training.

6.2.1.3. Council Member Appointees

Members of Council may be appointed by the Mayor to serve on an Advisory Committee as required.

6.2.2. Terms of Office

Member terms of office on each Advisory Committee will be congruent with the Term of Council.

6.2.2.1. Resident Members

Resident members will serve at the pleasure of Council for a four (4) year term. Resident Members who have served four (4) years may reapply after an absence of one year.

Members appointed to fill a vacancy mid-term with less than two years remaining may reapply for a full term at the end of their partial term. Members appointed to fill a vacancy mid-term with more than two years remaining are subject to the same term limits as if they had completed a full term.

6.2.2.2. Council Member Appointees

Council Member Appointees will serve on Advisory Committees on a one-year renewable term unless otherwise determined.

6.2.2.3. Community Partner Members

Term of office provisions will not apply to Community Partner Members or Community Partner Representatives.

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6.2.3. Attendance Management

If a Member is absent from three consecutive, regularly scheduled Meetings without notice, the Clerk will recommend to Council that the Member's seat be declared vacant.

In the case of a Community Partner Representative, the Clerk will contact the Community Partner Member following the second absence of the Representative. The Community Partner Member will have the option to confirm their representative, or to have an alternate Community Partner Representative appointed. If the Community Partner Member is unable to confirm a Representative, the Clerk will recommend to Council that the Member's seat be declared vacant.

Once Council declares a Member's seat vacant, the Clerk will initiate the recruitment and selection process.

6.2.3.1. Member Resignation

Members will provide written notice of resignation to the Clerk who will provide the notice of resignation to Council via the next available Information Package, which is distributed to Council and posted on the City's website.

As soon as written notice of resignation is received, the Clerk will commence the recruitment and selection process to fill the vacancy left by the resignation.

If, during the term of their appointment a Member becomes ineligible to serve on the Advisory Committee based on the membership qualifications stated in the Terms of Reference and/or this Policy, they are automatically deemed to have resigned as a Member and the Clerk will notify Council and commence the recruitment process.

6.3. Municipal Freedom of Information and Protection of Privacy Act

The Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.) applies to Advisory Committees, and members of the public may request access to City records under the Act by filing a Freedom of Information request. The City must follow the process outlined in the Act to release the information which may include disclosure of reports, correspondence or emails sent by Members to staff regarding committee matters.

Members have the same access rights to municipal information as any other resident of the municipality, unless the information relates specifically to a matter before the Advisory Committee. Requests for information should be referred to the Clerk.

Members may receive personal or other confidential information as part of their role on the Advisory Committee. It is expected that this information be protected, including keeping the information physically and electronically secure from unauthorized use.

During the course of their term of service, Members may receive the personal contact information for other Members on the Committee. This information must only be used by

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Members during their term of service and exclusively for matters related to the business of the Advisory Committee.

6.4. General Operating Procedures

Unless otherwise provided for in this Policy, Advisory Committees will follow the rules of procedure for Committees set out in Council's Procedure By-law to the extent applicable.

6.4.1. Meeting Scheduling

6.4.1.1. First Meetings

The first Meeting each year of an Advisory Committee (or the first meeting of a new Advisory Committee) will be called and chaired by the Clerk until a Chair and Vice-Chair are appointed.

6.4.1.2. Regular Meetings

The Clerk will establish the meeting schedule for Advisory Committees for presentation to Council for approval. All meetings will be held in the Committee Meeting Room at City Hall and will not conflict with any other Advisory Committee, Standing Committee or Council Meetings.

There will be no scheduled meetings in July and August.

In the year of a Municipal Election, no Advisory Committee Meetings will be held from September 30 until the first regular meeting of the new Council when appointments will be made to the Advisory Committees.

6.4.1.3. Special Meetings

Special Meetings of the Advisory Committee may be called by the Clerk in consultation with the Policy Advisor and will not conflict with any other Advisory Committee, Standing Committee or Council Meetings.

