



# COMMITTEE ORIENTATION GUIDE

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TOWN OF HAY RIVER



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# Message from the Mayor



On behalf of the Town of Hay River, I would like to take this opportunity to thank you for accepting this important role as a member on one of the Town's Committees or Boards.

Volunteers are what set out community apart. Hay River is a town built on volunteerism and we are stronger because of it.

This orientation guide will assist you with carrying out your role as a Committee, or Board member. You will find information on the Council's priorities, meeting and procedural guidelines as well as information on how your recommendations are brought forward to Town Administration and Council for consideration.

Town Administration are available to support and answer questions throughout your time as a member.

Volunteers truly make our wonderful community an even better place to live.

*Kandis Jameson*  
Mayor, Town of Hay River

## COUNCIL GOALS 2019-2023



### **Community Vision:**

*Hay River is a diverse, regional hub that celebrates its history, natural setting, social and recreational well-being, and its opportunities for business.*

### **Council Mission:**

*Volunteers power us, business drives us, and our environment inspires us.*

# Hay River's 2019 Goals

Goal 1: Maintain Expertise, Capacity and Continuity in Town Management

Goal 2: To Conduct Town Business in Public Whenever Possible

Goal 3: To Ensure that the Town Council is Governing using Best or Required Practices

Goal 4: To Prepare an Environment that Makes Hay River the most Attractive Place in the NWT to Locate or Business

Goal 5: To Support Regional Business and Economic Development

Goal 6: To Promote Hay River as a Tourism Destination

Goal 7: To Promote and Celebrate Local Culture

Goal 8: To Strengthen Relationships between Hay River and Local Indigenous Groups

Goal 9: To Ensure that Town Infrastructure Meets the Needs of the Community

Goal 10: To Complete the Land Transfer MOU with the GNWT

Goal 11: To Prepare for Growth Needs by Procuring Required Land

Goal 12: To be the Best Environmental Stewards we can be

# 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.



# Meetings & Procedural Guidelines

## Rules of Procedure

The rules of procedure for Council (Council Procedures By-law No. 2420) shall apply to all Committees" in so far as they are appropriate. A copy of this by-law can be obtained from the Town's website [www.hayriver.com](http://www.hayriver.com).

## Conflict of Interest

The Town 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 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 Town of Hay River to advertise all vacancies that arise on Town Boards and Committees. Vacancies for members are advertised within the newspaper, 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 Town of Hay River has adopted the following policy with respect to appointments to municipal boards and committees:

- I. A Chairperson shall be selected by the Committee from amongst the Public at Large membership
- II. No Member may appoint an alternate to represent that Member and act on their behalf during absences.
- III. If a Member is unable or unwilling to continue to serve on the Committee, for whatever reason, the Committee will inform Town Administration of the vacancy so that it can commence the process to have a new member appointed by Town Council.
- IV. If any Member misses three (3) consecutive meetings without approval of the Committee, the Member shall be struck from Committee membership and replaced by Council.
- V. Council may remove any member of the Committee.
- VI. Public at Large Members must be in good financial standing with the Town of Hay River.

## Terms of Reference

Town Council has adopted a Terms of Reference for each municipal Board and Committee. If you have not already received a copy, please check with the Administrative support person to obtain a copy.

## Role of the Committee

Committees are established to:

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

When considering the establishment of a Committee or Board, Town 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 Standing Committee of Council, 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 your Committee for further consideration; or
- Defeat the recommendation.



## Duties

The Chair's responsibilities will be as follows:

- I. Chair meetings;
- II. Assist with agenda/meeting preparation in conjunction with the Director or Administration delegate;
- III. Monitor attendance; contact members as necessary re: absences;
- IV. Vote in the case of a tie;
- V. Represent the Committee when presenting recommendations to the appropriate Standing Committee of Council.

The Committee Members' responsibilities will be as follows:

- I. To attend all regular meetings of the Committee;
- II. To discuss issues pertaining to the Committee without breach of confidentiality; and
- III. Where it deems advisable, to make recommendations, reached by the majority of its membership, to the appropriate Standing Committee of Council.

## Meetings

- I. The Committee shall meet according to the schedule defined in the Terms of Reference to perform the duties of the Committee
- II. Special meetings of the Committee may be called at the request of the Chair.
- III. A quorum of the Committee shall consist of a majority of the Members. Vacant positions do not count towards quorum.
- IV. The Committee may, in accordance with the Town of Hay River Council Procedures By-law, conduct all or a portion of any meeting during an in camera session to discuss issues that fall within the permitted categories as set out in Council Procedures By-law No. 2420, if it is determined, by resolution, to be in the public interest to do so.
- V. The motion to move to an in camera session must identify the general nature of the topics to be discussed during the in camera session.
- VI. Regular and Special Meetings dates will be published publicly a minimum of 48 hours ahead of meeting.
- VII. The Chair may cancel any scheduled meeting of the Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.
- VIII. All decisions of the Committee shall be in the form of resolutions duly passed by a majority of its Members present.

## **Remuneration**

The Members of the Committee, including the Chair, shall serve in a volunteer capacity only, with no remuneration.

## **Finance, Administration and Technical Support**

- I. The Committee shall have no authority to expend or commit financial resources of the Town of Hay River.
- II. The Director or Town Administration shall, in cooperation with the Chair, prepare all meeting agendas and distribute them to Committee Members at least five (5) days in advance of the meeting or as soon thereafter as is possible.
- III. The Director or Town Administration shall prepare minutes of all meetings of the Committee and distribute them within one week to the Committee members.
- IV. The Director or Town Administration shall forward all original approved minutes and recommendations of the Committee to the Council Administrator for retention and forwarding to the appropriate Standing Committee of Council.

## **Communications**

- I. Town Committees are Committees appointed by the Town of Hay River (through Council motion) and represent the Town of Hay River.
- II. Committee chairs are the spokespeople for Town committees. Media responses are to be coordinated through the Senior Administrative Officer.
- III. Any advertising must adhere to the Town's branding guidelines and be approved by the Senior Administrative Officer.

## **Reporting Relationships**

The Committee shall make recommendations through the appropriate Standing Committee of Council.

## Termination

- I. The Committee shall be considered dissolved upon completion of their term or being otherwise dissolved by resolution of Council.
- II. Notwithstanding the above, Council may, by resolution, dissolve the Committee at any time, or amend Terms of Reference.

