

## **COUNCIL COMMITTEES AND APPOINTMENTS**

### **Council Policy No. 30/23**

#### **PURPOSE:**

To establish guidelines for the formation and operation of Council committees, including advisory committees, commissions, and subcommittees that provide ongoing advice of a policy nature.

To establish how members of Council are appointed to Regional Government Boards, advisory committees, select committees, standing committees, statutory committees, and outside agencies, and to clarify their roles and responsibilities.

#### **DEFINITIONS:**

**“Advisory Committee”**: A committee established and appointed by Council with the purpose of providing ongoing advice to Council regarding the improved delivery of a City service.

**“Council Liaison”**: A member of City Council who is appointed as a non-voting member to a committee of an outside agency to attend committee meetings and provide updates to Council on committee activities and recommendations.

**“Municipal Commission”**: A commission that is established and appointed by Council for the purposes of operating services, or managing property and licences held by the City, or undertaking operation and enforcement relating to Council’s exercise of its authority to regulate, prohibit, and impose requirements.

**“Outside Agency”**: An external community group, organization, non-profit society, or a network of groups and agencies that help achieve the community needs.

**“Regional Government Board”**: Agencies that have been duly constituted to deliver services on behalf of multiple communities and municipalities (e.g. the Peace River Regional District).

**“Select Committee”**: A committee established and appointed by Council to consider or inquire into any matter and to report its findings and opinions to Council. At least one member of Council must sit on a select committee.

**“Standing Committee”**: A committee established and appointed by the Mayor for matters the Mayor considers would be better dealt with by a committee. At least half of the members of a standing committee must be members of Council.

**“Statutory Committee”**: A committee that is required by, or prescribed by, legislation.

**“Terms of Reference” or “TOR”:** A guiding document that defines how a committee operates, their mandate, and the bylaws and policies to which they must adhere. The Terms of Reference for a statutory committee is its establishing bylaw.

POLICY:

The City of Fort St. John may establish Council committees and commissions in accordance with the *Community Charter* and the City of Fort St. John Council Procedure Bylaw.

A member of Council may be appointed as an advisory, select, standing, or statutory committee member, council liaison, board appointee to Regional Government Boards, and to outside agencies when the group’s mandate is aligned with Council’s Strategic Plan and goals.

Appointments to outside agencies are considered only by request from the agency seeking Council liaison or representation.

**1. Process for Establishing Council Committees and Commissions:**

- 1.1. The establishment of a committee or commission will be in accordance with the *Community Charter* and the City of Fort St. John Council Procedure Bylaw.
- 1.2. Standing committees, select committees, and municipal commissions will consist of up to seven (7) members, unless otherwise specified by Council resolution, including any Council members appointed to the committee or commission. All members of the committee or commission shall have a vote.
- 1.3. The committee shall elect a Chair of the committee.
- 1.4. Where a standing committee or select committee is established to provide input to City Council on a particular community need, the following process is recommended where practicable:
  - i) Approval of the mandate by resolution of Council.
  - ii) Appointment of a committee by resolution of Council.
  - iii) Approval of a budget (if any) for the Committee.
  - iv) Assignment of a consultant, facilitator, and/or staff member to assist the committee with:
    - (1) review of the mandate for the committee or commission.
    - (2) development of a process and timeline for completion of the mandate.
    - (3) tabulation of the results of the committee findings.
    - (4) develop a background report and recommendations to City Council.
  - v) Present reports and recommendations for Council’s consideration.
- 1.5. Where a Municipal commission is established, the mandate governing the commission will be established by bylaw.

**2. Appointments:**

<b>Group:</b>	<b>Role:</b>	<b>Appointed By:</b>
Advisory Committee and Commissions	Committee Member	Council
	Council Liaison	Council
Outside Agencies (roles vary and are determined by applicable legislation and/or terms of reference)	Board Appointee	Council
	Council Liaison	Council
Regional Government Board	Board Appointee	Council
Select Committee	Committee Member	Council
Standing Committee	Committee Member	Mayor

**2.1. Appointments – Members of Council:**

The Mayor will bring forward recommendations to Council respecting Council member appointments to advisory committees, outside agencies, boards, select, and statutory committees.

Council may canvas interest from amongst Council members for each request received. Council should consider the experience, interests, and availability of members of Council when making appointments. Appointments to standing committees are determined by the Mayor.

Council members considered for appointment have the option to verbally accept or decline the appointment.

