



*City of Port Moody*  
**Committee  
Orientation Manual**

*January 2020*

# Table of Contents

<b>Welcome! .....</b>	<b>3</b>
<b>Who Does What.....</b>	<b>4</b>
Role of Committees – Establishment and Authority .....	4
Role of Staff Liaison .....	4
Role of the Chair .....	5
Role of the Committee Coordinator .....	6
Role of Members .....	7
<b>At the Meeting .....</b>	<b>8</b>
Recommendations to Council – Wording of Motions.....	8
To Report or Not To Report (to Council) .....	8
Quorum .....	8
Agendas/Minutes.....	9
Committee Rules of Procedure .....	9
Voting .....	9
Conflict of Interest .....	9
<b>Committee Meeting Guidelines.....</b>	<b>10</b>
Common Terms and Procedures .....	12
<b>Additional Info 1 – Sample Council Report .....</b>	<b>16</b>
<b>Additional Info 2 – Council Committee System Policy.....</b>	<b>19</b>

## Welcome!

Welcome to your role as a City of Port Moody committee volunteer. This manual is intended to help make your experience a rewarding one.

Contained within this manual are the basics of how the system works. It includes an overview of roles and responsibilities and the support that committees receive to assist their work. We have also included Port Moody City Council's policy on the committee system. This is the system within which committees do their work. You will also find meeting guidelines and procedural tips for committee members in this material.

We hope new and seasoned committee members find this information helpful.

Your feedback is always welcome.

<b>Philip Lo</b> <b>Committee Coordinator</b>
<b>604.469.4505</b>
<a href="mailto:committees@portmoody.ca">committees@portmoody.ca</a> <a href="mailto:plo@portmoody.ca">plo@portmoody.ca</a>

<b>Jennifer Mills</b> <b>Committee Coordinator</b>
<b>604.469.4670</b>
<a href="mailto:committees@portmoody.ca">committees@portmoody.ca</a> <a href="mailto:jmills@portmoody.ca">jmills@portmoody.ca</a>

# Who Does What

## Role of Committees – Establishment and Authority

Committees are established to:

- provide information and well-considered advice to Council and staff on issues of concern to the public and the City; and
- provide concrete recommendations for consideration by Council and staff.

A committee's Terms of Reference, or in some cases a bylaw, sets out the committee's mandate or duties. Committees may only consider issues within those areas specified in the Terms of Reference. Committees must refer recommendations to Council for authority to act.

Once a committee submits a recommendation to Council, the decision is in Council's hands and may be adopted as is, amended, referred to staff or other committees, or not proceeded with at all. It is also possible that at some point in the future, the action taken could be altered without referral back to the committee.

- ✓ **Committees require approval from Council before initiating projects.**
- ✓ **Committees undertake work referred by Council and work within the direction provided by Council.**
- ✓ **Direction for use of staff resources requires a recommendation to Council for Council approval.**

If a committee feels they need staff to undertake work, the Staff Liaison is obligated to advise the committee whether that is work the staff member can carry out, or whether authority from Council or the City Manager is required first.

## Role of Staff Liaison

"Staff Liaison" is defined in the Council Committee System Policy as the staff member assigned by the City Manager to assist a committee in a non-voting advisory and resource capacity.

The Staff Liaison:

- provides information and professional advice;
- supports the Chair in developing agendas and supporting materials;
- provides updates to the committee on committee work in progress;
- is not a member of the committee and is not entitled to vote; and

- reports to the City Manager and provides professional advice through the City Manager to Council.

Staff Liaisons will advise committees if a report recommendation to Council is required before staff activity on the issue can commence. For example, committees must seek Council approval for new initiatives and projects requiring a significant amount of staff time or costs to determine if resources can be allocated to the committee's initiative.

Council, the City Manager, operational, legal, and administrative requirements as well as committee work determine Staff Liaison work priorities. As professionals in their field, they may, on occasion, be obligated to provide information and recommendations from a technical, administrative, or operational perspective that may differ from a committee recommendation to Council on a particular issue.

#### **Examples of where committee role ends and issues/projects become staff responsibilities:**

1. Under a committee's Terms of Reference, to "identify short, medium and long-term goals for economic development", the committee recommends a major study.
2. The committee's involvement was to initiate the concept of the study.
3. Council directs that a study be conducted and authorizes staff to proceed with a request for proposals for consultants with a report back to Council on the detailed terms of the study.
4. Staff's role is to proceed with consultant selection and detailed terms for the study and report to Council. Because the project was a committee initiative, staff would keep the committee informed on progress. The committee would not, in this scenario, be involved in the consultant selection process.
5. Council's role is to approve the study, authorize the specific work to be done, receive the study when complete and give further direction to staff or the committee on activities arising from the study.

## **Role of the Chair**

The Chair and Vice-Chair of committees are Council members appointed by the Mayor, except for the Youth Focus Committee in which the Chair and Vice-Chair are committee members (appointed Council members serve as non-voting representatives).

The Chair:

- sets the agenda;
- ensures committee sticks to the agenda;
- prevents new issues from side-tracking the agenda;
- limits additions to the agenda;
- limits meeting length to 2 hours if possible (unless extended by unanimous resolution);

- establishes order and decorum;
- respects members' views and understands issues;
- seeks agreement and builds consensus;
- is open-minded;
- closes debate and guides the group to resolution in timely manner;
- assists committee members to word motions clearly and succinctly;
- ensures all members have the opportunity to participate, encourages those who hold back, prevents others from dominating; and
- focuses on presiding over the meeting, but may participate in debate.

