City of Pitt Meadows
THE Natural PLACE

COUNCIL POLICY C102
01 - Administration

City Committees

Effective Date: September 10, 2019
Last Revised: September 26, 2023

1. Policy Statement

As part of its commitment to open government and citizen engagement, the City of Pitt Meadows establishes committees to provide expert and/or community advice to Council and Staff on a variety of topics, issues, and initiatives.

2. Purpose

This Policy provides a framework and protocol for the appropriate governance and function of the City's committees, including: an overview of the types of committees established by the City; how committees are established; standardized terms of reference; recruitment procedures; orientation and training for committee members; and annual acknowledgement of committee members.

3. Scope

This Policy applies to all select committees, statutory committees, advisory committees, task forces, and round tables established by the City.

4. Exclusions

This Policy does not apply to Council's standing committees, committees of the whole of Council, working groups established by City departments, or staff committees.

5. Policy

5.1 Definitions

a) "**CAO**" means the Chief Administrative Officer for the City.

b) "**City**" means the City of Pitt Meadows.

c) "**Committee Clerk**" means the person assigned by the Corporate Officer to provide clerical support to a committee including the production and maintenance of agenda and minutes, and other administrative support.

d) "Corporate Officer" means the Corporate Officer for the City of Pitt Meadows or their designate.

e) "Council Liaison" means a member of the Pitt Meadows City Council appointed as a member to a committee by the Mayor, to attend committee meetings and provide updates to Council on committee activities and recommendations.

f) "EPC" means the Engagement and Priorities Committee which is a committee of the whole of Council, with the mandate to facilitate two-way dialogue between Council, the community and City committees, while focusing on the City's strategic priorities.

g) "Establishing body" means the role or group that is responsible for making the decision to establish a new City committee, typically Council or the CAO.

h) "Policy" means the City Committees Council Policy C102.

i) "Staff Liaison" means the staff member assigned by the CAO to assist a committee in a non-voting, advisory and resource capacity.

j) "Terms of Reference" or "TOR" means a guiding document that defines how each City committee operates, including their mandate, membership, and terms.

5.2 Establishment of a Committee

a) The City may establish the following types of committees:

(1) Select Committee

In accordance with s. 142 of the *Community Charter*, a select committee is established 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.

Established by: Council.

Appointments: Recommended by the CAO and confirmed by Council.

(2) Statutory Committee

A statutory committee is a committee required by, or prescribed by, legislation (e.g. Board of Variance).
Established by: Council.
Appointments: Recommended by the CAO and confirmed by Council.

(3) Advisory Committee

An advisory committee is formed when Council or Staff identify issues or processes that require ongoing community input, or where input, guidance, or feedback is deemed necessary or desirable for the improved delivery of a City service.
Established by: Council or the CAO. Often determined by whether the committee's focus is at a policy or operational level.
Appointments: Approved by the CAO, regardless of establishing body.

(4) Task Force

A Task Force is formed when Council or Staff identify a specific issue or initiative and seek input from a cross-section of residents. Task Forces exist for a limited time period sufficient to complete the assigned task.
Established by: Council or the CAO.
Appointments: Approved by the CAO, regardless of establishing body.

(5) Round Table

A Round Table is an open forum to which all members of the community are invited to provide input and feedback on a specific topic. Round Tables can be scheduled by Council, the CAO, or staff as deemed necessary and/or helpful for the improved delivery of a municipal service. Round Tables typically meet once to fulfill their mandate.
Established by: Council, CAO, or other staff.
Appointments: Open to the public; no appointments necessary.

5.3 Committee List

a) A list of all current City committees is contained in Appendix B and will be updated by the Corporate Officer as required.

5.4 Terms of Reference

a) Subject to subsections (e) and (f), Terms of Reference (TOR) will be established for all committees which will outline the committee's mandate, operating procedures, and key roles and responsibilities.

b) A committee's TOR will be in a standardized form as approved by the CAO and will typically include the following sections:

(1) Name of the committee;
(2) Establishment & Quorum;
(3) Mandate;
(4) Membership;
(5) Term;
(6) Budget; and
(7) Technical Recommendations.

c) For select and statutory committees, TOR's will be recommended by the CAO and approved by Council. For all other committees, TOR's will be recommended by the relevant staff involved with the committee, and approved by the CAO. A summary of the establishing and approving bodies for the various types of City committees is included in Appendix A.

d) The requirements and conditions outlined in a committee's TOR will take precedence over any discrepant provisions of this Policy.

e) Due to their brief nature, Round Tables do not require a TOR. The mandate of a Round Table will be shared with the public through the advertising process, with the meeting procedures and any other relevant details to be explained at the beginning of the session.

f) The establishing bylaw of a statutory committee (e.g. Board of Variance) will operate as the committee's TOR and will vary from the standardized TOR form as approved by the CAO.