In the year of a Municipal Election, there will be no Special Meetings called from September 15 until after Council has made appointments to the Advisory Committees.

6.4.2. Meeting Notice

Public notice of all Regular and Special Meetings of Advisory Committees will be provided by posting the agenda or special Meeting notice to the City's website.

Agendas and Meeting notices must include the date, time, location and purpose of the meeting. Meeting notices will be posted no less than 24 hours prior to the start of the Meeting.

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6.4.3. Meeting Cancellation/Postponement

A Meeting may be cancelled or postponed by the Clerk in consultation with the Policy Advisor where Quorum cannot be achieved, when a Meeting is no longer required or in the event of an emergency.

Notice of a Meeting cancellation or postponement will be given by the Clerk as soon as possible by providing notice to Members electronically and by posting a notice on the City's website. In the event of an emergency such as extreme weather, a cancellation notice will be provided as soon as possible in a manner deemed appropriate by the Clerk.

6.4.4. Quorum

Quorum will be a simple majority of the total number of Advisory Committee Members, including any vacancies. Non-quorum Meetings are not permitted.

If there is no Quorum within 15 minutes of the established start time of a Meeting, the Council-Committee Coordinator will record the names of the Members present and the Meeting will adjourn. The business of the Advisory Committee will be considered at the next Regular Meeting unless there are time-sensitive matters requiring consideration in which case the Clerk will call a Special Meeting of the Advisory Committee.

6.4.5. Open and Closed Meetings

All Meetings of Advisory Committees will be open to the public and web streamed live and archived on the City's website. Very specific, limited provisions exist within the Municipal Act for closed Meetings. The Chairs and Policy Advisors should consult with the Clerk prior to meeting in a closed session.

If, after consultation with the Clerk it is determined that the matter to be considered by the Advisory Committee complies with the Closed Meeting provisions set out in the Municipal Act, 2001, as amended, the Advisory Committee will follow the Closed Meetings Procedure set out in the Procedure By-law.

Where a matter has been discussed in closed session and where the matter remains confidential, Members must not disclose the content of the matter discussed or the substance of the discussions.

6.4.6. Appointment of Chair/Vice-Chair

Each Advisory Committee must appoint a Chair and Vice-Chair to serve an annual term at the first Meeting of each year. The Chair and Vice-Chair may be re-appointed for two (2) additional consecutive years for a total of three (3) years.

If the Chair and/or Vice-Chair have reached their term limit for holding office and no other Resident Member or Community Partner Representative wishes to stand for appointment to the office, the Advisory Committee may extend the term limit for a

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Chair/Vice-Chair for one additional year for a total of four (4) consecutive terms, provided they are willing to stand for reappointment.

Council Member Appointees may not be appointed as a Chair or Vice-Chair of an Advisory Committee.

6.5. Order of Business

6.5.1. Regular Meetings

The business of each Meeting will be taken up in the order in which it stands on the agenda, unless otherwise decided by the Advisory Committee, subject to a Two-Thirds Majority Vote. Regular Meeting agendas will follow the template as generally set out in Appendix A.

6.5.2. Special Meetings

The order of business for Special Meetings will be determined by the Council-Committee Coordinator in consultation with the Policy Advisor and will be dependent on the matters to be considered at the Meeting.

6.5.3. Authority to add Heading Titles

Despite the orders of business set out in this section, the Clerk has the authority to add heading titles to a Meeting agenda as appropriate to accurately reflect the items listed.

6.6. Declarations of Pecuniary Interest

Members shall not participate in the discussion of or voting with respect to a matter at an Advisory Committee meeting, nor attempt to influence the decisions of City staff with carriage of a matter, if the member has a disqualifying interest in the matter.

For the purpose of this Policy “disqualifying interest” means a situation in which the Member’s private interests or personal relationships place, or may reasonably be perceived to place, the Member in conflict with their duties and responsibilities as a Member, and includes the pecuniary interests described by the Municipal Conflict of Interest Act.

