



## **COMMITTEE PROCEDURAL POLICY**

### **1. Purpose**

- 1.1. Advisory committees, statutory and non-statutory, are established by Council for the purpose of encouraging community participation on a variety of issues relevant to the municipality. Such bodies play an important part in the corporate decision-making process by providing a means for elected representatives and staff to receive the views and advice from affected citizens on a variety of matters. Advisory committees report to Council through the Standing Committee process and the nature of advisory committee recommendations to Council is purely advisory, not advocacy.
- 1.2. For any organization to function smoothly, it is critical that all members clearly understand its governing rules and operating principles. This Committee Procedural Policy outlines the operating principles and procedures for the committees of council for the Town of Trenton.
- 1.3. The objectives of the Committee Procedural Policy are to:
  - 1.3.1. Clearly communicate the procedures to be used by committees of council in the execution of all business for the Town of Trenton relating to the role of committees, committee composition, meeting protocols, reporting and communications, rules of order and debate, and conflict of interest;
  - 1.3.2. Outline the committee Terms of Reference;
  - 1.3.3. Provide a guide to procedural motions and voting;

### **2. Role of Committees**

- 2.1. This policy applies to meetings of the Town of Trenton committees of council. The role of the committees shall be to receive reports on areas of interest within their scope and make recommendations to council on the direction and nature of policy development and general governance of the municipality as required.

### **3. Committees of Council**

- 3.1. The following standing Committees have been approved for Council appointments or nomination/recommendation to the Province (including outside organizations):
  - 3.1.1. Steering Committee
  - 3.1.2. Planning Advisory Committee
  - 3.1.3. Parks and Recreation Committee
  - 3.1.4. Heritage and Culture Committee



## ***Town of Trenton***

POLICY NO. COM-20201013

APPROVED: 2020-10-13

---

- 3.1.5. Fire/Policing Advisory Committee
- 3.1.6. Economic Development Committee
- 3.1.7. Source Water Protection Advisory Committee
- 3.1.8. Audit Committee
- 3.1.9. Accessibility Committee

3.2. Special or other Committees of Council may be appointed as determined necessary by motion of Council.

### **4. Membership**

- 4.1. All committees are required to have a minimum of five (5) members. Committee membership must include at least one (1) member of Town Council and members of the public who are residents of the Town of Trenton, business owners in the Town of Trenton, or subject matter experts. Committee membership may also include Town staff.
  - 4.2. The term for members shall be two (2) years, and members may be re-appointed to the Committee. Public members' terms shall be by calendar year.
  - 4.3. In October of each upcoming renewal year, an advertisement for the public member(s) whose term is set to expire that calendar year shall be placed in the local newspaper.
  - 4.4. Each citizen advisory committee member must sign a confidentiality agreement at the beginning of each term.
  - 4.5. The capacity of the Chief Administrative Officer (CAO) will be to engage with all committees at an administrative support level rather than a sitting member on any individual committee. The CAO may attend committee meetings on an as needed basis by request of the committee Chair or by the decision of the CAO.
  - 4.6. Members of Council
    - 4.6.1. The Council shall appoint committee members by motion.
  - 4.7. Responsibilities of Committee Chair
    - 4.7.1. The Chair of a committee will be selected from the committee members. It is recommended that members of Council not hold this position.
    - 4.7.2. Election of standing committee chair will take place at the first regular meeting of committee.
    - 4.7.3. Chairs shall hold position for a term of two (2) years, unless otherwise decided by motion of committee.
-



## ***Town of Trenton***

POLICY NO. COM-20201013

APPROVED: 2020-10-13

---

4.7.4. The Chair will be responsible for establishing the meeting agenda, presiding over a meeting, and may also be referred to as the “presiding officer”. The Chair shall be the presiding officer at all committee meetings, unless unavailable, in which case a designate will be selected from committee members in attendance.

