



CITY OF YELLOWKNIFE

COMMITTEE ORIENTATION GUIDE



MESSAGE FROM THE MAYOR

On behalf of the City of Yellowknife, I would like to take this opportunity to thank you for accepting this important role as a Member on one of the City's Committees, Boards or Commissions.

Volunteerism has contributed greatly to the foundation of our community. I hope you find this appointment to be a rewarding experience.

This orientation guide is provided to you to assist you with carrying out your role as a Committee, Board or Commission member. You will find information on the City's structure, Council's priorities, meeting and procedural guidelines as well as information on how your recommendations are brought forward to City Council for consideration. I trust you will find it useful.

City Administration is available to assist and answer questions throughout your time as a City volunteer. The City of Yellowknife thanks you for your service and your commitment to building a better community.

Mayor, City of Yellowknife

COUNCIL STRATEGIC DIRECTIONS

Yellowknife City Council has set the following priorities:

Community Vision:

Yellowknife is a welcoming, inclusive and prosperous community with a strong sense of pride in our unique history, culture and natural beauty and role as the capital city and gateway to the Northwest Territories.

Council Mission:

Council will provide leadership, vision and direction in responding to the needs and aspirations of the community by working cooperatively with staff and residents to provide municipal infrastructure, programs and services that are environmentally, socially, and fiscally responsible.

Council Values:

- Reconciliation
- Responsiveness
- Responsible Decision-Making
- Amplifying Others
- Multi-Generational
- Engagement
- Reliable Services

Strategic Direction #1: PEOPLE FIRST

Strategic Direction #2: SERVICE EXCELLENCE

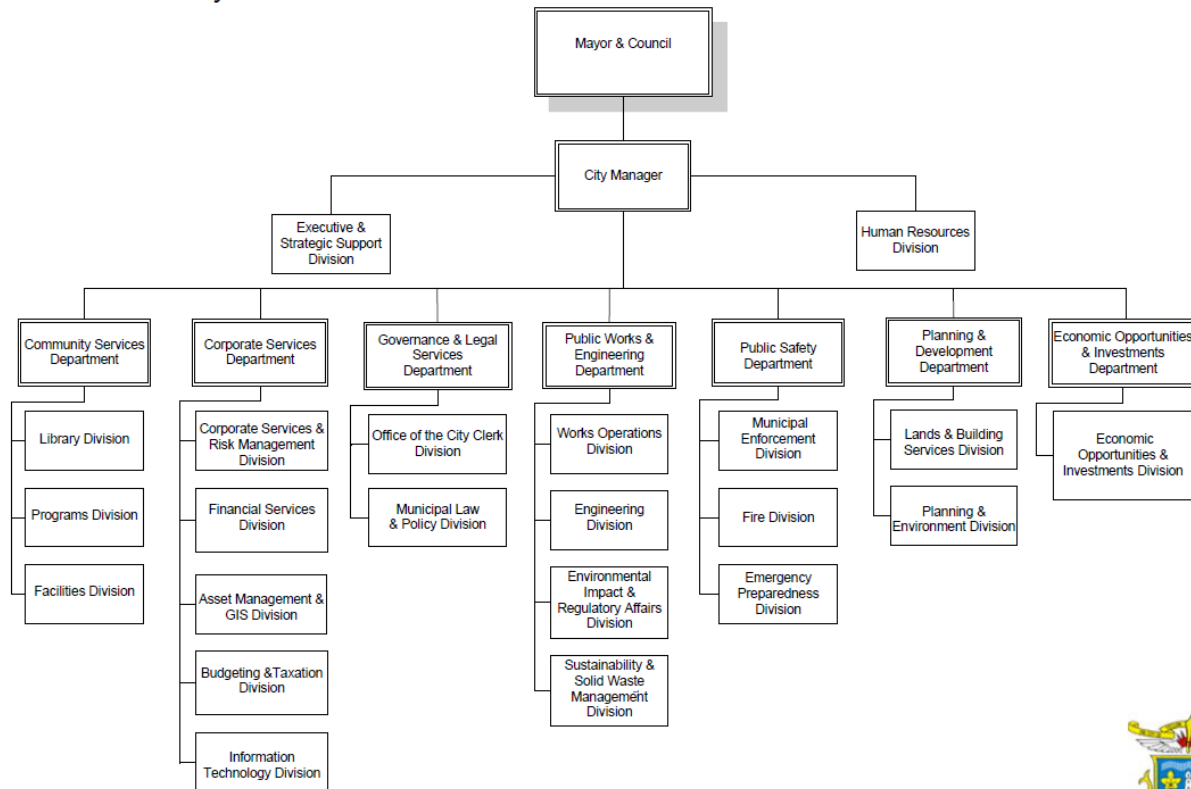
Strategic Direction #3: SUSTAINABLE FUTURE

