

POLICY MANUAL

Title: Council and Staff Liaison Roles	Policy No: 3.10 Supersedes: April 14, 2010
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: Sept. 29, 2020 Review Date: 2021

Policy Statement:

The City of Maple Ridge may assign a member of Council or staff as a Committee Member, Liaison, Council Delegate, or Board Appointee to Regional Government Boards, Advisory Committees and Commissions, Select, Standing or Statutory Committees, and Outside Agencies when the group’s mandate is aligned with Council’s Strategic Plan and goals.

Purpose:

To establish guidelines for how members of Council and staff are assigned to Regional Government Boards, Advisory Committees and Commissions, Select, Standing or Statutory Committees, and Outside Agencies, and to clarify their roles and responsibilities.

Definitions:

Advisory Committees and Commissions – Committees and Commissions formed by Council that provide ongoing advice of a policy nature to Council.

Outside Agency – An external community group, organization or non-profit society that delivers services on behalf of the City or represents a network of groups and agencies that help achieve the community needs and for which the City has some responsibility.

Regional Government Board – Agencies that have been duly constituted to deliver services on behalf of several cities/municipalities (e.g. Metro Vancouver).

Select Committee – A Committee established by Council and whose members are appointed by Council to consider or enquire into any matter and to report its findings and opinion to the Council.

Standing Committee – Committees that are established by the Mayor for matters the Mayor considers would be better dealt with by Committee and whose appointments are made by or decided by the Mayor.

Statutory Committee – A Committee or Board created and regulated pursuant to applicable provincial or federal legislation (e.g. Parcel Tax Review Panel).

1. APPOINTMENTS

Group	Role	Appointed By
Advisory Committees and Commissions	Council Liaison	Council
	Staff Liaison (non-voting)	CAO
Outside Agencies (roles vary and are determined by applicable legislation and/or the terms of reference)	Board Appointee	Council
	Council Delegate (non-voting)	Council
	Council Liaison	Council
	Metro Vancouver Committee Member	Metro Vancouver
	Staff Liaison (non-voting)	CAO
Regional Government Board	Board Appointee	Council
Select Committee	Committee Member	Council
	Staff Liaison (non-voting)	CAO
Standing Committee	Committee Member	Mayor
	Staff Liaison (non-voting)	CAO

1.1 Appointments – Members of Council

The Mayor will bring forward recommendations to Council respecting Council member appointments on Advisory Committees, Outside Agencies, Boards, and Select and Statutory Committees. Appointments to Standing Committees and Metro Vancouver Committees are determined by the Mayor and Metro Vancouver respectively.

The Mayor may consider factors including: schedule availability, personal interest, expertise or education, continuation of the work, conflicts of interest, or broadening a Councillor's knowledge base when determining the appointment recommendations. Council appointments will be shared between Council members.

1.2 Appointment Duration

Appointments are generally annual and are approved by Council as required. There is not a maximum term for service for appointments and it may not be advisable to change in the middle of an important initiative to ensure continuity of the work.

1.3 Confirmation of Appointments

The Corporate Officer will provide confirmation of the appointment to the requesting organization.

1.4 Requests for Council Delegates

Outside agencies that would like to request a Council Delegate should be appropriately constituted and be in good standing with the Registrar of Societies or equivalent governing body. Requests should be sent in writing to the attention of the Corporate Officer and include the most current Terms of Reference.

Requests for Council Delegates will be reviewed to ensure alignment with Council's Strategic Plan and goals. Priority will be given to those organizations delivering services on behalf of the City and secondly to those organizations or networks which are not represented already through an Advisory Committee and represent a network of groups or agencies which are critical to services the City provides. Due to the time restrictions of Council and staff, requests may not be filled.

2. ROLES AND RESPONSIBILITIES

2.1 Board Appointees – Regional Government Boards and Outside Agencies

A member of Council or staff that is appointed to a Regional Government Board (e.g. Metro Vancouver) or Board of Directors (e.g. Pitt Meadows Airport Society) will participate fully on the Board of Directors. There is no conflict for a Council member who is appointed to sit on such a Board who then participates in debates and discussions at the Council table about the City's continuing involvement in such a regional function or any other debate related to Council's involvement with the Board involved.

2.2 Metro Vancouver Committee Members

A member of Council that is appointed by Metro Vancouver to a Metro Vancouver Committee will participate fully on the Committee. There is no conflict for a Council member who is appointed to sit on such a Committee who then participates in debates and discussions at the Council table about the City's continuing involvement in such a regional function or any other debate related to Council's involvement with the Board involved.

2.3 Committee Members – Standing/Select Committee

A member of Council that is appointed to a Standing or Select Committee will participate fully on the Committee in accordance with the Committee's Terms of Reference.

2.4 Council Delegates – Outside Agencies

A member of Council may be appointed to an Outside Agency to facilitate ongoing communication between Council and the outside agency on matters of mutual interest.

Council Delegates will attend outside agency's meetings as a non-voting guest. To avoid putting the City in a position of conflict Council Delegates should **not** participate in any voting and avoid participating in group debates. It is recommended that Council Delegates provide a Council update and participate in any relevant agenda items at the beginning of the meeting, in consideration that a Council Delegate may not be able to stay the entire meeting.

Council Delegates 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 the Council Delegate and/or the City in a position of conflict with respect to matters that come before Council having to do with the group.

Council Delegates must not make commitments on behalf of the City that are not in alignment with Council's Strategic Plan or already covered by policy or a previously approved standard of service. The Council Delegate should look into requests by passing them along to the CAO to delegate to the appropriate senior staff member and follow up on the outcome and response to the request.

At their discretion Council Delegates will provide a verbal update regarding the Outside Agency at a regular Council meeting during Item 1500 - Mayor and Councillor Reports.

2.5 Council Liaisons – Advisory Committees and Outside Agencies

A member of Council will be appointed as a Council Liaison to each of the City of Maple Ridge Advisory Committees to bring a Council perspective to the meetings and facilitate a clear and open dialogue between Council and the Committee.

The Council Liaison is a member of the Advisory Committee and will participate fully in discussions at the meetings and be expected to vote. Council Liaisons may hold the role of Chair or Vice-Chair if elected by the Advisory Committee.

In unique cases a Council Liaison may be appointed to an external Committee to bring a Council perspective to the meetings and facilitate a clear and open dialogue between Council and the Committee. Council Liaisons appointed to external Committees follow the Terms of Reference for the Committee which must be endorsed by Council.

At their discretion Council Liaisons will provide a verbal update regarding the Advisory Committee or Outside Agency at a regular Council meeting during Item 1500 - Mayor and Councillor Reports.

Advisory Committees follow the guidelines for formation and operation detailed in Council Policy 3.11 – Committees of Council.

2.6 Staff Liaisons – Advisory/Standing/Select Committees and Outside Agencies

Staff Liaisons are non-voting members of Committees and Outside Agencies. The Staff Liaison may participate in discussions and provide their expertise but should not participate at meetings that deal with personnel, legal matters or other confidential matters such as negotiations with the City.

2.7 Meeting Attendance

Members of Council and staff are required to attend all meetings for which they are appointed and must notify the meeting organizer and make arrangements for their alternate to attend (if applicable) when they are unable to attend.