4.7.5. The Committee Chair is expected to:

4.7.5.1. Preside over all committee meetings and be responsible for the overall administration of the affairs of the committee, ruling on any points of order;

4.7.5.2. Facilitate the meeting and follow the Policy for advisory committees;

4.7.5.3. Participate as an active and voting member, encouraging active participation by all advisory committee members;

4.7.5.4. Call on a designate to fill his/her place as Chair in order to take part in debate, until he/she resumes the Chair. Chairs are permitted to provide brief comments during discussion;

4.7.5.5. Undertake any necessary work, including special projects and research, between meetings;

4.7.5.6. Be the point of contact with Council, the CAO and municipal staff;

4.7.5.7. Lead the preparation of the annual work plan submission/presentation to Council;

4.7.5.8. Review the goals and objectives of the committee and ensure the work plan and budget is realistic, up-to-date and being followed;

4.7.5.9. Recognize workload limitations of the advisory committee

4.7.6. During committee meetings, it shall be the duty of the Chair/presiding officer to:

4.7.6.1. Open the meeting by taking the chair, calling the members to order and announcing the business before the committee and the order in which it is to be acted upon;

4.7.6.2. Ensure the meeting agenda is followed and that the meeting progresses with due efficiency;

4.7.6.3. Protect all rights of those attending the meeting;

4.7.6.4. Receive and put to a vote all motions presented and to announce the result;

4.7.6.5. Decline to put to vote motions which infringe upon the rules of order or are beyond the jurisdiction of the assembly;

4.7.6.6. Enforce the rules of order;



## ***Town of Trenton***

POLICY NO. COM-20201013

APPROVED: 2020-10-13

---

- 4.7.6.7. Preserve order and decide points of order;
- 4.7.6.8. Restrain the members within the rules of order when engaged in debate;
- 4.7.6.9. Determine, at their discretion, whether a motion is in order;
- 4.7.6.10. Exclude from debate or expel from any meeting any person who is guilty of improper conduct at the meeting;
- 4.7.6.11. Call on a designate to fill their place until resuming the chair, if the presiding officer desires to leave the chair for the purpose of taking part in the debate or otherwise;
- 4.7.6.12. Ensure that decisions of committee are in conformity with the laws governing the activities of committee/council;
- 4.7.6.13. Adjourn the meeting when business is concluded;
- 4.7.6.14. Adjourn the meeting without question in the case of grave disorder arising in the meeting place.

### 4.8. Responsibilities of Secretary

- 4.8.1. The Secretary of a committee will be selected from the committee members.
- 4.8.2. Election of standing committee secretary take place at the first regular meeting of committee.
- 4.8.3. The Secretary shall hold position for a term of two (2) years, unless otherwise decided by motion of committee.
- 4.8.4. The Secretary will be responsible to:
  - 4.8.4.1. Distribute agendas to all committee members before a regularly scheduled meeting;
  - 4.8.4.2. Arrange for attendance of invited guests at meetings, in conjunction with the Chair;
  - 4.8.4.3. Take minutes, recording a summary of the discussion for each item, actions to be taken and recommendations, including the names of the movers of motions, when the meeting started and adjourned, record the members present and absent;
  - 4.8.4.4. Review and correct any errors in the minutes of previous meeting and finalize minutes for distribution;
  - 4.8.4.5. Ensure minutes are sent out to committee members for adjustment prior to next scheduled meeting.



- 4.8.4.6. Submit a monthly report, endorsed by the committee Chair, to the CAO one (1) week prior to the Council meeting.

## 5. Meetings

### 5.1. Committees will abide by the following meeting protocols:

- 5.1.1. All committees will meet at minimum once per month;
- 5.1.2. Meeting date, location and time will be chosen by the committee members;
- 5.1.3. The Chair may convene additional meetings as deemed necessary in consultation with the Chief Administrative Officer (CAO) or designate;
- 5.1.4. Meetings may be cancelled by the Chair in consultation with the CAO or designate when there are no agenda items;
- 5.1.5. A quorum will consist of fifty percent plus one of the total number of members. Vacancies shall not be counted towards the total number of members;
- 5.1.6. Agenda items must be forwarded to members at least one (1) week in advance of meetings;
- 5.1.7. Agenda and staff reports shall be made available to the Committee prior to the scheduled meeting;
- 5.1.8. No additions will be permitted at the beginning of a meeting unless unanimously accepted;
- 5.1.9. Committee members who miss three (3) consecutive meetings will be deemed to have resigned.