ORGANIZATION CHART

The City of Yellowknife has seven Administrative Departments as follows:

CITY OF YELLOWKNIFE

Organization Chart City Wide



Your Board, Committee or Commission (“Committee”) will be supported by one of these Departments and one or more representatives from this Department will attend your meetings to provide technical information, guidance and procedural advice.

Your Committee will report to Council through its Standing Committee of Council, the Governance and Priorities Committee. The Governance and Priorities Committee will then review your recommendations and supporting information and make a recommendation to Council. It is therefore important to communicate how your recommendation(s) support or work towards Council Strategic Directions.

RULES OF PROCEDURE

The rules of procedure for Council (Council Procedures By-law No. 4975) shall apply to all committees in so far as they are appropriate. A copy of this by-law can be obtained from the City's website www.yellowknife.ca.

CONFLICT OF INTEREST

The City has a Council Procedures By-law that guides us through any issues related to conflict of interest. Simply put, if you have a direct or indirect pecuniary interest, as defined in the *Conflict of Interest Act*, in any matter discussed at the Committee and you are present at a meeting when this matter is the subject of consideration, then you are required to disclose your interest in the matter and remove yourself from the meeting during consideration of the matter.

If you have a conflict of interest in an item being discussed but you are absent from the meeting in which the matter was the subject of consideration; or you acquired the interest after the meeting, then you are required to disclose your interest in the matter at the next Committee meeting at which the matter is considered.

If you are unsure whether a conflict of interest exists, consult with the Administrative support person for your Committee.

CONFIDENTIALITY

Committee members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a Committee member. You will be told at the time of distribution if a document or information is of a confidential nature. When in doubt, check with your Administrative support person before disclosing any information.

CITIZEN APPOINTMENTS

It is the practice of the City of Yellowknife to advertise all vacancies that arise on City Boards and Committees. Vacancies for members are advertised within the Capital Update, website and social media as they occur. Administration coordinates this process and presents the names of the applicants to Council for consideration and approval.

The City of Yellowknife has adopted the following policy with respect to appointments to municipal boards and committees:

- i) The maximum consecutive years that an individual may serve on any one board or committee is six.
- ii) Individuals who have served the maximum six-year period on one municipal board or committee shall be eligible to be appointed to another board or committee.
- iii) No individual shall be precluded from serving concurrent terms on more than one municipal board or committee.
- iv) Notwithstanding that an individual appointee has served less than six years on a particular board or committee, Council may, after the expiration of the first or subsequent terms of that appointee, advertise for applicants to fill a vacancy on that board or committee.
- v) Notwithstanding clause (i.) of this policy, should the City receive no applications to fill a vacancy on any particular board or committee, the six year maximum limitation may, at the discretion of City Council, be waived.
- vi) Should the City receive no applications to fill a vacancy on any particular board or committee, City Council may appoint a member of the public at their discretion.

TERMS OF REFERENCE

City Council has adopted a Terms of Reference for each municipal board, committee and commission. If you have not already received a copy, please check with the Administrative support person to obtain a copy. Quasi-judicial Boards or Commissions may be governed under separate legislation such as the Audit Committee, Development Appeal Board, Board of Revision and the Combative Sports Commission.

