

Council Committee

Member Handbook

Updated January 2012



TABLE OF CONTENTS

1. Introduction	2
2. A Guide to Council Committees	5
2.1 Expectations	5
2.2 Mandate Resources	5
2.3 Membership Chairperson Council Representative Staff Liaison Council Committee Recording Secretary	5
2.4 Conflict of Interest	6
2.5 Reporting to Council Addressing Council Questions from Council	7
3. Committee Procedures	8
3.1 Agenda	8
3.2 Minutes	8
3.3 Meeting Procedures Open Meetings Special Meetings Sub-Committees Quorum What to expect at a Committee Meeting	8
4. Conclusion	10
4.1 Working Together	10
5. Schedules	
Schedule A - Agenda Precedent	11
Schedule B - Minutes Precedent	12

2. A Guide to Council Committees

2.1 Expectations

The City of Kelowna committees of Council are created under the Community Charter and the Local Government Act, to provide an opportunity for members of the public to work collaboratively and provide advice on matters referred to them by Council. As they are created by Council, and do business on Council's behalf, committees are intended to be:

- **Accountable and responsive**, to Council leadership and direction
- **Open and transparent**, by observing legislated meeting protocol and conducting their business in public meetings
- **Collaborative in nature**, respectful and flexible

Committee members need to remember that, as a member of a Council committee, they report to the Corporation of the City of Kelowna. This means the work undertaken by the committee is endorsed by Council.

As committees and their members are representatives of the City of Kelowna members must distinguish, when speaking in public, whether they are speaking as a member, a representative of another agency or community group, or as an individual. As a general rule, it is the Chair of a committee that speaks publicly on behalf of the committee, when and where appropriate.

2.2 Mandate

A committee is appointed by Council to consider, investigate or take action on certain matters referred by Council and report its finding or recommendations to Council for further action. There are several kinds of Council committees:

Advisory Committee - an ongoing committee, given a broad to narrow term of reference, and is advisory in nature.

Select Committee, or a "Task Force" - established and appointed by Council to accomplish a specific mandate in a short time frame, is advisory in nature and must have at least one Council member in the membership of the committee.

Standing Committee - at least half of a standing committee must be council members appointed by the Mayor to undertake matters the mayor considers better dealt with by committee.

Sub-Committee - created by an existing committee for a specific advisory purpose which will report back to the committee under which it was created.

Commission or Board - are terms from the Local Government Act or the Community Charter that usually require statutory terms of reference and mandates.

When a committee is established, the specific role of the committee is endorsed by council resolution through their individual Terms of Reference (TOR). Generally this means that Council has formed a committee to consider or inquire into any matter specified in the terms of reference, or to advise on matters referred to them by council. Any change to the Terms of Reference requires approval by council.

A few committees must be established by bylaw rather than by resolution. In these cases, the establishing bylaw sets out the terms of reference for the committee in question. Committees that are established by bylaw are the Board of Variance, Advisory Planning Commission, and the Community Heritage Commission.

2.2.1 Resources

Once a committee is created, the City Manager, in consultation with Council, will direct a staff member to act as liaison for the committee. The committee is to work within their mandate with the administrative, technical and advisory support provided by the City.

Requests for further City resources, including staff support or work required by other departments, must be associated with a recommendation to Council, and may be made available with direction from the City Manager and Council.

2.3 Membership

Each committee is distinguished by their membership, whether this includes members of the community at large, or representatives from various organizations. Council endorses the size and composition of the membership through the terms of reference and by appointment of the individual members.

When an individual applies and is appointed by Council

to participate on a particular committee, their role is to represent the community as a whole. This member has one vote on the committee when in attendance at a meeting.

If the committee's term of reference requires a member from a particular organization, it is their representative, and perhaps an alternate, that will be recommended to Council for appointment. The representative, or their alternate, is on the committee as a representative of their organization, but must deal with many issues, and has one vote on the committee when in attendance at a meeting.

It is important for members to distinguish their role on a committee and to participate accordingly in the mandate provided by Council.

Council members are usually appointed to a committee as non-voting liaison members.

2.3.1 Chairperson

Each year, the committee will elect a chairperson from their membership who will preside over the business as set out in each meeting agenda. The Chair of the committee is responsible for ensuring the rules of procedure are followed during each meeting, and, in consultation with the staff liaison, that items on their meeting agenda fall within their mandate.