A Member must declare any direct or indirect pecuniary interest that they may have on any matter before the Advisory Committee at the beginning of the Meeting. If the Member misses making the declaration at the beginning of the Meeting, the declaration should be made when the matter comes up for consideration but prior to any discussion on the matter. The Member must state the matter to which they have a conflict and the reason why. Each declaration made at a meeting must be provided to the Council-Committee Coordinator as a written statement.

The Council-Committee Coordinator will record declarations of pecuniary interest made by a Member in the minutes, noting the matter and general nature of the pecuniary

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interest. A registry of written statements made will be posted on the City's website in accordance with the Clerk's administrative procedures.

A Member who has made a declaration of interest on an item may not participate in debate, discussion or voting on the item.

Council Member Appointees are expected to make declarations of pecuniary interest in accordance with the processes set out in the Procedure By-law and Municipal Conflict of Interest Act.

6.7. Motions Introduced by Members

Any Member may introduce a motion to be considered by the Advisory Committee at a Regular Meeting, provided it is directly related to a specific item on the Council-approved work plan. Such motions may be introduced under Other Business.

Members may introduce a motion that does not relate to a specific matter identified on the work plan provided it is clearly associated to the Mandate, Goals and Objectives of the Committee as set out in the Terms of Reference. A copy of such motion must be provided to the Policy Advisor and Committee Coordinator at least one business day in advance of the Meeting.

6.8. Voting

Only Members appointed to the Advisory Committee are permitted to vote on matters before the Advisory Committee. When the Chair calls the vote, Members will vote by raising their hand either in the affirmative or negative. Recorded votes are not permitted. Any motion on which there is a tie vote will be deemed defeated.

6.9. Reporting

6.9.1. Reports to Standing Committee/Council

After each Meeting, the Council-Committee Coordinator will prepare a Report to the appropriate Standing Committee for consideration.

Matters are reported to the appropriate Standing Committee that deals with the subject matter and may include, but are not limited to, the following:

- Advice to Council as related to the Mandate of the Advisory Committee;
- Directions to staff;
- New matters introduced at a meeting;
- Advice, recommendations or suggestions the Advisory Committee wishes to provide to bodies other than Council, as related to the mandate of the Advisory Committee; or

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- Matters that have been referred by Council or a Standing Committee to the Advisory Committee.

Standing Committees and Council may approve, amend, refer or propose other resolutions, as the Standing Committee or Council sees appropriate. Once an Advisory Committee recommendation has been reported to Standing Committee or Council, the Advisory Committee cannot reconsider, recommend or advise further on the matter, unless directed by Council.

Advisory Committees cannot reconsider or recommend reconsideration of any existing decision of a Standing Committee or Council.

6.9.2. Minutes

Minutes will record the names of the individuals in attendance (including noting the time Members leave early or arrive late), where the Meeting took place, when the Meeting started and adjourned, who chaired the Meeting, any persons that appeared and addressed the Advisory Committee and actions taken or recommendations for each item on the agenda. Minutes will be taken by the Clerk without note or comment and will not include questions from Members or discussion on any matter.

Meeting minutes will be the official record of a Meeting, documenting the decisions of the Advisory Committee. Minutes do not require Advisory Committee approval but will be made available by posting to the City's website for information. All Advisory Committee Meeting minutes will be provided to Council in the Information Packages.

6.9.3. Annual Reports

Within the first quarter each year, Advisory Committees will submit to Council a summary of the previous year's accomplishments as well as a final year-end financial report comparing actual expenses against the approved budget. This report will be distributed to Council via the Information Package.

6.10. Work Plan, Budgets and Financial Management

6.10.1. Work Plan and Budget

The Policy Advisor will prepare an annual work plan and proposed budget for the Advisory Committee identifying anticipated projects or programs on which the Advisory Committee will provide advice to Council using the templates set out in Appendices C and D. Where education and/or outreach is a component of the Terms of Reference for the Advisory Committee, projects related to this mandate will take into account staff availability and other corporate resources necessary to execute the project.