ROLE OF THE COMMITTEE

Committees are established to:

- Provide information and well considered advice to Council and staff on issues of concern to the public and the City;
- Provide recommendations for consideration by Council and staff; and
- Undertake work referred by Council and work with the direction provided by Council.

When considering the establishment of a Committee, Board or Commission, City Council reviews and approves a Terms of Reference that sets out the Committee's mandate and duties. Committees can only consider issues within those areas specified within the Terms of Reference.

Once a Committee has submitted its recommendation to Council via the Governance and Priorities Committee, it then becomes Council's decision on how to proceed with the recommendation. Council may:

- Approve the recommendation;
- Amend and approve the recommendation;
- Defer the matter to a later date;
- Refer the matter back to the Governance and Priorities Committee or your Committee for further consideration; or
- Defeat the recommendation.

Committees may not commit to expenditure of funds or initiate projects unless specifically authorized by Council to do so. If a Committee would like to request the use of staff resources, the Administrative support person will let the Committee know whether or not staff can undertake the work or whether approval is required from the City Manager.

ROLE OF THE CHAIR

The Chair is responsible for presiding over the meeting, maintaining order and ensuring that all Members have an equal opportunity to participate in the discussion. The Chair will also determine the speaking order and ensure that those who have not yet had an opportunity to speak to an issue are given that opportunity before another Member is given a second opportunity to speak to the issue. The Chair will also make a presentation annually to the Governance and Priorities Committee to provide an update on the Committee's activities over the past year. There may be further responsibilities set out for the Chair within your Terms of Reference.

ROLE OF A MEMBER

Members will be expected to:

- a) Regularly attend meetings;
- b) Prepare for meetings by reading agenda material in advance;
- c) Listen to others and observe the rule of one speaker at a time;
- d) Speak when acknowledged by the Chair and through the Chair;

- e) Participate fully;
- f) Observe rules of decorum and debate;
- g) Not misrepresent themselves as having any authority beyond that delegated by Council;
- h) Put public interest above individual, group or social interests and consider this position as an opportunity to serve society;
- i) Treat other Committee members, elected officials and municipal staff with respect and courtesy;
- j) Never offer, give or accept gifts, favours or services that might tend to influence the discharge of duties;
- k) Never use position to secure advantage;
- l) Never disclose confidential information;
- m) Declare a conflict of interest and withdraw from Committee participation on any matter that involves a direct or indirect personal financial interest.

Please remember that specific roles are set out in your own Terms of Reference.

ROLES AND RESPONSIBILITIES OF STAFF

The Administrative support person will:

- a) Prepare Agenda packages, in consultation with the Chair, in advance of meetings;
- b) Prepare Minutes and circulate to Committee members within a timely manner;
- c) Bring forward Memorandums to Committees to present recommendations of the Committee;
- d) Provide technical advice;
- e) Advise Committee regarding the availability of resources.

AGENDA ITEM SUBMISSIONS

Members should contact the Chair and the Administrative support person to request the addition of an agenda item in advance of the agenda packages being sent out. This will allow members to prepare for discussion on your item.

QUORUM

The Terms of Reference for your committee will establish criteria for quorum. If there are not enough Members in attendance your Committee is not able to make motions or advance decisions. Therefore, you should let the Chair and Administrative support person know as soon as possible if you are not able to attend a meeting.

MEETINGS OPEN TO THE PUBLIC

All meetings of Council and its Committees are open to the public. The Chair may invite any member of the public to speak to an issue before the Committee.

Committee may, by resolution, authorize a meeting to be closed to the public in accordance with the Council Procedures By-law.

A member of the public may only be excluded from a meeting for improper conduct.

ATTENDANCE

Regular attendance at the meetings will ensure that the Committee is functioning properly and has representation from amongst its membership. Regular attendance will also aid in continuity of decision

making and knowledge of past events or issues discussed. Therefore, if any Member misses two (2) consecutive meetings without approval of the Committee, the Member will be struck from Committee membership and replaced by Council.

MAKING MOTIONS AND VOTING

All decisions and recommendations of Committee must be made by way of motion, in accordance with the Council Procedures By-law, and voted on by Members in attendance at the meeting. Members who are absent from the meeting are not able to participate in the vote.

