



THE CORPORATION OF THE CITY OF VERNON

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Corporate Policy Manual

Section:	Corporate Administration	
Sub-Section:	Administration	
Title:	Council Liaison External Committees	

RELATED POLICIES

Number	Title

APPROVALS

POLICY APPROVED BY:	AMENDMENT APPROVAL:	SECTION AMENDED
Approved by:		ORIGINAL POLICY

POLICY

A Council member may be appointed by the Mayor as a non-voting Council Liaison to a board or committee of a community group where the role is deemed to be strategic in achieving the City's mandate and goals.

The purpose of this policy is to:

- Define the process by which Council Liaison appointments are identified and assigned;
- Define the roles and responsibilities of a Council Liaison;
- Differentiate between Council Liaison roles and other appointments made by Council to various external boards and committees; and
- Provide community groups with clarity as to the role and expectations of a Council Liaison.

This policy applies to all Council appointments as identified on Schedule A. Council Liaison role appointments are at the discretion of the Mayor, however, exempted roles identified on Schedule A are confirmed by the majority vote of Council. Schedule A will be amended by Staff as required.

This policy does not apply to:

- Legislated statutory, select and standing committees as outline in the City of Vernon Council -Committee Structure Policy; and
- Appointments to committees by the Regional District of North Okanagan (RDNO) as outlined within RDNO policies.

DEFINITIONS

“Community group” means an agency, board, committee or other community organization that has or requests a Council Liaison appointment.

“Council Liaison” means a member of City Council appointed by the Mayor as a non-voting member to a community group to attend meetings and provide updates to Council on strategic priorities and community initiatives. The Council Liaison serves as a communication channel between Council and the community group, conveying information and providing clarification as required.

“Alternate” means a Council member appointed to represent the Council Liaison at a community group event or meeting when the Council Liaison is unable to attend.

“Exempted appointments” refer to Council appointed positions on various regional boards, committees and associations. These organizations have been duly constituted to deliver services on behalf of several municipalities or provide a forum for information sharing with several municipalities.

To ensure transparency, these appointments, confirmed by the majority vote of Council prior to attendance, may include reporting and/or voting responsibilities. Council

endorsement requires clear understanding of the mandate (terms of reference) and Council's role which may or may not have reporting or voting responsibilities. The Council member appointed is required to provide timely updates to all of Council and this may be in the form of a Council update during a Regular Council meeting or distribution of meeting minutes. These appointments are identified as exemptions in Schedule A and will be updated by Administration, as required, following a Council resolution.

PROCEDURES

1. Appointments

The Mayor, with consultation of individual Council members, appoints Council Liaison representatives. These appointments are considered at the request of a community group, staff member or Council member.

The Mayor will take into consideration the following parameters when making decisions regarding new liaison appointments, and annually, when reviewing current liaison appointments:

- Alignment of the City's overall mandate with the community group's mandate and/or goals;
- Availability and capacity of Council to accommodate additional appointments; and
- The need for more frequent and robust communication between Council and the community group than can be accomplished through annual delegations to a regular meeting of Council and correspondence with staff.

2. Council Liaison Responsibilities

Council Liaisons have the following responsibilities:

- Facilitate communications between the community group and City Council on matters of mutual interest.
- Provide updates to Council regarding recent events and community initiatives at regular Council meetings during Council Information Updates.
- Attend meetings and events of the community group as time and scheduling permits and where the topics are of mutual interest.
- Engage in conversation at the community group meetings, providing information and context from a City perspective.
- Notify the Alternative when they are unable to attend.
- Council Liaisons will not make commitments on behalf of the City outside of current policy or previously approved levels of service. Council Liaisons may take requests or inquires back to Council or the Chief Administrative Officer for follow up or to seek Council's formal decision on a matter.
- Council Liaisons are non-voting members of community group and are not expected to participate in discussions and debate on matters being considered by

the community group but rather to provide information as required from a City perspective.

- Council Liaisons must not participate at meetings that deal with personnel, legal matters or other confidential matters such as negotiations with the City. Doing so may put them and/or the City in a position of conflict with respect to matters that come before Council.

3. Community Group Responsibilities

The City holds the following expectations of community groups that have, or request, a Council Liaison appointment:

- The community group will be appropriately constituted and in good standing with their respective governing body and will function in accordance with good governance guidelines including, but not limited to, provision of agendas in advance of meetings, maintaining minutes, managing meetings in accordance with appropriate rules of order, holding regular elections as relevant and maintaining proper financial records as relevant;
- The community group will provide the appointed Council Liaison with any relevant terms of reference or other guiding documents to help the Council Liaison understand the purpose and mandate of the group;
- The community group will provide the appointed Council Liaison reasonable notice of each meeting and the relevant agenda; and
- The community group will provide the appointed Council Liaison with advance notice, if there is an expectation that they will be requested to address a particular topic of interest in an upcoming meeting, to allow time to investigate and research the required information.

SCHEDULE “A”

Council Liaison appointments covered by this Policy (appointed by the Mayor):

Arts Council of North Okanagan
Downtown Vernon Association
Greater Vernon Chamber of Commerce
Vernon Okanagan Inspired Community Events Society (VOICE)
Vernon Winter Carnival
Vernon Seniors Action Network
Funtastic Sports Society
O’Keefe Ranch and Historical Society
Ribbons of Green Trail Society

Council appointed positions exempted by this Policy (appointed by a majority vote of Council):

North Okanagan Regional Advisory Committee (Okanagan College – RAC)
Municipal Insurance Association of BC
Kelowna Airport Advisory Committee (terms of reference indicate a 4-year term)
Okanagan Regional Library Board
Greater Vernon Advisory Committee
Inter-Municipal Advisory Committee
Okanagan Indian Band and City of Vernon Working Group
Regional Growth Management Advisory Committee (RDNO)
Federation of Canadian Municipalities (FCM)
Union of BC Municipalities (UBCM)