5.5 Recruitment Procedures

The Committee Clerk will conduct an annual recruitment process for all City committees, which may include, but is not limited to the following steps:

a) Membership Review. A review of all committees will be initiated in the first quarter of each year to identify committee members whose terms are coming due that calendar year. The respective committee members will be advised by email of their term end date and provided instructions on how to reapply to the committee should they be interested.

b) Advertising. Opportunities for committee involvement will be broadly advertised so that any citizen who is interested may apply. Advertisements will run in the local newspaper with relevant details provided, including committee vacancies and the application process. Advertising will also occur on the City's website and through the City's social media channels.

c) Application Form. Interested community members will be directed to the City's committee webpage where they can apply for vacant positions using the online application form. If requested, printed copies of the application form will be provided. The application form will gather pertinent information to the recruitment process (e.g. name, contact information, interest in the committee, experience related to the committee, confirmation of time commitment and availability, and brief summary of relevant experience). A standard 'Notice of Collection' will appear on the application form in accordance with FIPPA S.26.

d) Compilation of Applications. All committee applications will be compiled by the Committee Clerk and provided to the CAO and relevant staff for initial deliberations. Where Council is the approving body for a committee's membership (see Appendix A), recommendations will be forwarded to Council through a closed staff report (as per section 90.1.a of the Community Charter) for review and approval.

e) Letters of Acceptance and Declination. Once member appointments are approved by the appropriate authority, the Committee Clerk will prepare and distribute letters of acceptance and declination to all committee applicants as appropriate.

f) **Referrals**. At times, appointments to committees are made by an external organization (e.g. the Architecture Institute of BC may appoint members to the Advisory Design Panel).

g) **FIPPA**. All applications received by the City for committee membership, and materials related to the appointment process, including deliberations and discussions regarding appointments, are protected in accordance with the Freedom of Information and Protection of Privacy Act. The names of the individuals appointed to City committees will be public information and published from time to time, including in committee minutes and shared with Council through consent agenda updates, as required.

h) **Mid-Year Recruitment**. If a new committee is established mid-year, or committee vacancies arise that require immediate attention, additional recruitment cycles may be initiated throughout the year.

5.6 Appointments and Terms

a) The appointing authority for the various committees is outlined in Appendix A and confirmed in each committee's TOR.

b) The number of positions and the length of member terms will vary between committees and will be outlined in each committee's TOR.

c) Appointment of membership will strive to reflect the diversity of the community with experience, knowledge, and expertise applicable to each committee taken into consideration.

d) Committee stability and membership continuity will be taken into account when considering re-appointments of committee members for consecutive terms, and weighed against the value of recruiting new members with diverse and fresh perspectives.

5.7 Authority of a Committee

a) With few exceptions (e.g. Board of Variance and Community Service Awards Task Force), committees do not have the authority to make decisions on behalf of the City, but instead operate in an advisory capacity to Council and/or staff.

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

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

d) Unless otherwise indicated in their 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.

5.8 General Conduct & Governance Principles

a) Committee members will:

(1) reside in the City of Pitt Meadows, except as provided in their TOR or bylaw;

(2) adhere to the City's values, policies and procedures as relevant and applicable, including but not limited to the:

i. Council Strategic Plan;

ii. Respectful Workplace Policy (A056);

iii. Information Access & Privacy Protection Policy (A043);

iv. Records Management Policy (A014);

(3) act in an ethical manner in the conduct of their duties;

(4) act in a manner which reflects respect for other members, those appearing before the committee, and any staff members in attendance;

(5) obtain pre-authorization from their committee's Staff Liaison prior to submitting expense items to the City; and

(6) serve without remuneration on a voluntary basis.

b) Committee meetings will be conducted in a respectful, orderly and business-like manner, following the procedural rules for conduct, motions, debate, and voting as outlined in Part 4 [*Council Proceedings*] of Council's Procedure Bylaw No. 2939, 2023.

c) Committee members will comply with Division 6 [*conflict of interest*] of the *Community Charter*, as applicable.

d) Any member who believes that they have a conflict of interest (pecuniary or otherwise) in a matter on the committee agenda will inform the Chair, Staff Liaison, and Committee Clerk of the conflict, either before the meeting commences or before the respective item on the agenda is addressed. The member will then leave the room for the duration of time taken to consider that item.

e) Committee members will not use the committee member contact list for personal or non-City related business purposes.

f) Issues and/or concerns from committee members are to be relayed through the committee's Staff Liaison.

g) No individual shall use their involvement as a committee member to profit from any advance knowledge of a proposed development or sale of land involving the City and its business.

h) No committee member is authorized to speak directly to the media on any topic under consideration by any committee.

