



# Committee Orientation

Community Heritage Commission



NEW WESTMINSTER

# Introductions to CHC

## Legislative Services:

- Carilyn Cook, Committee Clerk

## Chair:

- Councillor Jaimie McEvoy

## Council Representative:

- Councillor Daniel Fontaine

## Staff Liaisons:

- Judith Mosley, Senior Heritage Planner
- Kathleen Stevens, Heritage Planning Analyst
- Robert McCullough, Manager, Museums and Heritage Services

## Committee Members:

- |                   |                   |                     |                  |
|-------------------|-------------------|---------------------|------------------|
| • Shadi Arous     | • Samuel Boisvert | • John Davies       | • David Sarraf   |
| • Shelby McCannel | • Nancy Dheilley  | • Danielle Karlsson | • Jennifer Crews |



# Orientation Overview

What will be covered?

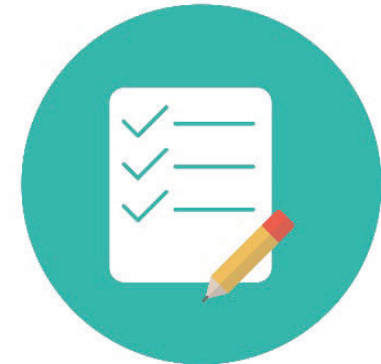


- Role of Advisory Committees
- Orientation Package Overview
- Attendance and Quorum
- Meeting Conduct
- City Policies and Freedom of Information
- Affirmations of Office

# Orientation Package

## Contents:

- Committee Terms of Reference
  - *Defines the purpose and structures of the committee*
- Committee Advisory Policy
  - *Guides the creation and management of advisory committees*
- Rules of Conduct
  - *Prescribes roles, responsibilities, and procedures*
- Respectful Workplace and Human Rights Policy
  - *Guides how we treat each other*
- Social Media Policy
  - *Provides a framework for communication on social media*
- Committee Meeting Schedule (also available on City website)
  - *Advises when our meetings take place*
- Freedom of Information (FOI) Permission Form
  - *Permits (or not) the City to contact you*



# What is the Role of an Advisory Committee?

Advisory Committees are created by Council to provide information and advice to Council on issues of interest to the public.



This assists Council in its decision-making process!

Advisory Committees are not autonomous.

This means Council must approve a Committee to discuss issues outside of their mandate.

# Attendance is Key

You are expected to attend regularly scheduled meetings.

To make sure we have quorum\*, let us know **whether or not** you will attend.

Without quorum, the Committee can't hold an official meeting or pass recommendations.



If you can't attend meetings anymore, please discuss it with the Chair or staff liaison.

If you miss three consecutive meetings, Council may, without further notice, remove you from the committee.

Please submit resignations via email to the staff liaison and [committees@newwestcity.ca](mailto:committees@newwestcity.ca)

\* *Quorum is the majority of appointed members.*

# Working with Staff

Remember:

The commitment of staff resources and time is the responsibility of Council.



Requests to have staff conduct work outside their work plan must be brought to Council for approval.

Committee work is just one part of staff's work plan, and staff may work on multiple committees.

Please be respectful of staff time. 😊





# Meeting Documents

## Agendas

- Sent one week in advance of the meeting
- Read in advance so you can come prepared
- Additions at the beginning of the meeting

