


ATTACHMENT B

		POLICY AND PROCEDURE MANUAL	
Category: Administrative Services	Number: ADM.41(C)	COMMITTEES OF COUNCIL	
Type:		Authority:	Approved By:
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure		<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
Office of Primary Responsibility: Legislative Services			
Date Adopted: February 6, 2023	Council Resolution No: RC23-051	Date to be Reviewed: January of each new Council term	
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BACKGROUND

City of Mission Council has many areas of responsibility and uses the committee system as a means to consult with the community on various aspects of Council business. A public committee system provides opportunities for members of the public to become more actively involved in the community and for issues to be considered in depth. Committees of Council act in an advisory capacity to Council, they do not establish policy. The decision-making responsibility and authority remains with Council.

In order for a committee system to be effective there needs to be an overarching structure in place to clearly set out the procedures and protocols necessary to ensure an optimal working relationship between Council and its various committees.

PURPOSE

The purpose of this policy is to establish procedures for the formation, operation and conduct of Committees of Council, guide the appointment of committee members and staff liaisons, and promote successful and productive working relationships between Council and its Committees.

AUTHORITY

Council's authority to establish committees and commissions is set out in the *Community Charter*. The Mayor must establish Standing Committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees. Council may establish and appoint Select Committees to consider or inquire into any matter and to report findings and opinion to the Council. Council may also establish Advisory Committees to provide recommendations to Council on matters that Council considers appropriate.

In general, the role of a Committee of Council is to advise on implementation of City plans and strategic initiatives. Unless otherwise specified in the terms of reference, a Committee is not involved in the execution or implementation of City operations.

This policy does not apply to Council or Committee of the Whole meetings.

This policy does not apply to Council appointments to the boards and committees of external organizations or agencies.

POLICY

1. Definitions

A “**Committee**” of Council may be an Advisory Committee, Standing Committee, Statutory Committee, Select Committee, Task Force, Commission, or other committee as appointed by Council. The type of committee and its purpose will be detailed in the individual terms of reference for each committee.

“**Advisory Committee**” is an advisory body to Council established by Council resolution; and to which Council shall appoint Council and public representation.

“**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.

“**Chief Administrative Officer**” means the individual appointed by Council to the position of Chief Administrative Officer (or their designate) as the head of Administration.

“**City**” means the City of Mission.

“**Commission**” is established by Council resolution pursuant to Section 143 of the *Community Charter* to operate services, to undertake operation and enforcement in relation to Council’s exercise of its authority to regulate, prohibit and impose requirements, or to manage property and licenses held by the City.

“**Council**” means the duly elected officials of the City, those being the Mayor and Councillors.

“**Quorum**” means a majority of the voting members appointed (as per the City’s Council Procedure Bylaw).

“**Recording Secretary**” means the person assigned to record the Committee meeting minutes and provide assistance to the Staff Liaison.

“**Select Committee**” is established by Council resolution pursuant to Section 142 of the *Community Charter*, and to which Council shall appoint Council representation and may appoint members of the public. At least one member of a Select Committee must be a Council member. Council may also establish a Select Committee to inquire into a specific issue within a bounded time period and report its findings and opinions to Council after which the committee will have concluded its work and will be disbanded.

“**Staff Liaison**” is the staff member assigned by the Chief Administrative Officer to assist a Committee in a non-voting advisory and resource capacity.

“**Standing Committee**” is an advisory body to Council established by the Mayor pursuant to Section 141 of the *Community Charter* to which the Mayor shall appoint Council representatives and may appoint members of the public. The *Charter* requires that at least half the members be members of Council.

“**Statutory Committee**” means boards, commissions, or committees established pursuant to a specific enabling statute including a Board of Variance established pursuant to the *Local Government Act*, and any other body established pursuant to enabling legislation which serves in an arms-length capacity on behalf of or in co-operation with the City.

“**Task Force**” means a committee established for a specific purpose to report on a particular issue and provide a recommendation. It is to work within a bounded time frame and once the task is complete the Task Force is disbanded.