The Vice-Chair may attend any or all meetings, and chairs meetings as required in the absence of the Chair.

Both the Chair and Vice-Chair vote at meetings.

## **Role of the Committee Coordinator**

A Committee Coordinator is assigned by the Legislative Services Division to provide administrative support.

Here's a snapshot of what goes on behind the scenes in support of committee meetings:

The Committee Coordinator:

- types and distributes committee agendas once approved by the committee Chair;
- attends meetings and records minutes;
- assists with process and procedural issues;
- prepares draft minutes for review by the Staff Liaison and the committee Chair;
- finalizes minutes and provides them back to committee members for adoption at the next meeting;
- posts agendas and minutes to the City website;
- provides minutes for inclusion on a regular Council agenda for information of Council and the public;
- takes care of meeting logistics such as providing a calendar of meeting dates, times and location, booking a meeting room, rescheduling meetings if required, notification to members of meeting changes, tracking member attendance for reporting to Council, assisting with committee volunteer recruitment, doing last-minute checking for quorum if necessary, and providing other administrative support assigned by Legislative Services; and
- writes Reports to Council.

## Role of Members

Committee members generally serve for a two-year term and can reapply for subsequent years, up to a maximum of four years on the same committee.

Committee member responsibilities in brief:

- regularly attend meetings;
- pick up agendas at the Reception Desk or as arranged;
- prepare for meetings - read agenda material in advance;
- listen to others – observe the rule of one speaker at a time;
- participate fully;
- observe rules of decorum and debate; and
- represent their authority only as delegated by Council.

Committee members are reminded that attendance is vital. Without quorum, the committee is unable to have an official meeting and cannot pass recommendations to Council. If you are unable to attend meetings or cannot dedicate the necessary time, there are others on a waiting list who would like the opportunity to volunteer on a civic committee.

Any member who is absent from two consecutive regular meetings, without notifying the Committee Coordinator in advance, without leave of absence from the committee, or without reason satisfactory to the committee, shall cease to be a member of the committee.

## At the Meeting

### Recommendations to Council – Wording of Motions

Recommendations to Council should be worded in a concise, action-oriented manner. In effect, if Council agrees with the committee's recommendation, Council should be able to adopt the recommendation as is, as a Council resolution.

*Example #1:*

**THAT a recommendation be made to Council to approve the request of the Rocky Point Sailing Association to host a sailing event at Rocky Point Park**

Would be better worded:

**THAT the request of the Rocky Point Sailing Association to host a sailing event at Rocky Point Park be approved.**

The committee's recommendation would appear on Council's agenda as follows:

#### **Committee's Recommendation:**

**THAT the request of the Rocky Point Sailing Association to host a sailing event at Rocky Point Park be approved.**

An example of the report template that is used when submitting recommendations to Council is provided later in this manual.

### To Report or Not To Report (to Council)

Not all deliberations of committees require a report/recommendation to Council. There will be resolutions made by the committee that do not require an action or endorsement by Council. Council is kept apprised of all committee activities through regular distribution of committee minutes.

Committees are required to submit an annual report to Council summarizing their activities over the year.

### Quorum

Not much can happen at committee meetings without a quorum of the members.

A quorum is a majority of the members of a committee. A quorum is necessary to pass motions. Sometimes specific requirements are necessary to achieve quorum. Standing committees require that at least half the quorum be made up of City Council members. In the event of no quorum after 20 minutes,



or if quorum is lost during a meeting, the committee's official business ceases, members may leave, and the staff support will excuse themselves from the meeting.

## **Agendas/Minutes**

Agendas are prepared by the Staff Liaison in consultation with the Chair and typically follow the committee's Work Plan established at the beginning of each year. Agendas are produced by the Committee Coordinator, e-mailed to committee members, and made available on the City website. Paper copies of agendas are only printed upon request and can be picked up at the meeting or prior to the meeting from the Reception Desk. Extra copies will not be available at the meeting, so be sure to request your paper copy in advance if you need one.

Minutes of the previous meeting are circulated in the next agenda package. Specific arrangements may vary slightly between committees. We have a schedule for agenda production for each committee, generally one week prior to the meeting date. Our objective is to give members as much time as possible to prepare for meetings. On occasion, agendas may be a day late due to agenda items being provided late to the Committee Coordinator.

## **Committee Rules of Procedure**

Each committee may prescribe its own rules, using the guidelines attached to the Council Committee System Policy. For the most part, the Chair will guide committee procedures with assistance from the Staff Liaison or Legislative Services. The Committee Coordinator can also play an important support role in providing procedural advice at meetings. We would encourage the Chairs to outline to the committees their preferred meeting style.

## **Voting**

All members of a committee, including the Chair and Vice-Chair, have a vote. Tie votes are defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

## **Conflict of Interest**

See *Council Committee System Policy* section 11.0.

## Committee Meeting Guidelines

**This section provides helpful hints which expand upon the material already covered in this manual.**

### *The Agenda*

Have an agenda and stick to it.

