

## City Committees

Effective Date: November 19, 2020

Revised Date:

---

### 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; 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, 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 to provide clerical support to a committee including the production and maintenance of agenda and minutes, calendaring, and other administrative support.



- d) “**Corporate Officer**” means Manager of Administrative Services or designate.
- e) “**Council Liaison**” means a member of the Pitt Meadows City Council appointed as a non-voting 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 Advisory Committee 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 advisory committee operates, their mandate, and the bylaws and policies to which they must adhere. The Terms of Reference for a statutory committee is its establishing bylaw.

## 5.2 Establishment of a Committee

The City may establish the following types of committees:

### a) **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.

Reporting Structure: Report to Council through the EPC, unless otherwise stipulated in the Terms of Reference.



b) **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.

Reporting Structure: Report to Council through the EPC, unless otherwise stipulated in the Terms of Reference.

c) **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. The establishing body will be confirmed in the Terms of Reference.

Appointments: Will be made by the CAO, regardless of establishing body.

Reporting Structure: Report to Council through the EPC, unless otherwise stipulated in the Terms of Reference.

d) **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. The establishing body will be confirmed in the Terms of Reference.

Appointments: Will be made by the CAO, regardless of establishing body.

Reporting Structure: Will be confirmed in the Terms of Reference.

e) **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.

Reporting Structure: Report to establishing body.

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

### 5.3 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 follow the standardized format as outlined in Appendix C and will typically include the following sections:
  - (1) name of the committee;
  - (2) mandate;
  - (3) authority;
  - (4) reporting structure;
  - (5) membership/composition;
  - (6) appointment and terms of members;
  - (7) budget (if applicable);
  - (8) governance principles;
  - (9) overall responsibilities;
  - (10) committee specific details; and
  - (11) meeting procedures.
- 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. Further details pertaining to establishing and appointing bodies are 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 as described in Appendix C.

#### 5.4 Recruitment Procedures

The Corporate Officer will conduct an annual recruitment process for all City committees, including 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. Ads 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).
- d) **Compilation of Applications.** All committee applications will be compiled by the Corporate Officer 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 for review and approval.



- e) **Letters of Acceptance and Declination.** Once member appointments are approved by the appropriate authority, the Corporate Officer 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). In these instances, the parameters and protocol for such appointments will be outlined in the committees' TOR.
- g) **FOIPPA.** 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.

## 5.5 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.

## 5.6 Authority of a Committee



- a) A committee's authority is defined within its TOR. With few exceptions (e.g. Board of Variance and 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 by their establishing body.
- c) Committees will not advise on any matter outside their scope and mandate as outlined in their Terms of Reference.
- 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.

## 5.7 General Conduct & Governance Principles

- a) Committee members will:
  - (1) reside in the City of Pitt Meadows, except as provided in their committee's Terms of Reference or bylaw;
  - (2) adhere to the City's values, policies and procedures as relevant and applicable, including the Council Strategic Plan, Social Media Use Policy (C074), and the Respectful Workplace Policy (C101);
  - (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. 2834, 2019.



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

## 5.8 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 Terms of Reference;
  - (7) Specialized training pertaining to chairing a meeting will be provided to the Chair.

## 5.9 Dissolution of City Committees



- a) Committees may be dissolved by their establishing body.

#### **5.10 Committee Member Attendance**

- a) Unless otherwise dictated by a committee's TOR, 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 Corporate Officer to undertake the appropriate process to fill the vacancy.

#### **5.11 Resignation of a Member**

- a) Any member of a committee wishing to resign from the committee is requested to provide the resignation in writing to the Committee Chair, with a copy to the Staff Liaison.
- b) The Staff Liaison will work with the Corporate Officer to undertake the appropriate process to fill the vacancy.

#### **5.12 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 Corporate Officer to undertake the appropriate process to fill the vacancy.

#### **5.13 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) City committees operate in an advisory capacity to Council and staff. Accordingly, and as per section 31 of Council's Procedure Bylaw [*reports from committees*], recommendations put forward by a committee to the EPC may be addressed in a number of ways. For example, the EPC 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.
- d) 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 Chair of the committee to coordinate the presentation.
- e) 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.
- f) Task Forces will submit a report to their establishing body upon completion of their mandate.
- g) Further reporting requirements may be outlined in a committee's Terms of Reference.

#### **5.14 Committee Meetings**

- a) City Committees will meet in accordance with the schedule and timeframe outlined in their TOR.
- b) Agendas and minutes will be coordinated and managed in accordance with a committee's TOR.



- c) The agenda for committee meetings will contain the following matters, as applicable, in the order in which they are listed below, unless otherwise indicated and approved through the committee's TOR:
  - (1) Call to Order;
  - (2) Late Items;
  - (3) Approval of Agenda;
  - (4) Adoption of Minutes;
  - (5) New Business;
  - (6) Round Table; and
  - (7) Adjournment.
- d) A committee may invite other persons to participate as a delegation to deliver a presentation in order to benefit from additional expertise. While these individuals are able to participate in discussion, they are not considered a voting member.
- e) Committee meetings are open to the public unless the meeting has been closed in accordance with section 90 of the *Community Charter*.
- f) Public participation is permitted during committee meetings at the discretion of the Chair. Guests must adhere to the topics presented on the agenda.
- g) 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.

