



**THE CORPORATION OF THE CITY OF VERNON**  
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## Corporate Policy

|              |                               |  |
|--------------|-------------------------------|--|
| Section:     | Corporate Services            |  |
| Sub-Section: | Administration                |  |
| Title:       | Council - Committee Structure |  |

### RELATED POLICIES

| Number | Title |
|--------|-------|
|        |       |

### APPROVALS

| POLICY APPROVED BY:   | AMENDMENT APPROVAL:  | SECTION AMENDED   |
|---|--|---|
| Approved by:<br><i>"Juliette Cunningham"</i><br>Acting Mayor<br><br>Date: February 26, 2007 |  | ORIGINAL POLICY   |
|   | Amendment Approved by:<br><i>Buffy Baumbrough"</i><br>Acting Mayor<br><br>Date: June 9, 2008 | 1.4.3: Added Terms of Reference maximum of two terms.                     |
|   | Amendment Approved by:<br><i>"Wayne Lippert"</i><br>Mayor<br>Date: January 26, 2009          | Appendix A: Added to rules of decorum and attendance at Council meetings. |

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|  | <p>Amendment Approved by:<br/> <i>"Wayne Lippert"</i><br/>           Mayor</p> <p>Date: September 14, 2009</p> | <p>1.3.2: Added requirements for Staff Liaison to receive applications and bring forward with a memo to Council.</p>   |
|  | <p>Amendment Approved by:<br/> <i>Wayne Lippert</i><br/>           Mayor</p> <p>Date: October 13, 2009</p>     | <p>11.1: Revised conflict of interest instructions for committee members.</p>  |
|  | <p>Amendment Approved by:<br/> <i>"Wayne Lippert"</i><br/>           Mayor</p> <p>Date: May 10, 2010</p>       | <p>1.2.4: Organizations requested to provide representation shall be different on each committee.</p>  |
|  | <p>Amendment Approved by:<br/> <i>"Wayne Lippert"</i><br/>           Mayor</p> <p>Date: July 26, 2010</p>      | <p>12.9: Amended Working Group (Sub Committee) functions and policies.<br/>           1.2.4: Organizations requested to provide representation to multiple committees shall strive to appoint different members.</p> |
|  | <p>Amendment Approved by:<br/> <i>"Wayne Lippert"</i><br/>           Mayor</p> <p>Date: December 13, 2010</p>  | <p>1.2.5 (a): If an appointed member of an organization is unable to attend a committee meeting, an alternate may vote on behalf of the organization.</p>  |
|  | <p>Amendment Approved by:<br/> <i>"Wayne Lippert"</i><br/>           Mayor</p> <p>Date: June 13, 2011</p>      | <p>9.3: Added Committees will NOT accept delegations at committee meetings. Applicants will apply through City staff.</p>  |
|  | <p>Amendment Approved by:<br/> <i>"Bob Spiers"</i><br/>           Acting Mayor</p> <p>Date: July 11, 2011</p>  | <p>ADD to Section 9.0 Rules of Procedures, subsection 9.3<br/>           This will not apply to the Finance Committee, Audit Committee or any other Committees wherein all</p>                                       |

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|  |  | members are strictly Members of Council.   |
|  | Amendment Approved by:<br><br><i>"Rob Sawatzky"</i><br>Mayor<br><br>Date: February 24, 2014  | Various amendments to streamline Committee administration and provide a sound and consistent basis for a proposed restructure of many of the Council Committees.   |
|  | Amendment Approved by:<br><br><i>"Akbal Mund"</i><br>Mayor<br><br>Date: November 23, 2015    | 2.0 added wording "or the Mayor"<br>2.6 added a paragraph and moved original 2.6 to make a 2.7   |
|  | Amendment Approved by:<br><br><i>"Akbal Mund"</i><br>Mayor<br><br>Date: May 9, 2016          | 1.10 Amended Resignation of Member<br>Any member of a Committee wishing to resign has to provide in writing to Mayor and Council and submit same to Staff Liaison. Upon acceptance of the resignation by Council, Staff Liaison will advise the Committee members via a memo presented at next Committee meeting |
|  | Amendment Approved by:<br><br><i>"Victor Cumming"</i><br>Mayor<br><br>Date: October 13, 2020 | 3.2. Made Committee Clerk plural<br>3.2.2 Removed the word all<br>3.2.4 Changed to provide Corporate Officer schedule of meetings to post<br>3.3 Changed wording for task approval from Clerk's direct Supervisor  |