The agenda is like a contract between the Chair and the members: “In return for your preparation, time, and participation, we will deal with these issues.”

The agenda package may have supporting material attached for members to read in advance.

### *Rule of the Clock*

Start on time and end on time - do not reward latecomers.

Keep the meeting to 1½ to 2 hours. Longer than that, people leave, bodily or otherwise. Shorter than that, there is not enough time to develop the team, something that has to be redone at every meeting.

### *Handling the Business of the Meeting*

Agendas may have many items, sometimes seemingly too many items. Some items are for action, while others may be updates or items just for information. Focus on those that are for discussion or decision, are important and urgent, and where the background work has been done. Keep the time spent just informing people to a minimum.

Most groups do their most effective work at about 2/3 of the way through the meeting. You could plan the most difficult decisions and discussions at that point.

Good decision-making requires:

- background information;
- options and recommendations;
- preparation before the meeting; and
- participation of committee members.

### *Role of Chair*

The role of the Chair is critical for effective meetings. The Chair should be a:

<b>Leader</b>	⇒ willing to give up personal interests, and willing to work with the whole group
<b>Facilitator</b>	⇒ able to encourage people to participate, help people to listen to each other, and to reflect back the common threads of the discussion

The Chair's duties are to:

- check if a quorum is present and open the meeting at the prescribed time;
- announce the business in the proper sequence (as on the agenda);
- recognize members entitled to speak, in the order in which they request to speak;
- state and put the questions (resolutions which have been moved and seconded) to a vote;
- enforce the rules of decorum;
- expedite business;
- decide questions of order; and
- declare the meeting adjourned when business is complete.

### *Decision-making*

Committees should strive for consensus in their decision-making. However, final decisions are made by resolution adopted by a majority vote.

### *Voting and Debating Rights*

Each member of a committee, including the Chair, may make or second motions, debate motions, and vote.

## Common Terms and Procedures

**Unanimous General Consent** is an informal method of resolving a routine and non-controversial procedural issue. For example, the presiding member may seek unanimous general consent as follows:

**“Is there any objection to moving item 7 forward on the agenda and considering it now?  
Hearing none, we will proceed now with item 7.”**

**Friendly Amendment** is an informal method of making a minor change to a motion or amendment. For example, during debate, it may be indicated that a minor change to a motion or amendment would better achieve the intent of the mover. The Chair may then ask:

**“Is there any objection to adding the words ‘.....’? Hearing no objection, the words are added and the motion now reads: ‘....’ OR “Hearing no objection, the words are added. Would the Committee Coordinator please read the motion? ... Is there any further discussion on the motion?”**

*\*\*Caution: Overuse of this method could result in confusion.*

### Motions and Amendments

A **main motion** is a proposal to take action or give direction. The steps of handling a main motion are:

1. A member makes a motion (*“I move that .....”*)
2. Another member seconds the motion (*“Second” or “I second the motion”*)
3. The Chair states the motion or moves directly to debate (*“It is moved and seconded that .....” AND/OR “Is there any discussion?”*)
4. Debate, and amendment if any, takes place.
5. The Chair puts the motion to a vote: (*“We are now voting on the motion to ..... Those in favour? [Those voting in the affirmative indicate by raising a hand.] Opposed? [Those voting against indicate by raising a hand]”*)

Members should always clearly indicate their vote by raising their hand at the appropriate time. Those who do not vote by raising a hand are counted as voting in the affirmative.

6. The Chair announces the result (*“Motion passes.” “Motion defeated.” “Tie Vote - motion defeated.”*)

## Amending Motions

An amendment is a motion to change the wording of another motion before voting on it. An amendment is always dealt with before the original motion. In effect, the amendment temporarily sets aside the motion which it proposes to modify. A motion to amend a debatable motion is debatable and requires the same steps as a main motion.

### Three Methods of Amending a Motion

1. By inserting or adding words

*"I move that the motion be amended by inserting the word[s] ... between the word ... and the word ...." OR... "I move that the motion be amended by adding the word[s] ..."*

2. By striking out words

*"I move that the motion be amended by deleting the words ...."*

3. By striking out words and inserting replacement words

*"I move that the foregoing motion be amended by deleting the words ... and inserting the words ... in their place."*

Only two levels of amendment are allowed. A main motion can be amended (primary amendment) and an amendment can be amended (secondary amendment). No amendment is permitted to a secondary amendment.

### Debate on Motions and Amendments

When an amendment is made, discussion is allowed on the amendment only, not on the main motion. Once the vote on the amendment is taken, discussion proceeds on the motion (as amended if the amendment passed).

### Motions Permitted While Matter is Under Debate

During debate on a motion, there are a limited number of other motions which would be considered to be in order. These are a motion to:

- adjourn or recess the meeting;
- withdraw if made by the original mover;
- amend;
- refer to a subcommittee or the Staff Liaison for report; or
- postpone to a certain day.

Questions of Privilege and Points of Order can also interrupt proceedings.

### **Replacement Motion**

A replacement motion is like an amendment in that it sets aside the motion which it proposes to modify. If a replacement motion passes, there is no need to call the question on the original motion - the original motion is in effect gone. (“I move that the foregoing motion be replaced with the following: ...”)

