

# District of Coldstream Council Committee Handbook

## POLICY

Pursuant to the *Community Charter*, Section 141, the Mayor of the District of Coldstream must establish standing committees for matters the Mayor considers would be better dealt with by a committee.

Pursuant to the *Community Charter*, Section 142, the Council of the District of Coldstream may establish and appoint select committees to consider or inquire into any matter and to report its findings and opinion to Council.

## DEFINITIONS

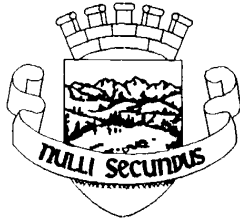
**HONOURARY MEMBER** is a member who does not have a vote, is not obliged to attend meetings, and shall not be counted for purposes of forming a quorum.

**STANDING COMMITTEE** is 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 *Community Charter* requires that at least half of the members of a standing committee be members of Council.

**SELECT COMMITTEE** is an advisory body established by Council resolution pursuant to Section 142 of the *Community Charter*, and to which Council may appoint citizen members. At least one member of a select committee must be a Council member. Council may also establish a short term select committee to inquire into a specific issue within a bounded time period and report its findings and opinions to Council after which they will have concluded their work and will be dissolved.

**STATUTORY COMMITTEE** refers to boards, commissions, or committees established pursuant to a specific enabling statute, for example a Library Board established pursuant to the *Library Act* or a Parks Commission established pursuant to Section 953 of the *Local Government Act* or any other body established pursuant to enabling legislation which serves in an arms-length capacity on behalf of, or in cooperation with, a local government.

**STAFF LIAISON** is the staff member assigned by the Chief Administrative Officer to assist a committee in a non-voting and resource capacity.



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## PROCEDURE

### 1. **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 location in the community.

#### 1.2 **Appointments**

1.2.1 The opportunities for appointment of members of the public to committees will be advertised so that any citizen who is interested can apply.

1.2.2 Recommendations for committee members will be sought from Council members.

1.2.3 The Mayor will appoint members to standing committees. The Mayor will recommend to council establishment of select committees. Council will appoint members to select committees, upon recommendation of the Mayor, at a Regular Council Meeting.

1.2.4 Appointments to standing and select committees will be made in December of each year, except in the year following a local general election, when the timing of appointments may be varied by the Mayor. Appointment terms are set out in each Committee's Terms of Reference.

1.2.5 Appointments to standing and select committees will be made in accordance with the relevant committee's enabling statute or establishment bylaw.

1.2.6 The terms of reference of individual committees will specify the number of members to be appointed to the committee but membership shall normally not be more than 13 (including Councillors).

1.2.7 Committee members shall serve without pay at the pleasure of Council, unless otherwise provided in the enabling statute or establishment bylaw.



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1.2.8 Unless there are extenuating circumstances, committee members appointed by Council should be District of Coldstream residents, except as provided in a statutory committee enabling statute or establishment bylaw, and except for committees relating to economic development.

## **1.3 Applications for Membership are Confidential**

All applications for membership on committees shall be kept in confidence when submitted to the District of Coldstream.

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

All Council committee appointments expire on November 30 in the year of a general local election, unless members request an earlier termination.

## **1.5 Terms of Appointment for Short Term Select Committees**

The term of appointment of members to short term select committees is concurrent with the time frame provided to the short term select committee 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 and conditions of appointment of members to statutory committees 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 hold office for the remainder of the term of the vacated office.

## **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 from the committee or without reason satisfactory to the committee shall forthwith cease to be a member of the committee and the appointing authority shall be advised by the committee.



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## 1.9 Removal of Member from Committee

Council may remove or request the resignation at the request of the committee or on its own initiative any of its committee appointees for malfeasance in office, 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.

## 2.0 Council Liaison/Council Membership

2.1 The Mayor shall designate the members of Council to serve as Chair and Vice-Chair of the standing committees.

Both the Chair and the Vice-Chair of a committee shall be entitled to vote.

2.2 Any member of Council not appointed to the select committee may attend the committee meetings as an observer but is not entitled to vote.

2.3 Council may appoint individual Council members to select committees and may designate the Chair and Vice-Chair.

2.4 The Council representative's role on committees is:

2.4.1 to be a voting member of the committee to which they are assigned; and

2.4.2 to serve as a communication channel to Council.

2.5 The Mayor is an ex-officio member of every standing and select committee 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.