5.9 Orientation and Training

a) The City will coordinate and provide training to all committee members to assist them in their committee roles.

b) Training will include the following:

(1) Provision of a Committee Orientation Manual

(2) Overview of the City's governance and committee structure;

(3) Information on the basics of how committees operate (e.g. agendas, minutes, recommendations to Council, interface with Engagement and Priorities Committee; motions, voting, etc.)

(4) Overview of roles and responsibilities;

(5) Overview of available staff support;

(6) Review of relevant bylaws, policies, and TOR; and

(7) Specialized training pertaining to chairing a meeting will be provided to the Chair.

5.10 Dissolution of City Committees

a) Committees may be dissolved by their establishing body.

5.11 Committee Member Attendance

a) Any member who is absent from three (3) consecutive scheduled meetings, without permission or satisfactory reason, will cease to be a member of the committee.

b) The Staff Liaison will work with the Committee Clerk to undertake the appropriate process to fill the vacancy.

5.12 Resignation of a Member

a) Any member(s) of a committee wishing to resign from the committee is requested to provide the resignation in writing to the Staff Liaison.

b) The Staff Liaison will work with the Communications department and the Committee Clerk to undertake the appropriate process to fill the vacancy.

5.13 Removal of a Committee Member

a) The role or group responsible for approving appointments to a committee (see Appendix A) may remove a committee member for inappropriate conduct, unethical behaviour, lack of attendance, or any other sufficient cause.

b) The Staff Liaison will work with the Committee Clerk to undertake the appropriate process to fill the vacancy.

5.14 Reporting Procedures

a) The Engagement and Priorities Committee ("EPC") is the body through which City committees may interact with Council.

b) To ensure Council and the public are kept apprised of the activities and recommendations of City committees, all minutes of committees established by Council or the CAO will be submitted to Council for

information through an EPC agenda. These minutes may be in draft or adopted form.

c) Committee minutes may be added to a Council meeting agenda instead of an EPC agenda if an EPC meeting has been canceled or the receipt by Council of the committee minutes is of a timely matter and should not wait until the next EPC meeting.

d) As per section 33 of Council's Procedure Bylaw [*reports from committees*], recommendations put forward by a committee to Council or the EPC may be addressed in a number of ways. For example, Council may:

(1) agree or disagree with the recommendation;
(2) refer the recommendation back to the committee or staff for further research, analysis, or reconsideration;
(3) postpone consideration of the recommendation; or
(4) address the recommendation in an alternate matter, as resolved by the EPC.

e) Select committees and advisory committees established by Council or the CAO will have the opportunity, as deemed valuable or appropriate by the committee and/or the Staff Liaison, to present to Council at an Engagement and Priorities Committee meeting each year, providing an update on their accomplishments, activities, upcoming initiatives, and recommendations. The Staff Liaison will work with the committee to coordinate the presentation.

f) A summary of each City Committee's plans and initiatives for the upcoming year will be incorporated into the annual business planning process, with financial impacts reflected in the respective departmental budgets. Committees will be given the opportunity, where desired, to address Council during the annual budget presentations.

g) Task Forces will submit a report to their establishing body upon completion of their mandate.

5.15 Committee Meetings

a) City Committees will meet in accordance with the annual committee calendar distributed each year.

b) Agendas and minutes will be coordinated and managed by the Committee Clerk.

c) In the event that a committee meeting does not achieve or has lost quorum, the Committee meeting will be adjourned. If desired, the committee members may continue with an informal discussion with or without the Staff Liaison.

d) The following agenda outline is generally prescribed for City committees, with modifications as approved by the committee Chair:

(1) Call to Order;
(2) Late Items;
(3) Approval of Agenda;
(4) Adoption of Minutes;
(5) New Business;
(6) Round Table; and
(7) Adjournment.

e) With the approval of the Staff Liaison, a committee member may propose a delegation by an external agency or persons in order to benefit from additional expertise. While these individuals are able to participate in discussion, they are not considered a voting member.

f) Committee meetings are open to the public unless the meeting has been closed in accordance with section 90 of the *Community Charter*.

g) Public participation is permitted during open committee meetings at the discretion of the Chair. Guests must adhere to the topics presented on the agenda.

h) The Chair is responsible for preserving order during the meeting. If the Chair considers that another person at the meeting is acting improperly or disrupting the meeting, that person's behavior will be addressed. The Chair may order the person expelled and excluded from the meeting should the person choose to not adhere to the decisions of the Chair.

