

COMMITTEE CHECK IN

September 2021

Township of
ESQUIMALT



THANK YOU!



Township of
ESQUIMALT



OUTLINE

- Procedural Information
- Updates
- Next Steps
- Discussion & Questions

PROCEDURAL INFORMATION

Legislative Authority

- *Local Government Act*
- *Community Charter* (Part 5, Division 4)
- Council Procedure Bylaw
- Robert's Rules of Order – Parliamentary Procedure
- Policy or Bylaw (Terms of Reference for each Committee)



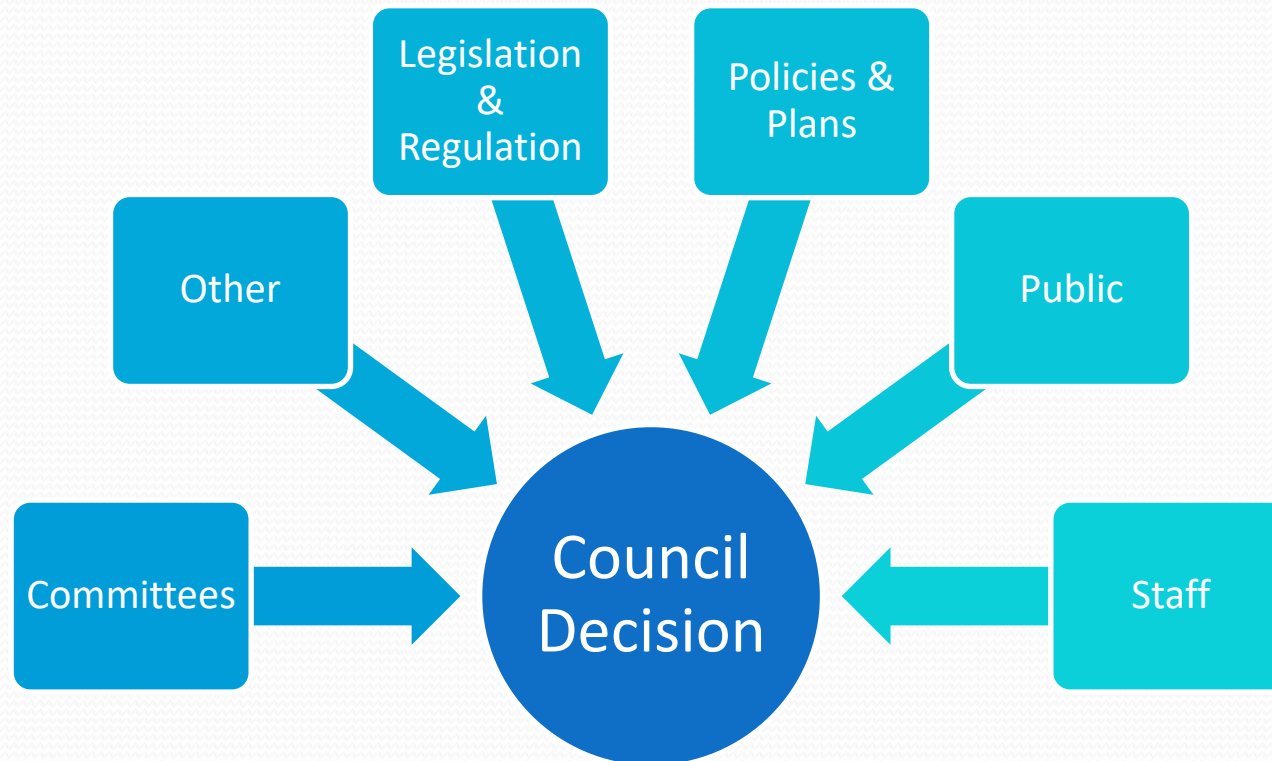


Scope of Business

- Council will refer 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

Council Decision Making





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

- Being prepared
- Ensuring respectful debate
- Upholding decision of the majority
- “Lobbying” for an alternative outcome discouraged
- Representing the Township

Participation

- Quorum
- Members sit at the pleasure of Council
- Attendance



Six Steps to Handing a Motion

1. Member makes motion
2. Member seconds motion
 - ❖ Discussion
 - ❖ No seconder (no motion, no debate should ensue)
3. Chair states the motion
4. Members debate
5. Chair calls the question
6. Chair announces result



Amending a Motion

Amending a motion means to insert, strike out, or strike out and insert words to a motion that is on the floor

- ❖ Motion can only be amended twice (Primary and Secondary Amendments)
- ❖ Amendment must be relevant to main Motion
- ❖ Each amendment is voted on before voting can occur on the main motion

Once all of the amendments have been decided then the main motion, or the main motion as amended, will be put to a vote.



Voting

- Clarify the motion
- All members present must vote
 - Except - conflict of interest
- Majority vote prevails (50% plus one)
 - Tie vote = Motion is defeated
- Chair announces the result of the Vote
 - Carried/Defeated



Minutes

- All meetings must be recorded and transcribed
- Historical record of business transacted
 - Action Minutes
- Adopted by Committee
 - Omissions or errors
 - Official record
- Copy provided to Council

Role of Chair (No. ADMIN-45)

- Call meetings, create agendas
 - Work 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 respectful debate from all members
 - Clarify, summarize, initiate closure of debate
 - Hold and declare vote
 - Attend Council meetings to present recommendations as required
 - 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
- **Non-voting** members
- Advisory resource
- Technical advice, background information, procedural and legislative requirements
- Seeks Committee feedback on municipal initiatives
- Forwards Committee recommendations and reports to Council

Role of Corporate Officer (Community Charter S.148)

- Ensure alignment with procedural and legislative requirements
 - receive copies of all meeting agendas
 - informed of any changes to meeting schedule or special meetings to be held
- Adopted Minutes to be signed by Chair and retained by Corporate Officer as part of Municipal Records
- Direct procedural questions to Corporate Officer or Deputy 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

Updates

- COVID-19 & Communicable Diseases Safety Plan Updates
- Meeting location – Council Chambers
- Transparency
 - Agendas & minutes available from Legistar (Meeting Management Software)
 - Webcasting



NEXT STEPS

- Schedule first regular meeting
- Elect Chair and Vice-Chair
- Review Strategic Priorities and Develop Work Plans
- Annual Check In with Committee Chairs
 - Spring 2022

WRAP UP

- For further information, contact:

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