### 5.2. Committee Order of Business and Agenda

- 5.2.1. The Chair, under the direction of the chief administrative officer (CAO) in accordance with the Mayor, will prepare the agenda for all regular and special meetings of council committees.
- 5.2.2. Agendas for committees will be distributed by the Secretary on the Friday before the meeting, or seventy-two (72) hours before the meeting unless circumstances prevent it.
- 5.2.3. The business of committee shall be taken up in the order in which it stands on the agenda, unless otherwise decided by committee.
- 5.2.4. An item of business not listed on the agenda is not permitted to be introduced at a meeting unless authorized by motion of committee.



### 5.3. In-camera Meetings

- 5.3.1. Committee meetings, or portions thereof, may be held in-camera only in accordance with section 22 of the Municipal Government Act, as may be amended from time to time. The only matters to be considered in an “in-camera session” are as follows:
  - 5.3.1.1. Review of and decisions regarding contractual agreements and pricing;
- 5.3.2. Prior to moving in-camera session for one of the reasons listed in section 5.3.1, committees shall pass a motion stating the fact that the committee/council is convening into in-camera session, and the general nature of the matter to be considered. This motion shall contain a brief description of the matter being considered.
- 5.3.3. A vote may not occur during an in-camera session, rather occur immediately following the in-camera session.
- 5.3.4. Recommendations to council from an in-camera session will be dealt with immediately following dissolution of the in-camera session.
- 5.3.5. Issues discussed during an in-camera session and minutes of an in-camera session will be maintained by the Secretary and considered confidential unless council determines that the information, or part thereof, shall be made available to the public.

## 6. **Reporting and Communication**

- 6.1. A meeting report including any forthcoming recommendations shall be presented to Town Council at its next regular Committee of the Whole meeting.

### 6.2. Minutes

- 6.2.1. The Secretary shall verify and maintain the minutes of all committee meetings.
- 6.2.2. All minutes recorded for committee shall record all resolutions, decisions, and other proceedings at a meeting of the body.
- 6.2.3. Minutes of meetings shall record:
  - 6.2.3.1. The type, place, date and time of meeting;
  - 6.2.3.2. The name of the presiding officer and the record of attendance of the members and the names of those council members attending who are not part of the committee (if applicable);
  - 6.2.3.3. The time of late arrival or early departure of committee members;
  - 6.2.3.4. The substantive decisions made and actions taken;



## ***Town of Trenton***

POLICY NO. COM-20201013

APPROVED: 2020-10-13

---

6.2.3.5. The results of votes on all motions, including noting the members voting in the minority;

6.2.3.6. Attendance of municipal staff;

6.2.4. The minutes of each committee meeting shall be presented to the committee at the next regular meeting for confirmation.

## **7. Governance**

### **7.1. Conduct of Members**

7.1.1. Members of council shall:

7.1.1.1. Act in accordance with their Committee Code of Conduct;

7.1.1.2. Discharge with integrity all responsibilities to committee, the Town of Trenton, and the public, in keeping with approved municipal policies;

7.1.1.3. Not use offensive words or insulting expressions at any time including speaking in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;

7.1.1.4. Treat the presiding officer, other members, staff, and the delegates from the public with courtesy, respect and good faith;

7.1.1.5. Make an attempt at being acknowledged by the presiding officer before leaving a meeting;

7.1.1.6. Not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;

7.1.1.7. Not criticize any decision of the committee except for the purpose of introducing a motion for reconsideration;

7.1.1.8. Not disobey the rules of the committee or a decision of the presiding officer or committee on a question of order, practice or interpretation of the rules of the committee;

7.1.1.9. Be encouraged to ask any relevant questions of staff prior to any meeting where an issue may be introduced or debated so that staff may be able to have appropriate information at such meeting if necessary;

7.1.1.10. Turn off all cell phones, and electronic devices, except those in use to facilitate the meeting, or otherwise set them so as not to emit any audible sound during a meeting.



