

Council Liaisons

Effective Date: July 6, 2010

Last Revised: March 3, 2026

1. Policy Statement

A Council member may be appointed by the Mayor as a non-voting liaison to a board or committee where the role is deemed to be strategic in achieving the City's mandate and goals.

2. Purpose

The purpose of this Policy is to:

- a) define the process by which Council Liaison appointments are identified and assigned;
- b) define the roles and responsibilities of a Council Liaison;
- c) differentiate between Council Liaison roles and other appointments made by Council to various Boards and Agencies; and
- d) provide community groups with clarity as to the role and expectations of a Council Liaison.

3. Scope

This Policy applies to all Council Liaison appointments made by the Mayor.

4. Exclusions

This policy does not apply to the appointment of voting members to regional boards and committees which require a majority vote of Council, or appointments that are at the discretion of the external organization. Examples include appointments to the Metro Vancouver Regional District Board and its committees, the TransLink Board, and the Fraser Valley Regional Library Board.

5. Definitions

In this policy,

- (a) **City** means the City of Pitt Meadows.
- (b) **City Committee** means an advisory body established by the City to advise on priority matters.
- (c) **Community group** means an external agency, board, committee or other community organization that has or requests a Council Liaison appointment.
- (d) **Council Liaison** means a member of City Council appointed by the Mayor as a non-voting member to a community group or City Committee to attend meetings and provide updates to Council on strategic priorities and community initiatives. The Council Liaison serves as a communication channel between Council and the community group, conveying information and providing clarification as required.
- (e) **Alternate** means a Council member appointed by the Mayor to represent the Council Liaison when the Council Liaison is unable to attend.

6. Policy Statements

6.1 Appointments

- (1) Council Liaison appointments are determined by the Mayor. These appointments are considered at the request of a community group, Staff member, and/or Council member.
- (2) The Mayor will take into consideration the following parameters when establishing new Council Liaison roles:
 - a) Alignment of the City's overall mandate with the community group's mandate and/or goals (i.e. identification of mutual interest);
 - b) Impact of liaison appointment on the City's ability to deliver on corporate strategic priorities;
 - c) Availability/capacity of Council to accommodate additional liaison appointments; and

- d) The need for more frequent and robust communication between Council and the community group or City Committee than can be accomplished through annual delegations to a regular meeting of Council.
- (3) The Mayor may also appoint an Alternate to the Council Liaison role where deemed necessary or helpful.
 - (4) Although Council members may volunteer for community groups on their own volition, the Mayor-appointed Council Liaison is considered the official representative for the City.
 - (5) Council Liaison appointments will generally be limited to eight (8) years. This is intended to promote renewal, diversity of thought, and succession planning.
 - (6) The Mayor may consider longer appointments where extenuating circumstances require it. Examples include:
 - a) Where the mandate of the community group or City Committee involves complex, highly technical, or regulatory subject matter, and the Council Liaison possesses specialized knowledge that is not readily replaced within Council;
 - b) In cases where the Council Liaison has built strong relationships that meaningfully enhance collaboration or communication between the City and the community group, and a transition would risk disruption; and
 - c) When Council's capacity or composition makes it impractical to rotate the appointment without negatively impacting effective governance or workload distribution.

6.2 Council Liaison Responsibilities

- (1) Council Liaisons have the following responsibilities:
 - d) Facilitate communication between the community group or City Committee and City Council on matters of mutual interest;
 - e) Provide updates to Council regarding recent events, discussions and community initiatives at regular Council meetings during Council Liaison Reports;

- f) Attend meetings of the community group or City Committee as time and scheduling permits, and where agenda topics are of mutual interest;
 - g) Provide information and context to the community group or City Committee from a City perspective;
 - h) Notify the Alternate when they are unable to attend a meeting so that the Alternate may attend in their place.
- (2) Council Liaisons will not make commitments on behalf of the City outside of current policy or previously approved levels of service. Council Liaisons may take requests or inquiries back to Council or City staff for follow up or to seek Council's formal decision on a matter.
- (3) Council Liaisons are non-voting members and, as such, play an advisory role only. Council Liaisons are not expected to participate in discussion and debate on matters being considered, but rather to provide information as required from a City perspective.
- (4) The Alternate may attend meetings at which the Council Liaison is also present. When the appointment is to a community group, advance permission is required for both Liaisons to attend the same meeting.

6.3 Community Group Responsibilities

- (1) The City of Pitt Meadows holds the following expectations of community groups that have, or request, a Council Liaison appointment:
- a) The community group will be appropriately constituted and in good standing with their respective governing body and will function in accordance with good governance guidelines including, but not limited to: provision of agendas in advance of meetings; maintaining minutes; managing meetings in accordance with appropriate rules of order; holding regular elections as relevant; and maintaining proper financial records as relevant.
 - b) The community group will provide the appointed Council Liaison with any relevant terms of reference or other guiding documents to help the Council Liaison understand the purpose and mandate of the group.

- c) The community group will provide the appointed Council Liaison with at least one month's notice of each meeting and a copy of the related agenda.
- d) The community group will provide the appointed Council Liaison with advance notice if there is an expectation that the Council Liaison address a particular topic of interest at an upcoming meeting, to allow adequate time to investigate and research the required information.

6.4 Corporate Officer Responsibilities

- (1) The Corporate Officer will maintain a list of Council Liaison appointments and Council-appointed positions and may append the list to any public version of this Policy for easy reference.

7. Related Policies

Other related policies include:

- a) C102 - City Committees (provides further information pertaining to Council Liaison roles associated with City Committees)