2. Establishment of Committees

- .1 The Mayor will appoint Council members to various Committees at the Special Inaugural Council Meeting. Changes to appointments or new appointments after the inaugural meeting will be made by Council resolution.
- .2 The Mayor must establish Standing Committees for matters the Mayor considers would be better regulated and managed by committee, and for that purpose may provide for appointment as members of a Standing Committee persons who are not Council members. At least one half of the members of a Standing Committee must be Council members.
- .3 Council may appoint a Select or other Committee to consider or inquire into any matter and to report its findings and opinion to Council. At least one member of a Select Committee must be a Council member.
- .4 Council may establish a Commission to do one or more of the following:
 - a) operate services,
 - b) undertake operation and enforcement in relation to Council's exercise of its authority to regulate, prohibit and impose requirements, or
 - c) manage property and licenses held by the City.
- .5 In considering the formation of any new committee, Council will request staff to prepare terms of reference for consideration by Council prior to establishing the committee. The City's standardized terms of reference template is attached as Schedule "A" to this policy.
- .6 When any Committee is established, Council will, by resolution (or bylaw, if required by the *Community Charter*):
 - a) name the committee;
 - b) establish the terms of reference for the committee;
 - c) establish the composition and term of appointment of members; and
 - d) allocate any necessary budget or other resources required to support the activities of the committee.

3. Authority of Committees

- .1 Committee members will not misrepresent themselves as having any authority beyond that delegated by Council.
- .2 All media inquiries must be directed to the City's Communication Division.
- .3 Standing, Select, Advisory and Task Force Committees must refer recommendations to Council for authority to act.
- .4 Statutory Committees will conduct their business in accordance with the terms of their enabling statute or establishment bylaw, or by resolution and City policies.
- .5 Unless otherwise provided in the applicable terms of reference, enabling statute or establishment bylaw, Committees do not have the authority to communicate with other levels of government, to make commitments on behalf of the City, or to authorize any expenditures to be charged against the City.
- .6 Committees may not establish sub-committees without permission from Council. Committees may establish small working groups comprised of internal Committee

members to complete specific additional tasks that fall within their terms of reference.

4. Council Membership / Staff Liaison

- .1 The Mayor will appoint Council members to Standing Committees at a Regular Council meeting.
- .2 Council will appoint Council members to Committees, excluding Standing Committees, at a Regular Council meeting based on recommendations from the Mayor and/or staff, on a consultative basis.
- .3 Council may appoint individual Council members to Advisory or Select Committees as the Chair and/or Alternate Chair, on the Mayor's recommendations, following consultation with Councillors.
- .4 When more than one Council member is appointed to a Committee, both members are expected to attend and participate in Committee meetings.
- .5 If a Council member is appointed specifically as an alternate member, they may attend meetings to remain informed, but shall only vote when they are attending on behalf of/in the place of the regular member.
- .6 The Council representative's role on a Committee is to:
 - a) regularly attend meetings, listen to feedback and ask questions, not to direct a Committee toward a specific recommendation;
 - b) be a voting member of the Committee to which they are assigned; and
 - c) serve as a communication conduit between Council and the Committee.
- .7 Any Council member who is not a member of the Committee may attend a meeting and enter into debate, but is not counted as part of a quorum, and does not have the right to make motions or vote.
- .8 A Staff Liaison will be appointed to each Committee by the Chief Administrative Officer and will be assisted by a Recording Secretary. The Staff Liaison and Recording Secretary are not members of the Committee and are not entitled to make motions or vote. The responsibilities of the Staff Liaison include, but not limited to:
 - a) attending the meeting and ensuring the proceedings are properly recorded;
 - b) providing information and professional advice, including informing the Committee of any limitations as provided in the relevant legislation, bylaws and policies;
 - c) supporting the Chair in promoting effective Committee functioning;
 - d) preparing and distributing Committee meeting agendas in consultation with the Chair;
 - e) writing report recommendations to Council as requested by the Committee when reporting to Council;
 - f) ensuring meeting minutes are provided to the Corporate Officer in a timely manner for publication and distribution to Council;
 - g) coordinating and reporting on membership recruitment;
 - h) providing an annual orientation to the work of the Committee, the structure of the City, and Council's goal setting and budgeting processes; and
 - i) performing other duties assigned by the Chief Administrative Officer.

5. Public Appointments

- .1 Membership of Committees will be diverse and broadly reflective of the community (age, gender, cultural background, occupation and neighbourhood, where appropriate and where possible) and will also reflect the desired experience, knowledge and expertise.
- .2 Opportunities for appointment of members to Committees will be widely advertised prior to any appointment, so that any interested member of the public may apply.
- .3 Appointments to Statutory Committees will be made in accordance with the relevant committee's enabling statute or establishment bylaw, or resolution and City policies.
- .4 Recommendations for Committee members will be provided to Council in the form of a Council report to a Closed meeting of Council for approval. Information pertaining to approved appointments to a Committee will be released from Closed Council.
- .5 The terms of reference of individual Committees will specify the number of members to be appointed to the Committee. Membership shall normally not be more than 13 voting members (including Councillors).
- .6 Members-at-large are not permitted to have an alternate individual take their place as a Committee member in their absence.
- .7 Committee members shall serve without any compensation at the discretion of Council, unless otherwise provided in the enabling statute or establishment bylaw.
- .8 Candidates will be required to submit an online application or letter of application providing information about their qualifications for the position.
- .9 All applications for membership on committees shall be kept in confidence when submitted to the City.