7.1.2. If a member disregards the rules of procedure or a decision of the presiding officer or committee on questions of order, practice and/or interpretation of the rules, and persists in such conduct, after having been called to order by the presiding officer, the presiding officer shall forthwith put the question with no amendment or debate - "That such member be ordered to leave their seat for the duration of the meeting". If, following such vote by committee, the member apologizes, the committee may, by a further vote of those present, permit the member to retake their seat.

## 7.2. Speaking/Rules of Debate

- 7.2.1. While in committee, after a presentation or report, the Chair will open for discussion and questions, and after discussion and questions have ceased or been limited, the Chair will ask for a motion.
  - 7.2.2. A member shall not speak until the presiding officer has recognized them by indicating it is their turn to speak.
  - 7.2.3. When a member has been recognized by the presiding officer as having the floor, the member shall direct their question or comment to the presiding officer and speak only to the matter under consideration. The presiding officer shall recognize the members who wish to speak in the order that they indicate their desire to address the committee.
  - 7.2.4. When a member is speaking, no other member shall interrupt, except to raise a point of personal privilege or point of order.
  - 7.2.5. Any member may require the question or motion under discussion to be read or displayed at any time during the debate but not to interrupt a member while speaking.
  - 7.2.6. A member shall not speak more than once on the question until all other members have had the opportunity to speak to the matter for the first time, except for the purpose of providing an explanation of a material part of their speech which may have been misunderstood. New information is not to be introduced. No member shall speak to the same matter more than two (2) times without the leave of the committee.
  - 7.2.7. A member shall not speak to the same question, or in reply, for longer than ten (10) minutes, without leave of the committee.
  - 7.2.8. A member shall be restricted to asking questions related directly to the matter under discussion.
  - 7.2.9. After a question has been put by the presiding officer, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
-





## ***Town of Trenton***

POLICY NO. COM-20201013

APPROVED: 2020-10-13

---

7.2.10. To participate in debate, the presiding officer shall relinquish the position to a designate presiding officer until the matter has been disposed of. Relinquishing such position ensures impartiality of the presiding officer position.

### 7.3. Motions

7.3.1. The following matters, and motions with respect thereto, may be introduced verbally, without notice and without leave, except as otherwise provided by this policy:

- 7.3.1.1. A point of order or personal privilege.
- 7.3.1.2. To close debate.
- 7.3.1.3. To adjourn.

#### 7.3.2. Standard Meeting Motions

7.3.2.1. For the purposes of this policy, the following will be considered “standard” meeting motions:

- 7.3.2.1.1. To approve the agenda;
- 7.3.2.1.2. To adopt minutes;
- 7.3.2.1.3. To recess;
- 7.3.2.1.4. To adjourn.

7.3.2.2. The presiding officer may ask if a committee member is willing to move/second a standard meeting motion, in which case any member may respond. The presiding officer will verbally indicate which members have moved and seconded the motion.

7.3.2.3. To streamline meetings, any of the four (4) standard meeting motions may be voted upon by the members by a show of hands or by saying aye/nay.

7.3.3. Except as provided in Section 7.2.1 and 7.2.2, or motions prepared by municipal staff, all motions shall be clearly stated by the Chair before being voted upon.

7.3.4. Motions prepared in a staff report may be moved verbally by referencing the motion and the report.

7.3.5. The following motions may be introduced without notice and without leave, except as otherwise provided by this policy:

- 7.3.5.1. To suspend the rules of procedure.
- 7.3.5.2. To table.
- 7.3.5.3. To postpone definitely (deferral motion with a specified date/meeting).
- 7.3.5.4. To refer.
- 7.3.5.5. To amend.
- 7.3.5.6. To postpone indefinitely (deferral motion without specifying a date/meeting).



## ***Town of Trenton***

POLICY NO. COM-20201013

APPROVED: 2020-10-13

---

7.3.5.7. Any other procedural motion.

7.3.6. After a motion has been read or stated by the presiding officer, it shall be deemed to be in the possession of council but may be withdrawn by the originator at any time before a decision or amendment, provided council does not object.