## POLICY

The Mayor and/or the Council of the City of Vernon establish committees and appoint(s) Council and/or citizen members to the committees to:

- provide information and well considered advice to Council, through Administration on issues of concern to the public and the City, as requested by Council.
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## DEFINITIONS

“**Standing Committee**” are advisory bodies to Council pursuant to Section 141 of the *Community Charter* as follows:

### *Standing Committees of Council*

- 141** (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 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.*

“**Select Committee**” are advisory bodies established by Council pursuant to Section 142 of the *Community Charter* as follows:

### *Select Committees of Council*

- 142** (1) *A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to 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.*

“**Statutory Committee**” means boards, commissions, or committees established pursuant to a specific enabling statute including a Library Board established pursuant to the *Library Act*, a Police Board established pursuant to the *Police Act*, a commission including a Parks Commission, and Recreation Commission, etc., established pursuant to the *Local Government Act or Community Charter*, a Family Court Committee established pursuant to the *Provincial Court Act* and any other body established pursuant to enabling legislation which serves in an arms-length capacity on behalf of or in cooperation with the municipality.

“**Staff Liaison**” is the staff member assigned by the Chief Administrative Officer to assist a committee in a non-voting advisory and resource capacity.

“**Committee Clerk**” is the staff member who acts as the recording secretary for the Committee’s and prepares the Agendas, Minutes and Correspondence resulting from decisions and recommendations from the Committee’s.

## **PROCEDURE**

### **1.0 Membership**

#### **1.1 Diversity**

Membership of committees will be diverse, and broadly reflective of the community. The Terms of Reference for each Committee may identify specific desired experience, knowledge/education, expertise and geographic location in the community.

#### **1.2 Appointments**

- 1.2.1** Appointments to Committee’s will be advertised in the local newspaper so that all Citizens who are interested in serving on a Committee will be given an opportunity to apply.
- 1.2.2** Unless there are extenuating circumstances, as determined by the Corporate Officer, advertisements will be done on an annual basis, using one advertisement for all vacancies.
- 1.2.3** Committee members must be City of Vernon residents except as provided in a statutory committee enabling statute, establishment bylaw **OR** identified in the Terms of Reference set out by Council.
- 1.2.4** Appointments for all Committees will be made in January of each year, for a TWO YEAR term, unless the Terms of Reference indicates otherwise.
- 1.2.5** Organizations requested to provide representation, shall be advised that if there are various committees the organization is represented on, that the organizations shall strive to appoint different representatives to committees, in order to provide a broader range or representation. In the event that the organization cannot secure other members of their organization, to serve on a Committee, Council may consider appointing the same representative to multiple Committees.
- 1.2.6** In the event a Council appointed member of an organization within the Committees Terms of Reference, (i.e. Chamber of Commerce, DVA, etc.), is unable to attend a committee meeting, the organization may appoint an alternate to attend the meeting and vote on behalf of the organization. Council approval is not required for appointment of an alternate.
- 1.2.7** Committee membership shall be nine (9) appointed voting members, unless otherwise stated in the Terms of Reference of

individual Committees.

**1.2.8** Committee members shall serve without pay at the pleasure of Council, unless otherwise provided in the enabling statute, establishment bylaw or Council resolution.

**1.2.9** All appointed Committee members will be required to sign an “**Oath of Confidentiality**” as attached to this policy as Schedule “A”

### **1.3 Applications for Membership**

**1.3.1** Applicants are required to submit a “Volunteer Application Form”, attached to this policy as Schedule “B”.

**1.3.2** All applications for membership on committees shall be kept in confidence when submitted to the City and considered at an In-Camera meeting of Council pursuant to Section 90 (a) of the *Community Charter*. The Staff Liaison to the Committee will receive the applications, and bring them forward to Council with a covering memo in order to provide additional information.

**1.3.3** Existing members of Committees, whose terms have expired and who wish to be reappointed to a Committee, may submit a letter to Council.

**1.3.4** Council will consider the following factors:

- Length of time an individual has served on the Committee
- Number of new applications received
- Mix of experience desired on the Committee
- Committee stability and membership continuity
- Input, as requested, from the *Staff Liaison* to the Committee on the contribution and attendance of the individual seeking reappointment.

### **1.4 Terms of Appointment for *Standing and Select Committees***

**1.4.1** The term of appointment is two (2) calendar years unless otherwise provided for in the “Terms of Reference” for that committee.

