

PURPOSE:

To provide procedures for the establishment and conduct of Council Committees.

A Council Committee may be a standing committee, established and appointed by the Mayor, or a select or other committee, appointed by Council, to consider or enquire into any matter and report its findings and opinion to Council. This protocol does not apply to the Committee of the Whole of Council.

PROTOCOL:**1. Establishment of Council Committees**

- 1.1 The Mayor must establish standing committees for matters the Mayor considers would be better regulated and managed by committee, and for that purpose must 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.
- 1.2 Council may appoint a select or other committee to consider or enquire into any matter and to report its findings and opinion to Council. When a Council Committee is established, Council will, by resolution (or bylaw, if required by the applicable legislation):
 - a. name the Council Committee;
 - b. establish the terms of reference for the Council Committee;
 - c. establish the composition of the Council Committee and term of appointment of the Council Committee members;
 - d. establish the requirements for reporting to Council; and,
 - e. allocate any necessary budget or other resources required to support the activities of the Council Committee.

At least one member of a select Council Committee must be a Council member.

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2. Term of Appointment

- 2.1 Council Committee members shall be appointed for a one year term (unless otherwise determined by Council).
- 2.2 Council Committee appointments shall continue until a successor has been appointed by Council.
- 2.3 Council may remove a member of a Council Committee by resolution.
- 2.4 Council shall appoint members to fill vacancies on select or other Council Committees for the unexpired term of former members.
- 2.5 Any member who is absent for three consecutive meetings, without providing reasonable cause to the Presiding Officer in advance of the meeting, will be deemed to have resigned and the seat shall be considered vacant.

3. Appointment of Presiding Official

- 3.1 Every Council Committee shall have a Presiding Officer and Alternate Presiding Officer.
- 3.2. The Presiding Officer of a Standing or Select Committee shall be a Council appointee.
- 3.3. If no Presiding Officer is appointed by Council, the City Clerk assigned to the Council Committee shall be responsible for calling the first meeting. The members of the Council Committee will elect a Presiding Officer and Alternate Presiding Officer as the first item of business at the first meeting.
- 3.4 If both the Presiding Officer and Alternate Presiding Officer are absent from any meeting, an acting Presiding Officer shall be chosen from among those members present.

4. Meetings

- 4.1 Meetings of the Council Committee shall be held as determined by the Council Committee's terms of reference and/or as scheduled by the Council Committee. Special meetings may be called by the Presiding Officer.
- 4.2 A majority of the members of a Council Committee may in writing require the Presiding Officer to call a meeting. If the Presiding Officer is absent or refuses to call a meeting, the City Clerk shall call the meeting.

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- 4.3 Public Notice of the date, time and location of Council Committee meetings shall be posted on the corporate website and the electronic schedule displayed in the foyer at City Hall no later than 12:00 noon on the business day before that on which the meeting is to be held.
- 4.4 All Council Committee meetings must be open to the public, unless the topic relates to a subject included in Section 90 of the *Community Charter* (the Act). Before a meeting or part of a meeting is closed to the public the Council 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 Act, the meeting is to be closed.
- 4.5 A quorum of any Council Committee is a simple majority of the members appointed to the Council Committee.
- 4.6 If there is no quorum within thirty minutes of the time set for the commencement of a duly scheduled meeting, the meeting shall be deemed as cancelled. If desired by the members present, however, the meeting may proceed for information purposes. Any decisions made at such an informal meeting must be brought forward as recommendations for consideration and ratification at the next meeting of the Council Committee.
- 4.7 The Mayor shall be an ex-officio member of all Council Committees, with the right to make motions, speak and vote, and when present, shall be counted in determining a quorum.
- 4.8 Any Council member who is not a member of the Council Committee may attend a meeting and enter into debate, but is not counted as part of a quorum, nor has the right to make motions or have a vote.
- 4.9 Minutes of Council Committee meetings shall be:
- a) legibly recorded;
 - b) certified as correct by the Committee Clerk; and
 - c) signed by the member presiding at the meeting or at the meeting at which the minutes were adopted.

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5. Rules of Procedure

- 5.1 Except as specifically provided, all Council Committees shall conduct their business in accordance with Council Procedure Bylaw 5000, 2000, as amended from time to time.
- 5.2 A Council Committee may appoint one or more subcommittees to consider or enquire into any matter which falls within its terms of reference and report its finding back to the Council Committee.
- 5.3 A Council Committee may invite other persons to participate in making presentations and/or serving on sub-committee(s) of the Council Committee, in order to benefit from additional expertise.
- 5.4 No action of any Council Committee, except where power to act is expressly delegated to the Council Committee by Council, shall be binding on the City, unless Council has approved such action.

6. Conflict of Interest

- 6.1 A conflict of interest is deemed to exist when:
- I. A Council Committee member is a director, member or employee of an organization seeking benefit from the City upon which the Council Committee will make a recommendation.
 - II. The Council Committee member has a direct or indirect pecuniary interest in the outcome of Council Committee deliberations.
- 6.2 A conflict of interest does not exist if:
- I. The pecuniary interest of the member is a pecuniary interest in common with members of the municipality generally; or,
 - II. The pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.
- 6.3 Where a conflict of interest exists, Council Committee members:
- I. Are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter;
 - II. Must declare to the Council Committee that a conflict exists; and,
 - III. Must absent themselves from the meeting during consideration of the issue to which the conflict relates.
- 6.4 A member's declaration of a conflict and their exit and return to the meeting shall be noted in the minutes.

7. Reporting Procedures

- 7.1 All Council Committees shall report to the Council:
- a. A proposed work program for presentation and approval by Council on an annual basis;
 - b. On all matters referred to them by the Council;
 - c. Where approval of Council is required for a specific action or initiative; and,
 - d. Where, in the opinion of the Council Committee, the interests of the City so require.
- 7.2 Council Committees shall report to Council through the Presiding Officer of that Council Committee.
- 7.3 Any sub-committees struck by a Council Committee shall report to Council through the Council Committee by which the subcommittee was established.
- 7.4 Minutes of Council Committee meetings shall be submitted to Council for information during a Regular Meeting (or Closed Meeting, in accordance with Section 4.2 of Council Procedure Bylaw 5000, 2000, as amended from time to time) for information.
- 7.5 The minutes and/or reports of sub-committees may be attached to the minutes referred to in subsection 7.4.

8. Council Committee Remuneration

- 8.1 Council Committee members will serve without remuneration, but will be reimbursed for "out-of-pocket" expenses incurred in performing their duties.
- 8.2 Council Committee member expenditures must be pre-authorized by the City Clerk or designate.