

City of Pitt Meadows Committee Orientation Manual

March 2021

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Welcome

Welcome to your role as a committee member with the City of Pitt Meadows! We are grateful for your willingness to volunteer your time and to provide guidance and advice to Council on key priorities.

This manual is designed to provide you with the basic information required to fulfill your duties as a member of a City committee. You'll find information regarding the City's committee model, roles and responsibilities of committee members, how committee meetings work, how to vote on motions, links to relevant bylaws and policies, and other important information that will guide you in your new role.

If, at any time, you require assistance, clarification, or would like to provide feedback, please feel free to contact us.

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Definitions

Here is a list of definitions that you might find helpful in your volunteer work with the City.

Term	Definition
AAC	Agricultural Advisory Committee
ADP	Advisory Design Panel
Agenda	The list of items and order of business for a meeting
ATAC	Active Transportation Advisory Committee
BoV	Board of Variance
CAO	Chief Administrative Officer (City Manager)
Chair	The person presiding at a meeting
City	The City of Pitt Meadows
City Hall	The City of Pitt Meadows City Hall, located at 12007 Harris Road, Pitt Meadows, BC
Committee	A select committee, statutory committee, advisory committee, task force or round table established by the City of Pitt Meadows
Committee Clerk	The staff member assigned to provide administrative support to a committee
CCI TF	Community Check-in Task Force
CSA TF	Community Service Awards Task Force
Council Liaison	The Council member assigned by the Mayor to participate as a non-voting member of a committee
EPC	The Engagement & Priorities Committee which is a committee of the whole of City Council. City Committees engage with Council through the EPC
ERTF	Economic Resiliency Task Force
Public Notice Posting Places	The notice board located in the lobby area of City Hall, as well as the City's website. This is where notifications and materials pertaining to City committee meetings are posted.
PMDAC	Pitt Meadows Day Advisory Committee
Quorum	The majority of voting members appointed to a committee
Staff Liaison	The staff member assigned to assist a committee in a non-voting, advisory and resource capacity
Terms of Reference or "TOR"	A guiding document that defines how each City committee operates, their mandate, and the bylaws and policies to which they must adhere.

Guiding Principles

As committee members, it is expected that you will adhere to the City's Vision, Values, and Mission statements as outlined below. It's our hope that all members assuming a role on a committee will do so with the belief that their role is akin to that of an extended team/staff member.

Vision, Values & Mission Statement

Vision

- Pitt Meadows Proud

Values

- Trust
- Respectful and accountable leadership
- Openness and accessibility
- Community pride and spirit
- Excellence in service
- Environmental stewardship
- Courage

Mission Statement

- To maintain a friendly, safe and healthy community that values people, honours heritage, where all citizens are welcomed and growth is balanced with the protection of our natural place and quality of life.

Strategic Priorities

Committees are encouraged to leverage the City's **Corporate Strategic Plan** as a framework for prioritizing projects, allocating budget, and developing short-term goals.

The Strategic Priorities for the 2019-2022 Council Term are:

1. Principled Governance
2. Balanced Economic Prosperity
3. Community Spirit and Wellbeing
4. Transportation & Infrastructure Initiatives
5. Corporate Excellence

A copy of the full Strategic Plan has been included in **Appendix 3**.

Relevant Bylaws & Policies

While serving on a City committee, you participate in representing the City and its values. As an extension of the City's leadership, committee members are expected to abide by the bylaws and policies of the City, including the following regulations that are particularly relevant to committee work. Please take the time to read these reference documents and familiarize yourself with their governance principles and guidelines for general conduct. Although we've included reference copies of these important documents in the appendices, they are amended from time to time and the most recent versions can always be found on the City's website at pittmeadows.ca/city-hall/bylaws-policies.

1. City Committees Policy C102 (Appendix 1)

The City Committees Policy outlines the structure and procedures for the governance and function of the City's committees. In this policy, you will find protocol and procedures for the following:

- Types of committees established by the City;
- Process for establishing committees;
- Recruitment procedures;
- General conduct and governance principles;
- Reporting structure and procedures for various committees;
- Orientation and training of committee members; and
- Roles and responsibilities.

2. Part 4 [*Council Proceedings*] of the Council Procedure Bylaw (Appendix 2)

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.

3. Respectful Workplace Policy C101 (Appendix 4)

Committee members must not engage in any behavior that could be reasonably interpreted as discriminatory, bullying, or harassing in nature, or defamatory towards others or the City, in any context including in person, online, through email, or in print. While robust debate and conflicting opinions can be a healthy component of a democratic body, such discussions should occur in a respectful manner that reflects professional conduct. Please familiarize yourself with the main concepts and expectations outlined in the City's Respectful Workplace Policy.

4. Information Access & Privacy Protection Policy A043 (Appendix 7)

The City is subject to the Freedom of Information and Protection of Privacy Act (the "Act") and is committed to the responsible management of personal and confidential information within the City's custody and control. Policy A043 outlines the policies and procedures in place to prevent the unauthorized collection, use or disclosure of personal information.

Committee members are responsible for reading and understanding this Policy, following the City's individual privacy policies and protocols and contacting the Privacy Officer with any access or privacy questions when necessary.

Additionally, all City committee members are required to read and sign:

- (1) the *Records Management & Privacy Protection Employment Agreement (Appendix 8)* to ensure they understand their roles and responsibilities in the protection of personal information; and
- (2) the *Consent to Disclosure of Personal Information (Appendix 9)* which provides your consent for the recording and livestreaming of electronic committee meetings.

Terms of Reference

A committee's Terms of Reference ("TOR") is a guiding document unique to that committee that outlines its mandate, authority, operational procedures, membership details, and relevant bylaws and policies for its governance.

When you begin your term on a committee, you will be provided with a copy of your committee's TOR*, with the exception of round tables. Please familiarize yourself with this important guiding document, as it will help you in your committee role.

Due to their brief nature, round tables do not require TOR's. 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.

** The establishing bylaw of a statutory committee (e.g. Board of Variance) will operate as the committee's Terms of Reference.*

Other Resources

Online Tools

General information regarding the City's various committees, including current and past agendas, minutes, and Terms of Reference, can be found on the City's website by visiting www.pittmeadows.ca/committees.

Committee Contact Lists

As a Committee member, you will have access to **contact information** for members of your committee. Contact information for non-staff committee members is to be treated as "confidential" information and not shared outside of the committee itself. Committee

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

Roles & Responsibilities

Role of the Committee

Committees are responsible for undertaking work referred to them by Council and/or Staff, and working within the guidelines and mandate outlined in their TOR. Committees provide information and well-considered recommendations to Council and/or staff on issues of concern that fall within the committee's mandate.

With few exceptions (e.g. Board of Variance and the 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. Committee recommendations are forwarded to staff and/or Council, as defined in the TOR, for consideration and approval. When a recommendation has been presented, the final decision ultimately falls to Council and/or Staff. Please review your committee's TOR to clearly understand the boundaries of your committee's authority and decision making power.

Role of the Committee Member

Committee members are responsible for:

- attending and actively participating in committee meetings as scheduled;
- preparing for meetings (reading agenda materials prior to meeting);
- engaging in collaborative, respectful discussions relating to topics on the agenda, including sharing thoughts, opinions, and recommendations;
- maintaining an open mind and allowing for a variety of opinions to be heard;
- voting on motions that are put forward by committee members;
- notifying the Chair, Staff Liaison and Committee Clerk if they're unable to attend a scheduled meeting; and
- other duties as outlined in the specific committee's TOR.

Committee members are reminded that attendance is vital to ensure quorum during meetings. Without quorum, the committee is unable to have an official meeting and cannot pass recommendations to Council or Staff.

Committee members will maintain a standard of professional and respectful communication in all their interactions associated with the City. This includes in person conversations, online interactions and social media posts, and all written correspondence. Committee members will not post derogatory, defamatory, or otherwise inappropriate comments about the City, its work, or any persons associated with or employed by the City. Committee members are not designated spokespersons for the City and will therefore not speak on behalf of the City.

Role of the Chair

The Chair of a committee meeting is responsible for:

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

Role of the Staff Liaison

Committees are often assigned a Staff Liaison to provide information, professional or technical advice and support as required. A Staff Liaison will support the Chair in their facilitation of committee meetings, including the wording of motions and determining next steps on various agenda items. The Staff Liaison may also provide updates to Council and the CAO on committee activity from time to time.

If your committee has a Staff Liaison, it will be outlined in your TOR with specific details pertaining to their role. Some Staff Liaisons, for example, will chair the committee meetings and be responsible for compiling staff reports for Council's review and approval.

If your committee does not have a Staff Liaison, the Corporate Officer will be your main point of contact for questions or concerns, and will receive any submissions of reports from your committee for Council's or the CAO's review.

Role of the Committee Clerk

Committees are often assigned a Committee Clerk to help with administrative tasks. The Committee Clerk's role typically includes:

- preparing and distributing agendas and minutes to committee members;
- attending meetings and recording minutes;
- posting agendas and minutes to the City's website;
- maintaining the committee's member contact list; and
- various meeting logistics including room bookings and public notices of committee meetings.

If your committee does not have a Committee Clerk assigned by the City, this role will be designated to a committee member at the first committee meeting. Responsibilities of the Clerk will include correspondence with the Corporate Officer to inform the City of the dates and times of meetings, capturing minutes during committee meetings, and other duties as outlined in the TOR.

Role of the Council Liaison

A Council Liaison may be appointed to your committee as a non-voting member. The Council Liaison serves as a communication channel between Council and the committee to deliver information, both to and from Council, and to provide clarification as required. A Council Liaison's role is not to assess or align with the decisions of a committee, but to act as a conduit of information.

Although the Council Liaison may have ideas and suggestions to share with the committee, and committee members are certainly welcome to ask them questions, their role is often observatory in nature and their engagement during committee meetings will often be less robust than that of voting members of the committee.

Meetings

Public Meetings

City committees are held to the same standard of transparency as City Council meetings. As such, committee meetings are open to the public, unless the meeting has been closed in accordance with section 90 [*meetings that may or must be closed to the public*] of the *Community Charter*. An example of a closed meeting would be an Awards Task Force meeting where personal information about individuals is being considered (closed under section 90.1.b).*

Notification of committee meetings is posted at the public notice posting places as defined through Council's Procedure Bylaw, which are the bulletin board in the City Hall foyer and the City's website.

**Any closed committee meetings must be approved in advance by the City's Corporate Officer to ensure legislation is followed and the meeting is properly closed.*

Schedule of Meetings

Unless otherwise outlined in your committee's TOR, the annual meeting schedule for your committee will be determined by the committee members at the end of each year for the next calendar year.*

Legislative Services will compile the schedule of all City committees into the annual 'Committee Calendar' which will be shared with all City committee members and posted online at www.pittmeadows.ca/committees for the public.

**As Council and staff members will often sit on more than one committee, Legislative Services will help to coordinate the various committee meeting schedules to limit conflicts.*

Agendas & Minutes

Agendas will be prepared by the Committee Clerk, in consultation with the Staff Liaison and Committee Chair (*if your committee has not been assigned staff support, please see the highlighted paragraph at the end of this section**). The goal is to have digital copies of the agenda package to each committee member 72 hours prior to the meeting, and earlier if work schedules allow. Printed copies of the agenda package will be brought to the meeting for each committee member. If you'd like a printed copy in advance, please email your Committee Clerk who will leave a copy at the front Counter at City Hall for you to pick up.

Limited printed copies of agenda packages will be made available to the public on the table below the notice board at City Hall. All committee agendas and minutes (with the exception of closed meetings) will also be made available on the City website at www.pittmeadows.ca/committees.

Minutes from all committee meetings are submitted to Council for review and receipt at the next Engagement and Priorities Committee meeting. This helps to ensure that Council and the public are kept apprised of the activities and recommendations of City committees. In order to ensure a timely delivery of information to Council, the minutes are included on the EPC agenda in draft form, before they are reviewed and adopted by the respective committee. Should there be significant changes to the minutes upon review by the committee, an amended copy will be provided to Council with notes on the changes made.