**1.4.2** An individual can serve for up to two (2) consecutive terms on any one committee unless otherwise provided for in the “Terms of Reference” for that committee, or, as otherwise directed by Council.

**1.4.3** Where possible, all members remain in office until their respective successors are appointed.

**1.4.4** In circumstances where a Committee Member resigns within six (6) months of the end of their term, the Chair may choose to leave the seat vacant.

### **1.5 Terms of Appointment of *Short Term Select Committees***

The term of appointment of members to *short term select committees* is concurrent with the time frame provided to the *short term select committee* to complete its work; after which the members' terms expire unless extended by Council resolution.

#### **1.6 Terms of Appointment of *Statutory Committees***

The term and conditions of appointment of members to *statutory committees* is as provided in the enabling statute or establishment bylaw.

#### **1.7 Committee Vacancy Replacement Term**

In the event of a vacancy, the person appointed to fill the vacancy shall hold office for the remainder of the term of the vacated office.

#### **1.8 Attendance of Members at Meetings**

Unless otherwise provided in the enabling statute or establishment bylaw, any Member who is absent from two (2) consecutive regular meetings without leave of absence from the Committee Chair or without reason satisfactory to the Committee shall forthwith cease to be a member of the Committee and the appointing authority shall be advised by the Committee. Committee Members are permitted to attend the meeting by '*electronic means*' as authorized and directed under section 128 of the Community Charter.

#### **1.9 Removal of Member from Committee**

Council may remove or request the resignation at the request of the committee or on its own initiative any of its committee appointees for malfeasance in office, or any other good and sufficient cause.

#### **1.10 Resignation of Member**

Any member of a Committee wishing to resign from the Committee is requested to provide the resignation in writing to Mayor and Council and submit same through the Staff Liaison. Upon acceptance of the resignation by Council, the Staff Liaison shall advise the Committee Members of the resignation through a memorandum presented at the next Committee meeting.

### **2.0 Council Liaison/Council Membership**

- 2.1 Council or the Mayor will appoint members of Council as representatives to each select *committee and each standing committee*.
- 2.2 The Chair and alternate Chair will be appointed annually by the Committee at the first meeting of the calendar year.
- 2.3 Any person not appointed to a committee may attend the committee meetings as an observer, but is not entitled to vote. Permission to speak at the meeting may be granted, on request, by the Committee Chair.
- 2.4 Council representatives serve for a one year term.
- 2.5 The role of Council representatives on committees is:
  - 2.5.1 to be a voting member of the Committee to which they are assigned; unless otherwise noted in the Terms of Reference, and
  - 2.5.2 to serve as a communication channel to Council.
- 2.6 At the request of the appointed Council representative, or the Alternate Council representative, any Member of Council can be an ex officio voting member of a *standing* or *select* committee (unless otherwise noted in the Terms of Reference), should the assigned Council representative or the Alternate Member not be available to attend a Committee meeting, and the ex officio voting Member is counted in determining if a quorum is present.
- 2.7 The Mayor is an ex-officio member of every *standing* and *select committee* and as such has the same rights as other Committee members, but is not obligated to attend meetings and is not counted in determining if a quorum is present. However, in situations wherein a quorum is not met, the Mayor may attend as a voting member.

### 3.0 Staff Support

- 3.1 A *Staff Liaison* may be appointed to each *standing committee* or *select committee* by the Chief Administrative Officer at the request of Council. The *Staff Liaison* is not a member of the committee and therefore is not entitled to vote. The role of the *Staff Liaison* includes:
  - 3.1.1 Providing information and professional advice;
  - 3.1.2 supporting the Chair in developing agendas, arranging meetings, and promoting effective committee functioning;
  - 3.1.3 Writing covering memorandums to Council, which will include background information attached, as required, for all Committee recommendations;



**3.1.4** Providing an annual orientation to the work of the Committee, the structure of the City, and Council's annual goal setting and budgeting processes; and

**3.1.5** Performing other projects or tasks related to the function of the Committee only with the approval of the Direct Supervisor.

**3.2** The *Committee Clerks* will provide support to each Committee as follows:

**3.2.1** Preparing and circulating the Committee's agenda at the direction of the *Staff Liaison* as prescribed in Section 7.0 – Agendas.

**3.2.2** Attending Committee meetings to record the minutes as outlined in Section 8.0 – Minutes.

**3.2.3** Ensuring appropriate arrangements for committee meetings, including room bookings in accordance with City procedure.