The work plan and proposed budget will be presented to the Advisory Committee. The Advisory Committee may recommend changes or additions, provided they are clearly in keeping with the Advisory Committee Mandate, Goals and Objectives.

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The work plan and proposed budget will be presented to the Corporate Leadership Team, including any recommendations from the Advisory Committee for changes. The Corporate Leadership Team may include or not include the Advisory Committee recommendations on the basis of staff capacity or other resources before the final work plan and budget are included in the preparation of the annual municipal budget.

Once adopted, work plans and budgets cannot be modified by the Advisory Committee. Any additional work or budget request from the Advisory Committee is subject to subsequent Council approval. However, nothing in this section prevents Council as a whole from assigning work to an Advisory Committee at any time.

6.10.2. Fundraising and Sponsorship

Advisory Committees will not undertake any fundraising activities, including event or program sponsorship without prior approval from Council. All fundraising activities will be on a project-by-project basis, clearly identified in the Advisory Committee work plan and budget with financial oversight by the Policy Advisor.

6.10.3. Member Remuneration

Members of Advisory Committee are volunteers and serve without remuneration. Members may be reimbursed for official Advisory Committee attendance at special events, including any reasonable travel expenses previously approved by the Advisory Committee. Any expenses submitted without the Advisory Committee's prior approval will not be reimbursed.

6.11. Media and Communications

The actions and recommendations of Advisory Committees are subject to the policies and administrative practices of the City, including provisions pertaining to the use of the corporate logo(s), letterhead, website, information pamphlets, media advertisements. All communications must comply with relevant City Communications Policies.

6.11.1. Social Media

Advisory Committees are not authorized to launch social media accounts but may provide messaging related to their respective Advisory Committee via the City's official social media accounts by providing content to the Policy Advisor as per the City's Social Media Policy.

6.11.2. Media Materials and Media Events

All corporate media materials and media events related to the respective Advisory Committee must be approved by the Policy Advisor in consultation with the Clerk and Corporate Communications and must adhere to the City's Communications Policy.

All Advisory Committee Members shall defer to the Policy Advisor if they are contacted by media representatives regarding any matter related to the Advisory Committee.

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The City and the Advisory Committee reserve the right to publicly deny any statement or report released without proper approval.

Advisory Committee Members who communicate as individuals through the media or social media in any public form (e.g. interviews, editorials, writing of a regular column or blog post, etc.), where they are identified as a Member of a recognized Advisory Committee of the City of Oshawa, the Advisory Committee Member will be expected to include an appropriate and acceptable disclaimer stating the that the opinions reflected are their own personal comments and are not endorsed by nor representative of the Advisory Committee, the City of Oshawa or Oshawa Council.

6.12. Code of Conduct

Advisory Committees are expected to maintain principles of good conduct and ethics reasonably expected from individuals appointed by Council to ensure all municipal affairs are conducted with professionalism and integrity.

Every Member will observe and comply with all provisions of this Policy, as well as all applicable legislation (such as the Municipal Conflict of Interest Act) and law as well as other policies or procedures adopted or established by Council.

Advisory Committee positions will not be used for personal gain. Without limitation, no Member will use their appointed position to influence, or attempt to influence, the decision of any other person, for the Member's private advantage or that of a Member's family member.

6.12.1. Conduct at Meetings

Every Member will conduct themselves properly and in a respectful manner at Council, Standing Committee or Advisory Committee meetings and in accordance with the provisions of the Procedure By-Law, this Policy and other applicable policies or laws, demonstrating respect for everyone who is involved in the meeting.

Members recognize the importance of cooperation and shall endeavour to create an atmosphere that is conducive to discussing the matters before the Advisory Committee, listening to various points of view and using respectful language and behaviour in relation to all those in attendance.

Members shall adhere to and encourage public respect for the Advisory Committee, the City and its by-laws, policies and procedures. Members shall not encourage noncompliance of a policy, by-law or law in responding to a member of the public.