### **Motion to Withdraw a Motion**

A motion which has been duly moved and seconded may only be withdrawn with the consent of the original mover and seconder. Once a motion to withdraw a motion has been carried, there is no record made in the minutes of the original motion having existed.

### **Motion to Refer**

A motion to refer is a motion to send a main motion to a subcommittee or to staff for further study and report back. (“I move that the foregoing motion be referred to the committee’s subcommittee for review and report back to the committee by ....”) If the motion passes, consideration of the matter is postponed until it is brought back on a future agenda.

### **Motion to Postpone Indefinitely**

A motion to postpone indefinitely is a motion to decline to take a position on an issue or motion. Note: with the limited authority of committees, such an action could require endorsement by Council. The Staff Liaison can assist in this event. (“I move that this item be deferred indefinitely” OR “I move that no action be taken on this issue at this time.”)

### **Motion to Postpone to a Certain Time**

A motion to postpone to a certain time means that debate is stopped and consideration of the issue or motion is postponed to a specific future date.

### **Division of a Question**

A motion to divide a main motion into separate motions if each part can stand on its own.

### **Adjourn**

When a motion to adjourn is made, it means the meeting stops and will reconvene at another date and time. A motion to adjourn is not required if the agenda is completed - the Chair simply declares the meeting “closed” or “concluded”.

### **Recess**

A motion to take a break in the meeting. A motion or call for a recess should specify the amount of time to be taken for the recess.

### **Point of Order**

A statement that a rule of the committee is being violated. It is ruled on by the Chair whose decision may be appealed to the committee and decided by committee resolution.

### **Question of Privilege**

Raising a request or motion relating to the rights or comfort of the committee or an individual. It is decided by the Chair.

### **Point of Information**

A request for information (e.g. from staff during debate).

### **Reading of Motions**

A member may require the motion under consideration to be read out loud. The Committee Coordinator would then read the motion. Sometimes the Committee Coordinator will ask to read a motion if she/he is unsure what it is or if she/he feels others may not understand the exact motion being considered.

### **Rules of Decorum and Debate**

Committee meetings tend to be more informal than a City Council meeting. The Chair of the committee has the duty and authority to allow the level of informality he or she feels would best facilitate the work of the committee.

Here are some meeting rules which may be helpful and may be used by the committee:

- the maker of a motion has a right to speak first to their motion;
- to speak a second time, a member should wait until all those who wish to speak have done so for the first time;
- members must remain courteous and avoid personal attacks on each other and staff;
- remarks must be confined to the motion before the committee;
- remarks are always directed “through the Chair”;
- members should not interrupt another speaker and speak only when acknowledged by the Chair;
- there are no limitations on the number of times a member may speak, or the length of speeches;
- motions should be phrased concisely and to the point; and
- a decision to close debate can be made by unanimous general consent, by resolution, or by the Chair.

## Additional Info 1 – Sample Council Report

### Council Agenda Information

☐ Regular Council *[Click and select date of meeting]*



# City of Port Moody

## Report/Recommendation to Council

Date: [Publish Date]

File No. [Click once and type -  
press F11 to go to next field]

Submitted by: [Click once and type name of your Committee]

Subject: [Highlight this text and type a concise descriptive title for your report – it now  
appears in the header throughout the rest of your document]

---

### Purpose / Introduction

[Click once to type. Delete text in italics below and press F11 to go to the next field].

*Why does this report require Council consideration? Usually, this purpose statement should begin with  
"To recommend..."*

---

### Recommended Resolution

**THAT the report dated [Click and choose date report referenced] from [Click once to type name of  
committee in full. Press F11 to go to the next field] regarding [Click once to type title of report.  
Press F11 to go to the next field] be received for information.**

---

### Background

[Click once to type. Delete text in italics below and press F11 to go to the next field].

*Provide the date of the committee/commission meeting during which the items were discussed, and any  
background information to the item being considered by the committee/commission. Include any  
relevant Council motions considered by the committee/commission on this issue.*

### Discussion

[Click once to type. Delete text in italics below and press F11 to go to the next field].

*This is the main body of the report. Present any recommendation(s) made by the  
committee/commission, including relevant points from the discussion that led up to the  
recommendation(s) being passed by the committee/commission. If there are multiple options, please  
include them in this section.*



## Other Options

1. THAT the report dated [Click and choose date report referenced] from [Click once to type name of committee in full. Press F11 to go to the next field] regarding [Click once to type title of report. Press F11 to go to the next field] be referred to staff for information.
2. THAT the report dated [Click and choose date report referenced] from [Click once to type name of committee in full. Press F11 to go to the next field] regarding [Click once to type title of report. Press F11 to go to the next field] be referred to staff for action.

*Do not include any other options in this section. All options regarding the recommendations should be included in the Discussion section. This section is meant solely for dispositions of this report, which comprise only three options, the one in the recommended resolution, and the two listed in this section.*

## Financial Implications

[Click once to type. Delete text in italics below and press F11 to go to the next field]. Further information on financial implications will be provided by staff should this report be referred to staff for action.

*Please list all known applicable financial implications of options proposed. Include comments on the implications for staff time in this section. If the committee believes that there are no financial implications please say that – do not use N/A. Do not delete the sentence regarding staff providing information on financial implications.*

## Communications and Civic Engagement

[Click once to type. Delete text in italics below and press F11 to go to the next field]. Further information on communication and civic engagement requirements will be provided by staff should this report be referred to staff for action.