**If your committee does not have staff support, a committee member will be assigned the role of 'Clerk' and will be responsible for preparing and distributing the agendas and minutes for the committee. The Clerk will copy the Corporate Officer on all correspondence, including the distribution of agendas and minutes, to ensure that Council and staff are kept apprised of committee activity. The Corporate Officer will provide the Clerk with templates for drafting agendas and taking minutes.*

Quorum

A quorum is a simple majority of the voting members appointed to a committee, and is necessary to pass any motions. Specific requirements sometimes apply to certain committees in order to achieve quorum; please see your committee's TOR to confirm. In the event of a lack of quorum after 15 minutes of the start of the meeting, or if quorum is lost during a committee meeting, the committee's official business will cease, staff support will excuse themselves, and committee members will have the choice to leave. The remaining committee members are welcome to continue to engage in discussion, but it will not constitute an official committee meeting and voting cannot take place.

Chairing a Meeting

The Chair of a committee meeting is the host and facilitator of the meeting. They are responsible for ensuring that the committee sticks to the agenda, remains respectful and professional throughout the meeting, and follows appropriate procedures pertaining to motions and voting. Council members will follow the lead and direction of the Chair, deferring

to their leadership and decisions regarding meeting procedures. The Staff Liaison and Committee Clerk are there to provide support to the Chair as needed.

See **Appendix 6** for the “**Chairing a Committee Meeting**” handout which will provide further specifics around the flow of the meeting, putting motions on the floor, and calling for votes.

Agenda Items

The agenda for most committee meetings will contain the following items, unless otherwise indicated in your committee’s TOR:

- (1) **Call to Order** (formal vote not required)
The Chair will call the meeting to order as soon after the advertised start time as there is quorum in the room. If quorum has not been reached after 15 minutes, the meeting will be canceled. The committee members present are welcome to still meet for discussion purposes, but it will not constitute an official committee meeting and voting cannot take place.
- (2) **Late Items** (formal vote optional)
The committee can choose to add late items to the agenda at the beginning of the meeting. The addition of late items requires the general consent of all committee members present. If the Chair is unsure of the consent of all members, they may choose to call for a formal vote on the addition of the late items.
- (3) **Approval of Agenda** (formal vote required)
The committee will approve the agenda at the beginning of each meeting.
- (4) **Adoption of Minutes** (formal vote required)
The committee will review and vote to adopt the draft minutes from their previous meeting. The draft minutes will be included in the agenda package for the committee’s review in advance of the meeting. If you identify any errors or omissions, please feel free to inform the Committee Clerk in advance of the meeting via email to simplify the process during the actual meeting.
- (5) **New Business** (formal votes may be required)
The bulk of the agenda will fall under the ‘New Business’ category. If there are decisions or recommendations that come out these business items, a formal vote may be required.
- (6) **Round Table** (formal vote not required)
This is an opportunity for each committee member to share information that is relevant to the mandate of the committee. Voting is not typically required during Round Table.
- (7) **Adjournment** (formal vote not required)
The chair will adjourn the meeting once all business items have been addressed.

Committee meetings typically last 1 ½ to 2 hours. If the meeting becomes lengthy, the committee may have the option to defer agenda items until the following committee meeting, unless the agenda items are time sensitive. Your Staff Liaison will be able to provide you information on any time sensitive items.

Meeting Best Practices

The following points identify best practices to consider when participating on a committee:

(1) **Read agenda packages before the meeting.**

Reviewing the materials in your agenda package in advance of each meeting is crucial. It will give you a sense of the potential impacts that recommended actions may have on the community, and any potential issues surrounding those actions. Understanding the background of an issue will allow you to better represent your community, make informed decisions, and explain your position with confidence.

(2) **Ask questions in advance.**

If you have a question about a matter that is not on the agenda (or perhaps it's regarding an agenda item but it relates to technical details), connect with the Committee Chair or Staff Liaison before the meeting. If you ask your questions during the meeting without prior notice, staff may not have the resources on hand to provide a clear and concise answer. Asking questions in advance of the meeting will provide Staff with the necessary time to do their homework and better prepare for the conversation.

(3) **Be respectful of time.**

Time is precious. Make every effort to follow and stick to the agenda provided. Treat the agenda as a contract between you and the rest of the committee members.

(4) **Make clear and precise motions.**

In most cases, your motion will be directing some type of action to be taken. Therefore, the wording for a motion should be clear and concise. Take a minute before the meeting or during the discussion to write down your motion. If you cannot easily repeat your motion, there is a good chance that Staff cannot either. If you are not comfortable with the wording of a motion, ask the Staff Liaison to suggest some alternate wording.

For more information on motions, please refer to the section below titled 'Motions'.

(5) **Not able to make the meeting?**

Please let the Committee Clerk know when you are going to be absent from a meeting. This will allow for better scheduling of agenda items and will help ensure that quorum can be met. Unless otherwise indicated in the 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.

Conflict of Interest

Committee members are expected to comply with Division 6 [*conflict of interest*] of the *Community Charter*, pertaining to Conflict of Interest. A copy of this section of the Community Charter is included in **Appendix 5**. Any member who believes that they have a conflict of interest (financial 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.

There will be items of discussion that impact all committee members (e.g. the Agricultural Advisory Committee, which is comprised of farmers, may be asked to consider City practices pertaining to dike maintenance or invasive species). Such an item would be excused from the definition of 'conflict of interest' in light of the intention of s. 104 of the Community Charter [*exceptions from conflict restrictions*], which recognizes and excuses issues that have a broad community impact.

No member shall use their involvement as a committee member to profit from advance knowledge of City business.

Motions

There are six main steps to a motion:

- 1. Move.** A member will move the motion by stating,
 - "I move that <inserting motion details>", or
 - "So moved" if the recommended motion was already stated.
- 2. Second.** Another member raises their hand to second the motion by stating
 - "I'll second the motion", or simply
 - "Second".
- 3. State.** The Chair states the motion and confirms what has been moved/seconded (e.g. "It is moved and seconded that <repeat motion>").
- 4. Debate.** The Chair then opens the floor for discussion and debate. Raise your hand to signal to the Chair that you would like to speak. The Chair will call on committee members in the order in which they raise their hands. You can share your thoughts for or against the motion.
- 5. Vote.** Once everyone has shared their thoughts, the Chair will then put the motion to a vote by stating,
 - "I will now call the question on the motion: All in favour?" [Those voting in the affirmative will raise their hands]

- “Opposed?” [Those voting in the negative will raise their hands]

**It is important that all members clearly indicate their vote by raising their hand. Those who do not raise their hands are counted as voting in the affirmative.*

6. **Declare.** The Chair will then declare the results of the vote by stating,
 - “That carries”, or
 - “The motion is defeated”.

Main Committee Motions

The two most common committee motions are to ‘recommend’ and to ‘support’.

- (1) **Motion to Recommend.** If you wish to make a recommendation to Council, your motion would begin as follows:

I move that the Committee recommend to Council that...

- (2) **Motion to Support.** If a committee wishes to convey their support of a project or initiative, your motion would begin as follows:

I move that the Committee support the...

Voting

All voting members of a committee are expected to vote on all motions called by the Chair, as per section 21 [voting at meetings] of the Council Procedure Bylaw. If a member chooses to abstain from voting, they are counted as if voting in the affirmative.

Unless otherwise stipulated in your committee’s TOR, a majority of members must vote in the affirmative for a motion to be carried. If less than half the members vote in the affirmative, the motion is considered defeated. Tie votes (i.e. exactly 50% of members in attendance) are also considered defeated.

Engagement and Priorities Committee (EPC)

The Engagement and Priorities Committee (“EPC”) is a standing committee of the whole of Council. EPC meetings provide Council with the opportunity to have a direct connection with City committees to hear recommendations and to discuss matters that are aligned with Council’s strategic priorities.

City committees engage with the EPC in the following ways:

- (1) **Committee Minutes.** Draft minutes from all committee meetings are submitted for Council’s review and receipt through an EPC agenda. The minutes will be included under section F – Committee Minutes and Reports. This ensures that Council stays apprised of the activities and initiatives of all City committees.
- (2) **Community Engagement.** Committee members are welcome to attend EPC meetings to engage Council on any of the items on the EPC agenda, including committee minutes. The Committee Chair, for instance, may choose to attend an EPC to give a verbal explanation, or to promote any resolutions or recommendations that were passed by the Committee.

For each agenda item, once Council and Staff have had the opportunity to discuss the topic as presented, the Chair of the meeting will open the floor for community dialogue. Each guest has the opportunity to engage Council for a max. of 5 minutes. Questions or comments must pertain to the current agenda item and will not be permitted on items not yet presented or not on the agenda.

Further guidelines pertaining to Community Engagement during EPC meetings can be found online at <https://www.pittmeadows.ca/city-hall/council/council-meetings> by clicking on ‘Engagement & Priorities Committee Meetings’.

- (3) **Annual Reports.** City committees will also have the opportunity to present to Council at an Engagement and Priorities Committee meeting each year, providing an update on the committee’s accomplishments, activities, upcoming initiatives, and recommendations. If the committee or Staff Liaison think there’s value in such a presentation, the Staff Liaison will work with the Chair to coordinate the presentation.
- (4) **Business Planning.** Committees with a financial impact will also have the opportunity to present to Council during the annual business planning process at a regular meeting of Council. This will most likely occur through the Staff Liaison as part of their departmental presentation, but committee members may choose to attend and contribute to the presentation as well. 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.

List of Appendices

- 1) City Committees Policy C102
- 2) Part 4 of Council Procedure Bylaw [Council Proceedings] No. 2834, 2019
- 3) 2019-2022 Corporate Strategic Plan
- 4) Respectful Workplace Policy C101
- 5) Division 6 of Community Charter [Conflict of Interest]
- 6) Chairing a Committee Meeting
- 7) Information Access & Privacy Protection Policy A043
- 8) Records Management & Privacy Protection Employment Agreement
- 9) Consent to Disclosure of Personal Information

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

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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

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...

EXCERPTS FROM Council Procedure Bylaw No. 2834, 2019

PART 4 – COUNCIL PROCEEDINGS

12. Community Charter Provisions

- (1) Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 [*Council Proceedings*].

13. Public Engagement*

- (1) This Section applies to all meetings of Council, as well as meetings of the bodies referred to in s. 93 of the *Community Charter*, including without limitation:
 - (a) Engagement and Priorities Committee;
 - (b) standing and select committees of Council;
 - (c) Board of Variance; and
 - (d) other advisory bodies established by Council.
- (2) Except where the provisions of s. 90 of the *Community Charter* [*meetings that may or must be closed to the public*] apply, all Council meetings must be open to the public.
- (3) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with s. 92 of the *Community Charter* [*requirements before Council meeting is closed*] which requires the resolution to state:
 - (a) the fact that the meeting or part is to be closed; and
 - (b) the basis for closing the meeting under Section 90 of the *Community Charter*.
- (4) Despite Section 13(2), the Mayor or the Acting Mayor under Section 11 may expel or exclude from a Council meeting a person in accordance with Section 20(1)(i).

14. Calling Meeting to Order

- (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, will take the Chair and call the Council meeting to order. Where the Mayor is absent, the Acting Mayor will take the Chair and call the meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Acting Mayor does not attend within 15 minutes of the scheduled time for a Council meeting:
 - (a) the Corporate Officer will call the meeting to order, and
 - (b) the members present will choose a member to preside over the meeting.

15. No Quorum

- (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
 - (a) record the names of the members present, and those absent; and
 - (b) adjourn the meeting until the next scheduled meeting unless a special meeting is called in the meantime.

16. Agenda

- (1) Prior to each Council or EPC meeting, the Corporate Officer, in consultation with the Mayor and Chief Administrative Officer, will prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) A Council member may submit a report on an item to be included on a future agenda. The report will:
 - (a) be submitted in writing to the Mayor and Corporate Officer;
 - (b) contain relevant background and explanatory information;
 - (c) make a clear recommendation for Council action;
 - (d) be signed by no less than two Council members; and
 - (e) be placed on an agenda by the Corporate Officer as soon as reasonably possible.

- (3) The Corporate Officer will make the agenda available to members of Council and the public as follows:
 - (a) for regular Council meetings and EPC meetings, on the Friday afternoon prior to the meeting;
 - (b) for special meetings, except those meetings closed to the public, as soon as is practical at the discretion of the Corporate Officer;
 - (c) in accordance with Council Policy C039 'Distribution and Provision of Council Meeting Agendas and Minutes', as amended from time to time.
- (4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as an amendment to the agenda pursuant to Section 18.