6.12.2. Conduct Respecting Others

Every Member has the duty and responsibility to treat Council, the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure that the municipal work environment is free from discrimination and harassment.

Members shall not:

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- use indecent, abusive or insulting words or expressions toward any other member, any member of staff or any member of the public;
- speak in a manner that is discriminatory to any individual, based on that person's race, ancestry, place of origin, creed, gender, sexual orientation or gender identification, age, colour, marital status, or disability; and,
- engage in any harassment of any other member, any member of staff or any member of the public.

The Human Rights Code and the Occupational Health and Safety Act recognize the right to freedom from harassment. Under the Human Rights Code and the City's Harassment and Violence in the Workplace Policy, all persons are to be treated with dignity and respect in the workplace in an environment free of abuse, discrimination and of personal and/or sexual harassment.

Harassment whether it occurs inside or outside the workplace but is related to the work environment is considered to be harassment and is inappropriate behaviour for the purpose of this Policy.

6.12.3. Conduct Respecting Staff

Under the direction of the Chief Administrative Officer (C.A.O.) and Corporate Leadership Team, and in accordance with the decisions of Council, municipal employees are required to serve the municipal corporation as a whole.

All Members will be respectful of the role of employees to provide advice based on political neutrality and objectivity and without undue influence from any Member. Accordingly, no Member will maliciously or falsely impugn or injure the professional or ethical reputation or the prospects or practice of staff. Members shall show respect for the professional capacities of City staff and for their professional capacities and responsibilities. Members will not exert undue influence on staff nor attempt to influence staff to circumvent normal processes in any matter. It is also inappropriate for Members to involve themselves in matters of administration or departmental management.

No Member will ask any employee to engage in partisan political activities or subject any employee to threat or discrimination for refusing to engage in such activity.

No Member will use or attempt to further their authority or influence by intimidating, threatening, coercing, commanding or influencing improperly any employee or interfering with that person's duties, including the duty to disclose improper activity.

Members will not actively undermine the implementation of the City's decisions, shall be respectful of staff in the implementation of those decisions, and shall encourage others to treat staff respectfully while implementing the decisions of the City.

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6.12.4. Advisory Committee / Staff Working Relationships

Members are appointed by Council to provide advice to Council. Employees are ultimately accountable to the C.A.O. and are responsible for implementing the decisions of Council and ensuring the efficient and effective operation of municipal services. Members and employees will work cooperatively based on shared values of honesty, trust, mutual respect, and leadership for continuous improvement.

This Policy should not be read as restricting the ability of a Member to contact City staff requesting answers to questions, the identifications of concerns, or to request services, on matters or services normally relevant or available to any Oshawa resident which may be outside the scope of the Advisory Committee's work.

6.12.5. Gifts and Benefits

A gift or benefit shall not be accepted if it was intended to influence or could reasonably be perceived that it might influence or was intended to influence, the Member in the performance of their duties as a Member or that the Gift or Benefit was intended or could reasonably be perceived as intended as a reward for any action or impending action by the Member.

Gifts which are of nominal value (e.g. a cup of coffee, a pen, etc.) are acceptable.

6.12.6. Confidential Information

Confidential information includes any discussion that takes place between Members of the Advisory Committee when it is in a closed meeting, and documents or information in the possession of or received in confidence by the Advisory Committee, that the Advisory Committee or the City is either prohibited from disclosing or is exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act ("M.F.I.P.P.A.").

No Member shall disclose or release by any means any confidential information acquired by virtue of their appointment, in either oral or written form, except when required by law or authorized to do so.

No Member shall use confidential information for personal or private gain, or for the gain of relatives or any person or corporation, either directly or indirectly.

6.12.7. Municipal Resources / Uses of City Property

No Member shall use or permit the use of City land, facilities, equipment, supplies, services, staff or other resources (for example, City-owned materials, websites, mailing lists) for activities other than the business of the Advisory Committee. No Member shall obtain personal financial gain from the use or sale of City-developed information or intellectual property. All such property remains exclusively that of the City of Oshawa.