*Are any internal or external communications or engagement initiatives required? Does this plan/service/project require informing or engaging the public? Please list all known applicable communications or engagement initiatives. If no known communications or engagement initiatives are associated with the report, please say that – do not use N/A. Do not delete the sentence regarding staff providing information on communications and civic engagement requirements.*

## Council Strategic Plan Objectives

[Click once to type. Delete text in italics below and press F11 to go to the next field].

*Which objectives of Council's Strategic Plan are being met by the proposed actions? Please be specific – if appropriate, include a reference to Council Policy.*

## Attachments:

1. [Click once to type. Delete text in italics below and press F11 to go to the next field].
2. [Click once to type. Delete text in italics below and press F11 to go to the next field].  
*Insert titles of attachments. Insert web references as clickable hyperlinks.*

<b>Prepared by:</b>	<b>Reviewed by:</b>
<hr/> <p>[Click once and insert name here] [Click once and insert title here]</p>	<hr/> <p>[Click once and insert name here] [Click once and insert title here]</p>
<b>Reviewed for Form and Content / Approved for Submission to Council:</b>	
<b><i>City Manager's Comments</i></b>	
<div style="text-align: right;"> <hr/> <p><b>Tim Savoie, MCIP</b> <b>City Manager</b></p> </div>	

## Additional Info 2 – Council Committee System Policy

# Corporate Policy

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada  
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

Section:	Administration	01
Sub-Section:	Committees, Commissions, and Boards	0360
Title:	[Highlight this text and type a concise descriptive title for your report – it now appears in the header throughout the rest of your document]	2016-01

## Related Policies

Number	Title

## Approvals

Approval Date: October 18, 2016	Resolution # <a href="#">RC16/360 (CW16/117)</a>
Amended:	Resolution #
Amended:	Resolution #
Amended:	Resolution #

## Policy

Pursuant to the *Community Charter*, section 141, the Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee, and pursuant to section 142, the Council of the City of Port Moody may establish and appoint select committees to inquire into any matter and to report its findings and opinions to the Council.

## Definitions

**“Committee Coordinator”** means the staff member assigned by the Corporate Officer to provide administrative support to a committee.

**“Honourary Member”** means a member who does not have a vote, is not obliged to attend meetings, and shall not be counted for purposes of forming quorum.

**“Select Committee”** means a committee established by Council resolution pursuant to section 142 of the *Community Charter*, and to which Council may appoint citizens. At least one member of a select committee must be a Council member.

**“Staff Liaison”** means the staff member assigned by the City Manager to assist a committee in a non-voting advisory and resource capacity.

**“Standing Committee”** means 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 citizen members. The *Charter* requires that at least half the members be members of Council.

**“Statutory Committee”** means a board, commission, or committee established pursuant to a specific enabling statute, including a Library Board established pursuant to the *Library Act*, a Police Board established pursuant to the *Police Act*, a commission including a Parks and Recreation Commission and a Heritage Commission, established pursuant to section 953 of the *Local Government Act*, a Family Court Committee established pursuant to the *Provincial Court Act*, and any other body established pursuant to enabling legislation which serves in an arms-length capacity on behalf of or in cooperation with the municipality.

**“Task Force”** means a short-term select committee established to inquire into a specific issue within a bounded time period. After the task force reports its findings and opinions to Council, its work will be concluded and the task force will be disbanded.

## Procedures

### 1.0 Membership

#### 1.1 Diversity

Membership of committees will be diverse, and broadly reflective of the community.

Membership will also reflect desired experience, knowledge, expertise, and geographic representation in the community.

#### 1.2 Appointments

- 1.2.1 Annually, the opportunities to serve as committee members will be widely advertised so that interested citizens can apply.
- 1.2.2 The Mayor will appoint members to standing committees.
- 1.2.3 Upon recommendation of the Mayor, Council will appoint members to select committees at a Regular Council meeting. The Chairs and Vice-Chairs of select committees will be appointed by Council, with the exception of the Youth Focus Committee where the Chair and Vice-Chair will be elected by the committee members.
- 1.2.4 Appointments to standing and select committees will be made in July, except in an election year when the timing of appointments may be varied by the Mayor, and as vacancies arise for the remainder of the committee's term.
- 1.2.5 Appointments to statutory committees will be made in accordance with the relevant committee's enabling statute or establishment bylaw. The Mayor will provide recommendations as required for any appointments to statutory committees that are to be made by Council.
- 1.2.6 Appointments to task forces will be made by Council as required, upon the Mayor's recommendation.
- 1.2.7 The terms of reference of individual committees will specify the number of members to be appointed to the committee but will normally not be more than 13 members (including the Chair).
- 1.2.8 Where external agencies are invited to nominate one of their members to a committee and choose not to do so, Council may fill the vacancy with a member of the community.
- 1.2.9 Committee members will serve without pay at the pleasure of Council, unless otherwise provided in the enabling statute or establishment bylaw.

