

	ADVISORY BODIES TO COUNCIL POLICY	
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SUBJECT: Advisory Bodies to Council Policy		
PREPARED BY: Legislative Services		
AUTHORIZED BY: City Council		
EFFECTIVE DATE:		REVISION DATE:
REVIEW FREQUENCY: Two Years		

A. PURPOSE

The purpose of this Policy is to establish and clarify the governance, terms of reference and administrative support requirements for Council's Advisory Bodies. This policy outlines the terms relating to decision making (governance), roles, operational and administrative considerations, support and reporting and recommendations process.

B. OBJECTIVES

1. To establish clear and transparent governance for Advisory Bodies in order to support their mandate, as defined in the Terms of Reference.
2. To establish a direct link between the Advisory Body recommendations, and Council's Strategic Plan.
3. To define and provide the appropriate staff resourcing to support the Advisory Body's efforts.

C. APPLICABILITY

1. This Policy applies to Council appointed Advisory Bodies, Committees or other working groups established by Council excluding time-limited groups of 6 months or less, such as Task Forces or other groups, as defined in this Policy. For the purposes of this policy these groups shall be referred to as Committees.

D. ROLE OF COMMITTEE MEMBERS

Appointed Committee members are intended to provide policy recommendations to the City to inform the development and management of City policies, and may conduct related independent research and feedback to the Committee subject to the Work Plan for the Committee. Where a Committee requires information specific to the City's existing policy, procedures and practices that information shall be requested through the staff or Council liaison, and will be shared back by staff or the Council Liaison to all members of the Committee. Committee members shall not make direct requests to other City staff not associated with the Committee.

E. CONFLICT OF INTEREST

The Conflict of Interest provisions of the Community Charter shall apply to all members of Council's Committees to ensure a fair process for consideration of issues before Committee.

In addition, in relation to any matters being considered by a Committee that involve land or land use, a conflict of interest is considered to occur if the committee member has an interest in property within 200 metres of the land being discussed.

F. ROLE OF COUNCIL LIAISON

The primary role of Council Liaison is to help facilitate discussions by providing insight into Council's decisions, priorities and Strategic Plan. Council Liaison should not participate in the Committees debates or deliberations except for the purpose of seeking or providing clarification of issues under discussion.

G. ROLE OF CITY STAFF

City staff tasked to provide support to Committees shall advise the Committee of existing City Policy and related operational background including, where incorporated into the approved work plan (see below), providing research and deliverables to the Committee to help implement the Committee's work plan. Staff resources shall be carefully managed, and appropriate resources shall be selected and managed by the affected City Director(s) (and communicated to the City Clerk and City Manager), in support of the Committee's work plan.

H. WORK PLAN

1. Committees shall prepare an annual work plan to present to Council for consideration and approval. The work plan shall address items that are within Council's Strategic Plan.
2. Emerging issues that are not within Council's Strategic Plan may be included in the Work Plan for Council's consideration.
3. The work plan when submitted for Council's consideration shall be accompanied by a staff report that includes financial and resource implications that the work plan anticipates.
4. The work plan must be submitted to the City Clerk by May 1 each year, in order to align with the City's budget cycle, and assess overall resource and financial implications

I. MEETING PROCEDURES AND SCHEDULE

1. The procedures for conducting meetings of Advisory Bodies is governed by the City's Council Procedures Bylaw.
2. The meeting schedule shall be determined by the Advisory Body and City Staff.
3. Minute taking shall be in the form consistent to that used for Council. For clarity all Committee motions shall be recorded and key points of supporting rationale shall be included in the minutes. Minutes should not be a transcript of the meeting.

I. REPORTING PROCEDURES

1. Approved Committee recommendations shall be forwarded to the City Staff Liaison to be incorporated into a staff report to Committee of the Whole providing details of the recommendations and as well as the associated implications.
2. The Committee Chair or designate may attend the Committee of the Whole meeting to be available to address any committee related issues, upon request from Council.

J. POLICY REVIEW

1. Council shall review this policy at two-year intervals.