17. Order of Business

- (1) The agenda for all regular Council meetings will contain the following matters, as applicable, in the order in which they are listed below:
 - (a) Call to Order
 - (b) Late Items
 - (c) Approval of Agenda
 - (d) Question and Comment Period
 - (e) Adoption of Minutes
 - (f) Announcements
 - (g) Celebrate Pitt Meadows
 - (h) Delegations and Presentations
 - (i) Public Hearings
 - (j) Consent Agenda
 - (k) Staff/Other Reports
 - (l) Bylaws and Permits
 - (m) Council Liaison Reports
 - (n) Notice of Closed Meeting
 - (o) Question and Comment Period
 - (p) Adjournment
- (2) The agenda for all regular EPC meetings will contain the following matters, as applicable, in the order in which they are listed below:
 - (a) Call to Order
 - (b) Late Items

- (c) Approval of Agenda
 - (d) Adoption of Minutes
 - (e) Delegations and Presentations
 - (f) Committee Minutes and Reports
 - (g) Strategic Priorities - Principled Governance
 - (h) Strategic Priorities - Balanced Economic Prosperity
 - (i) Strategic Priorities - Community Spirit and Wellbeing
 - (j) Strategic Priorities - Transportation and Infrastructure Initiatives
 - (k) Strategic Priorities – Corporate Excellence
 - (l) Councillor Initiatives
 - (m) Adjournment
- (3) Particular business at a Council or EPC meeting will be taken up in the order in which it is listed on the agenda unless otherwise determined by Council, by general consent or resolution.
- (4) The agenda will include all correspondence, reports and background information pertinent to the topics listed on the agenda.

18. Late Items*

- (1) An item of business not included on the agenda must not be considered at a Council or EPC meeting unless introduction of the late item is approved by unanimous resolution of all members of Council present at the time allocated on the agenda for such matters.
- (2) If Council makes a resolution under Section 18(1), information pertaining to late items must be distributed to the members.

19. Public Engagement

- (1) The following guidelines apply to Question and Comment Period during Council meetings and will be included on the agenda for reference purposes:
 - (a) Maximum time of Question & Comment Period is fifteen minutes at the beginning of the meeting and fifteen minutes at the end of the meeting, or otherwise at the discretion of the Chair.
 - (b) Each person appearing before Council has the opportunity to address Council once during each Question & Comment session, for a maximum of three minutes per session.

- (c) Questions and comments will focus on city-related topics only.
- (d) Questions or comments will not be permitted on any matter pertaining to a bylaw or zoning application that is the subject of a public hearing and has not yet been adopted.
- (a) Those appearing before Council must state their full name and city of residence, with the option to include other details such as address or neighbourhood, if it is helpful to the conversation.
- (b) Those appearing before Council will address their questions or comments to the Chair.
- (c) The Mayor will be addressed as "Your Worship", "Mr. Mayor" or "Mayor [surname]". If the Mayor is not presiding over the meeting, the Chair will be addressed as "Mr. Chair" or "Madam Chair". Councillors will be addressed as "Councillor [surname]". Staff will be addressed either by title or by name (e.g. Director Jones or Ms. Jones).
- (d) If Council wishes to pass a motion as a result of input received during the Question and Comment Period relative to an issue that is not on the agenda, a motion or general consent to temporarily suspend the rules is required.

(e) As per the *Community Charter* (ss. 132-133), the Chair at a Council meeting must preserve order. If the Chair considers that another person at the meeting is acting improperly or disrupting the Council meeting, that person's behavior will be addressed. The Chair may order the person expelled from the meeting should the person choose to not adhere to the decisions of the Chair.*

- (2) The following guidelines apply to community engagement during EPC meetings:
 - (a) For each agenda item, once Council and Staff have had the opportunity to discuss the topic as presented, the floor will open for community dialogue, for a maximum of 30 minutes per agenda item, or otherwise at the discretion of the Chair.
 - (b) Each guest will have an opportunity for up to five (5) minutes of dialogue with Council.
 - (c) Questions or comments must pertain to the current agenda item and will not be permitted on items not yet presented or not on the agenda.

- (d) Those appearing before Council must state their full name and city of residence, with the option to include other details such as address or neighbourhood, if it is helpful to the conversation.
- (e) Those appearing before Council should address their questions or comments to the Chair.
- (f) As per the *Community Charter* (ss. 132-133), the Chair at a Council meeting must preserve order. If the Chair considers that another person at the meeting is acting improperly or disrupting the Council meeting, that person's behavior will be addressed. The Chair may order the person expelled from the meeting should the person choose to not adhere to the decisions of the Chair.

20. Consent Agenda

- (1) On a regular Council agenda, as determined by the Mayor, in consultation with the Corporate Officer, non-controversial, routine items which do not require discussion or debate may be grouped together under Consent Agenda.
- (2) Subject to subsection (4), Consent Agenda items will be dealt with through one resolution of Council to receive into the record and approve any recommendations listed within the Consent Agenda.
- (3) Items to be included in the Consent Agenda are:
 - (a) minutes;
 - (b) correspondence;
 - (c) reports for information; and
 - (d) other items for which debate is not expected.
- (4) Items listed in the Consent Agenda are considered for receipt into the record in one motion unless a member of Council wishes to speak to an item.
- (5) The Chair will ask members what items, if any, they wish to remove from the Consent Agenda to be discussed or debated individually.
- (6) If any member requests that an item be removed from the Consent Agenda, it must be removed. Members may request that an item be removed for any reason. They may wish to discuss an item, query an item, or register a vote against an item.

- (7) Corrections to minutes may be noted without removing the item from the Consent Agenda.
- (8) The Chair will then ask that the members receive into the record those items not removed from the Consent Agenda.
- (9) Removed items will then be discussed, debated, and voted on individually.

21. Voting at Meetings*

- (1) The following procedures apply to voting at Council meetings:
 - (a) When debate on a matter is closed, the Chair must put the matter to a vote of Council members;
 - (b) When Council is ready to vote, the Chair will put the matter to a vote by calling the question by saying:
 - (i) "Those in favour?"; and then,
 - (ii) "Those opposed?"
 - (c) When the Chair is putting the matter to a vote under subsections (a) and (b), a member must not:
 - (i) cross or leave the room;
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
 - (d) After the Chair finally puts the question to a vote under subsection (b), a member must not speak to the question or make a motion concerning it;
 - (e) The Chair's decision about whether a question has been finally put is conclusive;
 - (f) Whenever a vote of Council on a matter is taken, each member present will signify their vote by raising their hand;
 - (g) The Chair must declare the result of the voting by stating that the motion was carried or defeated;
 - (h) Should a member refrain from voting when a question is put, the member shall be regarded as having voted in the affirmative and

the member's vote shall be counted accordingly;

- (i) The Corporate Officer must record all dissenting votes either for or against a question.

22. Delegations

- (1) Delegations will be scheduled in accordance with the '*Delegations Before Council*' Policy C010, as amended from time to time.

23. Points of Order*

- (1) The Chair must preserve order and, subject to an appeal [see section 24.7(c)], decide points of order that may arise.
- (2) Without limiting the Chair's duty under s. 132(1) of the *Community Charter [authority of Chair]*, the Chair must apply the correct procedure to a motion:
 - (a) if the motion is contrary to the rules of procedure in this Bylaw; and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (3) When the Chair is required to decide a point of order:
 - (a) the Chair must cite the applicable rule or authority if requested by another Council member; and
 - (b) another member must not question or comment on the rule or authority cited by the Chair under subsection (3)(a).

24. Conduct and Debate*

- (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the Chair.
- (2) Members must address the Chair by that person's title of Mayor, Acting Mayor, or Chair.
- (3) Members must address other non-Chairs by the title of Councillor or Mayor, as applicable.
- (4) A member must not interrupt another member who is speaking, except:
 - (a) to raise a point of order, as per section 23; or

- (b) to raise a matter of privilege, as per section 31.
- (5) If more than one member speaks, the Chair must call on the member who, in the Chair's opinion, first spoke.
- (6) When debating a motion, the Chair will speak last, other than opening or preliminary comments to introduce the motion.
- (7) Members who are called to order by the Chair:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with s. 132 of the *Community Charter [authority of Chair]*.
- (8) Members speaking at a Council meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and
 - (e) must adhere to:
 - (i) the rules of procedure established under this Bylaw;
 - (ii) the Council Code of Conduct Policy C100; and
 - (iii) the decisions of the Chair and Council pertaining to the rules and points of order.
- (9) If a member does not adhere to subsection (8), the Chair may order the member to leave the member's seat; and
 - (a) if the member refuses to leave, the Chair may cause the member to be removed from their seat by a peace officer; and
 - (b) if the member apologizes to Council, Council may, by general consent or resolution, allow the member to retake their seat.
- (10) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.

- (11) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a member may speak more than once in connection with the same question only:
 - (i) with the permission of the Chair; or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter.
 - (b) a member who has made a substantive motion to Council may reply to the debate; and
 - (c) the Chair may set a time limit and the number of times that a member may speak on the same question or motion.
- (12) When a member wishes to leave the Council Chamber:
 - (a) they shall advise the Chair and be excused; and
 - (b) their absence and return, if applicable, will be noted by the Corporate Officer, or designate, in the minutes.

25. Conflict of Interest*

- (1) In accordance with s. 100 of the *Community Charter [disclosure of conflict]*, if a member attending a meeting considers that they have a direct or indirect pecuniary interest in a matter, or another interest in a matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why they consider this to be the case.
- (2) After making the declaration, it is the member's responsibility to ensure that they do not:
 - (a) remain at or attend any part of a meeting when the matter is under consideration;
 - (b) participate in any discussion of the matter at such meeting;
 - (c) vote on a question in respect of the matter at such meeting; or
 - (d) attempt in any way, whether before, during or after such meeting, to influence the voting on any question in respect of the matter.
- (3) When a declaration is made, the Corporate Officer will record the member's declaration or statement, the reasons given, the time of the

member's departure from the meeting, and, if applicable, the time of the member's return.

26. Motions Generally*

- (1) Council may debate and vote on a motion only if it is first moved by a Council member and then seconded by another Council member.
- (2) At the discretion of the Chair, a motion may be prefaced by a short explanation of the matter or a member can first request information or advice from the Chair in crafting a potential motion with respect to the matter.
- (3) A Council member may make only the following motions, when the Council is considering a question:
 - (a) to refer to staff, a committee or another person or group for consideration or further information;
 - (b) to amend;
 - (c) to lay on the table (postpone the question to later in meeting in order to consider a more urgent item);
 - (d) to defer (postpone) indefinitely;
 - (e) to defer (postpone) to a certain time;
 - (f) to call for the vote on the main question;
 - (g) to adjourn the debate.
- (4) A motion made under subsections (3)(c) to (g) is not amendable or debatable, with the exception that a motion to defer (postpone) to a certain time is debatable only as to the time and reasons for the deferral, and is amendable only as to the time to which the deferral refers.
- (5) If requested by a member, Council must vote separately on each distinct part of a question that is under consideration at a Council meeting, and in such circumstances a new mover and seconder are not required.
- (6) A member may propose a motion to refer or defer with respect to either:
 - (a) a matter which is on the agenda of a Council meeting but on which a motion has not yet been made; or
 - (b) a motion which is on the floor.

- (7) When a motion has been moved by a member and seconded by another member, it is deemed to be in the possession of Council, and such a motion:
 - (a) may only be withdrawn with the general consent of the members present; and
 - (b) may not be withdrawn after it has been voted on by Council.
- (8) Motions that have been withdrawn by Council will not be recorded in the minutes.
- (9) Until it is decided, a motion made at a Council meeting to refer to staff or a committee, or other person or group, precludes an amendment of the main question.

27. Motion for Main Question*

- (1) In this Section, "main question", in relation to a matter, means the motion that first brings the matter before Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, Council may again debate the question, or proceed to other business.

28. Amendments Generally*

- (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) The amendments permitted may take the form of deletion, addition, or substitution of words or figures, provided such deletions, additions or substitutions do not, in the opinion of the Chair, affect the intent of the original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if

requested by the Chair.

- (4) A proposed amendment must be decided, or withdrawn by the mover, before the motion being considered is put to a vote, unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been defeated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The Mayor must call the question on a motion which has been amended, in the following order:
 - (a) a sub-amendment;
 - (b) an amendment to the original motion;
 - (c) the original motion.
- (9) A 'friendly amendment', which is an amendment that changes the main motion in an insignificant way and does not change the intent, need not be voted on separately from the main motion, but rather will be incorporated into the main question with the general consent of Council.