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6.12.8. Election Campaigns

In the event a Member is nominated for a position governed by the Municipal Elections Act, 1996 (M.E.A.), the Member will comply with the M.E.A. and procedures developed and approved by the Clerk and/or Council for the use of corporate resources for election purposes.

No member, while identifying themselves as a Member of an Advisory Committee, shall undertake any election campaign or election-related activities or work on, fund-raise, endorse or otherwise contribute to the election campaign of any person running in a municipal, provincial, or federal election.

For clarity, nothing prevents a Member from volunteering, working, or otherwise supporting an election campaign, either for their own election campaign or for that of another person, as a private citizen wholly separate from their appointment to an Advisory Committee, so long as the Member does not identify themselves as a Member of the Advisory Committee while engaged in such activities.

6.12.9. Acting on the Advice of the Integrity Commissioner

Any written advice given by the Integrity Commissioner to a Member binds the Integrity Commissioner in any subsequent consideration of the conduct of the Member in the same matter, as long as all the relevant facts known to the Member were disclosed to the Integrity Commissioner.

6.12.10. Complaint Protocol

The Complaint Protocol contained in Schedule A of the Council Code of Conduct (By-law 51-2015 as amended) applies with necessary modifications to complaints regarding members of Advisory Committees

Any individual, including members of the public, City employees and Members who have reasonable grounds to believe that a Member has breached a provision of the Policy may proceed with a complaint to the City's Integrity Commissioner. Formal complaints must be made in writing including an explanation as to why the conduct may be a contravention of this Policy. The complaint must be signed and dated by the complainant and shall include:

- The name of the member alleged to have breached this Policy, the specific provision allegedly contravened, the date, time and location of the alleged incident and any other relevant information as may be appropriate; and,
- Any evidence in support of the allegation; and,
- Names and contact details (if possible) of any witnesses in support of the allegation.

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6.12.11. Consequences of Failure to Adhere to the Code of Conduct

Members who are found by the Integrity Commissioner to have failed to comply with this Policy and Code of Conduct may be subject to the following sanctions:

- a reprimand; or,
- suspension of remuneration or stipend paid to the member in respect of his or her services as a member of the Advisory Committee, if any.

Members may also be subject to such other remedial actions recommended by the Integrity Commissioner that directly flow from the action or behaviour of the member of the Advisory Committee.

Further corrective actions directed by Council may include but are not limited to:

- A warning letter issued to the Member;
- The Member is asked to issue a formal apology;
- The Member is suspended from serving on the Advisory Committee for a defined period of time;
- The Member is removed from the Advisory Committee for the remainder of the term; and,
- The Member is not permitted to apply to serve on an Advisory Committee for a defined term or indefinitely.

6.12.12. Reprisals and Obstruction

Members will respect the integrity of the Policy and investigations conducted under it. Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information to the Integrity Commissioner is prohibited. It is also a violation of this Policy to obstruct the Integrity Commissioner in carrying out their responsibilities.

7.0 Monitoring/Review

This Policy will be reviewed every four (4) years or as directed by City Council.

8.0 References

Appendix A – Meeting Agenda Template

Appendix B – Terms of Reference Template

Appendix C – Work Plan Template

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Appendix D - Budget Submission Template

Council's Procedure By-law 128-2022, as amended

Purchasing By-law 80-2020


Code of Conduct By-law 51-2015, as amended

Municipal Act, 2001, S.O. 2001, c.25

Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50

Municipal Freedom of Information Protection of Privacy Act, R.S.O. 1990, c. M.56

9.0 Approval

Authority	Date	Signature
City Council	September 29, 2025	

Advisory Committee Meeting Agenda



Date, Time

Committee Room

The personal information contained in your correspondence to Oshawa City Council or its committees is collected under the Municipal Act, 2001. Any personal information you choose to disclose in your correspondence will be used to receive your views on the relevant issue(s) to enable the City to make its decision on the matter. This information will become part of the public record.