All motions must be recorded within the minutes.

WORKING GROUPS

Working Groups may be established to investigate and report back to Committee on any matter relevant to the Committee. Members of the Working Group must be Members of your Committee. The City does not provide administrative resources (meeting space, admin support) for Working Groups.

BUDGET / FINANCIAL MATTERS

The Committee has no authority to expend or commit financial resources of the City of Yellowknife unless specifically authorized by Council to do so. Therefore all expenditures must be presented to Council for approval by way of motion.

REPORTING TO COUNCIL / COUNCIL LIAISON

The Chair will present a written report to Council through the Governance and Priorities Committee annually. The report will provide information regarding the activities of the Committee over the past year. The Chair will attend the Governance and Priorities Committee meeting to represent the Committee and answer any questions regarding the report.

COMMUNICATION PROTOCOL, USE OF WEBSITE AND OTHER COMMUNICATION TOOLS

The City of Yellowknife has an Economic Development and Strategy Department that provides communications services to City Departments and Committees. The City has a Social Media Policy and Communications Policy that impacts the work of City Committees. Both policies will be provided to the Chair for information.

There are times when the media will contact Committee members (typically the Chair) for comment on a City of Yellowknife issue. It is important to remember that all City Committees are City of Yellowknife appointed Committees and represent the City of Yellowknife. Committee chairs are typically the elected officials of the City and in that capacity all chairs represent the City in any media environment or public forum. Where co-chairs form part of the Committee Terms of Reference then the co-chairs should discuss an appropriate response to any media inquiry. Our Economic Development and Strategy Department can help answer any questions about your role, clarify media inquiries, or to prepare speaking notes. The Director of the Department your Committee falls under is the spokesperson for all activities of the Department and at times may also be contacted on a Committee issue. In these instances the Department of Economic Development and Strategy can help coordinate a response on behalf of the City.

The City has many communications tools available for use by City Committees. These tools are managed through City Administration, and by working with your Administrative representative your Committee can access these services. Use of the City's website, social media sites, electronic boards, Capital Update and other communication tools are available. Typically a communications plan is prepared by the

Department of Economic Development and Strategy when any Committee or Department has a campaign they would like to implement. Any advertising must adhere to the City's branding guidelines and be approved by the Department of Economic Development and Strategy.

The City's communications team looks forward to working with your committee on any public campaigns, events or advertising that is needed!

TERMINATION OF MEMBERSHIP

Your membership will automatically terminate upon complete of your term of office. It is the practice of the City of Yellowknife to advertise all vacancies that arise on City Boards and Committees. Prior to the expiration of your term of office you will be asked whether you are interested in serving another term. If you are interested, your name will be put forward for consideration. The maximum consecutive years that an individual may serve on any one board or committee is six, unless waived by Council under certain circumstances.

Any member wishing to resign from the Committee is requested to provide the resignation in writing to the Chair and the Administrative support person who will forward it to the City Clerk's Office. The City Clerk's Office will then advertise the vacancy.

A member may also be removed from the Committee, at the discretion of Council, for behaviour unbecoming, such as not declaring a conflict of interest.

PERSONAL LIABILITY

Pursuant to the *Cities, Towns and Villages Act* R.S.N.W.T. 2003, c.22, Committee members acting in good faith cannot be held personally liable for any debt or liability of the Committee. It is the responsibility of the City to ensure that members of Committees are insured against all liabilities related to fulfilling their responsibilities and duties as members of a civic Committee.

TIPS TO ACHIEVE MEETING EXCELLENCE

1. Ensure the meeting length is appropriate for the number of Agenda Items.
2. Put most important items at the beginning of the meeting.
3. Come to the meeting prepared.
4. Develop action lists.
5. Rules for brainstorming – list all ideas anyone has, don't discuss, don't judge, repetitions are ok.
6. Set deadlines and responsibilities for tasks.
7. Stay in the here and now – don't look back.
8. Stress the importance of participation and contribution, don't dominate the discussion.
9. Summarize decisions and tie up loose ends.