6. Term of Appointments

- .1 Committee members shall be appointed for a term of up to four calendar years (unless otherwise determined by Council or the terms of reference for the Committee). Effort will be made to stagger the terms within each Committee in order to provide continuity of experience.
- .2 Council may remove a member of a Committee by resolution.
- .3 Council may appoint members to fill vacancies for the unexpired term of former members.

7. Committee Service, Attendance and Ethical Conduct

- .1 Committee members are expected to abide by the Code of Conduct for Committees of Council attached as Schedule A to this policy.
- .2 The City will provide an annual orientation session for each Committee. This session will be coordinated by the Staff Liaison.
- .3 Conduct of Committee members both during and away from Committee business must not undermine public confidence in the City.
- .4 Committee members will serve without remuneration, but will be reimbursed for pre-approved "out-of-pocket" expenses incurred in performing their duties.
- .5 Committee member expenditures must be pre-authorized by the Chief Administrative Officer.

- 5.6 Unless otherwise provided in the enabling statute or establishment bylaw, any member who is absent from three (3) consecutive regular meetings without leave of absence from the Chair or without reason satisfactory to the Committee shall cease to be a member of the Committee.
- 6.7 Any member who expects to be absent for three (3) or more consecutive regular meetings must request a leave of absence from the Chair in writing. The Chair may seek a recommendation from the Committee or Council in responding to such requests.
- 7.8 Any member wishing to resign from the Committee is requested to provide the resignation in writing to the Chair with a copy to the Staff Liaison.
- 8.9 Council may remove or request the resignation of any Committee appointee for malfeasance in office, or other sufficient cause.
- 9.10 Committee members must not use the Committee member contact list for personal or non-City related business purposes.

8. Meetings are Open to the Public

- .1 The meeting schedule for each Committee will be established in each respective terms of reference.
- .2 Public notices of all committee meetings shall be posted in accordance with the *Community Charter* and Council Procedure Bylaw. Meeting schedules may vary at the discretion of Council or at the call of the Chair.
- .3 All Committee meetings are open to the public. No person shall be excluded except for improper conduct, or where the Committee is considering an item where, in accordance with Section 90 of the *Community Charter*, the exclusion of the public is permitted.
- .4 Before a meeting or part of a meeting is closed to the public, the Committee must state by resolution:

 - a) the fact that the meeting is to be closed; and
 - b) the basis under which, as defined by the *Community Charter*, the meeting is to be closed.
- .5 Members of the public attending a public meeting may observe the proceedings but may not participate in the meeting.

9. Rules of Procedure

- .1 All Committees appointed by Council shall conduct their business in accordance with their enabling powers (i.e. statute, bylaw, resolution), their terms of reference, and the City's Council Procedure Bylaw.
- .2 From time to time, the Staff Liaison may advise that an additional meeting is required outside of the regular meeting schedule established in the terms of reference.
- .3 A quorum of any Committee is a simple majority of the members appointed to the Committee, excluding vacancies.
- .4 If there is no quorum at the time set for the commencement of a duly scheduled meeting, the meeting will be deemed cancelled. If desired by the members present, they may meet for information purposes only. A cancelled meeting may be rescheduled.
- .5 Each Committee member present at the time of a vote must vote on the matter. If a member does not indicate how they are voting, the member is deemed to have voted in

the affirmative. Proxy votes are not permitted.

- .6 In the event of a tie vote, the motion is defeated.
- .7 Only the names of members who vote against a matter shall be entered in the minutes as "Opposed".
- .8 A Committee may create one or more separate working groups only from amongst the membership roster to consider or inquire into any matter which falls within their terms of reference, and report the findings back to the Committee. The Committee minutes must clearly state the task to be completed by the working group and the expected timeline for completion of the task.
- .9 No action of any Committee, except where power to act is expressly conferred on the Committee, will be binding on the City unless Council has approved such action by resolution.