2.3.2 Council Representative

If there is a council representative on the committee, they are not a voting member, and generally Council members do not act as Chairperson. As a representative of Council, they play an important role as a Council liaison and provide a direct communication link to Council.

2.3.3 Staff Liaison

In an administrative capacity, the City of Kelowna staff liaison provides support to the committee on behalf of Council to ensure the mandate of the committee is followed. In accordance with the terms of reference, the staff liaison is expected to keep a current list of the committee members, their address and phone number, the date they were appointed and the date their term expires. The liaison is also expected to initiate recommendations to Council for committee appointments, and maintains an updated list of appointees whenever changes occur, providing a copy of the updated list for the Office of the City Clerk files.

Acting in their capacity as liaison, staff provides committees with technical and operational information that assists the committee in their work on behalf of Council. The staff

liaison therefore works with the Chairperson to prepare the committee agendas, and ensures meeting agendas and related material is distributed to the committee members and the council committee recording secretary prior to the meeting. Recommendations to Council will be forwarded by the staff liaison through the reporting process to ensure they meet all the requirements of a Council Report.

Committees do not direct the staff liaison, nor can they summon other staff to address a committee. Such requests must go through either the City Manager or Council.

2.3.4 Council Committee Recording Secretary

The Council Committee Recording Secretary is a dedicated position that contributes to the good governance of Council, and ensures the work of Council continuing at the committee level, is open, transparent and accessible to the public.

The Council Committee Recording Secretary records the minutes of the committee meetings to reflect the collective decision(s) of the group for the public record. It is the responsibility of the recording secretary to ensure the notices of meetings and their agendas are publicly posted in advance as required by the legislation. The recording secretary also ensures the agendas and minutes of each meeting are provided electronically to Council for reference, are posted to the City website, and that all originals are available as an official record.

2.4 Conflict of Interest

Conflict of interest provisions are intended to protect the integrity of the committee's decision-making processes and are not optional. To determine if a member has a conflict of interest, consideration must be made of whether or not the member's judgment may be impaired by a potential personal benefit from a decision of the committee.

FYI

If there is a conflict of interest:

The committee member declares a conflict at the meeting with reason for conflict, prior to the discussion of the agenda item. The member must excuse themselves from the meeting and return only once the committee has voted and moved on to another item of business. The member is also to avoid influencing other committee member opinions at the meeting or away from it.

The minutes of the meeting will show the declaration of a conflict by the committee member, and also that the

member was absent for the duration of the discussion and the vote.

2.5 Reporting to Council

Recommendations of the Committee must be adopted by a Committee motion prior to presentation to Council. The staff liaison will, accompanied by the Committee Chairperson, Vice Chair, or a Committee member appointed by the committee, report to Council on behalf of the Committee.

To make a presentation before council at a regular meeting, the request is made to the Office of the City Clerk accompanied by a copy of the report or presentation in written form. The written submission must clearly state any requests being made of Council and any recommended Council resolutions for further action. Generally a report to council will include background on the purpose of the report, facts or information, the findings or conclusions from the information (if required), and the recommendations of the committee.

The Committee will, at a minimum, provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff resources. This type of report would be requesting that Council receive the report for information.



FYI: Interacting with Council

2.5.1 Addressing Council

- The Mayor will invite members of the public to speak according to the Agenda.
 - Only the speaker at the podium will be recognized, and
 - if there is a delegation, one person should be identified as the representative to speak on behalf of the delegation.
- “Your Worship”
 - When speaking to Council, you will use this term to directly address the Mayor or any member of Council.
- “My name is.....”
 - State your name clearly for the record, and indicate any related professional affiliation.
- “I would like to”
 - State the purpose of your address,
 - speak within the time allotted, and
 - ensure the information you provide is related to the item on the Agenda.
- “This concludes my comments Your Worship”
 - This advises Council that you are finished your presentation.

2.5.2 Questions from Council

- The Mayor will invite Council members to ask any questions of the speaker individually
- “Thank you Your Worship”
 - Again, you will address the Mayor in your response, not individual Council members
 - if referring to a Council member, use their title, “Councillor”,

- followed by their last name
- Please ensure you answer the question as directed by Council and do not engage in a debate.
- If there are no further questions, the Mayor will thank you for your comments.



