

# Staff Report to Council

Administrative Services

FILE: 01-0360-20/20

REPORT DATE: November 03, 2020      MEETING DATE: November 17, 2020  
TO: Mayor and Council  
FROM: Kate Barchard, Corporate Officer  
SUBJECT: Community Support Select Committee – Approval of new Terms of Reference

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



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RECOMMENDATION(S): THAT Council:

- A. Approve the Terms of Reference for the newly established Community Support Select Committee as presented to Council on November 17, 2020;  
OR
- B. Other.

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## PURPOSE

To present to Council the draft Terms of Reference (TOR) for the new 'Community Support Select Committee', for Council's discussion and approval. As this committee fits the description of a 'select committee' vs an 'advisory committee', Staff believe it is Council's responsibility to approve the TOR.

☐ Information Report

☒ Decision Report

☐ Direction Report

## DISCUSSION

### Background:

On September 22, 2020, Council approved the transition of the Community Check-In Task Force to a more permanent committee structure, with the mandate to engage community outreach organizations that provide support to Pitt Meadows residents. Councillor O'Connell and Councillor Simpson were appointed to this new committee as

the Council Liaison and Alternate, respectively. Staff have now drafted the Terms of Reference for this committee and feel that it sits with Council to approve this guiding document for the reasons described herein.

The majority of City committees currently established in Pitt Meadows are considered 'advisory committees' and fall under the purview of the Chief Administrative Officer (CAO) to approve TOR's and appointments. As per the City Committees Policy (C102), an advisory committee is formed when Council or Staff desire ongoing community input on services or decisions made by the City.

In contrast to a typical advisory committee, the mandate of the new Community Support Committee is to strengthen relationships between the City and community service organizations and to support information sharing between Council, the service providers, and the general public. This new committee is charged with investigating community resources and ensuring the information is shared with the community.

Furthermore, there are only two voting members on the Committee, both of whom are Council members. The reporting structure is also unique in that the Committee will report directly to Council through the Council Liaisons as part of their regular Council Liaison Reports, instead of reporting through the CAO.

For these reasons, Staff believe this committee better fits the description of a 'Select Committee', defined by 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.

If Council is in agreement with this definition of the new Committee, then it would be Council's responsibility to approve the TOR as per both s. 142.1 of the Community Charter quoted above, and the City Committees Policy.

**Relevant Policy, Bylaw or Legislation:**

- Community Charter, S. 142 [*select committees of council*]
- City Committees Policy (C102) which outlines the various City committees, how they're established, and who approves their TOR.

## **COUNCIL STRATEGIC PLAN ALIGNMENT**

- ☒ Principled Governance   ☐ Balanced Economic Prosperity   ☐ Corporate Excellence  
☒ Community Spirit & Wellbeing   ☐ Transportation & Infrastructure Initiatives  
☐ Not Applicable
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## **FINANCIAL IMPLICATIONS**

- ☐ None   ☐ Budget Previously Approved   ☐ Referral to Business Planning  
☐ Other

There are no financial implications associated with this initiative.

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## **PUBLIC PARTICIPATION**

- ☒ Inform   ☐ Consult   ☐ Involve   ☐ Collaborate   ☐ Empower
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## **KATZIE FIRST NATION CONSIDERATIONS**

Referral   ☐ Yes   ☒ No

Through their research and learning, the Committee may wish to ask questions of the various service providers to learn about and promote support services available to the Katzie First Nation. The Committee may also wish to extend invitations to KFN to hear about updates and presentations from various service providers at future EPC meetings.

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## **SIGN-OFFS**

**Written by:**

Kate Barchard, Corporate Officer

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## **ATTACHMENT(S):**

A. Community Support Committee DRAFT Terms of Reference



# TERMS OF REFERENCE

<b>Name:</b>	Community Support Select Committee		
<b>Type of Advisory Body:</b>	Select Committee		
<b>Effective Date:</b>	September 22, 2020	<b>Revision Date:</b>	November 3, 2020
<b>TOR Approved by:</b>	Pitt Meadows City Council, at their November 17, 2020 regular meeting		

## Background

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- 1) On September 22, 2020, Pitt Meadows Council established the Community Support Select Committee (the "Committee") to provide a platform to strengthen relationships and share information between City Council and community organizations that provide support to Pitt Meadows citizens. This Committee will run as a pilot project for one year to assess its value and effectiveness.