29. Reconsideration

- (1) In accordance with s. 131 of the *Community Charter [Mayor may require Council reconsideration of a matter]*, the Mayor may at any time within 30 days of the vote, require Council to reconsider and vote again on a matter that was the subject of a vote.
- (2) Subject to subsection (6), a Council member who voted on the prevailing side may, at the next Council meeting:
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (3) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.

- (4) Council must not discuss the main matter referred to in subsection (2) unless a motion to reconsider that matter is adopted in the affirmative.
- (5) A vote to reconsider must not be reconsidered.
- (6) Council may only reconsider a matter that has not:
 - (a) had the approval or assent of the electors and been adopted;
 - (b) been reconsidered under subsection (2) or s. 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*; or
 - (c) been acted on by an officer, employee, or agent of the City.
- (7) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this Section.
- (8) A bylaw, resolution, or proceeding that is reaffirmed under subsection (2) or s. 131 of the *Community Charter [mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

30. Privilege

- (1) In this Section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council;
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

31. Reports from Committees

- (1) Council may take any of the following actions in connection with a resolution it receives from a committee:

- (a) agree or disagree with the resolution;
- (b) amend the resolution;
- (c) refer the resolution back to the committee or to staff; or
- (d) postpone consideration of the resolution.

32. Adjournment

- (1) A Council may continue a Council meeting after 11:00 P.M. only by an affirmative vote of the Council members present.

33. Minutes

- (1) This section applies to the minutes of the meetings of Council, EPC and other committees established by Council.
- (2) Minutes of a meeting must be:
 - (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or Chair of the respective meeting, or by the member chairing the meeting at which the minutes are adopted.
- (3) The Corporate Officer may make minor amendments to approved minutes including, but not limited to:
 - (a) typographical errors;
 - (b) sequential numbering errors;
 - (c) grammatical errors; or
 - (d) completing missing information.
- (4) The names of the members who moved and seconded a motion will not be recorded in the minutes.
- (5) All votes on motions will be recorded as either carried or defeated, as applicable, with the names of members who voted on the non-prevailing side, recorded in the minutes.

PART 7 – OTHER COMMITTEES

44. Select and Other Advisory Committees*

- (1) Council may establish and appoint select or other advisory committees in accordance with the City Committees Policy C102, as amended from time to time.
- (2) All proceedings related to Council meetings as detailed in PART 4 [*Council proceedings*] of this Bylaw apply to select and other advisory committee meetings, as applicable.
- (3) Select and other advisory committees established by Council will:
 - (a) consider, inquire into, report to, and make recommendations to Council about the matters referred to the committee by Council; and
 - (b) operate within their established Terms of Reference and in accordance with the City Committees Policy C102.



City of Pitt Meadows

Strategic Plan 2019 - 2022



Vision

Pitt Meadows Proud.

Mission

To maintain a friendly, safe and healthy community that values people, honours heritage, where all citizens are welcomed and growth is balanced with the protection of our natural place and quality of life.

1. Principled Governance

Decisions made by Council will be approached in an open, respectful and balanced manner that promotes social, economic, and environmental health and prosperity for current and future generations.

- **Community Voice.** Engage stakeholders in meaningful discussion around the current and future success and prosperity of Pitt Meadows.
- **Advocacy.** Actively advocate for issues of importance to our community.
- **Katzie First Nation.** Prioritize and seek opportunities to strengthen and honour our relationship with Katzie First Nation.
- **Regional Relationships.** Proactively connect, collaborate and build strong relationships with our regional partners.
- **Fiscal Stewardship and Accountability.** Strive to maintain an informed balance between taxation levels and the delivery of quality City services.

2. Balanced Economic Prosperity

The City will develop appropriate mechanisms to facilitate long term community prosperity and employment opportunities, and ensure that the unique identity and integrity of the community are always considered as we strive for a thriving economy.

- **Business Vitality.** Foster a vibrant and diverse economy where local businesses thrive.
- **Agriculture.** Support and advocate for the continued viability of our agricultural industry.
- **Affordability.** Promote accessible and affordable transportation, daycare and housing opportunities to help families and businesses thrive.
- **Employment.** Help residents improve their quality of life by encouraging and sustaining diverse, well-paying employment opportunities close to home.
- **Tourism.** Develop tourism industry by attracting visitors and business to the city.
- **Airport.** Encourage economic development initiatives for the Pitt Meadows Regional Airport and strengthen its interface with the community.

3. Community Spirit and Wellbeing

There is a strong sense of pride, place and belonging in the community.

- **Pride and Spirit.** Create opportunities through arts, culture, recreation and signature events for residents to gather, connect and experience the vibrancy and diversity of our city.
- **Health and Safety.** Provide high-quality public health and safety programs and emergency preparedness.
- **Wellness.** Provide and encourage a community conducive to healthy, inclusive and accessible living.
- **Natural Environment.** Promote the conservation and enhancement of our natural environment for the benefit of current and future generations.
- **Housing Diversity.** Encourage diversity in housing types to foster an inclusive, affordable, multi-generational community.

4. Transportation and Infrastructure Initiatives

Ensure roads, facilities, and systems allow for innovation and transformation in the City.

- **Infrastructure.** Proactively plan for the replacement of our infrastructure.
- **Investments.** Invest tax dollars to ensure the long-term viability and sustainability of our infrastructure.
- **Improved Transportation.** Reduce congestion throughout our city with improved infrastructure and access to affordable, alternative forms of transportation.
- **Active Transportation.** Encourage a livable, healthy and environmentally responsible community through the promotion of active modes of transportation.
- **Preparedness.** Continue to monitor and focus on dike infrastructure as we advocate for, and strengthen, partnerships with external agencies and governments to ensure our community is protected.

5. Corporate Excellence

The City will honour and respect the public's trust through open communication, inclusive and balanced decision-making, responsible financial management, and excellence in service.

- **Corporate Culture.** Recognize the integral role that every staff member, elected official and resident plays in, and their connection to, the success of our city.
- **Employee Excellence.** Recognize the critical role of City staff in achieving corporate excellence, and prioritize the hiring, development and retention of key and exemplary employees.
- **Responsive.** Create a culture that is responsive and focused on excellence in customer service.
- **Accountability.** Demonstrate open and honest accountability in all activities.
- **Resources.** Structured to ensure there are adequate and suitable resources to respond to the needs of the community.

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Respectful Workplace

Effective Date: December 4, 2018
Revised Date:
Revised Date:

1. POLICY STATEMENT

The City of Pitt Meadows is committed to providing and maintaining a positive and safe workplace free from any prohibited conduct where all employees, elected officials, volunteers, contractors, suppliers, and visitors act and are treated with respect and dignity. The application of the City's respectful workplace policy will promote the well-being of all in the workplace and reinforce the values of integrity and trust that are the foundation of a strong organization.

2. PURPOSE

The purpose of this policy is:

- to assist all employees and elected officials in identifying and preventing discriminatory and personal harassment in the workplace; and
- to provide procedures for handling and resolving complaints.

3. SCOPE

This policy applies to all bargaining unit employees, elected officials, management and exempt employees as well as to those with whom the City conducts business and at all sites where business activities are undertaken for the City. It applies to all situations where activities are connected to work with the City and could impact employment during and outside of regular business hours, at and away from the workplace. This includes:

- activities on City premises;
- work assignments outside City premises;
- work-related conferences, training sessions and seminars;



- work-related travel;
- work-related social functions that are sponsored or organized by the City.

This policy is not intended to constrain normal social interactions.

4. AUTHORITY TO ACT

This policy is developed in accordance with Sections 115, 116, and 117 of the Workers Compensation Act which sets out the general duties of employers, workers, and supervisors respectively, and Guideline G-D3-115(1)-3 Bullying and Harassment, of the Workers Compensation Act.

Members of the public, visitors to City facilities, or individuals conducting business with the City are expected to adhere to this policy. This includes refraining from inappropriate behaviour towards employees, elected officials, and persons acting on behalf of the City of Pitt Meadows. If inappropriate behaviour occurs, the City will take appropriate action to ensure a respectful workplace. This could include barring the person from facilities or discontinuing business with contractors or suppliers.

5. POLICY

The responsibility for creating and maintaining a positive workplace rests with all persons sharing our workplace including all employees and elected officials. Bullying and harassment is not acceptable or tolerated in the workplace. The intent is also to promote public trust and confidence in Council, City staff and the community.

All those subject to this policy share a vision of a safe, healthy, and rewarding work environment that is characterized by professionalism, collegiality, and cooperation.

We will foster a work environment that values and respects people's dignity, ideas and beliefs. This policy prohibits conduct defined below as either discriminatory harassment or personal harassment, including discrimination or harassment prohibited by the Human Rights Code.

We will not tolerate behaviour which may undermine the respect, dignity, self-esteem, or productivity of any employee. Conduct contrary to this policy may result in disciplinary action, up to and including termination of employment. Complaints under the policy will be addressed in an impartial, timely and confidential manner.



Off duty conduct which has an impact in the workplace may be subject to the requirement of this policy. For Council, see also Council Code of Conduct Policy.

This policy is not to be interpreted, administered or applied in any way to detract from the rights and obligation of those in supervisory roles to manage and discipline employees. All complaints of harassment will be given due consideration and properly investigated.

There will be no retaliation or reprisals against anyone who in good faith reports violations to this policy or participates/cooperates in a complaint investigation process even if sufficient evidence is not found to substantiate the concern.

5.1 Definitions

The B.C Human Rights Code (the "Code") prohibits discrimination including harassment on the basis of prohibited ground as outlined in Section 13. The prohibited grounds include race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, and conviction of a criminal or summary offence that is unrelated to the employment or the intended employment of that person.

Discrimination means act or instance of making an unfair or differential treatment or consideration of an individual or group, whether intentional or unintentional.

Harassment is defined as one or a series of incidents of objectionable conduct, comment or act of tormenting by continued persistent attacks and criticism towards a group or individual. Harassment on prohibited grounds includes sexual harassment and personal harassment. In line with this policy, harassment also means any form of retaliation undertaken as a result of an individual having invoked, or in any way been involved with a complaint lodged pursuant to this policy where:

- such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group;
- submission to such conduct is made either implicitly or explicitly a condition of employment;



- submission to or rejection of such conduct is used as a basis for any employment decision including, but not limited to matters of promotion, increases in salary, job security or benefits affecting the employee; or
- such conduct has the purpose or effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Sexual Harassment means the making of unwanted and offensive sexual advances or of sexually offensive remarks or acts, which may have detrimental effect on the work environment or lead to adverse job related consequences for the victim of the harassment.

Sexual harassment may include but is not limited to:

- displaying inappropriate sexual images or posters in the workplace;
- sexual advances with actual or implied work related consequences;
- inappropriate touching, including pinching, patting, rubbing, or purposefully brushing up against another person;
- making inappropriate sexual gestures;
- sharing sexually inappropriate images or videos, such as pornography, with co-workers;
- sending suggestive letters, notes, or e-mails;
- telling lewd jokes, or sharing sexual anecdotes;
- staring in a sexually suggestive or offensive manner, or whistling;
- making sexual comments about appearance, clothing, or body parts;
- asking sexual questions, such as questions about someone's sexual history or their sexual orientation;
- making offensive comments about someone's sexual orientation or gender identity.

Personal Harassment means a disruptive, work-related objectionable conduct towards a specific person which serves no legitimate work purpose and has the effect of creating an intimidating, humiliating, hostile or offensive work environment which threatens dignity, respect and job performance.

Personal harassment may include but is not limited to:

- bullying;
- threats;
- coercion;



- malicious or intimidating gestures or actions;
- verbal assault or ostracizing;
- taunting;
- threatened or actual physical assault;
- humiliation, insults, rudeness;
- gossip;
- Slander.

It is not disruptive and disrespectful conduct to:

- comply with professional, managerial or supervisory responsibilities to evaluate and report on the performance, conduct or competence of employees;
- express opinions freely and courteously;
- respectfully engage in honest differences of opinion.

Bullying consists of treating abusively and affecting by means of force or coercion that could hurt or isolate a person in the workplace. Bullying can involve the use of negative physical contact or the use of superior strength or influence to intimidate someone, typically to force them to do something. It usually presents a pattern of behaviour that is intended to offend, degrade or humiliate a person or group of people which has been described as the assertion of power through aggression.

Disrespectful Conduct means conduct or comment that is objectionable or unprofessional and serves no legitimate work purpose and has the effect of creating an intimidating, humiliating, hostile or disrespectful work environment. Such conduct, which may be physical or psychological in nature, is prohibited by this policy and by the Code if it is based on one of the prohibited grounds.