10. Conflict of Interest

- .1 Committee members are required to adhere to the conflict of interest regulations as stipulated in sections 100 to 104 of the *Community Charter*.
- .2 Committee members must avoid conflicts of interest where:
 - a) a Committee member is a director, member or employee of an organization seeking benefit from the City upon which the Committee will make a recommendation; or
 - b) the Committee member has a direct or indirect pecuniary (meaning financial or commercial) interest in the outcome of Committee deliberations.
- .3 A conflict of interest does not exist if the pecuniary interest:
 - a) of the member is a pecuniary interest in common with members of the municipality generally; or
 - b) is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.
- .4 Where a conflict of interest does exist, Committee members:
 - a) are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter;
 - b) must declare to the Committee that a conflict exists; and,
 - c) must remove themselves from the meeting prior to consideration of the issue to which the conflict relates.
- .5 A member's declaration of a conflict and their exit and return to the meeting shall be noted in the minutes.

11. Appointment of Chair

- .1 ~~In general, Committees will be chaired by a representative of the City, who may be a staff person, contractor, or member of Council. Specific details regarding the appointment of a Chair will be included in each Committee's terms of reference.~~ 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 Chair has not been appointed by Council, the first meeting of the Committee will be called and brought to order by the Staff Liaison. The Committee will then elect a Chair~~

~~and Alternate Chair, who will hold the position(s) for a period of one year. The first item of business for the first Committee meeting of each new calendar year will be to elect a Chair and Alternate Chair. 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 The Chair and Alternate Chair may be re-elected throughout their respective terms on the Committee.~~

~~.4.3 If both the Chair and Alternate Chair are absent from any meeting, an acting Chair shall be chosen from among the members present to chair that specific meeting only provided there is quorum. 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.~~

12. Role of the Chair

- .1 The Committee Chair is expected to:
 - a) ensure that agendas are followed during meetings, and that discussion remains on topic;
 - b) ensure that procedural rules, including Robert's Rules of Order are abided during meetings;
 - c) ensure that the Committee remains within the work called for by their Terms of Reference;
 - d) ensure that all members of the Committee have opportunity to make equitable contributions and are treated with respect; and
 - e) ensure that all resolutions by the Committee are expressed clearly and voted upon democratically.

13. Agendas and Minutes

- .1 Committee agendas and minutes shall follow the City's standardized templates. Agendas and approved minutes will be posted to the Committee page of the City's website.
- .2 Committee meeting minutes setting out the recommendations, action items, and a summary of topical discussion points will be recorded by the Recording Secretary.
- .3 If the Committee has struck a working group from among its members, the minutes shall clearly state the task to be completed by the working group and the expected timeline for completion of the task.
- .4 Following a review of the draft minutes by the Staff Liaison and the Chair, the minutes shall be included on the next Committee meeting agenda for approval.
- .5 The draft minutes reviewed by the Chair and deemed accurate will be provided to Council on a regular open Council meeting agenda in order to provide timely reporting of Committee business.
- .6 The Staff Liaison will be responsible for any recommendations of the Committee, and will present these to Council in the form of a staff report using the City's standard report template.

14. Reporting to Council

- .1 All Committees shall report to Council:
 - a) a proposed work program for approval;
 - b) on all matters referred to them by Council;
 - c) for approval of specific action or initiative; and
 - d) where, in the opinion of the Committee, the interests of the City so require.
- .2 Committees shall also provide an annual progress report to Council summarizing the accomplishments of the prior year and the status of work on the assigned task(s).
- .3 When responding to an issue referred by Council, the Committee will report via a Staff Liaison report to Council following the City's regular procedures for such reporting.
- .4 Any working group formed by the Committee shall report to Council through the Committee that formed it.
- .5 Committees shall not reconsider a decision of Council except with a referral from Council to do so.

15. Delegations

- .1 A Committee may invite other persons to make presentations to the Committee in order to benefit from additional expertise.
- .2 Delegations to Committees are limited to 10 minutes, unless a longer period is agreed to in advance by the Chair or by a carried vote of the members present.
- .3 Once the delegation presentation is concluded and any questions have been addressed, the delegation may not participate further in the Committee meeting.

16. Budget

- .1 Unless otherwise provided in the applicable terms of reference, enabling statute or establishment bylaw, Committees may request budget funds from Council in accordance with the City budget preparation schedule and procedure. This is done through a Committee motion and report to Council through the Staff Liaison.
- .2 Any solicitation of funds from other organizations requires the prior approval of Council.
- .3 The Committee shall have reasonable use of City miscellaneous services such as photocopying, paper supplies, meeting areas, etc. which are coordinated through the Staff Liaison.

*****END OF POLICY*****

RELATED BYLAWS, POLICIES, PROCEDURES, AGREEMENTS


Council Procedure Bylaw 5345-2013
Council Liaison to External Agencies Policy ADM.42(C)

Record of Amendments/Review:

Policy No.	Date adopted	Date reviewed	Amended Y/N (or repealed)	Date reissued	Authority (Resolution No.)