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## 3.0 Staff Support

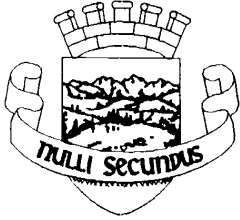
- 3.1 A staff liaison will be appointed to each standing committee and to each select committee by the Chief Administrative Officer on the request of Council. The staff liaison is not a member of the committee and therefore is not entitled to vote. The role of the staff liaison includes:
  - 3.1.1 providing information and professional advice;
  - 3.1.2 supporting the Chairperson in developing agendas, arranging meetings, and promoting effective committee functioning;
  - 3.1.3 writing report recommendations to Council as requested by the committees when reporting to Council;
  - 3.1.4 providing an annual orientation to the work of the committee, the structure of the District, and Council's annual goal setting and budgeting processes;
  - 3.1.5 Assisting with the annual membership recruitment by providing timely responses to requests for information concerning reappointment.
- 3.2 Any other projects or tasks to be assigned to the staff liaison require the approval of the Chief Administrative Officer.
- 3.3 The Municipal Clerk may assign a committee coordinator to assist committees by carrying out the duties specified in Appendix "A" of this manual.

## 4.0 Meeting Schedule

- 4.1 Standing and select committee meetings shall be scheduled as per the committee's terms of reference.
- 4.2 Statutory committees meet as provided in their enabling statute or establishment bylaw.

## 5.0 Quorum

Unless otherwise provided in a committee's enabling statute or establishment bylaw, a majority of the members of a committee constitute a quorum provided that one Council member is in attendance. For standing committees at least half of the quorum must be made up of members of Council.



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## 6.0 Chair

Each committee shall, at its first regular meeting in January or as soon thereafter as possible, or as provided in its enabling statute or establishment bylaw, elect a Chair and Vice-Chair if the Mayor or Council has not already done so, each of whom hold office for a period of one year, to carry out the duties normally attributed to such office in conducting the business of the committee.

## 7.0 Agendas

The staff liaison is responsible, in consultation with the committee Chair, for the preparation of committee agendas which are typed and distributed to committee members and posted in the usual posting places, by the Committee Coordinator.

## 8.0 Minutes

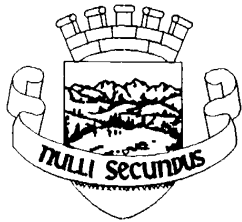
8.1 Committee minutes, setting out the decisions made and the key discussion points of the proceedings of all meetings of committees shall be legibly recorded in a minute book by the Committee Coordinator.

8.2 Following review by the staff liaison and the Chair, the minutes shall be certified correct by the Committee Coordinator and:

8.2.1 be provided in draft form to the Municipal Clerk for circulation to council on the Regular agenda for information with the exception of the Finance Committee minutes, which must be adopted by the Committee prior to being published on the public agenda for information; and

8.2.2 following adoption of the minutes at the next meeting of the committee, shall be signed by the Committee Coordinator and the committee Chair, or other member presiding at the meeting to which the minutes apply.

8.3 The Committee Coordinator shall provide adopted committee minutes to all members of the committee and the original signed copy as well as an electronic version to the Municipal Clerk for proper retention and distribution.



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## 9.0 Rules of Procedure

- 9.1 Each committee shall prescribe its own rules, using the guideline attached as Appendix “B”, providing they are not inconsistent with its enabling statute, establishment bylaw, the *Community Charter*, the *Local Government Act*, Council Policy, and the Council’s Procedure Bylaw. The Committee may rely for reference upon the advice of the Committee Coordinator, staff liaison or the Municipal Clerk.
- 9.2 Questions of procedure which cannot be resolved by the committee upon the advice of the Committee Coordinator shall be referred to the Municipal Clerk.

## 10.0 Voting

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

## 11.0 Conflict of Interest

Committee Members are subject to sections 100 to 104 of the Community Charter.

## 12.0 Sub-Committees

Committees may establish working groups and shall advise Council of the establishment of working groups and their purpose.

## 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 Short term select committees conduct their task within the time prescribed by Council following which they report their findings and opinions to Council for consideration.



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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 which 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, will submit report to council in accordance with Council Policy and the Council Procedure Bylaw. If deemed appropriate by the Chief Administrative Officer, committee reports will be accompanied by a staff report.

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

## 14.0 Authority

Except as may be provided in their enabling statute or establishment bylaw, committees do not have the authority to communicate with other levels of government, to pledge the credit of the District or to authorize any expenditures to be charged against the District.

## 15.0 Budget

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

15.2 The committee shall have reasonable use of District miscellaneous services such as photocopying, paper supplies, meeting areas, etc., 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 District to insure the members of committees against all liabilities related to fulfilling their responsibilities as a member of the committee.

## 17.0 Orientation

The staff liaison will provide committee members with an orientation at the start of their term.



