

	COUNCIL POLICY
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SUBJECT:	COMMITTEE TERMS OF REFERENCE POLICY
SPONSOR:	LEGISLATIVE SERVICES
AUTHORIZED BY:	COUNCIL
EFFECTIVE DATE:	TBD

PURPOSE

The purpose of this policy is to outline terms of reference for City committees and task forces. This Policy is to be used in conjunction with the City’s Council Procedures Bylaw and the City’s Committee Establishment Policy.

DEFINITIONS

1. “Committee”

means committees and task forces established by the Mayor and Council.

APPLICATION

2. This Policy applies to all committees and task forces established by the Mayor and Council except for the Committee of the Whole and committees established by Bylaw.

POLICY STATEMENTS

Mandate

3. The mandate of a committee is determined by Council at the time of its establishment.
4. Committee agenda topics, deliberations and decisions are limited to its mandate area, and members may only provide advice and recommendations to Council on matters within the committee's mandate.

Membership

5. Committees and task forces will be comprised of up to nine (9) members.
6. Members will elect a Chair and Vice-Chair.
7. Recruitment of members must consider the City’s Accessibility and Inclusion Policy, Accessibility Framework, Equity Framework, the Transgender, Non-Binary and Two Spirit Action Plan and other City policies related to inclusivity and equity.

Council Member Participation

8. Any Council member may attend meetings of any committees.
9. Council members must not participate in discussion and must not vote on a question in a committee meeting unless they are an appointed member of the committee.
10. A Council member who is appointed as a liaison to an advisory committee is not a member of that committee.

Term

11. The term for committees shall not exceed the timespan of Council's current Strategic Plan, or the remaining length of the current Council's term of office.
12. The City Clerk must advise Council if quorum is not met for three (3) consecutive meetings, and Council must review the committee or task force's continuation.

Meetings

13. Members must attend orientation and training sessions provided by City staff.
14. Meetings shall be held no more than once a month. Committees may meet less frequently if determined appropriate by the committee.
15. Meetings must be open for public attendance unless a meeting or part of a meeting is authorized to be closed to the public in accordance with the provisions of the *Community Charter*.
16. The City Clerk must advise Council if a committee member is absent without leave of the committee for three (3) consecutive meetings, and that member may be subject to removal by Council.

Procedures

17. The rules governing the proceedings of Council established under the following provisions of Council Procedures Bylaw apply to meetings of all committees and task forces:
 - i. Section 6 [*Location of Meetings*],
 - ii. Section 7 [*Schedule and public notice of meetings*],
 - iii. Section 10 [*Application of rules of procedure*], and
 - iv. Section 11 [*Minutes of meetings*].
18. Decisions are made by majority vote and members have equal voting rights.
19. The Chair or Vice Chair must preside over and maintain order at meetings and ensure compliance with the required procedures under this Policy.

20. The Chair or Vice Chair must maintain compliance with the mandate of the committee determined by Council.

21. Advisory committees and task forces are not authorized to give direction to staff.

Conduct

22. Members must familiarize themselves and act in accordance with the provisions set out in the Disclosure of Conflict section of the *Community Charter*.

23. Members who have a direct or indirect financial interest in a matter or another interest that constitutes a conflict of interest are not entitled to participate in the discussion of a matter or to vote on a matter. Members are required to state, in general terms, the reason members consider there to be a conflict of interest.

24. The conduct of members must comply with applicable City bylaws and City policies including the *Respectful Workplace Policy*.

Staff Support

25. The City Manager may designate a staff liaison to a committee to provide professional advice and information.

26. The City Manager may also assign other staff members to assist committees with meeting logistics including identification of meeting times and dates, booking meeting space, minute taking, agenda distribution, facilitation of technology solutions to allow for participation in meetings by all members.

Agendas

27. Agendas must be prepared for all meetings of all committees and distributed to members in accordance with Section 15 of the City's Council Procedures Bylaw.

28. Staff may consult the Chair or Vice Chair to finalize meeting agendas.

Minutes

29. Staff must record minutes when there is a recording secretary or staff liaison supporting a committee.

30. Minutes must be considered for adoption at the next meeting. Once adopted, the minutes must be certified correct, and signed by the Chair.

Recommendations

31. Recommendations must be recorded in the meeting minutes and will be distributed to members of Council after the minutes are approved.