



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Operational Guidelines for Council Committees and Commissions	NO. ADMIN- 45
<p>POLICY</p> <p>Council may, at its pleasure, establish committees and/or commissions (“committees”) assigned the review of clearly defined areas of concern and interest to Council, as set out in the approved Terms of Reference or Bylaw, as applicable.</p> <p>PURPOSE</p> <p>The purpose of such committees is to assist Council to accomplish its goals and objectives as outlined in Council’s Strategic Plan, and to provide focused public input for Council’s consideration on matters referred to the committee by Council, and for staff’s consideration on matters referred by staff.</p> <p>OUTPUT</p> <p>The output of committees will take the form of one of the following:</p> <ol style="list-style-type: none">1. Recommendations to Council:<ul style="list-style-type: none">▪ Advice for Council to consider on particular issues referred to the committee by Council;▪ Suggested policies for Council to consider, provided such fall within the Terms of Reference of the committee;▪ Request to Council to refer a specific project to the committee; however, prior to such a recommendation proceeding to Council, staff will prepare a report outlining the impact the request would have on budget, staff time, departmental workload and Council’s Strategic Plan.2. Recommendations and input to Staff:<ul style="list-style-type: none">▪ As requested by staff, provide observations regarding community perspectives for staff to consider when seeking a decision by Council. <p>INPUT</p> <p>Input of committees will follow the Notice of Recommendation Process:</p> <ol style="list-style-type: none">1. Committee members may raise matters for the full Committee’s consideration that fall within its mandate through a Notice of Recommendation process.2. Committee members will complete the Notice of Recommendation template as appended to this policy as Appendix A. Members are responsible for providing all necessary information for the Committee’s consideration when proposing to undertake a specific project, activity, or work that it believes will assist Council in achieving the goals as outlined in its Strategic Plan. Staff resources are not to be utilized in this process.	

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3. The Notice of Recommendation package will first be included in the agenda materials for introduction at the next meeting. Discussion of the Notice of Recommendation will occur at the next scheduled meeting following introduction of the matter. If the Notice of Recommendation receives a majority vote in the affirmative, it will then proceed to Council for consideration.
4. Committee members must ensure that they do not have any conflicts of interest that would prevent them from proposing and/or voting on a proposed initiative.

Once a Notice of Recommendation is considered by Council, the outcome will be communicated back to the committee by way of a memorandum from the Corporate Officer.

BUDGET

Committees may submit a request to Council for approval of funding to cover specific costs. If such funds are allocated to a committee, the Staff Liaison will provide a regular status update of the budget to the committee, and the committee shall provide a report to Council on the use of such funds.

PROCEDURAL REQUIREMENTS

1. Open Meetings

All meetings of committees will be open to the public except as provided for in Section 90 of the *Community Charter* and as determined by either:

- The Corporate Officer;
- The Chief Administrative Officer;
- The Staff Liaison or senior staff person in attendance at the meeting; or
- The Council.

2. Meeting Procedures

All procedures of committees shall comply with the *Council Procedure Bylaw, 2009, No. 2715*, as amended.

3. Notices of Meetings, Agendas and Minutes

- A copy of all notices of meetings and agendas shall be provided to the Corporate Officer for posting on the Township's website at least 2 days before the meeting.
- Minutes shall be recorded by staff at all meetings of committees.
- Draft minutes shall be provided to the Corporate Officer at the earliest opportunity, for inclusion in a Council agenda for Council's information.
- Minutes shall be adopted by the committees and the original adopted minutes shall be signed by the Chair/Acting Chair and provided to the Corporate Officer for the corporate records and for posting on the Township's website.

ORIENTATION

Committee members appointed by Council will be provided with an orientation session from

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senior staff to be scheduled annually following Council's appointments to committees. Council members may participate in the orientation. Staff will seek to arrange specific training in conducting effective meetings for those committee members appointed as the Chair and Vice-Chair.

ROLES

1. Chair - the role of the Chair of a committee shall be to:
 - chair and call meetings;
 - together with the Staff Liaison, create the meeting agendas;
 - be well informed on activities and issues within the assigned area, and provide leadership and relevant information to assist the committee in meeting its mandate
 - establish subcommittees as may be required for specific projects that have been directed to the committee by Council;
 - attend Council meetings to present any report of the committee where a specific recommendation is being made to Council for its consideration;
 - mentor the Vice-Chair to assist with leadership succession and to act as the alternate chair in the Chair's absence at any meeting or event.

2. Council Liaison – the role of Council Liaison(s) of a committee/commission shall be to:
 - assist the committee/commission with focus and clarity regarding Council's Strategic Plan;
 - represent the interests of Council based on existing policies, budget and Strategic Plan.

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NOTICE OF RECOMMENDATION

From: Committee Member Name
Introduced: Name of Committee - Meeting Date
Subject: **SUBJECT OF PROPOSAL**

RECOMMENDATION:

That the [Name of Committee] recommends to Council that...

STRATEGIC RELEVANCE:

List the Strategic Priority/Priorities and specific goal(s) that align with this proposal.

FINANCIAL IMPLICATIONS:

Identify potential costs associated with the proposal and estimated totals.

BACKGROUND:

Provide an overview of the proposal including:

- Description of proposed initiative (define the project or activity, scope of work required, estimated duration, resources required, etc.);
- Rationale for the proposal including how this proposal will assist Council with achieving the specified Strategic Priority/Priorities and identified goal(s); and
- Identify anticipated benefits to community for undertaking the proposal.

ATTACHMENTS:

1. Attach any relevant background materials for Committee member consideration.

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