**3.2.4** Providing the Corporate Officer the Calendar of Committee meetings, as required, for postings on the identified notice boards and City website; and,

**3.2.5** Performing other administrative duties or tasks related to the function of the Committee as assigned only by the Committee Clerk's direct supervisor.

**3.3** Any other projects or tasks requested of the *Committee Clerk*, require the approval of the Clerk's direct supervisor.

#### **4.0 Meeting Schedule**

**4.1** *Standing and Select committees* will meet as required. All meetings will be held weekdays, Monday to Friday, and Committees are encouraged to meet between 8:00 am and 6:00 pm, when possible, in order for the *Staff Liaison* and *Committee Clerk* to attend.

**4.2** *Statutory committees* meet as provided in their enabling statute or establishment bylaw.

#### **5.0 Quorum**

Unless otherwise provided in a committee's enabling statute or establishment bylaw, a majority of the members of a committee constitute a quorum. For *Standing Committees* the quorum must include a member of Council. Quorum shall be based on the number of occupied voting positions on the Committee. A staff liaison or alternate must be present in order for the meeting to proceed. If a quorum is not met, no meeting shall take place.

## 6.0 Chair

Each committee shall, at its first regular meeting in January or as soon thereafter as possible, or as provided in its enabling statute or establishment bylaw, elect a Chair and Vice-Chair if the Mayor and/or Council has not already done so, each of whom hold office for a period of one year, to carry out the duties normally attributed to such office in conducting the business of the committee.

## 7.0 Agendas

The *Staff Liaison* is responsible, to coordinate, with the Committee Chair, the preparation of committee agenda items, which are then provided to the *Committee Clerk* for preparation of the agenda and made available to all members, as required. The Committee Chair shall approve all agendas prior to distribution. Agenda items and all background material shall be provided to the Committee Clerk at least one week prior to the scheduled meeting date wherever possible. Late agenda items are strongly discouraged, and in order to be added to the agenda, the item must be time sensitive, and approved by the Chair and the Staff Liaison, prior to introduction at the meeting.

Agendas, shall be posted on the City of Vernon website.

## 8.0 Minutes

**8.1** Committee minutes, setting out the decisions made and the key discussion points of the proceedings of all meetings of committees shall be legibly recorded by the *Committee Clerk*. Minutes should not be 'verbatim'. The Committee Clerk will record the points of discussion and any resulting resolutions.

**8.2** The *Staff Liaison* shall review the minutes prepared by the *Committee Clerk* and said minutes shall be included on the next meeting of the Committee for adoption.

**8.3** Following adoption of the minutes:

**8.3.1** the Chair shall certify by signing the adopted minutes

**8.3.2** the *Committee Clerk* will forward said minutes to the Corporate Officer for distribution to Council

**8.3.3.** the *Committee Clerk* shall post on the City of Vernon website

**8.3.4** file the signed original minutes into the approved Records Management System file.

**8.4** All Committee minutes will be in the prescribed format as shown on attached Schedule "C"

## 9.0 Rules of Procedure

- 9.1** Each committee shall follow the guidelines attached as Appendix “A” and the current Council Procedure Bylaw. The Committee may rely for reference upon the advice of the *Committee Clerk*, *Staff Liaison* or the Corporate Officer.
- 9.2** Questions of procedure which cannot be resolved by the Committee upon the advice of the *Committee Clerk* shall be referred to the Corporate Officer.
- 9.3** Committees will **NOT** accept delegations at the Committee meetings unless directed by Council or provided for in the Committee Terms of Reference.  
\*This does not apply to the Finance Committee or any other Committees wherein all members are strictly Members of Council.

## **10.0 Voting**

All members of a committee, including the Chair and Vice-Chair, shall have a vote on any question before it, and in all cases in the event of a tie vote, the motion shall be deemed defeated. Any member who abstains from voting, without having declared a conflict of interest and leaving the meeting, shall be deemed to have voted in the affirmative.

## **11.0 Conflict of Interest**

### **11.1 Committee Members to Avoid Conflicts of Interest**

A conflict of interest exists where:

- a) A committee member is a director, member or employee of an organization seeking a benefit from the City upon which the committee will make a recommendation;
- b) The committee member has a direct or indirect pecuniary interest in the outcome of committee deliberations.

A conflict of interest does not exist if:

- a) The pecuniary interest of the committee member is a pecuniary interest in common with members of the municipality generally; or
- b) 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.