### **7.4. Voting**

7.4.1. Except as outlined in section 7.4.2, the manner of determining the decision of the council or committee on a motion shall be via paper voting where the votes of members are displayed once all have been cast. In the event of computer difficulties, raised hands or another method at the discretion of council may be used.

7.4.2. No vote shall be taken by ballot or by any other method of secret voting, except for the selection of standing committee Chair.

7.4.3. All standing committee members, as outlined in section 4 are qualified to vote once on each motion, and are not permitted to abstain from voting, except when such member has declared a conflict of interest.

7.4.4. Except as provided elsewhere in this policy, a motion shall be deemed to have been carried when a majority of the members present, and voting have expressed agreement with the question. Consequently, on a tie vote, a motion is defeated.

7.4.5. The mover and seconder of a motion must be present at the meeting for debate to occur.

7.4.6. A member not in their seat at the call of the vote shall not be entitled to vote.

7.4.7. Each member shall occupy their seat until the result of the vote has been declared.

## **8. Terms of Reference**

8.1. The Terms of Reference for an advisory committee shall be approved by Council and amendments can only be made with Council approval. The Policy addresses several areas, therefore the Terms of Reference for an advisory committee need only address the following:

8.1.1. Mandate - A description of the general purpose of the advisory committee, including areas of responsibility, considering any statutory requirements. Advisory committee mandates shall not be altered by the advisory committee.

8.1.2. Goals and Objectives - A listing of the goals and objectives of the advisory committee, to be addressed in annual work plans with reference to specific strategies and actions.

8.1.3. Guiding Principles - Identifies the principles that shall guide the work of the advisory committee.



## ***Town of Trenton***

POLICY NO. COM-20201013

APPROVED: 2020-10-13

---

- 8.1.4. Key Success Factors - An explanation of what factors need to be realized for the advisory committee to be successful.
- 8.1.5. Number of Members - Specify the number of members of the advisory committee.
- 8.1.6. Member Qualifications - Outline recommended qualifications of potential members given the mandate of the advisory committee.
- 8.1.7. Frequency of Meetings - Indicate how often the advisory committee shall meet, e.g. monthly, any summer recess to be decided by the advisory committee on an annual basis.

### **9. Conflict of Interest**

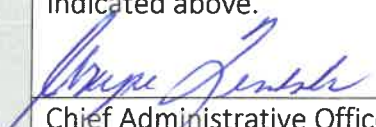
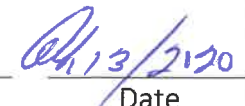
- 9.1. It is the responsibility of each committee member to identify and disclose any conflict of interest in any item or matter before the council or committee.
  - 9.2. Where a member, either on their own behalf or while acting for, by, with and/or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or standing committee at which the matter is the subject of consideration, the member shall:
    - 9.2.1. Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof.
    - 9.2.2. Leave their seat and sit in the gallery for the duration of the discussion pertaining to the matter.
    - 9.2.3. Not take part in the discussion of or vote on any question with respect to the matter.
    - 9.2.4. Not attempt in any way before, during and/or after the meeting to influence the voting on any such question.
    - 9.2.5. Where a meeting is not open to the public, in addition to complying with the requirements, the member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.
    - 9.2.6. Where the interest of a member has not been disclosed by reason of his absence from the particular meeting, the member shall disclose the interest and otherwise comply at the first meeting of council or standing committee, as the case may be, attended by the member after the particular meeting.
-



# Town of Trenton

POLICY NO. COM-20201013

APPROVED: 2020-10-13

		<u>CAO's Annotation for Official Policy Book</u>	
Policy Number:	COM-20201013	Date of Notice to Council Members of Intent to Consider (Minimum 7 Days):	<u>Sept. 28, 2020</u>
Council Approval:	<u>2020/ 10/ 13</u> Y M D	Date of Passage of Current Policy:	<u>Oct. 13, 2020</u>
Effective Date:	<u>2020/ 10/ 13</u> Y M D	I certify that this Policy was adopted by Council as indicated above.	
Supersedes Date:	<u> / /</u> Y M D		
		Chief Administrative Officer	Date