#### 5.15 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 Administrative Services team.

#### 5.16 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 a non-voting member 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 role of **Chair** may be assigned to the Staff Liaison or other committee member, depending on the committee and the protocol outlined in the committee's TOR. The Chair is responsible for:
  - (1) facilitating the meeting and maintaining proper proceedings;
  - (2) ensuring the committee sticks 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) working alongside the Staff Liaison to move forward business and prepare reports to Council, as applicable;
  - (7) calling for votes and/or seeking consensus as applicable; and
  - (8) other duties as outlined in the committee's Terms of Reference.
- 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) notifying the Chair, Staff Liaison and Committee Clerk if they're unable to attend a scheduled meeting; and
  - (7) other duties as outlined in the specific committee's TOR.
- 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. Further responsibilities of the Staff Liaison will be confirmed in the committee's Terms of Reference.
- 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, calendaring, and other administrative support. Further responsibilities of the Committee Clerk will be outlined in the committee's Terms of Reference.

## 6. Related Policies and Bylaws

Council Strategic Plan  
Procedure Bylaw No. 2834, 2019  
Respectful Workplace Policy C101  
Social Media Use Policy C07

### 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

**List of City Committees\***

As of January 9, 2020

Committee	Type	End Date	# Voting Seats	Length of Terms
Active Transportation Advisory Committee (ATAC)	Advisory	Ongoing	Up to 11	2 years
Agricultural Advisory Committee (AAC)	Advisory	Ongoing	Up to 11	2 years
Advisory Design Panel (ADP)	Advisory	Ongoing	5 – 11	2 years
Board of Variance (BOV)	Statutory	Ongoing	3	3 years
Community Service Awards Task Force (CSA TF)	Task Force	Ongoing	Up to 5	1 year
Community Support Select Committee (CSSC)	Select	Temp. 1 year	2	1 year
Municipal Advisory Committee on Accessibility and Inclusiveness (MACAI)	Advisory	Ongoing	2 – 8	2 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](http://pittmeadows.ca/committees)

## TERMS OF REFERENCE

Name:	<name of advisory body>		
TOR Approved by:	<will typically be either Council or CAO>		
Type of Advisory Body:	<e.g. select Committee; advisory Committee; technical advisory Committee; task force (project specific; time durated)>		
Effective Date:		Revision Date:	

### 1. Background

Description of steps/decisions that took place to bring about the advisory body.

### 2. Mandate

- a) The mandate of the <name of advisory body> (the "XX") is to:
- (1) Points of purpose/tasks to be accomplishes/scope of responsibilities.

### 3. Enabling Legislation/Authority

- a) Explain how the advisory body received its authority. For instance:
- b) The XX is an advisory body to Council, through the Chief Administrative Officer, given authority through the XX Council Policy C###; OR
- c) The XX is a select Committee of Council as per section 142 of the *Community Charter* and was established by Council resolution at the INSERT DATE regular meeting of Council.

### 4. Reporting Relationship

- a) Describe who the advisory body reports to and how; for instance:
- b) The Committee/Task Force will report to City Council through the Chief Administrative Officer ("CAO"). The CAO will assign a Staff Liaison to the Committee/Task Force who will be responsible for coordinating all communications with the CAO and, ultimately, with Council.

## 5. Membership

- a) The Committee/Task Force will be comprised of the following members:
- (1) Describe the number of voting members...e.g. "up to six (6) voting members from the general public, appointed by the Chief Administrative Officer (CAO), who are:"
    - List qualifications, for example:
    - residents of Pitt Meadows;
    - not current members of Pitt Meadows City Council;
    - not current employees of the City of Pitt Meadows.
  - (2) Describe the number of non-voting members... e.g. "two (2) non-voting members, including:"
    - List specifics, for example:
    - an employee of the City, appointed by the CAO, who will be the Staff Liaison for the Committee/Task Force and will be in attendance at all meetings to provide technical advice and staff assistance.
    - an employee of the City, appointed by the Corporate Officer, who will be the Committee Clerk for the Committee/Task Force and who will be responsible for agenda preparation, minute taking and meeting preparations.
- b) The CAO may remove or replace any member of the Committee/Task Force at any given time.

## 6. Term

- a) Identify the terms by which the advisory body members are granted terms. For instance:
- b) Committee / Task Force members are appointed annually for one (1) calendar year term; OR
- c) Appointments to the Committee will be for one (1) or two (2) year terms. Council may appoint alternate terms to ensure staggering and continuity of the Committee.
- d) Task Force members are eligible to serve multiple terms. Members are required to re-apply each year.
- e) Appointments to the Committee/Task Force will be made in accordance with the City Committees Policy C102, Section 4.3.

- f) A member who is absent, except for reasons of extended illness, from three consecutive meetings of the Task Force is deemed to have resigned effective as of the end of the third such meeting.

