

		<b>COUNCIL POLICY</b>
		Page 1 of 2
<b>SUBJECT:</b>	COMMITTEE ESTABLISHMENT POLICY	
<b>SPONSOR:</b>	LEGISLATIVE SERVICES	
<b>AUTHORIZED BY:</b>	COUNCIL	
<b>EFFECTIVE DATE:</b>	TBD	

## **PURPOSE**

The purpose of this policy is to outline Council considerations when establishing City committees and task forces. This Policy is to be used in conjunction with the City’s Council Procedures Bylaw and the City’s Committee and Task Force Terms of Reference Policy.

## **DEFINITIONS**

1. “Committee”

means committees and task forces established by the Mayor and Council.

## **APPLICATION**

2. This Policy applies to all committees established by the Mayor and Council except for the Committee of the Whole and committees established by Bylaw.

## **POLICY STATEMENTS**

### **Establishment Criteria**

3. The following criteria must be met for establishing a committee:
  - (a) A clear mandate must be articulated to address an emergent issue or problem the committee is being contemplated to address;
  - (b) The mandate must be aligned with at least one of Council’s current Strategic Plan objectives; and
  - (c) The mandate must fulfil a need for stakeholder advice for Council.

### **Establishment Process**

#### *Standing Committees*

4. Standing committees are established by the Mayor pursuant to Section 141 of the *Community Charter* and at least half the members are council members.

- (a) The Mayor determines the mandate of standing committees.
- (b) The Mayor appoints and may remove members of standing committees.

#### *Select Committees*

- 5. Select committees are established by Council resolution pursuant to section 142 of the *Community Charter* and at least one (1) member must be a council member.
  - (a) Council determines the mandate of select committees.
  - (b) Council appoints and may remove members of select committees.

#### *Advisory Committees*

- 6. Advisory Committees are established by Council resolution and exclude members of Council.
  - (a) Council determines the mandate of advisory committees.
  - (b) Council appoints and may remove members from advisory committees.

#### *Task Forces*

- 7. Task forces are established by the Mayor or by Council resolution and may include members of Council.
  - (a) Mayor or Council determines the mandate of task forces.
  - (b) Mayor or Council appoints and may remove members of task forces.