Where a conflict of interest exists, Committee Members:

- a) Must declare to the committee that a conflict exists and the nature of the conflict; and

- b) Must leave the meeting following the declaration; and
- c) The conflict will be noted in the minutes; and
- d) The Committee Member may not take part in any discussion or vote on the subject once they have disclosed their conflict; and
- e) May return to the meeting once the matter has been dealt with.

### **11.2 Perceived Conflict of Interest**

Where a perceived conflict of interest might exist, the Member may note that a perception of conflict might exist but need not declare a conflict and need not exit the meeting if in the Member's view there is no actual conflict of interest.

### **11.3 Council Review**

Where in the opinion of a committee a member is in a conflict of interest and has not so declared, the Committee may ask for a review of the matter by the Corporate Officer. The matter, if unresolved, may then be referred for Council review.

## **12.0 Sub-committees**

Committees may establish working groups (sub committees) to review a particular task/subject and report back to the parent Committee with a recommendation.

The parent Committee will appoint a Member(s) of the Committee to the working group (sub committee) and provide them with clear direction on the task of the group. The appointed member(s) may recruit appropriate members of the public, review the task requested, and report back to the Committee with a recommendation.

The Committee Member of a working group (sub committee), will report back to the parent Committee at each meeting, with an update on the status of the group – providing notes from meetings, and any documentation that is utilized in determining a recommendation of the working group (sub committee).

The parent Committee will receive the information from the working group (sub-committee).

The Staff Liaison and Committee Clerk are not required to provide services to a sub-committee. Formal agendas and minutes are not required.

## **13.0 Reporting**

### **13.1 Establishment and Authority**

Members will not misrepresent themselves as having any authority beyond that delegated by Council.

**13.1.1 *Standing and Select committees*** must refer recommendations through the Staff Liaison, to Council for authority to act.

**13.1.2 *Short Term Select committees*** conduct their task within the time prescribed by Council following which they report their findings and opinions to Council for consideration through the Staff Liaison.

**13.1.3 *Statutory committees*** conduct their business in accordance with the terms of their enabling statute, establishment bylaw and/or the policies of the authority which established the committee.

### **13.2 Reporting on Issues**

When responding on an issue referred by Council the Staff Liaison will submit a memorandum, to Mayor and Council indicating the motion or decision of the Committee. Such memo shall contain the background information, as required, in support of the recommendation.

## **14.0 Authority**

Except as may be provided in their enabling statute or establishment bylaw, committees do not have the authority to communicate with other levels of government, to pledge the credit of the City of Vernon or to authorize any expenditures to be charged against the City.

Media inquiries must be referred to the City of Vernon Communications Officer. Committee Members are not permitted to speak on behalf of the City of Vernon to the media.

## **15.0 Budget**

**15.1** Unless otherwise provided in their enabling statute or establishment bylaw, committees may request budget funds from Council in accordance with the City budget preparation schedule and procedure.

**15.2** Any solicitation of funds from other organizations requires the prior approval of Council.

**15.3** The Committee shall have reasonable use of City miscellaneous services such as photocopying, paper supplies, meeting areas, etc. which are primarily provided through the *Committee Clerk*.

## **16.0 Personal Liability**

No member of a committee shall be liable in his or her personal capacity for any debt or liability of the committee. It is the responsibility of the City to insure the members of committees against all liabilities related to fulfilling their responsibilities as a member of the committee.

## **17.0 Orientation**

All Committee members, upon appointment, will be provided with the Terms of Reference for the Committee, a current membership list and a copy of the Council Committee Policy. The *Staff Liaison* to each Committee will provide a verbal orientation for Committee members at the first meeting of the year. Attention shall be brought to the implications and requirements pertaining to the 'Oath of Confidentiality' signed by each Committee Member.

## **18.0 New Committees**

In considering the formation of a new *select committee*, *standing committee* or *statutory committee* Council will request staff to prepare a Terms of Reference for consideration by Council prior to establishing the Committee.

## **19.0 Meetings Open to Public**

All meetings of Council Committees are open to the public and no person shall be excluded except for improper conduct, except as may be provided in the committee's enabling statute or establishment bylaw, or where the committee is considering an item where, in accordance with applicable legislative requirements or Council procedure, the public interest requires the exclusion of the public.

## **APPENDIX "A"**

### **Committee Meeting Guidelines**

#### **The Agenda**

- Have an agenda and stick to it. Late items are strongly discouraged and may only be brought forward as approved by the Chair and the Staff Liaison.
- The agenda can be seen as a contract between the Chair and the members: "In return for your preparation, time, and participation, we will deal with these issues."

