

COUNCIL COMMITTEES, COMMISSIONS AND OTHER BODIES POLICY
Council Policy No. 104/06

PURPOSE:

To provide guidelines for the establishment of Council Committees, Commissions and Other Bodies.

PROCEDURES FOR ESTABLISHING COUNCIL COMMITTEES, COMMISSIONS AND OTHER BODIES:

1. The principle for the establishment of a Council Committee, Commission and Other Body
 - Review the current Community Charter and / or other appropriate legislation; and
 - Review the Council Procedure Bylaw
 - Determine the type of Committee or Commission Council wishes to implement.

COMMUNITY CHARTER LEGISLATION

Part 5: Division 4 – Committees, Commissions and Other Bodies

141. *Standing Committee of Council*

- (1) *The Mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees*
- (2) *At least one half of the members of a standing committee must be council members.*
- (3) *Subject to subsection (2), persons who are not council members may be appointed to a standing committee.*

142. *Select Committees*

- (1) *A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion of the council.*
- (2) *At least one member of a select committee must be a council member.*
- (3) *Subject to subsection (2), persons who are not council members may be appointed to a select committee.*

143. *Municipal Commissions*

- (1) *A council may establish and appoint a commission to do one or more of the following:*
 - (a) *operate services;*
 - (b) *undertake operation and enforcement in relation to the council's exercise of its authority to regulate, prohibit and impose requirements;*
 - (c) *manage property and licences held by the municipality.*

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- (2) *If a council adopts a bylaw under this section to establish an athletic commission consisting of at least 3 members, in addition to any delegation under section 154 [delegation of council authority], the Council may, by bylaw, do one or more of the following*
- (a) *authorize the commission to make rules regulating professional boxing, wrestling and similar activities, contests and exhibitions;*
 - (b) *in relation to contraventions of the bylaw or rules made under it, authorize the commission to impose reasonable fines for misconduct and to prohibit those participants or persons from taking part in contests or exhibitions in the municipality for reasonable periods;*
 - (c) *whether or not a penalty has been imposed, authorize the commission to restrain, by legal action brought by the commission in its name, a person conducting a contest or exhibition or participating in it without a required permit, and for these purposes section 274(2) [actions by municipality] applies;*
 - (d) *provide that a decision or the commission under this section is subject to appeal to the council.*

Authority to rescind appointment

144. *The authority to appoint under this Division includes the authority to rescind the appointment at any time and appoint another person in place of the person whose appointment was rescinded.*

Application of procedure rules to other bodies

- 145.
- (1) *Subject to subsection (2), the rules established by procedure bylaw respecting the taking of minutes at council committee meetings apply to meetings of other bodies referred to in section 93 [application of open meeting rules to other bodies].*
 - (2) *The rules referred to in subsection (1) do not apply*
 - (a) *If a procedure bylaw provides for other procedures for the taking of minutes by one or more bodies referred to in that subsection,*
 - (b) *If the body is exempted by regulation, or*
 - (c) *To the extent they are modified by regulation.*

It should be noted that the Community Charter legislation [Part 4: Division 3 – Open Meetings] applies to Council committees and municipal commissions.

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PROCEDURES FOR ESTABLISHING COUNCIL COMMITTEES, COMMISSIONS AND OTHER BODIES: (continued)

City of Fort St. John Council Procedure Bylaw No. 1832, 2006

PART 8 – COMMITTEES

Duties of standing committees

1. (1) *Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:*
 - (a) *matters that are related to the general subject indicated by the name of the committee;*
 - (b) *matters that are assigned by Council;*
 - (c) *matters that are assigned by the Mayor.*
- (2) *Standing committees must report and make recommendations to Council at all of the following times:*
 - (a) *in accordance with the schedule of the committee's meetings;*
 - (b) *on matters that are assigned by Council or the Mayor,*
 - (i) *as required by Council or the Mayor, or*
 - (ii) *at the next Council meeting if the Council or Mayor does not specify a time.*

Duties of select committees

2. (1) *Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.*
- (2) *Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.*

Schedule of committee meetings

3. (1) *At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.*
- (2) *The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.*

Notice of committee meetings

4. (1) *Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:*
 - (a) *posting a copy of the schedule at the Public Notice Posting Places;*
 - and*
 - (b) *providing a copy of the schedule to each member of the committee.*

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- (2) *Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.*
- (3) *The chair of a committee must cause a notice of the day, time and place of a meeting called under section 49(2) to be given to all members of the committee at least 24 hours before the time of the meeting.*

Attendance at Committee meetings

5. *Council members who are not members of a committee may attend the meetings of the committee.*

Minutes of committee meetings to be maintained and available to public

6. *Minutes of the proceedings of a committee must be*
 - (a) *legibly recorded,*
 - (b) *certified by the Corporate Officer or designated management employee assigned to the committee.*
 - (c) *signed by the chair or member presiding at the meeting, and*
 - (d) *open for public inspection in accordance with section 97(1) (c) of the Community Charter [other records to which public access must be provided].*

Quorum

7. *The quorum for a committee is a majority of all of its members.*

Conduct and debate

8.
 - (1) *The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.*
 - (2) *Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.*
 - (3) *A motion made at a meeting of a committee is not required to be seconded.*

Voting at meetings

9. *Council members attending a meeting of a committee of which they are not a member must not vote on a question.*

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2. Standing Committees, Select Committees and / or Municipal Commissions shall be appointed for up to a one year term at which time Council will review the activities of the Committee and determine the need for continuation of the committee.
3. Standing Committees, Select Committees and Municipal Commission will consist of up to seven (7) members, unless otherwise specified by Council resolution, including any Council members appointed to the Committee or Commission. All members of the Committee or Commission shall have a vote.
4. The Committee shall elect a Chair and Vice Chair of the Committee.
5. Where a Standing Committee or Select Committee is established to provide input to City Council on a particular community need the following process is recommended where practicable:
 - a. Approval of the Mandate by Resolution of Council
 - b. Appointment of a Committee by Resolution of Council
 - c. Approval of a Budget (if any) for the Committee
 - d. Assignment of a Consultant, Facilitator and / or Staff Member to assist the Committee with:
 - i. Review of the Mandate for the Committee / Commission
 - ii. Development of a Process and Timeline for the Completion of the Mandate
 - i. Tabulation of the Results of the Committees Findings
 - ii. Develop a Background Report and Recommendations to City Council.
 - d. Present Report and Recommendations for Council's Consideration.
6. Where a municipal commission is established the mandate governing the commission will be established by Bylaw.