Improper Activity or Behaviour includes:

- the attempted or actual exercise by a person towards another person of any physical force so as to cause injury and includes any threatening statement or behaviour which gives the person reasonable cause to believe he or she is at risk of injury; and
- horseplay, unwelcome practical jokes, unnecessary running or jumping or similar conduct.



Elected Official means those individuals elected to Council and includes the Mayor and Councillors of the City of Pitt Meadows. See also Council Code of Conduct Policy.

Complainant means an individual who believes that he or she has a complaint of conduct contrary to the policy and is bringing forward the complaint.

Respondent means an individual against whom an allegation(s) of conduct contrary to the policy has been made and who is responding to the allegation(s) made in the complaint.

Manager means the Division head or the immediate exempt level supervisor of either the Complainant or the Respondent.

Investigator means the person assigned to investigate the complaint. The Investigator may be the Director of Human Resources or delegate, or at the Director's discretion, an external third party.

Internal Investigator means an individual within the organization assigned or designated to investigate an incident.

External Investigator means an individual from outside the organization contracted to investigate an incident.

Mediation means a voluntary process used to resolve conflict by having a neutral, trained third party help the disputing parties arrive at a mutually acceptable solution.

Policy means the *Respectful Workplace Policy*.

Target means the person(s) who is the focus of bullying and harassment

Worker means a worker as defined under the Workers Compensation Act, and includes a supervisor or other representative of the employer.

Workplace includes:

- City offices, buildings, facilities, vehicles or worksites;
- locations visited by employees while traveling on City related business including conferences, meetings, vendor/supplier or customer sites;
- internet communications;



- locations of work-related social gatherings or any other locations where the prohibited conduct may have a subsequent impact on the work relationship.

5.2 Roles and Responsibilities

Mayor and Council Members are expected to:

- proactively maintain a workplace free from discrimination and personal harassment;
- comply with the Respectful Workplace Policy and not participate in discriminatory or harassing behaviour;
- ensure they understand the Policy; lack of awareness of the Policy is not a defense for discriminatory or harassing behaviour;
- exemplify respectful speech and behavior.

All Employees are expected to:

- comply with the Respectful Workplace Policy and not participate in discriminatory or harassing behaviour;
- speak out against unacceptable behaviours in the workplace in a skillful and sensitive manner;
- be knowledgeable of, and abide by, Policy Guidelines D3-116-1, (Workers Duties) of the Workers Compensation Act;
- ensure they understand the Policy; lack of awareness of the Policy is not a defense for discriminatory or harassing behaviour;
- attend scheduled training sessions designed to familiarize them with the policy.

Managers and Supervisors are expected to:

- ensure the principles of the Policy are reflected in the execution of duties, operational policies and practices within their area of responsibility;
- model inclusive and professional behaviour and not participate in discriminatory or harassing behaviour;
- communicate and support this Policy by ensuring all workers under their supervision are provided with a copy of the Policy including knowledge of their rights and responsibilities;



- participate actively and take necessary action in the resolution and investigation of complaints and implement required remedial action;
- report incidents of harassment;
- be knowledgeable of, and abide by Sections 115 (1)(a), 115 (2)(e) and Policy Guidelines D3-115-2 and D3-117-2 (Supervisors Duties), of the Workers Compensation Act;

Members of the union executives and shop stewards are expected to:

- ensure enhanced employee awareness of respectful conduct in the workplace through appropriate support of City initiatives;
- assist and support members with the complaint resolution process.

Human Resources is expected to:

- review investigation reports to determine the outcome of complaints;
- inform complainants and respondents, in writing, of the outcomes of investigations;
- impose discipline or take other action, such as providing education, to improve employees' understanding of respectful workplaces;
- ensure this Policy and related procedures are reviewed annually.

5.3 Guidelines

Each employee of the City is responsible for conducting herself/himself within the spirit and intent of this policy as well as contributing towards a safe, welcoming and inclusive work environment free from discrimination, sexual harassment, personal harassment and bullying.

5.4 Confidentiality

All persons involved in a complaint under this policy shall ensure the matter is kept confidential in accordance with the Freedom of Information and Protection of Privacy legislation.

Any unwarranted breach of confidentiality may result in disciplinary action against those responsible. The release of information will only be on a need to know basis during the investigation after due consultation with Human Resources.



5.5 Malicious Reports

An investigation may determine that a complaint is not supported and that there is no breach of this policy. Such a finding does not necessarily mean that the complaint was malicious.

Malicious complaints are those where the complainant or others know there is no foundation to the complaint and where the complaint is filed for the purpose of bringing an adverse consequence to the respondent or another employee of the City. Such complaints are a breach of this policy and any employee engaged in presentation or filing of such a complaint may be subject to discipline, up to and including dismissal.

Decisions made under this process are considered final. A decision made under this process does not affect the rights of an individual to seek recourse through the collective agreement, if applicable, or through the BC Human Rights Tribunal.

5.6 Procedures

These procedures provide guidance and direction in responding to, and resolving, allegations/complaints under the Respectful Workplace Policy.

Objectives

The objectives of the procedures are as follows:

- Provide direction to all staff and elected officials in the implementation of the Respectful Workplace Policy.
- Provide a consistent time sensitive process that is efficient and fair in resolving complaints/allegations in relation to respectful workplace issues.
- Ensure that complaints are dealt with objectively and confidentially.

Complaint Handling

The flow diagram in Appendix A summarizes both the formal and informal approach to complaint resolution. Where appropriate, employees or elected officials involved in a complaint are encouraged to utilize the informal resolution process.



Step 1: Informal Complaint Resolution

Before a formal process becomes necessary, an employee or elected official who believes that he/she has been subject to discrimination, harassment or bullying is encouraged to:

If comfortable, bring the matter to the attention of the individual responsible and advise them that the conduct is unwelcome and ask that the conduct cease. They may also consider seeking assistance from their supervisor/manager or a Health and Safety Committee member. In the case of elected officials, seek assistance from the Mayor or in the absence of the Mayor, the Acting Mayor. See also Council Code of Conduct Policy.

If the conduct persists, or if the individual does not feel comfortable dealing with the person responsible for the conduct, the individual should submit their concern in writing to either their Manager or Human Resources and in case of elected officials Mayor or designate who will review with the individual the options for resolution.

The Manager or Human Resources or Mayor/Acting Mayor, will meet with the parties (either separately or together) and attempt to mediate a resolution that is acceptable to both parties. If a solution is reached, the complaint will be deemed resolved.

Step 2: Formal Complaint

Should the employee/elected official feel the informal complaint resolution process was unsuccessful or not possible, the employee/elected official may proceed with filing a formal complaint. This should be done within ten (10) calendar days from the date of incident or date resolution was attempted.

The Respectful Workplace Complaint Form (Appendix B) should be forwarded to individual(s) designated for the management of formal complaints as follows:

- Human Resources for all complaints involving individuals of the level of Managers and below except for those employees in the Human Resources Department;
- The CAO for complaints involving Directors and all staff in the Human Resources Department;
- The Director HR for all complaints involving the CAO.

An external investigator will be appointed by the CAO for all complaints involving a staff member and/or member of the public with respect to



allegations against a member of Council (including the Mayor). When the allegation is made by a member of Council against another member of Council (including the Mayor), see Council Code of Conduct Policy.

The identity of the complainant and the nature of the complaint shall be made known to the individual alleged to have engaged in disrespectful behaviour (the Respondent). The respondent shall be provided an opportunity to explain his/her behaviour and to have such explanations properly considered.

Upon receipt of the Harassment Complaint Form, Human Resources or designated individual will review the complaint and have the discretion to either conduct an investigation, appoint a neutral third party to investigate within fifteen (15) calendar days or dismiss the complaint if it would not constitute a violation of this policy or the Human Rights Code.

If the complaint is dismissed, Human Resources or designated individual will inform the complainant of the reasons in writing.

If an investigation is to be conducted, the procedures are outlined below under the section Investigative Process. Time limits provided in the Code prevail where an individual wishes to file a formal complaint with the BC Human Rights Tribunal.

Additional Points

Though a full record of events is not required to file a complaint, it will assist in establishing a case and helping you remember details as time passes.

Colleagues and witnesses are encouraged to bring incidents of harassment, bullying or discrimination that they observe to the attention of Human Resources. However, no investigation under the Respectful Workplace Policy will occur without the receipt of a written complaint from the employee allegedly being affected, or an employee who witnessed the harassment.

Professional counselling is available through our Employee Assistance Program and valuable and confidential assistance is available over the phone or in person.

Employees and elected officials have other options of filing a complaint of harassment, bullying or discrimination with the BC Human Rights Tribunal and the police, if circumstances warrant it.



Investigative Process

Most investigations will be conducted internally. Depending on the situation, Human Resources or designate will conduct the investigation. In complex or sensitive situations, an external investigator will be appointed by Human Resources.

If the complaint is made against the Mayor or a Council Member, the parties involved will be provided notification from the CAO or designate, information about the nature of the complaint at a closed meeting. The Chief Administrative Officer (CAO) will appoint an external investigator to investigate the complaint. The external investigator shall be directed to make findings of fact and conclusion as to whether the facts constitute harassment. The Mayor will receive the report and make any decisions and direct as appropriate. See also Council Code of Conduct Policy.

- a. Human Resources, or CAO in case of elected officials, will assign investigators to the case. The investigators are to act as fact finder and will not be responsible for determining if there is a breach of the policy or any outcomes of the investigation. These investigators will be appropriately trained.
- b. The investigation will be conducted as quickly as possible. The complainant will be contacted by an investigator within two working days of the complaint being accepted for investigation.
- c. The respondent will be provided with the complainant's name and information on the particulars of the complaint and offered an opportunity to respond.
- d. The complainant, the respondent, and any individuals who may be able to provide relevant information will be interviewed individually and their responses summarized on the Respectful Workplace Investigation Form (Appendix D). Each party has the right to be accompanied by, or represented by, a person of choice.
- e. When the investigation is complete for employees or Mayor, the investigators will file a report with Human Resources and CAO or Mayor (in case of elected officials) which will summarize the allegations, responses and finding. The report will not contain a recommendation on findings.
- f. Human Resources and CAO or Mayor (in case of elected official) may find one, the other, or both parties in contravention of this policy. Determining culpability and discipline will be the sole responsibility of Human Resources and CAO or Mayor (in case of elected official). In the



case of an allegation against the Mayor and/or one or more additional members of the Council, the balance of Council where a quorum exists will be the decision makers. If quorum is not maintained, then assistance from the Province will be sought to deal with the situation. Human Resources and CAO or Mayor (in case of elected official) will inform both the complainant and respondent in writing (Respectful Workplace Investigation Resolution Form (Appendix E)) of the decision. Human Resources will meet with the respondent, his or her Manager and any other parties deemed relevant to the proceedings to discuss the findings of the investigator's report, to review the policy, and to outline the actions to be taken to remedy the situation. The respondent will be invited to involve a support person.

- g. Human Resources will consider remedy or discipline options including but not limited to: individual or group education, job site or position transfer, training, mediation counselling, no contact for a period of time, temporary or permanent changes to reporting structures or work assignments, and discipline up to and including termination of appointment.
- h. Where appropriate, such determination will be reviewed with the CAO. The approved decision by the CAO (and Mayor for elected officials) is considered final.

5.7 Grievance/Appeal Process

If a complaint or respondent is not satisfied with the final decision in respect to the complaint, several avenues may be considered:

- a. WorkSafe BC's role is to ensure that the employer in question has adequate policies and procedures in place to address bullying and harassment, and that the employer conducts investigations into bullying and harassment complaints. WorkSafe BC's role is not to resolve or mediate any specific disputes or conflicts.
- b. Bargaining Unit employees – decisions relating to a respectful workplace complaint may be grieved by a member of the bargaining unit.
- c. Management and Exempt employees – see the Director of Human Resources for more information.



5.8 Documentation

- a. Human Resources and, in case of elected officials, the office of the Mayor, will maintain all documentation pertaining to the complaint in a confidential manner.
- b. When the allegations are not proven and there is no disciplinary action, there shall be no records of the complaint placed in the personnel files of the complainant, the witnesses or the respondent.
- c. Where a complaint is substantiated, the incident will be recorded in the respondent's file.