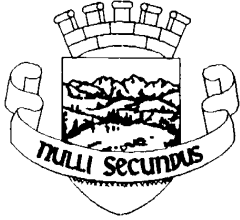
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## 18.0 New Committees

In considering the formation of a new select committee, standing committee, or statutory committee, Council will request staff to prepare 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 for 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.



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## APPENDIX "A"

### **Committee Coordinator Duties**

The Committee Coordinator acts as committee secretary to committees of the District as assigned. The Committee Coordinator will provide the following services to each committee:

1. Type and arrange circulation of the committees' agenda a the direction of the staff liaison of the committee.
2. Attend committee meetings to record the minutes.
3. Prepare draft minutes within two (2) 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 Municipal 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 District 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 District's representative or staff liaisons.
9. Other duties as prescribed by the Chief Administrative Officer or Municipal Clerk from time to time.



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## APPENDIX "B"

### Committee Meeting Guidelines

#### 1.0 The Agenda

- The Committee Chair should ensure that members stick to the agenda.
- The agenda can be seen as 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 should include supporting material which all members should read in advance.

#### 2.0 Rule of the Clock

- Meetings should be started on time and end on time, so that latecomers are not rewarded.
- Meetings should be kept to 1.5 to 2 hours where possible. More than that, people leave, bodily or otherwise. Less than that, there is not enough time to develop the team, which is something that has to be redone at every meeting.

#### 3.0 Handling the Business of the Meeting

- Most meetings have too many issues on the agenda. Focus should be on those issues that are for discussion or decision, are important and urgent, and where the background work has been done. Time spent just informing people should be kept to a minimum.
- Most groups do their most effective work at about 2/3 of the way through the meeting. The most difficult decisions and discussions should be scheduled close to that point in the meeting.
- The meeting could be thought of as an aerobic exercise, warming the group up to effective team decision-making, and letting emotions and conflicts cool off before people leave.
- Good decision-making typically, would require:
  - background information
  - options and recommendations
  - the right people attending
  - preparation before the meeting
  - full participation



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## 4.0 Role of the Chair

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

**Leader** → willing to give up personal interests, and willing to work with the whole group

**Facilitator** → able to encourage people to participate, help people to listen to each other, and to reflect back on the common threads of the discussion

- The Chair's duties are :
  - check if 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 respond to parliamentary enquires with the assistance of the staff liaison or Committee Coordinator
  - declare the meeting adjourned

## 5.0 Decision Making

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

## 6.0 Voting and Debating Rights

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



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## 7.0 Other 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?”*

\*Note of 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 make 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 their hand)”*

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



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6. The Chair announces the result. *“Motion carried.” “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 word(s) ...”*
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 only once (secondary amendment). No amendment is permitted to a secondary amendment. If further amendments are desired, the question on the amendment to the amendment must be called before another amendment to the amendment can be made.

The steps in the process are:

1. A motion is made.
2. An amendment to the motion is made.
3. An amendment to the amendment is made.
4. The question on the amendment to the amendment is called. (a further amendment to the amendment could be made here)



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5. The question on the amendment is called. (a further amendment to the main motion could be made here)
6. The question on the main motion is called.

### **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 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, a motion to withdraw if made by the original mover, to amend, to refer to a sub-committee or to the staff liaison for report, or to postpone to a certain day. Questions of Privilege and Points of Order can also interrupt proceedings.

### **Replacement Motion**

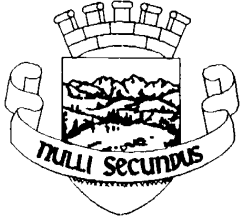
A replacement motion is like an amendment in that it sets aside the motion which it proposes to modify. If a replacement motion passes, there is no need to call the question on the original motion – the original motion is in effect gone. *“I move that the foregoing motion be replaced with the following:....”*

### **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. It will not appear in the minutes.

### **Motion to Refer**

A motion to send a main motion to a sub-committee or to staff for further study and report back (within the authority of the committee) may be made. *“I move that the foregoing motion be referred to staff for review and report back to the committee by...”*



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## **Motion to Defer Indefinitely**

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 the endorsement of Council. The staff liaison can assist in this event). *“I move that this item be deferred indefinitely”* OR *“I moved that no action be taken on this issue at this time.”*

## **Motion to Defer to a Specific Date**

A motion to stop debate and amendment and postpone consideration of an issue or motion 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 it's 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 Council is being violated. It is ruled on by the Chair whose decision may be appealed to 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, i.e. from staff during debate



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## Reading of Motions

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

## Rules of Decorum and Debate

Committee meetings tend to be more informal than would a 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 of 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
- 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
- a decision to close debate can be made by unanimous general consent, by resolution or by the Chair