3. Committee Procedures

3.1 Agenda

The agenda is the key to a successful meeting. All members should have the opportunity to review all meeting documents and become familiar with the agenda items prior to the meeting. This is also essential for the recording secretary in order to properly prepare the minutes in advance of the meeting and to be familiar with the business at hand. Adding items to an agenda during the meeting is strongly discouraged.

It is a legislative requirement that the Notice of Meeting and the Agenda is publicly posted a minimum of three days prior to the meeting. This means that information related to the agenda that will be referenced at the meeting, including reports, presentation materials and/or any correspondence, must be forwarded electronically to the Office of the City Clerk at least three days prior to the meeting date.

Preparing the agenda package in advance ensures not only that the committee members know the business that is to be discussed, but also informs members of the public, City staff and Council of the upcoming meeting and items under discussion. This ensures that the committee meets its obligation to conduct business in a transparent and accountable manner.

As a committee it is important to recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

3.1.1 Minutes

Minutes are the historical record of meetings of committees and focus generally on decisions and actions taken by the group (see Schedule B). Well organized and recorded minutes keep members, council and the general public informed on the business of the committee and is a legislated requirement for current and future reference.

To assist in the preparation of quality minutes, the recording secretary requires knowledge of the committee's mandate and issues. The quality of minutes is related to clearly prepared agenda package. Key principles include accuracy and completeness, a focus on key points and

decisions collectively, and the business at hand, objectivity, consistency, professionalism, readability, a logical flow and archivability.

Minutes of the meetings will be prepared by the recording secretary from the Office of the City Clerk and signed by the Committee Chair. The minutes are not intended to be transcripts or a verbatim account of the meeting, rather are meant to reflect the business identified on the Agenda, any motions that arise from the business, the committee support or non-support of a motion, and a collective explanation. Electronic copies will be forwarded to Council and the originals of the minutes will be forwarded to the City Clerk for safekeeping.

3.3 Meeting Procedures

It is the responsibility of the Chair to preside over each meeting by following the Agenda and ensuring that agenda items are clearly introduced and considered prior to moving on to the next item.

3.3.1 Voting

All committee members play a role in ensuring that committee meetings run smoothly and in a way that allows the group to reach decisions fairly. The following are a few general things to remember:

- Conflict of interest must be declared as soon as topic is introduced.
- Members are not able to abstain from voting,
- A tie vote is a defeat, and you are assumed to have voted in favour of a resolution unless you indicate opposition by raising your hand when the Chair asks "those opposed."
- Only the names of those opposed to a motion will be recorded in the minutes
- The chair votes on all resolutions, and does not vote only to break tie votes
- Liaison members (staff or Councillors) do not vote, and cannot therefore move or second motions
- Members do not debate with any applicants, staff or members of the public.

3.3.2 Open Meetings

All meetings are open to the public as outlined in s.89 of the Community Charter. There are only a very few reasons in the Charter (s.90) that would require a committee to close a meeting. If a committee believes an item should be discussed in a closed meeting, they must obtain permission of the City Clerk or Deputy City Clerk to do so prior to continuing the Agenda. The publicly posted Agenda will indicate that a portion of the meeting will be closed according to the related provision in the legislation.

- Although open, the public does not usually address the committee unless they are a scheduled delegation on the meeting agenda, an applicant, or they are authorized by the committee.

3.3.3 Special Meetings

A special meeting may be called by the Chairperson or at the request of any three members of the Committee. Notice of the day, hour, and place of special meeting shall be given at least three days prior to the meeting, by leaving a copy of the notice for each member of the Committee and by delivering a copy of the notice to the Office of the City Clerk for posting.

3.3.4 Sub-Committees

The Committee may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee. Any sub-committee that is created will report, either verbally or in writing, to the Committee and the minutes will reflect any action that may arise from the verbal/written report that requires a vote of the committee.

3.3.5 Quorum

Quorum is the minimum number of members who must be present in order for a meeting to proceed. The terms of reference will determine quorum, however, traditionally a majority of the committee represents a quorum.

If there is no quorum within 15 minutes of the specified time

of the meeting, the meeting will be adjourned to the next scheduled meeting date once the names of the members present, and those absent, have been recorded.

