

**PURPOSE:**

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

**DEFINITION:**

A committee of Council 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 Committees**

- 1.1 The Mayor may 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.
- 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 committee is established, Council will, by resolution (or bylaw, if required by the *Act*):
  - a. name the committee;
  - b. establish the terms of reference for the committee;
  - c. establish the composition of the committee and term of appointment of the 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 committee.

**2. Term of Appointment**

- 2.1 Committee members shall be appointed for a one year term (unless otherwise determined by Council).
- 2.2 Committee appointments shall continue until a successor has been appointed by Council.
- 2.3 Council may remove a member of a committee by resolution.
- 2.4 Council shall appoint members to fill vacancies on select or other committees for the unexpired term of former members.

### 3. Appointment of Presiding Official

- 3.1 Every 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 Clerk assigned to the committee shall be responsible for calling the first meeting. The members of the 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 committee shall be held as determined by Council resolution and/or as scheduled by the committee. Special meetings may be called by the Presiding Officer.
- 4.2 A majority of the members of a 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 Clerk shall call the meeting.
- 4.3 Public Notice of all committee meetings shall be posted on the Notice Board at the Municipal Hall, no later than 12 noon the day before that on which the meeting is to be held.
- 4.4 The Mayor shall be an ex-officio member of all committees, with the right to make motions, speak and vote, and when present, shall be counted in determining a quorum.
- 4.5 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, nor has the right to make motions or have a vote.
- 4.6 All committee meetings must be open to the public, unless the topic relates to a subject included in Section 242.2 of the *Act*. 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 *Act*, the meeting is to be closed.
- 4.7 A quorum of any committee is a simple majority of the members appointed to

the committee.

- 4.8 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 committee.

## **5. Rules of Procedure**

- 5.1 All committees appointed by Council shall conduct their business in accordance with this bylaw.
- 5.2 A 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 committee.
- 5.3 A committee may invite other persons to participate in making presentations and/or serving on sub-committee(s) of the committee, in order to benefit from additional expertise.
- 5.4 If any member requests a recorded vote, the names of members who vote for and those who vote against the question shall be entered in the minutes.
- 5.5 No action of any committee, except where power to act is expressly conferred on the committee, shall be binding on the Corporation, unless Council has approved such action.

## **6. Conflict of Interest**

- 6.1 Committee members must avoid conflicts of interest where:
- i. A committee member is a director, member or employee of an organization seeking benefit from the Corporation upon which the committee will make a recommendation.
  - ii. The committee member has a direct or indirect pecuniary interest in the outcome of 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 can not reasonably be regarded as likely to influence the member in relation to the matter.

- 6.3 Where a conflict of interest exists, 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 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 committees shall report to the Council:
- a. A proposed work program for presentation and approval by Council;
  - 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 committee, the interests of the Corporation so require.
- 7.2 Committees with council appointees shall report to Council through the Presiding Officer of the committee; committees without a council appointee shall report through the department assigned to support the committee.
- 7.3 Any sub-committees struck by a committee shall report to Council through the committee by which the subcommittee was established.

## **8. Committee Attendance**

- 8.1 Committee members will serve without remuneration, but will be reimbursed for "out-of-pocket" expenses incurred in performing their duties.
- 8.2 Committee member expenditures must be pre-authorized by the Municipal Clerk or designate.
- 8.3 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.