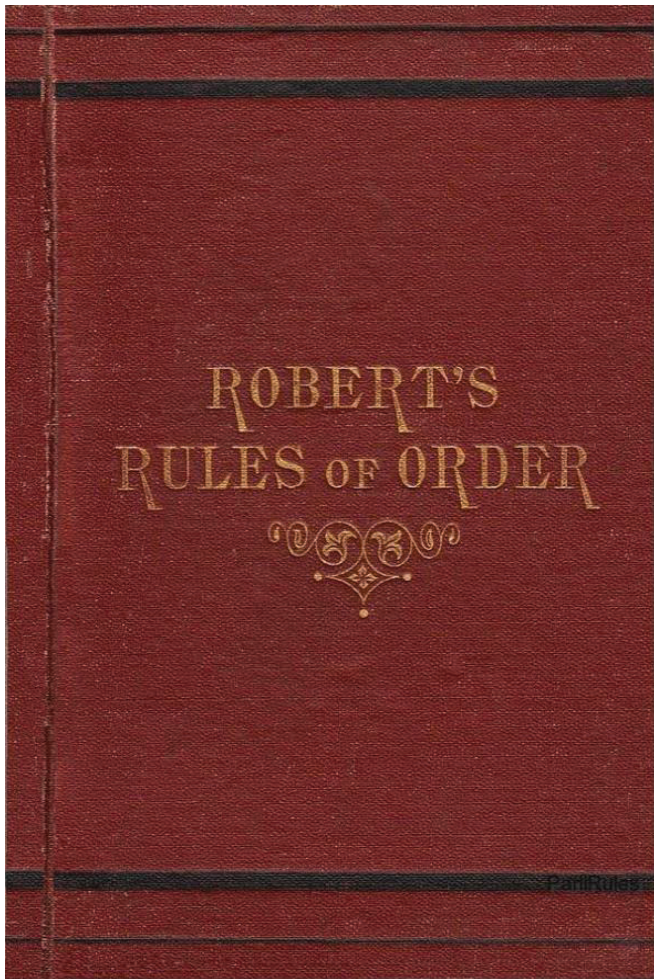
## Minutes

- Not verbatim, are meant to summarize the discussion
- Read and let us know if you see errors or omissions
- Posted to the website after they are adopted





# Rules of Order and Meeting Conduct



You do not have to know all of Robert's Rules of Order to participate in the meeting.

In the next few slides, we will cover:

- Conflicts of Interest
- Motions
- Voting

If you *want* to learn more about Robert's Rules, there are many resources online and at the library!

# Conflicts of Interest

A Conflict of Interest must be declared if you believe you have a direct or indirect interest in an item, and you must leave the room.

## Examples of Conflicts of Interest:

- You live within 100 metres of a proposed development;
- A family member or member is involved;
- You would receive monetary benefit;
- You're involved in an organization under discussion.

When in doubt,  
discuss  
and declare!

# Discussion

During discussion of an agenda item, the Chair will maintain a speaker's list.

Raise your hand to have your name added to the list.

Committee discussion is meant to be inclusive, not a back-and-forth between members.



Please bring common courtesy to discussion: wait your turn to speak, use respectful language, etc.

# What is a Motion?

A motion is how a Committee makes a decision.

A Committee member must **MOVE** (or introduce) a motion for consideration.



A motion must be **SECONDED** to proceed with discussion of the motion.

A seconder does not need to agree with the motion that is being moved; they are simply agreeing to debate the motion.

A seconder may still vote in opposition to the motion.

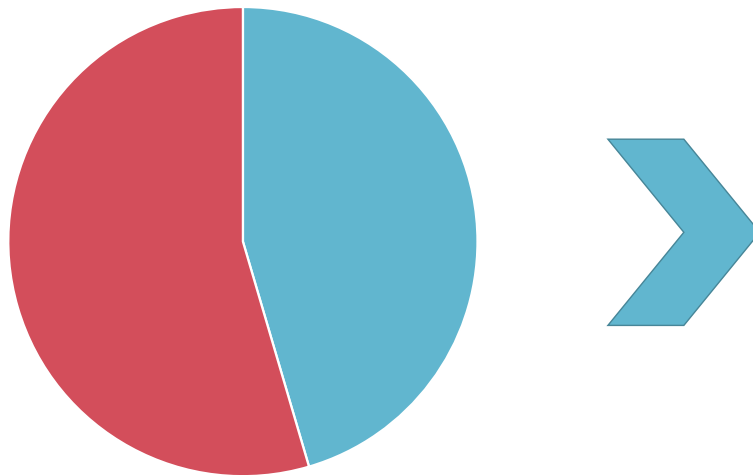


"I move that we debate whether to vote to decide whether to discuss bringing this meeting to an end."

# Voting – in Favour

“Call the question”

The Chair will put the motion to a vote.



To be carried, a motion must have 50% +1 of voting Committee members.

Committee members cannot abstain during a vote.

If a member does not clearly indicate how they vote, the vote will be noted in favour of the motion.

# Voting – in Opposition

Those voting in opposition must clearly raise their hand, or verbally indicate they are voting in opposition.

A tie vote is considered a lost (defeated) vote.

Members who vote in opposition to a motion will have their names recorded in the minutes.



# How does Council receive the motion?

Any committee motion that is passed and requires action or an expenditure of funds must be submitted to Council through a Committee report.

Committee reports include staff comments on the Committee recommendation.

Staff may or may not support the Committee recommendation.

Council may or may not pass a Committee recommendation, or may pass an amended Committee recommendation.





# Respectful Workplace and Human Rights Policy

All persons associated with the City of New Westminster have a responsibility to ensure the City's working environment is free from disrespectful behaviour.