- 1.2.10 Committee members appointed by Council must be Port Moody residents, except as provided in a statutory committee enabling statute or establishment bylaw, and except for the eligibility criteria as specified below:
- All Port Moody business owners are eligible for the Economic Development Committee;
  - All students attending a Port Moody school are eligible for the Youth Focus Committee; and
  - ICBC and HUB nominees to the Transportation Committee are not subject to residency requirements.

### **1.3 Applications for Membership are Protected**

All applications for membership on committees will be protected in accordance with the *Freedom of Information and Protection of Privacy Act* when submitted to the City.

### **1.4 Terms of Appointment for Standing and Select Committees**

- 1.4.1 The term of appointment for standing and select committees is two years from September to August.
- 1.4.2 An individual can serve for up to two consecutive two-year terms on any one committee with the exception of the Community Planning Advisory Committee and the Youth Focus Committee, which will have no limitation on the number of terms a committee member may serve.
- 1.4.3 Committee stability and membership continuity will be taken into account when considering re-appointments for a consecutive term.

### **1.5 Terms of Appointment of Task Forces**

The term of appointment of task force members is concurrent with the time frame provided to the task force to complete its work; after which the members' terms expire unless extended by Council resolution.

### **1.6 Terms of Appointment of Statutory Committees**

The term of appointment of statutory committee members is as provided in the enabling statute or establishment bylaw.

### **1.7 Committee Vacancy Replacement Term**

In the event of a vacancy, the person appointed to fill the vacancy shall be a committee member for the remainder of the term.

### **1.8 Attendance of Members at Meetings**

Unless otherwise provided in the enabling statute or establishment bylaw, and except for honorary members, any member who is absent from two (2) consecutive regular meetings without leave of absence by resolution from the committee will cease to be a member of the committee, and Council shall be advised by the Legislative Services Division of the vacancy.

### **1.9 Removal of Member from Committee**

At the request of the committee or on its own initiative, Council may remove or request the resignation of any of its committee appointees for malfeasance or any other good and sufficient cause.

### **1.10 Resignation of Member**

Any member of a committee wishing to resign from the committee is requested to provide the resignation in writing to the committee Chair with a copy to the Committee Coordinator. The Legislative Services Division will advise the Mayor of the resignation. The Mayor will undertake the appropriate process to fill the vacancy.

## **2.0 Council Liaison/Council Membership**

- 2.1** The Mayor will appoint members of Council to serve as Chair and Vice-chair of standing committees.

The Vice-Chair of a committee is not obligated to attend meetings and is not counted in determining if a quorum is present, except in cases where the Vice-Chair is present and can contribute to establishing quorum.

- 2.2** Upon recommendation of the Mayor, Council will appoint Council members to select committees and designate the Chair and Vice-Chair, with the exception of the Youth Focus Committee where Council will, upon recommendation of the Mayor, appoint a representative and alternate representative.

The Vice-Chair of the committee is not obligated to attend meetings and is not counted in determining if a quorum is present, except in cases where the Vice-Chair is present and can contribute to establishing quorum.

Council representatives and Council alternate representatives are not voting members and are not counted toward quorum.

- 2.3** Upon recommendation of the Mayor, Council will appoint Council members to task forces and designate the Chair and Vice-Chair as needed.

- 2.4** Council Chairs, Vice-Chairs, and representatives serve for a one-year term.

- 2.5** The Council liaison serves as a communication channel to Council.
- 2.6** Any member of Council not appointed to a committee may attend committee meetings as an observer but is not entitled to vote.
- 2.7** If neither the Chair nor Vice-Chair of a committee is able to attend a meeting, the Chair or Mayor may request that another member of Council act in the place of the Chair at the committee meeting.
- 2.8** The Mayor is an ex-officio member of every standing committee, select committee, and task force, and as such, has the same rights as other committee members, but is not obligated to attend meetings and is not counted in determining if a quorum is present, except in cases where the Mayor is present and can contribute to establishing quorum.

### **3.0 Staff Support**

- 3.1** Staff liaisons will be appointed to standing committees, select committees, statutory committees, and task forces by the City Manager. The staff liaison is not a member of the committee and therefore is not entitled to vote. The responsibilities of the staff liaison include:
  - 3.1.1** Providing information and professional advice.
  - 3.1.2** Supporting the Chair in developing agendas, arranging meetings, and promoting effective committee functioning.
  - 3.1.3** Reviewing draft minutes.
  - 3.1.4** Preparing presentations for the committee that may also be shared with the general public.
  - 3.1.5** Providing an annual orientation to the work of the committee, the structure of the City, and Council's annual goal setting and budgeting processes.
  - 3.1.6** Assisting with the annual membership recruitment by providing timely responses to requests for information concerning re-appointment.
  - 3.1.7** Any other projects or tasks approved by the City Manager.
- 3.2** The Corporate Officer may assign a Committee Coordinator to assist committees and act as committee secretary. The responsibilities of the Committee Coordinator include:
  - 3.2.1** Preparing and distributing committee agendas and on-table items at the direction of the staff liaisons.
  - 3.2.2** Attending committee meetings to record the minutes.



- 3.2.3 Preparing draft minutes within four business days after the meeting.
- 3.2.4 Preparing final minutes in prescribed format for appropriate distribution and submission to the Corporate Officer.
- 3.2.5 Ensuring that appropriate arrangements for committee meetings, including room bookings, are made in accordance with prescribed City procedures.
- 3.2.6 Maintaining and distributing the schedule of committee meetings.
- 3.2.7 Preparing reports to Council on matters relating to committee resolutions using the committee report template established by the Legislative Services Division.
- 3.2.8 Other duties as prescribed by the City Manager or Corporate Officer from time to time.

