



To: Chief Administrative Officer **Date:** June 17, 2024
From: Jennifer Russell, Corporate Officer
Subject: **Amendment to Committees of Council Policy**

Recommendation(s)

1. That the Code of Conduct for Committees of Council as provided in Attachment A to the report from the Corporate Officer dated June 17, 2024, be approved and added as a schedule to Committees of Council Policy ADM.41;
2. That the amendments to Committees of Council Policy ADM.41 as provided in Attachment B to the report from the Corporate Officer dated June 17, 2024, be approved; and
3. That the amendments to Council Liaison to External Agencies Policy ADM.42 as provided in Attachment C to the report from the Corporate Officer dated June 17, 2024, be approved.

Purpose

The purpose of this report is to present amendments to Committees of Council Policy ADM.41 as instructed by Council to include a code of conduct for committee members and to clarify appointment of the committee chair. A minor housekeeping amendment to Council Liaison to External Agencies Policy ADM.42 is also presented for consideration.

Background

At the Closed Council meeting of April 2, 2024, Council made the following resolution (C2024-085):

That staff be directed to explore adding a Committees of Council Code of Conduct agreement requirement for all committee members.

In addition to this directive, staff have also received instructions to clarify language in the Committees of Council Policy around the appointment of the chair/alternate chair to Council's committees.

The minor housekeeping amendment to the Council Liaison to External Agencies Policy results from a request from an external agency to clarify when a Council member may or may not vote on an external committee matter.

Discussion and Analysis

Code of Conduct for Committee Members (Attachment A)

Attachment A to this report is a draft Code of Conduct applicable to members appointed to any Committee of Council. This proposed draft is an amalgamation of several examples from other municipalities and public organizations. Should Council accept the draft, either in the form provided or with revisions agreed upon at the June 17, 2024 meeting, it will be included with

Committees of Council Policy as a new Schedule “A”. The Terms of Reference template for Committees of Council will become Schedule “B”.

Committees of Council Policy ADM.41 (Attachment B)

The City is still in the midst of the committee structure overhaul project. While considerable progress has been made, there is still work to be done and some areas of uncertainty remain within the various styles of committee chairs. In an effort to streamline the process and set consistent expectations within committee structures, staff were instructed to make amendments to Policy ADM.41 to clarify who may be appointed as the Chair/Alternate Chair to a committee.

The proposed amendments to Policy ADM.41 are as follows:

- a) Section 1 – Definitions, expand the definition of “Chair”.

“Chair / Alternate Chair” means the person appointed to the position of chairperson, or their alternate. The Alternate Chair acts as chairperson only when the Chair is absent.

- b) Section 7 – Committee Service, Attendance and Ethical Conduct, add new section .1 to reference the Code of Conduct and renumber subsequent sections.

Committee members are expected to abide by the Committee Member Code of Conduct attached as Schedule A to this policy.

- c) Section 11 – Appointment of the Chair, delete the existing section entirely and replace with the following new sections:

- .1 *Committees will be chaired by the appointed Council representative. The Alternate Chair will be the Council member who is appointed as the alternate Council representative. There is no ‘vice-chair’ or ‘co-chair’.*
- .2 *If a Committee wishes to allow a non-Council representative to be the Chair/Alternate Chair, a request must be made to Council through a staff report containing the Committee’s recommendation for the appointment.*
- .3 *If both the Chair and the Alternate Chair are absent from any meeting, the Staff Liaison shall assume the role of acting Chair for that specific meeting, provided there is a quorum to continue with the business of the meeting.*

- d) Update the instructions in the Terms of Reference template regarding the structure of the Committee Chair.

Council Liaison to External Agencies Policy ADM.42 (Attachment C)

The City received a request from an external agency to clarify when a Council member may or may not vote on a committee matter. The issue arose because the establishing legislation for that external agency specifically noted a responsibility for all members to vote, and the City’s policy specifically states the opposite.

The proposed amendment to Policy ADM.42 is to replace existing clause 3.4:

“The Council liaison attending a Committee meeting shall not participate in any voting as doing so may but the City in a position of conflict.”

with a new clause 3.4:

*“The Council liaison attending a Committee meeting shall not participate in any voting as doing so may but the City in a position of conflict, **unless the Outside Agency is governed by a provincial or federal statute that requires the Council liaison (as a***

member) to vote. In this case the Council liaison may participate in voting so long as the matter does not place the liaison in a position of conflict of interest.”

Financial Implications

There are no financial implications associated with this report.

Communication

Policy amendments will be communicated directly to the staff liaisons and administrative support staff for all the committees of Council. The applicable web page(s) will be updated with the revised policies.

Summary and Conclusion

The purpose of this report is to present amendments to Committees of Council Policy ADM.41 as instructed by Council to include a code of conduct for committee members and to clarify appointment of the committee chair. A minor housekeeping amendment to Council Liaison to External Agencies Policy ADM.42 is also presented for consideration.

Report Prepared by: Jennifer Russell, Corporate Officer
Reviewed by: Christine Brough, Executive Assistant
Approved for Inclusion: Mike Younie, Chief Administrative Officer

Attachment(s)

Attachment A: Proposed Code of Conduct for Committees of Council
Attachment B: Proposed Amendments - Committees of Council Policy
Attachment C: Proposed Amendments – Council Liaison to External Agencies Policy