5.9 Training

Training for all staff and elected officials will include the following:

- a. How to recognize bullying, harassment and discrimination;
- b. How staff who experience or witness bullying and harassment should respond;
- c. Procedures for reporting and how the employer follows up with incidents and complaints;
- d. Documentation/forms review.

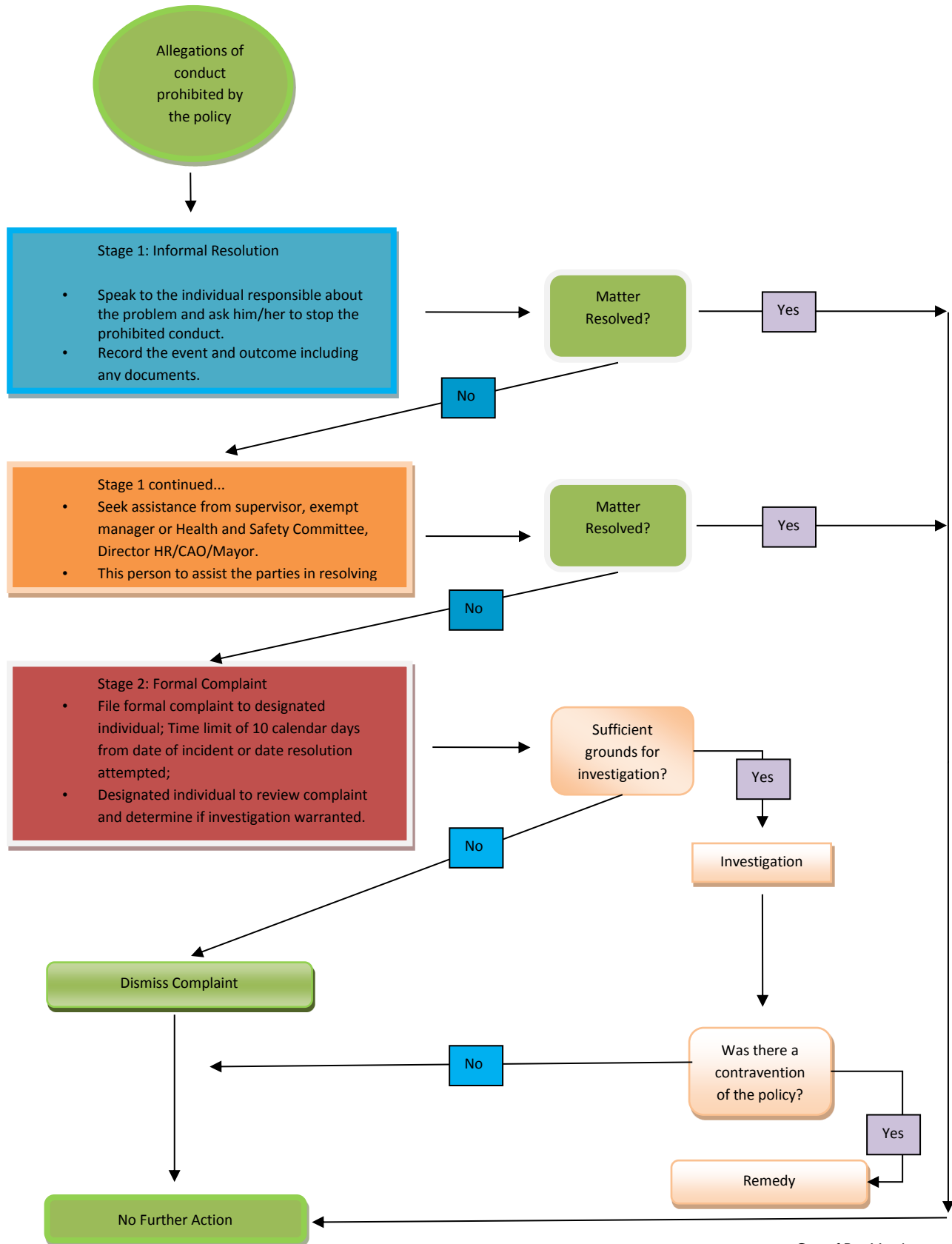
Training will occur as required and will be included in orientation.

5.10 Annual Review

This program and these procedures will be reviewed annually. All workers will be advised and educated on this policy and program when they are hired through the employee orientation process.

6. RELATED POLICIES

C100 Council Code of Conduct Policy





CITY OF PITT MEADOWS – RESPECTFUL WORKPLACE COMPLAINT FORM

Date: _____

Name: _____

Department: _____

Job Title: _____ Designated Individual _____

1. Who was responsible for the harassment? _____

2. Describe the nature of harassment:

First incident: _____

Approximate date, time and place: _____

What was your reaction? _____

Second incident: _____

Approximate date, time and place: _____

What was your reaction? _____

Subsequent incidents: _____

Approximate date, time and place: _____

What was your reaction? _____

3. List any witnesses to the harassment: _____

I UNDERSTAND THAT THESE INCIDENTS WILL BE INVESTIGATED, BUT THIS FORM WILL BE KEPT CONFIDENTIAL.

Complainant's Signature: _____ Date: _____

Human Resources / Office of CAO/Mayor:

Date of investigation of complaint: _____ Date of final report: _____

Date of follow-up with individual: _____

Results: _____



RESPECTFUL WORKPLACE COMPLAINT INVESTIGATION FORM

Date: _____

Investigator Name(s): _____

Investigator Department(s): _____

Investigator Position(s): _____

DOCUMENT REVIEW – List all documents reviewed (emails, notes, photographs, physical evidence, etc.)

INTERVIEWS

Person Interviewed (name, position):
Situation Description (include dates, words, actions) and impact (humiliated, intimidated, etc.)
Person Interviewed (name, position):
Situation Description (include dates, words, actions) and impact (humiliated, intimidated, etc.)
Person Interviewed (name, position):
Situation Description (include dates, words, actions) and impact (humiliated, intimidated, etc.)

OUTCOMES

Based on the investigation, did workplace bullying, harassment or discrimination occur? Yes No

Reasons for this conclusion: _____



RESPECTFUL WORKPLACE COMPLAINT RESOLUTION

Date: _____

Complainant Information

Name: _____

Department: _____

Date reported: _____

Nature of Complaint _____

Respondent Information

Name: _____

Department: _____

Other

Complaint received by: _____

Date received: _____

Investigators: _____

Complaint Resolution:

Name

Title

Signature

Date of notification to both parties



A copy of this policy will be given to, and reviewed with, each individual and a statement saying such was done shall be signed by that individual and kept in their personnel file.

I _____ acknowledge receipt of and have read

Name

The City of Pitt Meadows Respectful Workplace Policy.

Signature: _____

Date: _____

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COMMUNITY CHARTER

[SBC 2003] CHAPTER 26

Part 4 — Public Participation and Council Accountability

Division 6 — Conflict of Interest

Disclosure of conflict

100 (1) This section applies to council members in relation to

- (a) council meetings,
- (b) council committee meetings, and
- (c) meetings of any other body referred to in section 93 [*application of open meeting rules to other bodies*].

(2) If a council member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has

- (a) a direct or indirect pecuniary interest in the matter, or
 - (b) another interest in the matter that constitutes a conflict of interest,
- the member must declare this and state in general terms the reason why the member considers this to be the case.

(3) After making a declaration under subsection (2), the council member must not do anything referred to in section 101 (2) [*restrictions on participation*].

(4) As an exception to subsection (3), if a council member has made a declaration under subsection (2) and, after receiving legal advice on the issue, determines that he or she was wrong respecting his or her entitlement to participate in respect of the matter, the member may

- (a) return to the meeting or attend another meeting of the same body,
- (b) withdraw the declaration by stating in general terms the basis on which the member has determined that he or she is entitled to participate, and
- (c) after this, participate and vote in relation to the matter.

(5) For certainty, a council member who makes a statement under subsection (4) remains subject to section 101 [*restrictions on participation if in conflict*].

(6) When a declaration under subsection (2) or a statement under subsection (4) is made,

- (a) the person recording the minutes of the meeting must record
 - (i) the member's declaration or statement,
 - (ii) the reasons given for it, and
 - (iii) the time of the member's departure from the meeting room and, if applicable, of the member's return, and
- (b) unless a statement is made under subsection (4), the person presiding at that meeting or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

Restrictions on participation if in conflict

- 101** (1) This section applies if a council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 100.
- (2) The council member must not
- (a) remain or attend at any part of a meeting referred to in section 100 (1) during which the matter is under consideration,
 - (b) participate in any discussion of the matter at such a meeting,
 - (c) vote on a question in respect of the matter at such a meeting, or
 - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.
- (3) A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Restrictions on inside influence

- 102** (1) A council member must not use his or her office to attempt to influence in any way a decision, recommendation or other action to be made or taken
- (a) at a meeting referred to in section 100 (1) [*disclosure of conflict*],
 - (b) by an officer or an employee of the municipality, or
 - (c) by a delegate under section 154 [*delegation of council authority*],
- if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

(2)A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Restrictions on outside influence

103 (1)In addition to the restriction under section 102, a council member must not use his or her office to attempt to influence in any way a decision, recommendation or action to be made or taken by any other person or body, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

(2)A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Exceptions from conflict restrictions

104 (1)Sections 100 to 103 do not apply if one or more of the following circumstances applies:

- (a)the pecuniary interest of the council member is a pecuniary interest in common with electors of the municipality generally;
- (b)in the case of a matter that relates to a local service, the pecuniary interest of the council member is in common with other persons who are or would be liable for the local service tax;
- (c)the matter relates to remuneration, expenses or benefits payable to one or more council members in relation to their duties as council members;
- (d)the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter;
- (e)the pecuniary interest is of a nature prescribed by regulation.

(2)Despite sections 100 to 103, if a council member

- (a)has a legal right to be heard in respect of a matter or to make representations to council, and
- (b)is restricted by one or more of those sections from exercising that right in relation to the matter,

the council member may appoint another person as a representative to exercise the member's right on his or her behalf.

Restrictions on accepting gifts

105 (1)A council member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of the duties of office.

(2)Subsection (1) does not apply to

(a)a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office,

(b)compensation authorized by law, or

(c)a lawful contribution made to a member who is a candidate for election to a local government.

(3)A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Disclosure of gifts

106 (1)This section applies if

(a)a council member receives a gift or personal benefit referred to in section 105

(2) (a) that exceeds \$250 in value, or

(b)the total value of such gifts and benefits, received directly or indirectly from one source in any 12 month period, exceeds \$250.

(2)In the circumstances described in subsection (1), the council member must file with the corporate officer, as soon as reasonably practicable, a disclosure statement indicating

(a)the nature of the gift or benefit,

(b)its source, including, if it is from a corporation, the full names and addresses of at least 2 individuals who are directors of the corporation,

(c)when it was received, and

(d)the circumstances under which it was given and accepted.

(3)A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the

contravention was done inadvertently or because of an error in judgment made in good faith.

Disclosure of contracts with council members and former council members

107 (1) If a municipality enters into a contract in which

(a) a council member, or

(b) a person who was a council member at any time during the previous 6 months,

has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a council meeting that is open to the public.

(2) In addition to the obligation under section 100 [*disclosure of conflict*], a council member or former council member must advise the corporate officer, as soon as reasonably practicable, of any contracts that must be reported under subsection (1) in relation to that person.

(3) A person who contravenes subsection (2) is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Restrictions on use of insider information

108 (1) A council member or former council member must not use information or a record that

(a) was obtained in the performance of the member's office, and

(b) is not available to the general public,

for the purpose of gaining or furthering a direct or indirect pecuniary interest of the council member or former council member.

(2) A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Disqualification from office for contravening conflict rules

108.1 A person disqualified from holding office under this Division is disqualified from holding office

(a) on a local government,

- (b) on the council of the City of Vancouver or on the Park Board established under section 485 of the *Vancouver Charter*, or
 - (c) as a trustee under the *Islands Trust Act*
- until the next general local election.

Court order for person to give up financial gain

- 109** (1) If a council member or former council member has
- (a) contravened this Division, and
 - (b) realized financial gain in relation to that contravention,
- the municipality or an elector may apply to the Supreme Court for an order under this section.
- (2) Within 7 days after the petition commencing an application under this section is filed, it must be served on
- (a) the council member or former council member, and
 - (b) in the case of an application brought by an elector, the municipality.
- (3) On an application under this section, the Supreme Court may order the council member or former council member to pay to the municipality an amount equal to all or part of the person's financial gain as specified by the court.
- (4) In the case of an application made by an elector, if the court makes an order under subsection (3), the municipality must promptly pay the elector's costs within the meaning of the Supreme Court Civil Rules.
- (5) The court may order that costs to be paid under subsection (4) may be recovered by the municipality from any other person as directed by the court in the same manner as a judgment of the Supreme Court.
- (6) Except as provided in subsection (4), the costs of an application are in the discretion of the court.