## 7. Remuneration

- a) None.

## 8. Budget

- a) Identify any budget assigned to the advisory body. If no budget:  
b) There is no budget assigned to the XX.

## 9. Governance Principles

- a) **Legislation.** The XX will operate in accordance with the Council Strategic Plan, the Council Procedure Bylaw (No. 2690, 2015), the City Committees Policy (C102), the Respectful Workplace Policy (C101), the Social Media Use Policy (C074) and any other applicable enactments, bylaws or policies, as amended or replaced from time to time.
- b) **General Conduct**
- (1) All XX meetings will be conducted in a respectful, orderly and business-like manner, following the procedural rules for conduct, debate, and voting as outlined in Council's Procedure Bylaw.
  - (2) All committee members will:
    - adhere to the City's values, policies and procedures as relevant and applicable;
    - act in an ethical manner in the conduct of their duties;
    - act in a manner which reflects respect for other members, those appearing before the committee, and any staff members in attendance; and
    - abide by the City's policies related to social media use.
- c) **Conflict of Interest.** Make a statement of expectation around declaring conflicts of interest, dependent on type/purpose of advisory body, and responsibility to recuse themselves from any meetings pertaining to the matter. For instance, "A Task Force member will make known any personal or familial relationship with any award nominees that might constitute a conflict of interest. If the Task Force member declares a conflict of interest, they will not remain in, or attend, any part of a meeting during which the application is under consideration, participate in any discussion of the application, vote or make recommendations in respect of the application, or attempt in any way, whether

before, during or after such a meeting, to influence the voting on any question related to the application.”

## 10. Responsibilities

- a) The voting members of the XX have the following responsibilities:
  - (1) (For example...) Attend and actively participate in the Committee/Task Force meetings as scheduled;
  - (2) Inform the Staff Liaison and Committee Clerk if unable to attend a meeting;
  - (3) Familiarize themselves with XX [list any relevant guidelines or documents that guide the committee’s work];
  - (4) Promote the INSERT COMMITTEE in their own spheres of influence;
  - (5) Vote on all motions that are moved and seconded by the committee;
  - (6) Work collaboratively and respectfully as a team to [summarize the committee’s mandate];
  - (7) Etc.
- b) The Staff Liaison has the following responsibilities:
  - (1) (For example...) Be the main point of contact between the City and the committee members;
  - (2) Determine agenda items for each Committee/Task Force meeting and relay to the Committee Clerk for agenda production purposes;
  - (3) Chair all Committee/Task Force meetings when in attendance;
  - (4) Act as a spokesperson for the Committee/Task Force;
  - (5) Move forward the business of the Committee/Task Force;
  - (6) Ensure bylaws and policies are adhered to.
- c) The Committee Clerk has the following responsibilities:
  - (1) Coordination and production of all Committee/Task Force agendas and minutes;
  - (2) Calendaring of all Committee/Task Force meetings;
  - (3) General correspondence with Committee/Task Force members;

- (4) Maintain the files of the Committee/Task Force including minutes, agendas, policies, Terms of Reference, correspondence and other file information, in accordance with the City's records management practices.

## 11. <Committee specific section>

- a) You may need to add unique information or parameters specific to the advisory group. For instance, the Active Transportation Advisory Committee TOR includes categories of 'active transportation'. The Advisory Design Panel TOR includes information on design evaluation. The Awards Task Force TOR includes a section on the various categories of Community Service Awards granted by the City, as well as a section on award eligibility and selection criteria.
  - (1) List...

## 12. Meeting Procedures

For example...

- a) **Meeting Schedule.** The XX will meet <as established at their first meeting> or <once every quarter or as required>.
- b) **Open Meetings.** Meetings of the XX are open to the public unless the subject matter being considered warrants a closed meeting, as per sections 90(1) and (2) of the *Community Charter*.
- c) **Chair/Vice Chair.** The Staff Liaison will chair all meetings when in attendance. The XX will elect a Vice Chair at the first meeting each year, to act as Chair in the absence of the Staff Liaison.
- d) **Quorum/Voting.** A simple majority of the existing voting members will constitute a quorum. Meetings may be held without quorum; however, a quorum will be required for voting purposes. All decisions of the XX will be determined by a simple majority vote of the members present.
- e) **Agendas.** An agenda will be prepared by the Committee Clerk for each meeting, with input from the Staff Liaison, and provided to the XX members a minimum of 72 hours prior to each meeting, unless the XX meeting schedule does not allow for such turn around.
- f) **Minutes.** The Committee Clerk will record each meeting, produce draft minutes for review within 1 week of the meeting, and include draft minutes on the next agenda for approval by the XX.
- g) **Deliberations.** Decisions will be made by a simple majority vote using motion and voting procedures as outlined in the Procedure Bylaw.

- h) **TOR Amendments.** The Committee may from time to time recommend to the CAO an amendment to these Terms of Reference following a majority resolution.

### 13. Definitions

- a) For the purposes of these Terms of Reference:
  - (1) List...