If you have accessibility needs and require alternate formats or other accommodations please contact Legislative Services by telephone 905 436 3311 or by e-mail at clerks@oshawa.ca or in person.

For inquiries about this agenda please contact Legislative Services at 905-436-3311 or by email at clerks@oshawa.ca.

Public Meeting

Traditional Land Acknowledgement

The City of Oshawa is situated on lands within the traditional and treaty territory of the Michi Saagiig and Chippewa Anishinaabeg and the signatories of the Williams Treaties, which include the Mississaugas of Scugog Island, Curve Lake, Hiawatha and Alderville First Nations, and the Chippewas of Georgina Island, Rama and Beausoleil First Nations.

We are grateful for the Anishinaabeg who have cared for the land and waters within this territory since time immemorial.

We recognize that Oshawa is steeped in rich Indigenous history and is now present day home to many First Nations, Inuit and Métis people. We express gratitude for this diverse group of Indigenous Peoples who continue to care for the land and shape and strengthen our community.

As a municipality, we are committed to understanding the truth of our shared history, acknowledging our role in addressing the negative impacts that colonization continues to have on Indigenous Peoples, developing reciprocal relationships, and taking meaningful action toward reconciliation.

We are all Treaty people.

Additional Agenda Items

(As may be presented at the meeting)

Declarations of Pecuniary Interest

(As may be presented by Members)

Presentations

Listed in order of appearance

Delegations

Listed in order of appearance

Referrals from Council and Committees

As may be referred

Correspondence

As placed on the Agenda by the Clerk

Reports

Includes Reports from Staff as placed on the agenda by the Clerk

Motions Introduced by Members

As may be presented at the meeting in accordance with the Policy

Adjournment



Advisory Committee Name

Terms of Reference

1.0 Mandate

A description of the general purpose of the Advisory Committee, including areas of responsibility taking into account any statutory requirements.

2.0 Goals and Objectives

A listing of the goals and objectives of the Advisory Committee, to be addressed in annual work plans.

3.0 Guiding Principles

Identifies the principles that will guide the work of the Advisory Committee, such as applicable legislation or other policies.

4.0 Key Success Factors

An explanation of what factors will demonstrate the Advisory Committee's success.

5.0 Number of Members

The number of Members on the Advisory Committee, including the number of each type of membership category (i.e. Council Appointee, Stakeholder, etc.), if applicable.

6.0 Member Qualifications

A list of the recommended qualifications of Members given the mandate of the Advisory Committee. These qualifications will be used to assist in recruitment processes including shortlisting for interviews, evaluation and recommendations for appointment to Council.

7.0 Frequency of Meetings

Indicate how often the Committee will meet.



Advisory Committee Name

20XX Work Plan

Mandate of the Advisory Committee to be listed at the top of the first page

Action Number	Action to be Taken	Related Goal/Objective	Timing and Status
1.	Identify the action to be performed by the Advisory Committee.	Identify which Goal(s) or Objective(s) from the Terms of Reference the Action relates to	Identify the timing for completion. This column will be updated to reflect status updates throughout the year for annual reporting to Council.
2.			
3.			

Include additional rows as necessary

Advisory Committee 20XX Budget

Account	Account Description	20XX Approved	20XX Actuals	20XX Request	Action Number from Work Plan	Comments
Enter the Corporate Account Number (i.e. 40000)	Enter the Description of the Corporate Account (i.e. Advertising)	Enter amount granted in previous Budget year	Enter amount actually spent in previous Budget year, including any projected amounts	Enter amount requested for the upcoming budget year	Identify which action(s) require this budget request	Explain any variances between previous year approved amounts and previous year actuals, as necessary. Provide additional information regarding how the request will be used to execute the identified action(s) in the current year.

*Insert Additional Lines as Required