- The agenda package should include supporting material which all members should read in advance.
- The agenda package will be uploaded to the City of Vernon website for public information, one week prior to the meeting to allow sufficient time for review and consideration. Committee Members shall be advised by email when the agenda is available on line for their review and information.

### **Rule of the Clock**

- Start on time and end on time - do not reward latecomers.
- Keep the meeting to 1 ½ to 2 hours. More than that, people leave, bodily or otherwise. Less than that, there is not enough time to develop and engage the team.

### **Handling the Business of the Meeting**

- Some meetings tend to have too many issues on the agenda. Focus on the issues that are for discussion or decision, are important and urgent, and where the background work has been done. Keep the time spent "just informing" people to a minimum.
- Most groups do their most effective work at about 2/3 of the way through the meeting. Plan the most difficult decisions and discussions at that point.
- Think of a meeting as an aerobic exercise, warming the group up to effective team decision-making, and letting emotions and conflicts cool off before people leave.
- Remember, good decision-making requires:
  - ⇒ background information
  - ⇒ options and recommendations
  - ⇒ the right people attending
  - ⇒ preparation before the meeting, along with enough time to review the material
  - ⇒ full participation

### **Role of Chair**

- The role of the Chair is critical for effective meetings. The Chair should be a:
  - ◆ leader ⇒ willing to give up personal interests, and willing to work with the whole group
  - ◆ facilitator ⇒ able to encourage people to participate, help people

to listen to each other, and to reflect back the common threads of the discussion

⇒ allow all Committee Members the opportunity to provide input and not allow any one Member to dominate the discussions at the meeting

- The Chair's duties are:

- ⇒ work with *Staff Liaison* to prepare and approve the agenda in a timely manner in order to meet the distribution deadline
- ⇒ discourage late agenda items (refer to next meeting instead)
- ⇒ check if a quorum is present and open the meeting at the prescribed time
- ⇒ announce the business in the proper sequence (as on the agenda)
- ⇒ recognize members entitled to speak, in the order in which they request to speak
- ⇒ state and put the questions (resolutions which have been moved and seconded) to a vote
- ⇒ enforce the rules of decorum
- ⇒ expedite business
- ⇒ decide questions of order and respond to parliamentary enquiries (with the assistance of the *Staff Liaison* or *Committee Clerk*)
- ⇒ declare the meeting adjourned

### **Decision-making**

Committees should strive for consensus in their decision-making. However, final decisions are made by resolution adopted by a majority vote. Decisions that relate to the internal operations of the Committee (ex. Establishment of a sub-committee), do not require endorsement by Council. Most other recommendations require consideration and endorsement by Council. The Staff Liaison can assist with this. (Please note, Committees of Council are advisory in nature, and Council may or may not endorse the Committee's recommendation).

### **Voting and Debating Rights**

Each voting member of a committee, including the Chair, may make or second motions, may debate motions and may vote.

Note: A Member can vote on, or second a motion to approve the minutes of a meeting where he or she was not in attendance.



## **Other Terms and Procedures**

- ***Unanimous General Consent*** is an informal method of resolving a routine and non-controversial procedural issue. For example, the presiding member may seek unanimous general consent as follows:

“Is there any objection to moving item 7 forward on the agenda and considering it now? Hearing none, we will proceed now with item 7.”

- ***Friendly Amendment*** is an informal method of making a minor change to a motion or amendment. For example, during debate, it may be indicated that a minor change to a motion or amendment would better achieve the intent of the mover. The Chair may then ask:

“Is there any objection to adding the words ‘.....’? Hearing no objection, the words are added and the motion now reads: ‘....’ OR “Hearing no objection, the words are added. Would the *Committee Clerk* please read the motion? ... Is there any further discussion on the motion?”

Caution: Overuse of this method could result in confusion.

- ***Motions and Amendments***

A **main motion** is a proposal to take action or give direction. The steps of handling a main motion are:

1. A member makes a motion:

“I move that .....

2. Another member seconds the motion:

“Second” or “I second the motion”

\* Note that it is helpful if the Chair repeats the names of the mover and seconder.

3. The Chair states the motion or moves directly to debate:

“It is moved and seconded that .....

 AND/OR “Is there any discussion?”

4. Debate, and amendment if any, takes place.

5. The Chair puts the motion to a vote:

“We are now voting on the motion to ..... Those in favour? [Those voting in the affirmative indicate by raising a hand.] Opposed? [Those voting against indicate by raising a hand]”

Members should always clearly indicate their vote by raising their hand at the appropriate time. Those who do not vote by raising a hand are counted as voting in the affirmative.