Chairing a Committee Meeting

Helpful Info	Speaking Notes
In Advance of the Meeting	
<ol style="list-style-type: none"> 1. Review topics, make notes on agenda outline 2. Give Committee Clerk advance notice of any anticipated motions not included in agenda outline 3. Be mindful of staying on task/topic in order of agenda item 	
Call to Order	
<p>The Chair will open all committee meetings with a call to order.</p>	<p><i>"Good evening everyone; I will call to order the meeting of the INSERT COMMITTEE NAME, held on INSERT DATE, at INSERT TIME."</i></p> <p>(You can read this information from the top of your agenda outline)</p>
Late Items	
<p>Late items are permissible with unanimous consent from all voting members. Look to your other committee members to ensure there are no concerns.</p> <p>IF there are concerns re: adding late items (this may happen if people feel unprepared to discuss the topic), then you can recommend to the Staff Liaison that the item be added to the next meeting agenda.</p>	<p><i>"Are there any late items to include on tonight's agenda?"</i></p> <p>If yes...</p> <p><i>"Are there any concerns with the late additions? Seeing none, we'll move to adoption of the agenda as amended."</i></p>
Approval of Agenda	
	<p><i>"Can I have a mover to approve the agenda as circulated (or 'as amended' if late items were approved)?"</i></p> <p><i>"Any discussion?"</i></p>

Helpful Info	Speaking Notes
	<p><i>"Seeing none, I will call the question: all in favour? Opposed?"</i></p> <p><i>"That carries."</i></p>
Adoption of Minutes	
<p>FIRST ask for a mover and seconder for the adoption of the minutes. THEN, open it up for discussion re: errors and omissions.</p> <p>IF no amendments....</p> <p>IF amendments...</p>	<p><i>"Can I have a motion to adopt the minutes?"</i></p> <p><i>"Any amendments or changes to the minutes?"</i></p> <p><i>"I'll call the question: all in favor? Opposed? The motion carries."</i></p> <p><i>"I will call the question on the adoption of the minutes <u>as amended</u>: all in favour? Opposed? That carries."</i></p>
Delegations or Presentations	
<ol style="list-style-type: none"> 1. Introduce presenter and topic. 2. Once the presentation is complete, thank the presenter and invite questions from committee members. 3. The presenter is welcome to stay for the remainder of the minutes (if it's an open meeting), or may leave once their presentation is complete. 	
New Business	
<ol style="list-style-type: none"> 1. This section holds the bulk of the agenda items. 2. You will introduce each item individually. 3. If the Committee wishes to make a recommendation to Council on a particular item, you will ask for someone to move/second a motion. 4. Always check with the Committee Clerk to ensure they have properly captured the motion. 5. It is helpful to provide motions to the Clerk in writing if they are pre-planned. 	<p><i>"Our next agenda item is <INSERT NAME>, presented by <Name>."</i></p> <p>After the presentation...</p> <p><i>"Thank you, <Name>. Does the committee have any questions for <Name>?"</i></p> <p>Optional:</p> <p><i>"Does the committee wish to entertain a motion?"</i></p>

Helpful Info	Speaking Notes
	<p>Two of the most common motions for committees:</p> <p>Recommend – <i>“I move that the Committee recommend to Council that...”</i></p> <p>Support – <i>“I move that the Committee support the...”</i></p>
Round Table	
	<p><i>“We’ll do a round table discussion for those that may have items to share. Starting to my right....”</i></p>
Adjournment	
	<p><i>“Thank you everyone. Our next meeting is scheduled for <DATE/TIME> at <LOCATION>. This meeting is now adjourned.</i></p>

Main Steps of a Motion:

1. **Move.** A member will move the motion by stating,
 - “I move that <inserting motion details>”, or
 - “So moved” if the recommended motion was already stated.
2. **Second.** Another member raises their hand to second the motion by stating
 - “I’ll second the motion”, or simply
 - “Second”.
3. **State.** The Chair states the motion and confirms what has been moved/seconded (e.g. “It is moved and seconded that <repeat motion>”).
4. **Debate.** The Chair then opens the floor for discussion and debate. Raise your hand to signal to the Chair that you would like to speak. The Chair will call on committee members in the order in which they raise their hands. You can share your thoughts for or against the motion.
5. **Vote.** Once everyone has shared their thoughts, the Chair will then put the motion to a vote by stating,
 - “I will now call the question on the motion: All in favour?” [Those voting in the affirmative will raise their hands]
 - “Opposed?” [Those voting in the negative will raise their hands]
6. **Declare.** The Chair will then declare the results of the vote by stating,
 - “That carries”, or
 - “The motion is defeated”.

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Information Access & Privacy Protection

Effective Date: January 25, 2021
Last Revised:
CAO Signature:



PART 1 – INTRODUCTORY PROVISIONS

Policy Statement

1. The City of Pitt Meadows (the “City”) is subject to the Freedom of Information and Protection of Privacy Act (the “Act”) and is committed to the responsible management of personal and confidential information within the City’s custody and/or control.
2. The Act was proclaimed in 1993 and provides for information access and privacy rights in British Columbia. The purpose of the legislation is to provide the public with the right to request access to the records of public bodies, including a right of access to and a right to request correction of personal information about themselves. The Act also provides for a list of exceptions to the right of access, to balance the right of access with a need for confidentiality. The Act prevents the unauthorized collection, use or disclosure of personal information by public bodies and provides for an independent review of all City decisions made under the Act by the Office of the Information and Privacy Commissioner (OIPC).
3. The Act covers all public bodies including: provincial ministries; crown corporations; provincial agencies, boards, and commissions; and local public bodies **including municipalities**, health care bodies, social services bodies, educational bodies, and governing bodies of a profession or occupation.

Purpose

4. The purpose of this administrative policy, along with the individual protocol documents noted throughout this document, is to:
 - (a) establish the structure for the City’s Privacy Program, which was authorized by Council through the Freedom of Information Bylaw No. 2877, 2021; and

- (b) outline the City's requirements for, and procedures related to, the access to records under the custody and/or control of the City, and the protection of personal and confidential information.

Scope

5. This policy applies to all City employees, Council members, City committee members and other volunteers, and contracted service providers while performing their duties under contract to the City, **collectively referred to as 'Staff' throughout this Policy.**
6. The privacy obligations of the City equally apply and flow down to all service providers where collection, use, disclosure, security and access to personal information may be required while performing services under contract to the City.

Definitions

7. In this policy,
- (a) **Act** means the Freedom of Information & Protection of Privacy Act;
 - (b) **Applicant** means a person who submits a request for access to City records in accordance with section 5 of the Act;
 - (c) **Confidential Information** means a category of information with strict confidentiality requirements including but not limited to:
 - (i) economic or financial information;
 - (ii) third party business information, where its disclosure could harm the third party;
 - (iii) legal advice;
 - (iv) law enforcement information;
 - (v) the substance of deliberations of a Closed Council meeting; and
 - (vi) other proprietary information of the City;
 - (d) **Contact Information** means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;



- (e) **Control** means the authority to manage a record throughout its life cycle;
- (f) **Custody** means having physical possession of a record, including responsibility for access, managing, maintaining, preserving, disposing, and providing security;
- (g) **FOI request** means a 'Freedom of Information' request for access to records pursuant to section 5 of the Act;
- (h) **Information & Privacy Coordinator** means the Deputy Corporate Officer of the City;
- (i) **Personal information** means recorded information about an identifiable individual other than contact information;
- (j) **Privacy Department** means the Privacy Officer, the Information & Privacy Coordinator, and other City employees who support the City's Privacy Program;
- (k) **Privacy Officer** means the Corporate Officer, who is the Head as per the Act and as appointed by Council through the Freedom of Information Bylaw No. 2877, 2021;
- (l) **Reference Sheet** means a process document included within the Records Management & Privacy Program Manual, managed by and available from the Privacy Department;
- (m) **Record** includes books, documents, maps, drawings, letters, papers, and any other mechanism on which information is recorded or stored by mechanical, graphic, electronic, or other means;
- (n) **Responsive Record** means a record that fits within the scope of an FOI request;
- (o) **Staff** includes City employees, Council members, City committee members, other City volunteers, and contracted service providers.

Roles and Responsibilities

8. The **Privacy Officer** is responsible for:
 - (a) the development, maintenance, and oversight of the Privacy Program for the City, which establishes the necessary policies and procedures (collectively referred to as the “Privacy Program Manual”) to ensure the responsible management of information within the City’s custody and control;
 - (b) all matters related to the City’s access and privacy obligations under the Act;
 - (c) privacy-related awareness and training among Staff; and
 - (d) monitoring program compliance, investigating and tracking privacy incidents and breaches, and ensuring individuals' rights in compliance with privacy law.
9. The **Information & Privacy Coordinator** is responsible for the following aspects of the Privacy Program:
 - (a) Preparation of responses to, and main point of contact for, FOI requests;
 - (b) Maintenance of records and files related to FOI requests;
 - (c) Compilation of City records in response to FOI requests;
 - (d) Drafting Privacy Breach Reports;
 - (e) Supporting departments when drafting Privacy Impact Assessments; and
 - (f) Other tasks as appointed by the Privacy Officer.
10. **Employees, Council members, City committee members and other volunteers** are responsible for reading and understanding this Policy, following the City’s individual privacy policies and protocols, and contacting the Privacy Officer with any access or privacy questions when necessary.
11. **Service Providers** are responsible for understanding their responsibilities to protect personal information as described within the **‘Records Management & Privacy Protection Schedule’** which is to be appended to all service agreements.

PART 2 – PRIVACY PROTECTION

Protection of Personal Information

12. All Staff will observe and ensure the following standards established by the Act regarding the collection, use, disclosure, and security of personal information:
- (a) Personal information within the City's custody and/or control will be protected at all times;
 - (b) Personal information will only be collected if the collection is authorized by legislation, is necessary for law enforcement, or is necessary for the operation of a program or activity of the City;
 - (c) Whenever possible, personal information will be collected directly from the individual the information is about;
 - (d) If personal information will be collected indirectly, Staff will consult the Privacy Officer first to ensure the collection is authorized under the Act;
 - (e) When collecting personal information, Staff will inform the individual of the specific use(s) of their information, the legal authority for the collection of that information, and the contact information of someone in the organization who can answer their questions about the collection;
 - (f) When collecting personal information from citizens who call the City, employees must advise the citizen what their personal information will be used for, that the personal information may be retained for future communications with the citizen, and that the citizen may contact the Privacy Officer if they have any questions regarding the collection, use or disclosure of their personal information;
 - (g) Staff will include a *Notice of Collection* on all City forms used to collect personal information; the notice will conform to the legal requirements outlined in the '*Collecting Personal Information*' Reference Sheet;
 - (h) Staff will only use personal information for the purpose for which it was collected or for a purpose consistent with that initial purpose, meaning the use has a reasonable and direct connection to the original stated purpose;

- (i) Staff will not store or access personal information outside of Canada, including the use of cloud storage services such as Dropbox, unless previously approved by the Privacy Officer.
- 13. Staff must attend the City's **Privacy Training**. Annual refresher training must also be attended to ensure their knowledge on privacy processes and practices is current.
- 14. All City employees, Council members, City committee members, and other City volunteers will read and sign the **Records Management & Privacy Protection Employment Agreement** (the "Agreement") to ensure they understand their role and responsibilities in the protection of personal information under the custody and/or control of the City.
- 15. A **Personal Information Inventory**, which is a record of the types and sensitivities of personal information being held by each department, will be maintained by the Privacy Officer. This enables the City to ensure all personal information in its custody and/or control is properly secured and protected from inappropriate use or disclosure.
- 16. The City's '**Verification of Identification**' Reference Sheet will be used by all Staff to verify the identity of an individual before discussing or releasing any personal information with that individual.
- 17. Employees and Council members will use their City assigned corporate email accounts when conducting City business, including when working remotely. Personal email accounts must never be used to conduct City business. Staff will follow the policies and procedures outlined in the City's **Acceptable Use of Information Technology Administrative Policy A009** to ensure that:
 - (a) the City is compliant with the Act;
 - (b) corporate email is being used appropriately; and
 - (c) unnecessary business risks to the City by misuse of corporate email is avoided.
- 18. When travelling with personal/confidential information or working offsite at another location, Staff will take measures to protect electronic and paper records, especially those containing personal or confidential information, from risks such as unauthorized collection, use, disclosure, access, and destruction. Staff will observe the standards of care established in the '**Records Management**

& Privacy Protection When Working Remotely' Reference Sheet to safeguard personal and confidential information while travelling or working remotely.