#### **4.0 Meeting Schedule**

- 4.1 Standing committees and select committees will establish their own meeting schedules in consultation with the Legislative Services Division, holding meetings at minimum bi-monthly, or at the call of the Chair. Committee meetings will not be scheduled in August.
- 4.2 Statutory committees will meet as provided in their enabling statute or establishment bylaw.
- 4.3 Task Forces will establish their own meeting schedules in consultation with the Legislative Services Division, within the time frame provided to complete their recommendations to Council.
- 4.4 Committee meetings shall have priority over other requests for meeting room bookings at City facilities.

#### **5.0 Quorum**

- 5.1 For select committees and task forces, a majority of the members constitutes a quorum, provided that one Council member is in attendance. Committees to which Council members are appointed as representatives do not require the attendance of a Council representative in order to proceed with a meeting.
- 5.2 For standing committees, a majority of the members constitutes a quorum, and at least half of the quorum must be made up of members of Council.
- 5.3 For statutory committees, quorum is determined in accordance with the committee's enabling statute or establishment bylaw.
- 5.4 In the event of no quorum after 20 minutes past the scheduled start time, or if quorum is lost during a meeting, the committee's official business will cease, the names of those

present will be recorded, members will be permitted to leave, and staff will excuse themselves from the meeting.

## **6.0 Chair and Vice-Chair**

**6.1** Each committee will, at its first regular meeting, or as provided in its enabling statute or establishment bylaw, elect a Chair and Vice-Chair, if the Mayor or Council has not already appointed a Chair and Vice-Chair, for a period of one year.

**6.2** The role of the Chair is to carry out the following duties:

6.2.1 Set the agenda.

6.2.2 Ensure the committee follows the agenda.

6.2.3 Prevent new issues from side-tracking the agenda.

6.2.4 Limit additions to the agenda.

6.2.5 Limit meeting length to two hours and seek a unanimous resolution to extend the meeting beyond two hours.

6.2.6 Establish and maintain order and decorum.

6.2.7 Respect members' views and be open-minded.

6.2.8 Ensure all members have the opportunity to participate by encouraging those who hold back and preventing others from dominating the discussion.

6.2.9 Seek agreement and build consensus.

6.2.10 Close debate and guide the group to resolution in a timely manner.

6.2.11 Assist members to word motions clearly and succinctly.

6.2.12 Participate in discussion but focus on presiding over the meeting.

**6.3** The role of the Vice-Chair is to chair meetings as required in the absence of the Chair.

## **7.0 Agendas and On-Table Items**

**7.1** The Chair, in consultation with the staff liaison, sets the committee agendas, which are prepared and distributed to committee members and posted on the City website one week in advance of the meeting by the Committee Coordinator.

**7.2** All materials to be presented on-table must be approved by the Chair in advance of the meeting and submitted to the Committee Coordinator no later than 12:00pm on the day of

the meeting. The Committee Coordinator will prepare, distribute to committee members, and upload to the City website only materials that are received by the deadline.

## **8.0 Minutes**

**8.1** Committee minutes, setting out the key discussion points and decisions from meetings, will be recorded by the Committee Coordinator.

**8.2** Following review by the staff liaison and the Chair, the minutes will be presented for adoption at the next meeting.

**8.3** Following adoption, minutes will be:

8.3.1 Certified as correct and signed by the Committee Coordinator and the Chair or the presiding member.

8.3.2 Provided to the Corporate Officer for circulation to Council on the Regular Council agenda for information.

8.3.3 Posted on the City website.

## **9.0 Rules of Procedure**

**9.1** Each committee shall prescribe its own rules, using the guideline attached as Appendix A, providing they are not inconsistent with its enabling statute, establishment bylaw, the *Local Government Act*, *Community Charter*, Council Committee System Policy, or the Council Procedure Bylaw. The committee may request advice from the Committee Coordinator, staff liaison, or the Corporate Officer.

**9.2** Questions of procedure which cannot be resolved by the committee upon the advice of the Committee Coordinator will be referred to the Corporate Officer.

## **10.0 Voting**

All members of a committee, including the Chair and Vice-Chair, will have a vote on any question before it, and in all cases, in the event of a tie vote, the motion will be defeated. Any member who abstains from voting, without having declared a conflict of interest and leaving the meeting, will be deemed to have voted in the affirmative. Proxy votes are not permitted.

## **11.0 Conflict of Interest**

**11.1** Committee members are subject to sections 100 to 104 of the *Community Charter*.

**11.2** Committee members will not use the committee member contact list for personal or non-City related business purposes.