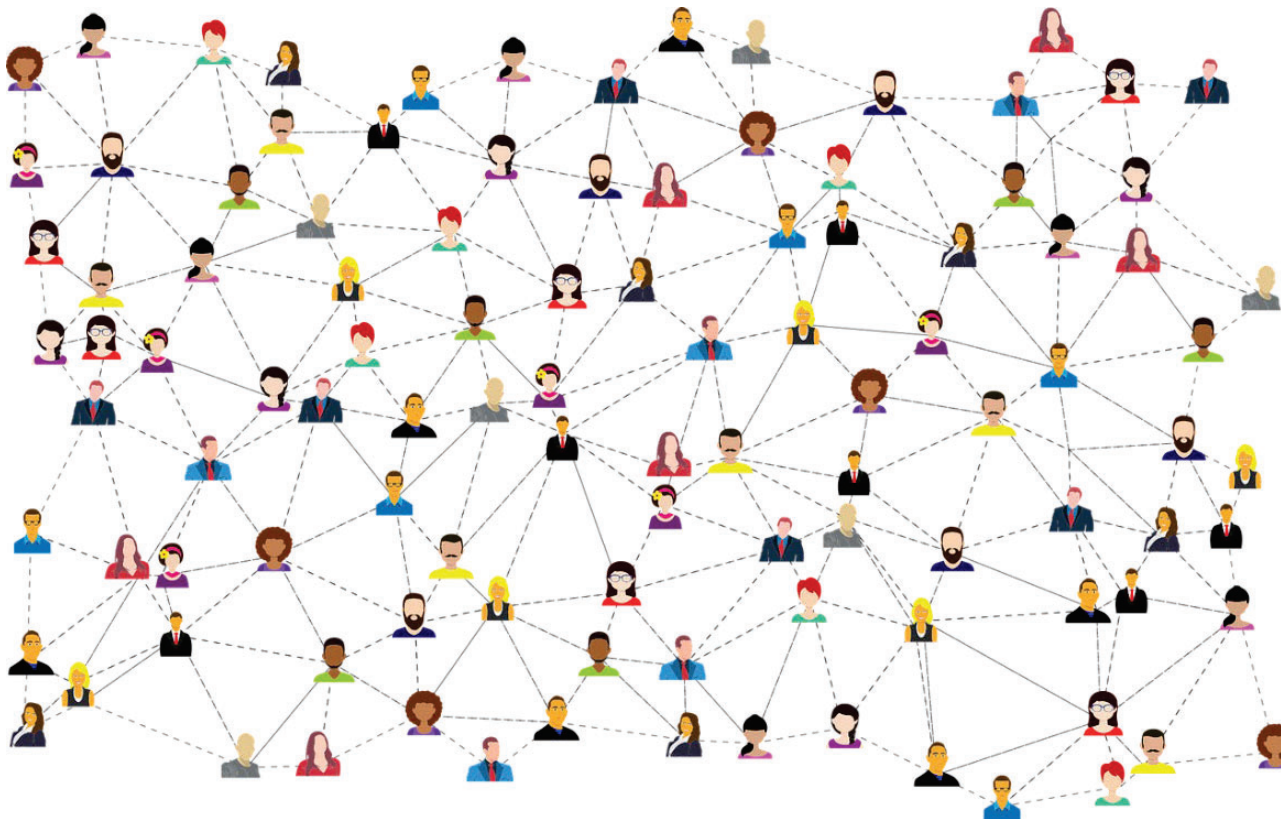
Disrespectful behaviour toward Council, staff, and other Committee members is not tolerated.



# Social Media Policy

As a member of this Committee, you represent the City and the Committee.

Be careful of your social media posts and activity, especially when referencing the City.



# FOI Permission Form

Your personal information is collected under the  
*Freedom of Information and Protection of Privacy Act.*

Staff cannot share Committee members' contact information with other Committee members.



It is not mandatory that Committee members indicate yes on the form.  
However, please tick a box and return the form!

# Affirmations of Office

I solemnly affirm that, as a Committee member and thereby a representative of the City, I will honestly and to the best of my knowledge and ability:

- participate in Committee meeting discussions with an open mind and respect for all other members of the Committee and the variety of perspectives one can expect from a group of community members brought together to provide Council with information and advice on matters within the Committee's mandate;
- be mindful of not allowing personal, financial or outside interests to conflict with the best interests of the community and to declare when such conflicts may exist;
- maintain any confidential information provided to me in my position;
- not use the authority or influence of my position on behalf of any political party or candidate;
- refrain from or exercise restraint and caution in publicly expressing personal opinions on matters of political controversy;
- abide by the City's: Social Media Policy, and Respectful Workplace and Human Rights Policy, both of which I have read.

# Additional Questions?

Questions and comments can be submitted to the Legislative Services Department.

Email: [committees@newwestcity.ca](mailto:committees@newwestcity.ca)

Phone: 604-527-4523