5.16 Committee Recognition

The City appreciates and respects the time and dedication required of all committee members. Volunteers will be recognized for their contributions

annually at an appreciation event, as determined appropriate and coordinated by the City.

5.17 Roles and Responsibilities

a) **Council** and the **CAO** are responsible for the establishment of committees and the appointment of committee members as defined in Appendix A.

b) The **Mayor** is an ex-officio, non-voting member of all committees and is not obligated to attend meetings.

c) **Council Liaisons** may be appointed by the Mayor as voting or non-voting members of a committee. The Council Liaison serves as a communication channel between Council and the committee to deliver information and provide clarification as required.

d) The **Corporate Officer** is responsible for the overall maintenance of this Policy and the operational oversight of City committees, including: recruitment processes; production and management of committee agendas, minutes and other official records; annual volunteer recognition event; and orientation and training of committee members.

e) The **Chair** will be appointed by the CAO for all City committees with the exception of the Board of Variance which will be voted on by the Board of Variance members themselves and is responsible for:

(1) facilitating the meeting and maintaining proper proceedings;
(2) ensuring the committee adheres to the agenda;
(3) maintaining decorum and respectful discussion;
(4) encouraging participation in discussion topics and questions;
(5) being open-minded and allowing for a variety of opinions to be heard;
(6) calling for votes and/or seeking consensus as applicable.
(7) other duties as outlined in the committee's TOR.

f) **Committee Members** are responsible for:

(1) attending and actively participating in committee meetings as scheduled;

(2) being prepared for meetings (reading agenda materials prior to meeting);
(3) engaging in collaborative, respectful discussions relating to topics on the agenda, including sharing thoughts, opinions, and recommendations;
(4) maintaining an open mind and allowing for a variety of opinions to be heard;
(5) voting on motions that are put forward by committee members;
(6) familiarize themselves with the Committee's Terms of Reference and other pertinent City bylaws and policies;
(7) notifying the Chair, Staff Liaison and Committee Clerk if they are unable to attend a scheduled meeting.

g) A **Staff Liaison** may be appointed by the CAO as a non-voting member of a committee. The Staff Liaison will provide information, professional advice and support to the committee as required. The Staff Liaison may be assigned the role of Chair for a committee.

h) A **Committee Clerk** may be assigned by the CAO, in consultation with the Corporate Officer, as a non-voting member of a committee. The Committee Clerk will act as the recording secretary and provide clerical support, including production and maintenance of agendas and minutes, and other administrative support.

6. Related Policies and Bylaws

Council Strategic Plan
Council Procedure Bylaw No. 2939, 2023
Respectful Workplace Policy (A056)
Records Management Policy (C014)
Information Access & Privacy Protection Policy (A043)

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Appendix A

Establishing & Appointing Authorities

Committee	Committee Established by	TOR Recommended by	TOR Approved by	Appointments Recommended by	Appointments Approved by
Select Committees	Council	CAO	Council	CAO	Council
Statutory Committees	Council	CAO	Council	CAO	Council
Advisory Committees	Council or CAO	Staff	CAO	Staff	CAO
Task Forces	Council or CAO	Staff	CAO	Staff	CAO
Round Tables	Council, CAO or Staff	n/a	n/a	n/a	n/a

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Appendix B

List of City Committees*

As of August 18, 2026

Committee	Type	End Date	# Voting Seats	Length of Terms
Agricultural Advisory Committee (AAC)	Advisory	Ongoing	Up to 11	3 years
Advisory Design Panel (ADP)	Advisory	Ongoing	Up to 9	2 years
Board of Variance (BOV)	Statutory	Ongoing	3	3 years
Community Service Awards Task Force (CSA TF)	Task Force	Ongoing	Up to 9	3 years
Community Support & Accessibility Committee (CSAC)	Advisory	Ongoing	*Please refer to TOR	*Please refer to TOR
Economic Development Advisory Committee [EDAC]	Advisory	Ongoing	Up to 14	1 or 2 years
Parks, Recreation & Culture Advisory Committee [PRC]	Advisory	Ongoing	Up to 11	2 or 3 years
Pitt Meadows Day Advisory Committee	Advisory	Ongoing	Up to 13	2 or 3 years

* For a listing of all Committees inclusive of time-durated Task Forces and Round Tables, please visit pittmeadows.ca/committees