

# COMMITTEE CHECK IN

July 2020

Township of  
**ESQUIMALT**

The logo for the Township of Esquimalt features the words "Township of" in a small, white, sans-serif font above the word "ESQUIMALT" in a large, white, serif font. Below the text is a white, stylized wave graphic that curves under the letters.

# THANK YOU

Your committees collective input is extremely valuable to informing Council decisions.



Township of  
**ESQUIMALT**

# OUTLINE

- Procedural Information & Next Steps
- Upcoming Changes
- Questions/Suggestions?

# PROCEDURAL INFORMATION

## Legislative Authority

- Community Charter (Part 5, Division 4)
- Council Procedures Bylaw
- Policy or Bylaw (Terms of Reference for each Committee)



## Scope of Business

- Council will defer initiatives to Committees  
Committee may request authorization to undertake a specific activity, project, or work that the Committee thinks would assist Council to achieve its Strategic Plan, in accordance with Council Policy ADMIN-45 “Operational Guidelines for Council Committees and Commissions.”
- Questions and/or concerns should be directed through the staff liaison

# Conflict of Interest

- Pecuniary – direct or indirect financial interest
- Bias – personal interest; closed mind or prejudgment
  - Family members; business associates or friends; charitable or business organizations of which member is a director, etc.; and other affiliations

RULE: If direct or indirect **pecuniary** (financial) interest:

1. cannot take part in discussion;
2. cannot attempt to influence others (before or after);
3. must declare nature of conflict at public meeting; and
4. must leave the meeting room during discussion and decision (vote).

# Conduct

- Express opinions, agreement, or disagreement when the matter is debated and voted upon
- Majority decision prevails
- Not good practice to “lobby” for an alternative outcome
- As a representative of Township, any public communication must at all times be respectful of the Corporation, its committees, Staff and Council



# Participation

- Quorum of members present (50% plus one)
- All Committee members sit at the pleasure of Council
- May be removed if absent from 3 regularly scheduled meetings in one year period, unless absence:
  - is due to illness or injury, or
  - is with leave of Council





# Voting

- All members present may vote
- Only grounds not to vote is conflict of interest (declare nature, leave room during discussion and vote, refrain from trying to influence others on issue)

Majority vote prevails (50% plus one)

Tie vote = Motion is defeated

# Minutes

- All meetings must be recorded and transcribed
- Historical record of Decisions (we do NOT take verbatim minutes)
- Approved by Committee, signed by Chair, certified by Corporate Officer, retained as permanent Municipal Record
- Copy provided to Council and available to public

# Motion Process

1. Member makes Motion – clear and concise wording,
2. Another member seconds – does not mean in favour, just supports discussion, may speak IN FAVOUR or OPPOSED to motion; if no seconder, motion ends
3. Chair states the Motion and invites discussion
4. Amendments - Motion can only be amended twice at any one time, amendment must be relevant to main Motion, each amendment is voted on first prior to vote on “Main Motion as amended”

## Motion Process Continued

5. Chair puts Motion to vote - once debate closed by group, repeat Motion to ensure clarity (RS to read back)
6. Chair as member can take part in debate and vote
7. Chair announces result – carried or defeated
8. Motion, any amendments, and results of voting are recorded in Minutes
9. Motions with no seconder are not recorded



"The committee met to approve your idea. But first we had to approve the approval, providing everyone agreed to disagree to approve the agreement which approved the approval agreement. After that, things got complicated."

# Role of Chair (No. ADMIN-45)

- Call meetings, create agendas, with Staff Liaison
- Provide leadership, be well informed on issues
- Maintain focus on mandate
- Preside over meetings:
  - Ensure proper rules of order
  - Direct discussions, keep meeting on track and on time
  - Invite good debate from all members
  - Clarify, summarize, initiate closure
  - Hold and declare vote
  - Attend Council meetings to present recommendations
  - Mentor Vice-Chair, for leadership succession

## Role of Council Liaison (No. ADMIN-45)

- Up to 2 members of Council appointed by Mayor
- Are **Non-Voting** members of Committees
- Assist Committee with focus and clarity regarding Council's Strategic Plan
- Represent interests of Council based on existing policies, budget and Strategic Plan
- Provide additional information to Council regarding reports and recommendations from Committee

# Role of Staff Liaison (No. ADMIN-61)

- Staff member appointed for each Committee
- Are **Non-voting** members of Committees
- Advisory position, supports, resource and coordinator, to assist Committee to meet its mandate
- Technical advice, background information, procedural and legislative requirements
- Forwards recommendations and reports from Committee to Council and reports back from Council
- Seeks Committee feedback on municipal initiatives that are aligned with Committees' mandate



# Role of Corporate Officer (Community Charter S.148)

- Provide copy of all agendas to Corporate Officer
- Advise Corporate Officer of any changes to meeting schedule or special meetings to be held
- After approval by Committee, original Minutes to be signed by Chair (or presiding member at meeting at which Minutes are approved)
- Provide original signed Minutes to Corporate Officer for retention as part of Municipal Records
- Direct any questions regarding procedures to Corporate Officer

## Liability Insurance

- General Rule: All volunteers and those appointed by Council to Committees are covered by Township's liability insurance
- Exclusions: coverage may not be available for damage caused intentionally, dishonestly, maliciously, breach of duty, criminal act, or acting without authority
  - Example: libel and slander may not be covered
- Ensure that Committee members are acting within the approved mandate and under supervision/direction of Township staff to ensure coverage



## NEXT STEPS

- First regular meeting of Committee to be scheduled
- Elect Chair and Vice-Chair, and advise Corporate Officer
- Review Strategic Priorities and Develop Work Plans
- Annual Check In with Committee Chairs to occur in Spring 2021

# Upcoming Changes

- Impact of COVID-19 & Safety Plans
- Transparency
  - Moving agendas & minutes to Legistar (Meeting Management Software)
  - Webcasting (Fall 2020)
- Updated Bylaws & Policies for consistent committee terms from July 1 – June 30
- Meetings to take place in Council Chambers with an audio upgrade occurring in August

# WRAP UP

- For further information, contact:

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