## **12.0 Subcommittees**

- 12.1** Committees may establish subcommittees by resolution at any time without the approval of Council.
- 12.2** Subcommittees may include any member of the public, but must have at least two members of the parent committee serving as Chair and Vice-Chair.
- 12.3** Subcommittees receive no staff support, and must coordinate meetings and conduct research independently.
- 12.4** Subcommittees' requests for City information will be made and fulfilled as they are for members of the public.
- 12.5** Parent committees may, by resolution, request meeting rooms for subcommittee meetings, subject to availability. These requests are to be directed to the Committee Coordinator, who will coordinate with the subcommittee Chair to determine availability.
- 12.6** All subcommittees must report only to their parent committees, and are not recognized as official advisory bodies by Council.
- 12.7** All subcommittees automatically expire on August 31<sup>st</sup> each year. A subcommittee that seeks to continue over multiple years or terms must be re-established by its parent committee in September of each year. The requirement of having at least two members of the parent committee serving as Chair and Vice-Chair must be fulfilled.

## **13.0 Reporting**

### **13.1 Establishment and Authority**

Members will not misrepresent themselves as having any authority beyond that delegated by Council.

- 13.1.1** Standing and select committees must refer recommendations to Council for authority to act.
- 13.1.2** Task forces conduct their business within the time prescribed by Council following which they report their findings and opinions to Council for consideration.
- 13.1.3** Statutory committees conduct their business in accordance with the terms of their enabling statute, establishment bylaw, and the policies of the authority that established the committee.

### **13.2 Reporting on Issues**

When responding on an issue referred by Council, standing and select committees, with the assistance of the staff liaison and the Committee Coordinator, will submit reports to

Council in accordance with the Council Committee System Policy and Council Procedure Bylaw. If deemed appropriate by the City Manager, committee reports will be accompanied by a staff report.

Committees shall not reconsider a decision of Council except with a referral from Council.

### **13.3 Reports and Minutes to Council**

13.3.1 Reports from committee meetings will be submitted for the agenda of the next Regular Council meeting, at least six business days prior to the Regular Council meeting, or as soon as possible.

13.3.2 Approved and signed minutes from committee meetings will be submitted as information items for the agenda of the next Regular Council meeting, at least one week prior to the Regular Council meeting, or as soon as possible.

### **13.4 Annual Work Plans**

On an annual basis, in October, standing, select, and statutory committees will submit for approval a report to Council that outlines their annual work plans and how initiatives align with the Council Strategic Plan and the Five-Year Financial Plan.

### **13.5 Annual Reports**

13.4.1 On an annual basis, in July, standing, select, and statutory committees will submit a report to Council that summarizes their activities over the past year and how these activities relate to the Council Strategic Plan and Five-Year Financial Plan. The Youth Focus Committee shall submit their annual report in June.

13.4.2 Task forces will submit a report to Council upon completion of their mandates.

## **14.0 Authority**

Committees do not have the authority to communicate with other levels of government, pledge the credit of the City, or authorize any expenditures to be charged against the City, except as may be provided in their enabling statutes or establishment bylaws.

## **15.0 Budget**

15.1 Unless otherwise provided in their enabling statutes or establishment bylaws, committees may request budget funds from Council in accordance with the City budget preparation schedule and procedure.

15.2 Any solicitation of funds from other organizations requires prior approval of Council.

15.3 Committees shall have reasonable use of miscellaneous City services, such as photocopying, paper supplies, and meeting areas, which are primarily provided through the Committee Coordinator.

## **16.0 Personal Liability**

No member of a committee shall be liable in his or her personal capacity for any debt or liability of the committee. It is the responsibility of the City to insure the members of committees against all liabilities related to fulfilling their responsibilities as members of committees.

## **17.0 Orientation**

The first meeting of the year will serve as the orientation session for each committee.

## **18.0 New Committees**

In considering the formation of a new select committee, standing committee, statutory committee, or task force, Council will request staff to prepare a report to Council that includes a terms of reference for consideration by Council prior to establishing the committee.

## **19.0 Meetings Open to Public**

All meetings of Council committees are open to the public and no person shall be excluded except in cases of 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 or required.

## **20.0 Delegations to Committees**

Delegations to committees must be limited to 10 minutes unless a longer period is agreed to by unanimous vote of committee members present or in advance by the Chair. Once the delegation has presented their remarks, committee members may ask questions for clarification if permitted to do so by the Chair. Once the delegation presentation is concluded and questions have been addressed, the delegation must not be permitted to participate further in the committee deliberations on the issues raised by the delegation.

## **Monitoring/Authority**

The Legislative Services Division will administer this policy.

## APPENDIX "A"

### Committee Coordinator Duties

The Committee Coordinator acts as committee secretary to committees of the City as assigned.

The Committee Coordinator will provide the following services to each committee:

1. Prepare and distribute the committees' agenda at the direction of the staff liaison of the committee.
2. Attend committee meetings to record the minutes.
3. Prepare draft minutes within 4 working days after the meeting, and upon request by the staff liaison, a decision transmittal.
4. Print final minutes in prescribed format for appropriate distribution and submission to the City Clerk.
5. Prepare in final prescribed form, approved correspondence under the direction of the *staff liaison*.
6. Ensure appropriate arrangements for committee meetings, including room bookings in accordance with prescribed city procedure.
7. Maintain and distribute the calendar of committee meetings.
8. Perform other administrative duties related to the function of the committees as assigned by the City's representative or staff liaisons.
9. Other duties as prescribed by the City Manager or City Clerk from time to time.

## APPENDIX "B"

### *Committee Meeting Guidelines*

**This appendix has been included in the body of the Committee Orientation Manual.**