## Mandate

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- 2) The mandate of the Committee is to build relationships and enhance dialogue and information sharing between Council and community organizations that provide social services to Pitt Meadows residents.

## Enabling Legislation/Authority

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- 3) The Committee is a Select Committee of Council, reporting to Council through Council Liaison Reports at regular meetings, as well as an annual delegation to the Engagement and Priorities Committee. The Committee is given authority through the City Committees Policy C102 and these Terms of Reference ("TOR").

## Reporting Relationship

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- 4) The Committee reports directly to Council.

## Membership

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- 5) The Committee will be comprised of the following members:
  - a) Voting members, including:

# TERMS OF REFERENCE

- i. One (1) Council Liaison, appointed by the Mayor, who will act as the Chair for the Committee; and
  - ii. One (1) Alternate Council Liaison, appointed by the Mayor, who will act as the Vice Chair for the Committee.
- b) Non-voting members, including:
- i. One (1) employee of the City, appointed by the Corporate Officer, who will be the Committee Clerk for the Committee and who will be responsible for agenda preparation, minute taking and meeting preparations; and
  - ii. representation from community outreach agencies, as determined by unanimous decision of the voting members, that provide social services and programming to Pitt Meadows residents, including but not limited to, Ridge Meadows Food Bank, Ridge Meadows Seniors Society, Community Services, Fraser Health, The Seniors Network, Emergency Support Services, and SD42.

## Appointments and Terms

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- 6) The Committee will operate as a pilot project for its first full year of operation (2021), to determine the effectiveness and value of the Committee's function and form, after which decisions will be made on the long term plans for the Committee.

## Remuneration

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- 7) Committee members are not financially compensated for their time on this Committee.

## Budget

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- 8) There is no budget assigned to the Community Support Select Committee.

## Governance Principles

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- 9) **Legislation.** The Committee will operate in accordance with the City of Pitt Meadows Council Procedure Bylaw (Bylaw No 2834, 2019), the City Committees Policy (C102), the Respectful Workplace Policy (C101), and any other applicable enactments, bylaws or policies, as amended or replaced from time to time.
- 10) **Procedural Rules.** All Committee 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.

## Responsibilities

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11) The voting members of the Committee have the following responsibilities:

- a) Attend and actively participate in the Committee meetings as scheduled;
- b) Be prepared for meetings by reading agenda materials in advance;
- c) Help with various tasks and projects as identified and assigned by the Committee;
- d) Inform the Committee Clerk if unable to attend a meeting; and
- e) Maintain an open mind and allow for a variety of opinions to be heard.

12) The Committee Clerk has the following responsibilities:

- a) Coordinate and produce all Committee agendas and minutes;
- b) Schedule all Committee meetings;
- c) Manage general correspondence with Committee members; and
- d) Maintain the official files of the Committee including minutes, agendas, policies, terms of reference, correspondence and other file information, in accordance with the City's records management practices.

## Meeting Procedures

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13) **Meeting Schedule.** The Committee will meet up to three (3) times per year in addition to one (1) presentation to Council through an Engagement and Priorities Committee Meeting each year. The annual Meeting Schedule will be confirmed at the first meeting of each year.

14) **Open Meetings.** Meetings of the Committee will be 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 and is approved by the Corporate Officer.

15) **Chair/Vice Chair.** The Council Liaison will chair all meetings when in attendance. The Alternate Council Liaison will chair in the absence of the Council Liaison.

16) **Quorum.** A 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.

17) **Agendas.** An agenda will be prepared by the Committee Clerk for each meeting, with input from the Chair, and provided to the Committee members a minimum of 72 hours prior to each meeting, unless the Committee meeting schedule does not allow for such turn around.

18) **Minutes.** The Committee Clerk will record each meeting, produce draft minutes for review within one (1) week of the meeting, and include draft minutes on the next agenda for approval by the Committee.

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- 19) **Deliberations.** Decisions will be made by a majority vote of all voting members in attendance, using motion and voting procedures as outlined in Council's Procedure Bylaw.
- 20) **TOR Amendments.** As a Select Committee, Council approves the TOR. The CAO will forward recommendations to Council when amendments to the TOR are required.