19. Where disclosures of personal information are occurring on a regular basis with an external third party, an **Information Sharing Agreement (ISA)** will be developed to document the expectations of the City and the third party regarding the security and protection of the personal information being disclosed or exchanged. Staff will contact the Privacy Officer to determine whether an ISA is required and for direction on the completion of an ISA.

Correction of Personal Information

20. Under the Act, an individual whose information is in a public body's custody and/or control, and who believes there is an error or omission in their personal information, can make a request to the public body to correct the information. Staff who receive a request from an individual for their personal information to be revised will follow the '**Correction of Personal Information**' Reference Sheet which outlines the steps to be taken and the timeframe to follow.

Disclosure of Personal Information to Law Enforcement, Government Bodies, or Emergency Personnel

21. Under the Act, the City is authorized to disclose personal information to Canadian law enforcement agencies to assist in a law enforcement investigation. Non-emergency requests for personal information will be referred to the Privacy Officer for response.
22. In emergency situations where there is not enough time to refer the matter to the Privacy Officer, Staff may disclose personal information directly to law enforcement agencies if it is necessary to avert a risk of significant harm to health or safety. There must be a danger to a person's physical or mental health or a threat to a person's life for the disclosure to fall under this provision.
23. Under the Act, Staff may disclose personal information to Canadian government bodies in accordance with an enactment (law) of BC or Canada that authorizes or requires its disclosure. The government body must make the request in writing and must specify the reason for the request, and the section of the enactment that authorizes or requires the disclosure.
24. Staff will follow the processes outlined in the '**Disclosure of Personal Information to Law Enforcement, Government Bodies, and in Emergency Situations**' Reference Sheet when releasing personal information in these respective circumstances.

Privacy Breaches

25. A privacy breach occurs when personal information is collected, retained, used, disclosed, accessed, or disposed of in ways that do not comply with the provisions of the Act. For example, losing an unencrypted USB drive which contains personnel files, or accidentally sending a confidential document to the wrong email recipient, would potentially expose personal information to unauthorized sources.
26. All Staff have a duty to report suspected privacy breaches (accidental or intentional) to their supervisor or manager, or to the Privacy Office directly. Staff will follow the procedures outlined in the '**What is a Privacy Breach and How to Report It**' Reference Sheet.
27. The Information & Privacy Coordinator will work with the department where the privacy breach originated to complete a **Privacy Breach Report** using the report template established by the Privacy Officer and in accordance with the privacy breach procedures established by the Privacy Department.

Privacy Complaints

28. Individuals have the right under the Act to file a complaint about improper collection, use and/or disclosure of their personal information by the City, or about a decision made by the City concerning a personal information request. Privacy Complaints that are received by the City will be referred to the Privacy Officer who will investigate the complaint and remediate as required.

Privacy Impact Assessments

29. A Privacy Impact Assessment (PIA) is a mandatory tool for assessing new technologies, programs and processes involving personal information to ensure the collection, use, disclosure, and/or security of the personal information is compliant with the Act.
30. Before initiating a new system or process involving personal information, Staff will contact the Privacy Officer who will confirm whether a PIA is required.
31. If a PIA is required, the respective department will work with the Privacy Department to draft the PIA, using the report template established by the Privacy Officer.

Video Surveillance

32. The City may implement video surveillance on City owned or occupied property or buildings where safety or property security matters warrant.
33. As video surveillance may be considered an unreasonable invasion of personal privacy, the installation of video surveillance equipment will only be considered in unique and exceptional circumstances.
34. The deployment of video surveillance by the City is not intended to infringe on individuals' rights and is intended only to safeguard city owned assets and the individuals who use those assets.
35. The **Video Surveillance Policy C042** details the procedures for implementing Video Surveillance, and guidelines for the access and disclosure of stored video images.

Online Privacy Statement

36. The Privacy Officer, in collaboration with the Manager of Communications, will maintain the **Online Privacy Statement** posted on the City's website, which provides information to the public on how the City collects, uses, discloses, and secures individuals' personal information. It is located at <https://www.pittmeadows.ca/privacy-statement>.

Compliance and Auditing

37. The Privacy Officer may audit the use of City records or systems by Staff to ensure the City is in compliance with the Act and that City policies and protocols regarding the management of personal information are being followed.

PART 3 – INFORMATION ACCESS

Freedom of Information

38. The Act provides individuals with a right of access to certain records and personal information under the custody or control of the City.
39. The Privacy Officer will ensure the City is responsive and accountable to its access obligations under the Act.

Routine Requests vs FOI Requests

40. Most requests received by the City are for information that is not sensitive or confidential; these are called **routine requests** and can be responded to by Staff who have access to the respective records.
41. Requests for records that may contain sensitive or confidential information are called Freedom of Information or **FOI requests**. These requests are processed by the Privacy Department in accordance with procedures set out in the Act.

Duty to Assist

42. In accordance with the Act, Staff will make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately, and completely.
43. To ensure responses to FOI requests are made within the 30 working day timeframe imposed by the Act (i.e. not including Saturdays, Sundays or holidays):
 - (a) Staff will forward immediately to the Privacy Department any FOI requests received;
 - (b) Staff will prioritize and respond within 5 working days to requests from the Privacy Department for responsive records;
 - (c) Staff will perform a thorough search of all records, including email, for any responsive records within their department;
 - (d) Staff will follow search protocols established in the '**Searching for Responsive Records**' Reference Sheet; and
 - (e) During retrieval of records, Staff will immediately notify the Privacy Department if a large volume of records (100+ pages) is anticipated.
44. A general framework of the steps required when processing an FOI request under the Act, including roles and responsibilities, is included in Schedule A. Timelines may change depending on the unique requirements presented by each request.

FOI Response Process

45. The Privacy Department will respond to all FOI requests in accordance with the Act, including:

- (a) Making every reasonable effort to assist applicants;
- (b) Responding to requests within prescribed timelines;
- (c) Applying exceptions and severing/redacting information as per Division 2 of the Act; and
- (d) Providing third party notifications.

Application of Exceptions

46. The Privacy Department may seek insight and advice from subject matter experts within various departments on issues of particular concern or sensitivity when determining which exceptions to apply to responsive records.

Corporate Leadership Team (CLT) Updates

47. The Privacy Officer will provide regular updates to the CLT on active FOI files.
48. The Privacy Officer will bring to the attention of the Chief Administrative Officer (CAO) any FOI requests related to potentially sensitive information or with a significant volume of responsive records.

Office of the Information and Privacy Commissioner

49. The Privacy Department is the main point of contact for the Office of the Information and Privacy Commissioner (OIPC), an independent body that provides oversight and enforcement of BC's access and privacy laws.

PART 4 – RELATED POLICIES

50. Other related policies include:
- (a) Policy A009 - Acceptable Use of Information Technology
 - (b) Policy C042 - Video Surveillance

Schedule A

FIPPA Process for Managing FOI Requests

Timeline	Step
Day 1	FOI Request received. If request is received by program area, forward immediately to Information & Privacy Coordinator ("Coordinator").
1-5 business days from date request received	Coordinator prepares and sends acknowledgement letter to applicant.
	Coordinator notifies appropriate program area contact(s) and manager(s) of new request which initiates the search for responsive records. Program area contact(s) retrieve records and respond to Coordinator within 5 working days. Search must include all hard copy and electronic records.
	During retrieval of records, program area contact must immediately notify the Coordinator if a large volume of records (100+ pages) is anticipated.
5-7 business days from date request received	If a large volume of responsive records is identified, fees are assessed by the Coordinator, the applicant is notified, and the request is placed on hold until a fee deposit is received.
	If it is determined that the responsive records are publicly available, the applicant is notified, and the request is closed.
	If the records retrieval process continues, all responsive records are forwarded to the Coordinator to conduct a scope review.
	The program area subject matter expert(s) is consulted to identify any potentially sensitive or confidential information within the responsive records.
7-10 business days from date request received	Responsive records are assessed for third party or personal information. If consultations are required, notices are sent.
7-25 business days from date request received	Coordinator reviews records and begins preparation of exceptions.
Up to 30 business days from date request received	If third party material requiring a consultation is identified in the responsive records, the Privacy Officer can approve an extension to the deadline for response to the applicant.
25-28 business days from date request received	If extensions are not applicable, the Coordinator prepares a redline version response package for review and signoff by the Privacy Officer.
28-30 business days from date request received, unless extended	After signoff process is complete, the Coordinator prepares/sends release package to applicant and closes file.

Records Management & Privacy Protection EMPLOYEE AGREEMENT

The City of Pitt Meadows (the “City”) is committed to the security, confidentiality and management of records in its custody and/or control (including records containing personal information). These terms and conditions document the required, ongoing compliance of City employees with regard to provincial, legislative and regulatory obligations.

Definitions

For the purposes of this agreement, the term “**employee**” will extend to and include Council members, Committee members and other volunteers, and third-party service providers.

Contact Information is defined as any information that would enable an individual to be contacted at their place of work.

Personal Information is defined as recorded information about an identifiable individual excluding contact information. Examples include: name, residential address and telephone number, ethnic origin, sex, marital status, employment history, financial information (including financial history), health care history, etc.

Record is defined as any recorded information. Examples include: books, documents, maps, drawings, photographs, letters, vouchers, papers and any other medium on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise.

Confidential Information is defined as non-public information that contains administrative, operational or proprietary information requiring protection against unauthorized access or disclosure. It includes anything that has been acquired by, or made available to an individual or other legal entity in the course of the relationship between parties.

Terms and Conditions

While employed by the City, employees will abide by all provisions of the *Freedom of Information and Protection of Privacy Act* (FIPPA) including appropriate use, disclosure, access, and security of personal and confidential information. Employees are responsible for the protection and security of information and records in their custody to prevent unauthorized access, modification, use, disclosure, theft, or disposal of such records. Employees must not share, show, or discuss such records, or the personal or confidential information contained therein, except as appropriate and required in order to perform their operational duties for the City or as required by FIPPA and/or City policies.

Records created, maintained and used during the course of employment to meet the City's administrative and operational objectives remain the property of the City and will be retained and disposed of per approved retention and disposition schedules. City employees are accountable and responsible for records at all times which are the exclusive and confidential property of the City.

Within 24 hours of termination of employment, all records in the custody and/or control of employees must be returned to the City.

All standards, guidelines, procedures, and protocols related to these terms and conditions are documented and reflected in the City's Records Management & Privacy Program Manual.

I have read and agree to the above terms and conditions:

Employee Signature

Print Name

Date

Committee Member - Consent to Disclosure of Personal Information

Definition:

For the purposes of this consent form, 'personal information' means the following recorded information about a City Committee member: a video recording or screen capture of their face; their name as displayed in the Zoom Video Conferencing platform; and their personal opinions, comments or views.

Overview:

As part of your work on a City committee, you will be attending committee meetings that may be:

- hosted electronically through Zoom video conferencing;
- livestreamed and available for viewing online by members of the public; and
- recorded for archival or administrative purposes.

Because of the various online platforms required to administer, livestream and record electronic meetings as above, your personal information may be disclosed both inside and outside Canada as part of the electronic process.

Section 33.1 of the Freedom of Information & Protection of Privacy Act (the "Act") states that a public body must seek express consent from an individual before disclosing their information as above.

CONSENT:

By signing below:

- a) I acknowledge and understand that my personal information is being collected under the authority of section 26(c) of the Act to administer an advisory committee of the City of Pitt Meadows;
- b) I consent to the disclosure of my personal information both inside and outside Canada as described above for the purposes of conducting, livestreaming and recording City Committee meetings and administering the City Committees Program; and
- c) I understand that, should I have questions, I can contact the Privacy Officer, City of Pitt Meadows, 12007 Harris Road, 604.465.2462, kbarchard@pittmeadows.ca.

Signature: _____ Name: _____ Date: _____