ADM.41(C)	February 6, 2023				RC23-051

SCHEDULE "A" – TERMS OF REFERENCE TEMPLATE

	NAME OF COMMITTEE
TERMS OF REFERENCE	
Date Approved:	Council Resolution No:

1. PURPOSE

Provide a concise, high-level summary of the reason for the Committee's existence. What will the Committee do? Why was it created?

To advise Council...

2. DURATION

State how long the Committee is expected run.

The Committee will exist for (e.g. the duration of the estimated 18-month local area plan update)

The duration of the Committee will be limited to the completion of all action items within the (Charter / Work Plan) unless otherwise requested by the Committee in the form of a staff report to Council.

3. RESPONSIBILITIES / DELIVERABLES

Expand on the EXAMPLE provided below. Clearly define the responsibilities of the Committee and the expected deliverables / outcomes. What is the committee expected to achieve? Outline what is in scope and what is out of scope. LINK THE COMMITTEE WORK TO A GUIDING DOCUMENT WHEREVER POSSIBLE (Strategic Plan, Master Plan, OCP, etc.)

The Committee will:

- a. Utilize experience and education within their scope of knowledge to provide advice to Council on....
- b. Receive and discuss requests for action and referrals from Council.
- c. Recommend appropriate actions to Council relating to the above.

4. AUTHORITY

State the authority under which the Committee operates (Council resolution or by statute?). Can the Committee make certain approvals such as expenditures within their budget? EXPAND OR EDIT THE EXAMPLES PROVIDED BELOW.

- a. The Committee is an advisory committee established under Council resolution number XX/XXX on DATE. As an advisory committee, issues are discussed and recommendations forwarded to Council through the Staff Liaison for consideration.

- b. The Committee does not have the authority to give direction to City staff or to commit to expenditures of City funds or resources. Action recommended by the Committee must be carried out by Council resolution.
- c. The Committee cannot refer a matter or task to a third party. Any request for clarification or outside resources must be brought back to Council in the form of a staff report.
- d. The Committee may undertake multiple initiatives, however, if staff resources are required only one initiative at a time is undertaken or as staff resources are available.
- e. The Committee may create separate working groups from the membership roster to complete specific additional tasks.
- f. These Terms of Reference are established by Council and can only be altered by Council. Changes to the Terms of Reference can be suggested by the Committee in the form of a staff report to Council.

5. MEMBERSHIP COMPOSITION

Define the number of Committee members. Keep the number under 13 wherever possible, and make sure there is an odd number of voting members.

Define who the members are – members at large, agency membership, etc.

Describe the desired qualifications/experience/knowledge base of members.

~~*Specify whether the Chair is a Council representative or the staff liaison or other. If the Chair is a staff liaison they do not have voting privileges.*~~

Refer to the overarching policy for direction on the chair / Alternate chair.



6. MEETINGS

Define meeting frequency and location.

DO NOT LIST SPECIFIC DATES & TIMES.

Procedures for distribution of agenda, voting rules, quorum, etc. are already defined in the policy.

- a. Regular meetings will be held quarterly during the months of ____ OR held on the ____ (weekday) of every second month. It is understood that meetings will not occur in August.
- b. Meetings will be held in person unless otherwise required by staff and Council to be virtual, in which case options will be provided to attend meetings virtually.

7. RESOURCES AND BUDGET

Does the Committee have an established budget?

If so, are there any restrictions on expenditures?

Who controls the budget and how are funds disbursed?

8. REPORTING

Describe how the Committee will report back to Council.

Refer back to the policy for the general rules on reporting, and include any specialized reporting mechanism not included here.

Edit these examples as necessary.

- a. The Committee reports directly to Council through a report prepared by the staff liaison. The Committee may also appear before Council as a delegation.
- b. Committee recommendations made by motions and passed by majority affirmative vote will be recorded in the minutes.
- c. Any motion requiring Council attention such as decisions of action, approval or expenditure must be provided to Council through a staff report. An example of the type of recommendation requiring Council attention is:

Moved and seconded,
 THAT the ____ Committee supports the ____ Plan (or ____ Policy) (or the proposed bylaw amendment to _____).

- d. The Committee minutes will be provided to Council for information purposes at a Regular meeting of Council. The minutes will summarize key points and detail decisions and action items only.
- e. The Committee will work with the staff liaison to provide an annual progress report to Council summarizing the accomplishments of the prior year, including the reporting of key performance indicators as outlined in the (XX Master Plan or Charter).

END OF TERMS OF REFERENCE

Record of Amendments/Review:

Date adopted or revised	Council Resolution No.	At the request of