3.3.6 What to expect at a Committee Meeting

The elected Chair presides over the business as set out in the meeting agenda, and will work with the recording secretary and staff liaison throughout the meeting to ensure the collective decisions of the group, and any related public input, is recorded. If the discussion is moving away from the business at hand, the Chair may intervene to draw attention back to the Agenda.

1. Call to Order

At this time, the Chair will welcome the members, any guests and members of the public to the committee meeting, and provide any news or regrets from those unable to attend.

2. Approval of Agenda

When a committee adopts the Agenda at each meeting, the committee sets out the order in which specific items will be considered. It is at this time that any changes to the Agenda may be made, followed by a 'motion' to approve the agenda.

3. Minutes

To ensure the minutes of previous meetings prepared by the recording secretary can be finalized, the committee is asked if there are any errors or omissions in the draft that was included for review with the agenda package. The minutes are then 'adopted' by the committee which finalizes them for the public record.

4. Committee Business

The committee will discuss its business as indicated on the Agenda, ensuring that any specific items that have been identified are covered. As indicated in Schedule A, the agenda may identify the need to discuss business from previous meetings or any new business. The committee may also allow for open discussion and provide time to discuss a future meeting.

FYI: Making a motion

Throughout the meeting, the recording secretary will want to record any "motions" that reflect particular actions the committee would like to take. These actions typically encompass the collective expression of a particular view, direction that some action is taken and the findings reported back, or that findings and/or recommendations be formalized and forwarded to Council, via a staff report,

for Council's consideration.

Making a 'motion' involves three basic steps:

1. A member making the motion – "I move..."
2. Another member seconding the motion – "I second the motion"
3. The Chairperson restating the motion as a question – "Member x has moved that....."

Once the motion has been 'moved' and understood by all members, a discussion may follow prior to the Chair requesting a vote. When asked to vote, the Chair will repeat the motion and ask the committee members whether they are in favour or opposed. The recording secretary will then record the outcome of the vote as either "carried" or "defeated."

4. Conclusion

4.1 Working Together

The work of Council Committees, while established under varying conditions and for a variety of purpose, is recognized for their many contributions to the City of Kelowna over a number of years.

Committee members working together benefit the City in policies, operations and services, and advise accordingly on issues as directed by Council. Members of our community share a history of working together on notable contributions, including the following:

- Council Policy on Accessibility Measures for Hotels and Motels
- Official Community Plan, the Agricultural Plan and Soil Bylaw
- Facilitating input from local governments, business and the community at large on matters associated with the development of Kelowna International Airport
- Advising on matters related to Heritage and development for the City as a whole
- Engaging youth for their perspective on social issues, arts and culture, sports and recreation, transportation, environment and related opportunities
- Assisting in the creation of the Domestic Violence Unit at the RCMP
- Organizing community-wide awareness events that engage the citizens of Kelowna on issues that are important to the City
- Establishment of rental housing grants and grants to offset Development Cost Charges (DCC's) for non-profit rental housing and Policy Review for Affordable Housing

Schedule A - Agenda Precedent

Agenda



Example Committee

Monday, October 26, 2009

1:30 pm Regular Public Meeting
Council Chambers, City Hall 1435 Water Street

- 1. Call to Order**
 - Welcome and introductions
- 2. Approval of Agenda**
- 3. Minutes**
 - Errors or omissions
 - Motion to Adopt
- 4. Business Arising from Previous Minutes**
- 5. New Business**
- 6. Open Meeting**
 - Opportunity to hear from any public present
- 7. Next Meeting Date**
- 8. Adjournment**

Schedule B - Minutes Precedent

Minutes



Committee Name

Monday, October 26, 2009

1:30 pm Regular Public Meeting
Council Chambers, City Hall 1435 Water Street

In Attendance:

Regrets:

Guest:

Staff:

Recording Secretary:

(*denotes partial attendance)

1. Call to Order & Introductions
2. Approval of Agenda
Moved by: /Seconded by:
3. Minutes of (Date of Previous Meeting) Meeting
Moved by: /Seconded by:
4. Business Arising from Previous Minutes
5. New Business
6. Open Meeting
7. Next Meeting
8. Adjournment

(Name), Chair



City Hall
1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250 469-8645
FAX 250 862-3315
ask@kelowna.ca

kelowna.ca