6. The Chair announces the result:

“Motion passes.” “Motion defeated.” “Tie Vote - motion defeated.”

- ***Amending Motions***

An amendment is a motion to change the wording of another motion before voting on it. An amendment is always dealt with before the original motion. In effect, the amendment temporarily sets aside the motion which it proposes to modify. A motion to amend a debatable motion is debatable and requires the same steps as a main motion.

⇒ ***Three Methods of Amending a Motion***

1. By inserting or adding words

“I move that the motion be amended by inserting the word[s] ... between the word ... and the word ....” OR

“I move that the motion be amended by adding the word[s] ...”

2. By striking out words

“I move that the motion be amended by deleting the words ....”

3. By striking out words and inserting replacement words

“I move that the foregoing motion be amended by deleting the words ... and inserting the words ... in their place.”

Only two levels of amendment are allowed. A main motion can be amended (primary amendment) and an amendment can be amended only once (secondary amendment). No amendment is permitted to a secondary amendment. If further amendments are desired, the question on the amendment to the amendment must be called before another amendment to the amendment can be made.

The steps in the process are:

1. A motion is made.
2. An amendment to the motion is made.
3. An amendment to the amendment is made.
4. The question on the amendment to the amendment is called. (A further amendment to the amendment could be made here.)
5. The question on the amendment is called. (A further amendment to the main motion could be made here).
6. The question on the main motion is called.

- ***Debate on Motions and Amendments***

When an amendment is made, discussion is allowed on the amendment only, not on the main motion. Once the vote on the amendment is taken, discussion proceeds on the motion (as amended if the amendment passed).

- ***Motions Permitted While Matter Under Debate***

During debate on a motion, there are a limited number of other motions which would be considered to be in order. These are: a motion to adjourn or recess the meeting, a motion to withdraw if made by the original mover, to amend, to refer to a sub-committee or to the *Staff Liaison* for report, or to postpone to a certain day. Questions of Privilege and Points of Order can also interrupt proceedings.

- ***Replacement Motion***

A replacement motion is like an amendment in that it sets aside the motion which it proposes to modify. If a replacement motion passes, there is no need to call the question on the original motion - the original motion is in effect gone.

“I move that the foregoing motion be replaced with the following: ...”

- ***Motion to Withdraw a Motion***

A motion which has been duly moved and seconded may only be withdrawn with the consent of the original mover and seconder. Once a motion to withdraw a motion has been carried, there is no record made in the minutes of the original motion having existed. It will not appear in the minutes.

- ***Motion to refer:***

A motion to send a main motion to a sub-committee or to staff for further study and report back (within the authority of the committee).

"I move that the foregoing motion be referred to the sub-committee for review and report back to the committee by ...."

Or

"I move that the Committee recommends to Council that Administration be requested to research.....and report back to the Committee."

- ***Motion to defer indefinitely:***

A motion to decline to take a position on an issue or motion.

"I move that this item be deferred indefinitely"

OR

"I move that no action be taken on this issue at this time."

- ***Motion to defer to a specific date:***

A motion to stop debate and amendment and postpone consideration of an issue or motion to a specific future date.

- ***Division of a question:***

A motion to divide a main motion into separate motions if each part can stand on its own.

- ***Adjourn***

When a motion to adjourn is made, it means the meeting stops and will reconvene at another date and time. A motion to adjourn is not required if the agenda is completed - the Chair simply declares the meeting "closed" or "concluded".

- ***Recess***

A motion to take a break in the meeting. A motion or call for a recess should specify the amount of time to be taken for the recess.

- ***Point of Order***

A statement that a rule of the Council is being violated. It is ruled on by the Chair whose decision may be appealed to committee and decided by committee resolution.

- ***Question of Privilege***

Raising a request or motion relating to the rights or comfort of the committee or an individual. It is decided by the Chair.

- ***Point of Information***

A request for information, e.g. from staff during debate.

- ***Reading of Motions***

A member may require the motion under consideration to be read. The *Committee Clerk* would then read the motion. Sometimes the *Committee Clerk* will ask to read a motion if he/she is unsure what it is or if he/she feels others may not understand the exact motion being considered.

- ***Rules of Decorum and Debate***

Committee meetings tend to be more informal than would a Council meeting. The Chair of the committee has the duty and authority to allow the level of informality he or she feels would best facilitate the work of the committee.