**2.2. Appointment Duration:**

Appointments are generally for an election term and are approved by Council as required.

**2.3. Requests for Council Liaisons:**

Outside agencies that would like to request a council liaison should be appropriately constituted and be in good standing with the Registrar of Societies or equivalent governing body. Requests should be sent in writing to the attention of the Corporate Officer and include their Terms of Reference (TOR). Requests should be for a council liaison rather than a specific member of Council.

Requests for council liaisons will be reviewed to ensure alignment with Council's Strategic Plan and goals. Priority will be given to those organizations delivering services on behalf of the City and secondly to those organizations or networks that are not represented already through an advisory committee and represent a network of groups or agencies that are critical to services the City provides. Due to the time restrictions of Council, requests may not be filled.

Council liaisons are not typically appointed to neighbourhood associations, sporting clubs, ratepayers' associations, political advisory groups, service clubs, or religious groups. Any such community group is welcome to invite members of Council as guests to meetings and events.

2.4. Committee Appointment Notice and Publication:

The Corporate Officer will provide confirmation of the appointment to the requesting organization. A list of appointments will be maintained on the City's website.

3. Attendance:

Members of Council are required to attend all meetings for which they are appointed and must notify the meeting organizer and arrange for the alternate to attend if they are unable to.

4. Designation of Meeting Alternates:

When a designated Council member is unable to attend a scheduled committee meeting, an alternate Council member is authorized to attend that meeting on the designated member's behalf.

5. Authority of a Committee:

5.1. A committee's authority is defined within its TOR.

5.2. Members will not misrepresent themselves as having any authority beyond that delegated to them through their TOR and this policy.

5.3. Committees will not advise on any matter outside their scope and mandate as outlined in their TOR.

5.4. Unless otherwise indicated in the TOR, City committees do not have the authority to communicate with other levels of government, to pledge the credit of the City, or to authorize any expenditure to be charged against the City.

6. Roles and Responsibilities:

6.1. Board Appointees – Regional Government Boards and Outside Agencies:

A member of Council that is appointed to a Regional Government Board (e.g. Peace River Regional District Board of Directors) or Board of Directors (e.g. North Peace Airport Society) will participate fully on the outside agency's board. There is no conflict for a Council member who is appointed to sit on such a Board who then participates in debates and discussions at the Council table about the City's continuing involvement with the Board.

6.2. Committee Members – Standing and Select Committee:

A member of Council appointed to a standing or select committee will participate fully on the committee per the committee's TOR.

6.3. Council Liaisons – Outside Agencies:

A member of Council may be appointed as a council liaison to an outside agency to facilitate impartial, ongoing communication between Council and the agency on matters of mutual interest.

Council liaisons will attend the outside agency's meetings as a non-voting guest. To avoid putting the City in a position of conflict, council liaisons shall not participate in any voting and avoid participating in group debates. It is recommended that council liaisons provide a Council update and participate in any relevant agenda items at the beginning of the meeting, in consideration that a council liaison may not be able to stay the entire meeting.

Council liaisons must not participate at meetings that deal with personnel, legal matters, or other confidential matters such as negotiations with the City. Doing so may put the council liaison and/or the City in a position of conflict with respect to matters that come before Council having to do with the group.

Council liaisons must not make commitments on behalf of the City that are not in alignment with Council's Strategic Plan or are already covered by policy or a previously approved standard of service. The council liaison should look into requests by passing them along to the CAO to delegate to the appropriate senior staff member to follow up and respond to the request.

At their discretion, council liaisons will provide an update regarding the outside agency at a Regular Council meeting.

7. Terms of Reference:

7.1. TOR which outline the committee's mandate, operating procedures, key roles, and responsibilities will be established for all committees.

7.2. A committee's TOR will typically include the following sections:

- i) Name of the Committee;
- ii) Mandate;
- iii) Authority;
- iv) Reporting Structure;
- v) Membership/Composition;
- vi) Appointment of Members;
- vii) Budget (if applicable);
- viii) Governance Principles;
- ix) Overall Responsibilities;
- x) Meeting Procedures; and
- xi) Other committee specific details.

7.3. The establishing bylaw of a statutory committee will operate as the committee's TOR.

8. Conduct and Governing Principles:

Committee members will adhere to the City's values, policies, and procedures as relevant and applicable, including but not limited to the:

- Council Procedure Bylaw;
- Council Strategic Plan;
- Council Code of Conduct Policy No. 154; and
- City of Fort St. John Respectful Workplace Policy No. 146.