Here are some meeting rules which may be helpful and may be used by the committee:

- ⇒ the maker of a motion has a right to speak first to their motion
- ⇒ to speak a second time, a member should wait until all those who wish to speak have done so for the first time
- ⇒ members must remain courteous and avoid personal attacks of each other and staff
- ⇒ remarks must be confined to the motion before the committee
- ⇒ remarks are always directed “through the chair”
- ⇒ members should not interrupt another speaker
- ⇒ there are no limitations on the number of times a member may speak, or the length of speeches
- ⇒ motions should be phrased concisely and to the point
- ⇒ a decision to close debate can be made by unanimous general consent, by resolution or by the Chair
- ⇒ decisions of the Committee are by vote of majority. Therefore, all members of a Committee shall respect the rules of democracy and the outcome of the vote. A Committee member may not agree with the end result, but is expected to be respectful to the vote both during the meeting and thereafter.

- ***Attendance at Council Meetings***

- ⇒ when a Committee wishes to address Council, at a Council meeting, it shall be through the Chair or Vice Chair of the Committee
- ⇒ if a Committee member wishes to address Council, it shall be as a member of the public and not as a member of the Committee and should therefore not state they are a member of a particular Committee.

**SCHEDULE "A"**



**CITY OF VERNON**

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**OATH OF CONFIDENTIALITY**

I, \_\_\_\_\_, of the \_\_\_\_\_ Committee, do promise and swear that I will, to the best of my knowledge and ability, fulfill the terms of my position in accordance with the Council Committee Structure policy and will respect and maintain the confidentiality of the information that I become aware of through my appointment to this Committee of Council.

Sworn/Affirmed by me, at Vernon, B. C. on

\_\_\_\_\_, 20\_\_.

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*(Signature of person swearing/affirming oath)*

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*(Signature of person administering oath)*

**SCHEDULE "B"**



**THE CORPORATION OF THE CITY OF VERNON**  
3400 – 30 Street, Vernon, British Columbia V1T 5E6  
City Hall Telephone: (250) 545-1361 Fax: (250) 545-4048  
Website: [www.vernon.ca](http://www.vernon.ca)

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**VOLUNTEER APPLICATION**  
**CIVIC COMMITTEES, COMMISSIONS AND BOARDS**

Name of Applicant: \_\_\_\_\_

Address of Applicant:  
(Individual Applicants MUST reside within Vernon City Limits, **unless otherwise stated in Committee Terms of Reference**):

\_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact: Work: \_\_\_\_\_ Fax: \_\_\_\_\_

Home: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Are you a business operator in the City of Vernon? Yes  No

2. Are you applying as a representative of a community association or other organization? Yes  No

**If YES**, identify the association/organization: \_\_\_\_\_

3. Are you currently serving on a Committee/Commission/Board? Yes  No

**If you answered YES, complete question 4 only.**  
*If you answered NO, proceed to fill out the entire questionnaire.*

4. Name of Committee/Commission/Board you are applying to: \_\_\_\_\_

5. Have you previously volunteered on any City of Vernon Committees? Yes  No

**If YES**, provide name of Committee(s) and length of service.

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6. Have you volunteered on any Committee(s) for another municipality or any community Organization? Yes  No  **If YES, provide details:**

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7. What skills and goals will you bring to the Committee/Commission/Board?

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8. Business/Work experience in the past five years?

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9. How is your business/work experience related to the mandate of the Committee/Commission/Board?

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10. Educational background/Professional qualifications?

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11. Other relevant information, if any:

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Date of Application: \_\_\_\_\_

*Your application/resume will be made available to Vernon City Council, civic staff, and the applicable Committee/Commission/Board for the sole purpose of making appointments. Personal information contained on this form is collected in compliance and protected in accordance with the Freedom of Information and Protection of Privacy Act and will be used for the purposes of appointing members to the City's advisory committees/boards. Questions about the collection and use of this information should be directed to the Head of FOIPP in the City Clerk's office.*

**Contact Information:**

Corporate Officer, City of Vernon  
3400 – 30 Street, Vernon, BC V1T 5E6  
Telephone: (250) 545-1361  
Fax: (250) 545-4048  
E-mail: [admin@vernon.ca](mailto:admin@vernon.ca)

**SCHEDULE "C"**

THE CORPORATION OF THE CITY OF VERNON

**MINUTES OF A "INSERT COMMITTEE NAME" MEETING**

**HELD "INSERT DATE" AT "INSERT LOCATION"**

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PRESENT:

Staff:

Other:

---

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Chairperson: