

	Title: Advisory Bodies	Number: CO-79
	Authority: Council	Section: Administration
	Date Adopted:	
	Historical Changes (Replaces Policy CO-22)	

Purpose: To identify criteria for Council Committees, Task Groups, Internal Working Groups, External Boards and Committees, External Working Groups, City Supported External Working Groups, Government or Crown Corporation External Board/Committee/Working Groups, and Local Government Organizations so as to define the purpose of each type of body and Council members' roles on each.

Scope: This policy applies to Committees, Task groups, and Working groups established by the City and External Boards and Committees, City Supported Working Groups, and Government or Crown Corporation External Board/Committee/Working Groups to which a Council member is appointed by Council to serve as a representative of the City, and to Local Government Organizations and External Working Groups to which Council members participate on their own initiative.

Policy Statement:

1. A Standing Committee has the following characteristics:
 - is established by the Mayor through creation of a Terms of Reference;
 - it considers matters of an on-going policy nature that the Mayor determines would be better dealt with by committee;
 - Council members are appointed to the Committee by the Mayor;
 - persons who are not council members may be appointed to the Committee by the Mayor;
 - At least half the membership must be Council members;
 - A Chair and Co-Chair of the Committee are appointed by the Mayor;
 - Only Council members are voting members;
 - it operates pursuant to the Council Procedure Bylaw and Robert's Rules of Order as applicable;
 - no budget is assigned to the Committee;
 - formal minutes of meetings are required; for any Standing Committees with membership that doesn't include all Council members, minutes, once adopted, are to be circulated to all Council members for information;
 - staff members are assigned by the CAO to assist the committee.

2. A Select Committee has the following characteristics:

- is established through adoption of a terms of reference by Council resolution;
- its purpose is to act in an advisory capacity to Council, on an ongoing basis, on issues as identified in its Terms of Reference and as directed by Council, and to make recommendations to Council for consideration where appropriate to do so;
- it operates pursuant to the Council Procedure Bylaw and Robert's Rules of Order as applicable;
- membership is appointed by Council by resolution and is reviewed as required to fill vacancies and ensure effectiveness of the Committee;
- non-voting Council representatives are formally appointed by Council who may serve as Chair and Co-Chair of the Committee;
- no budget is assigned to the Committee;
- formal minutes of meetings are required and once adopted, are to be circulated to all Council members for information;
- staff members are assigned by the CAO to assist the committee;
- An Annual Work Plan is required which must be approved by Council.

3. A Task Group has the following characteristics:

- is established through adoption of a terms of reference which outlines specific tasks to complete;
- its purpose and mandate is to consider, inquire into, report and make recommendations to Council for a specific purpose with a defined start and completion time that falls within the mandate of the Task Group;
- it operates pursuant to the Council Procedure Bylaw and Robert's Rules of Order as applicable;
- membership is appointed by Council by resolution and continues until completion of the Task Group's purpose; membership is reviewed and renewed annually as required;
- non-voting Council representatives are formally appointed by Council who may serve as Chair and Co-Chair of the Task Group;
- staff members will be assigned by the CAO to assist the committee;
- may undertake multiple initiatives; however, if staff resources are required, only one initiative at a time is undertaken;
- no budget is assigned to the Task Group;
- formal minutes of meetings are required and once adopted, are to be circulated to all Council members for information;
- an Annual Work Plan is required which must be approved by Council.

4. A Statutory Committee has the following characteristics:

- Legislation requires that the Committee be established or provides for the establishment of the Committee;
- is established by bylaw;
- its purpose is to serve in an arms-length capacity on behalf of, or in cooperation with the City to fulfill its mandate as prescribed by legislation;
- it operates pursuant to the Council Procedure Bylaw and Robert's Rules of Order as applicable;
- membership is appointed by Council by resolution and is reviewed as required to fill vacancies and ensure effectiveness of the Committee;
- If not prohibited by legislation, Council representatives may be appointed by Council by resolution to some Statutory Committees;
- no budget is assigned to the Committee;
- formal minutes of meetings are required and once adopted, are to be circulated to all Council members for information;
- staff members are assigned by the CAO to assist the committee.

5. An Internal (City) Working Group has the following characteristics:

- is established to complete a task, event, or project;
- has an annual budget approved by Council to undertake the work;
- a staff liaison is assigned by the CAO to the Internal Working Group and is responsible for the budget associated with the Working Group;
- membership does not require an appointment by Council;
- it may have representatives from Council who are formally appointed by Council;
- it does not operate pursuant to the Council Procedure Bylaw and Robert's Rules of Order;
- formal minutes of meetings are not required;
- A verbal update to Council at an open meeting is provided after the event.

6. An External Board or Committee has the following characteristics:
- is not established by Council or is jointly established by Council with one or more external bodies;
 - the mandate of the Board or Committee is established by legislation or formal Terms of Reference;
 - City representation on the Board or Committee is mandatory;
 - a Council Representative and an Alternate are formally appointed by Council to represent the City;
 - Council representative is usually a voting member;
 - formal minutes of meetings are taken ;and once adopted, may be distributed by the Council Representative to all Council members for information as deemed appropriate;
 - periodic verbal update to Council by the Council Representative at an open meeting on activities is required.
7. A Government or Crown Corporation External Board/Committee/Working Group has the following characteristics:
- is not established by Council or is jointly established by Council with one or more Government or Crown Corporation bodies;
 - the mandate of the Board, Committee, or Working Group is established by a formal Terms of Reference;
 - City representation on the Board, Committee, or Working Group may be mandatory or voluntary;
 - A Council Representative and an Alternate are formally appointed by Council to represent the City;
 - Council Representative may or may not be a voting member;
 - formal minutes may or may not be taken of meetings; if minutes are taken, once adopted, may be circulated by the Council Representative to all Council members for information;
 - periodic verbal update to Council by the Council Representative at an open meeting on activities is required.

8. A Local Government Organization has the following characteristics:

- the organization is deemed by City Council to further enhance or support the objectives of local government;
- City representation is not mandatory;
- appointment requires approval of Council by formal resolution per Council Policy GE-10 – Travel and Expense Policy;
- Periodic verbal update to Council at an open meeting on activities is required by Council members appointed to such organizations.

9. A City Supported External Working Group has the following characteristics:

- is not established by Council;
- may be established for an on-going purpose or to coordinate an event or events;
- City Representation on the Working Group is not mandatory;
- Council Representative and Alternate on the group must be appointed by Council resolution;
- formal minutes may or may not be taken of meetings; if minutes are taken, once adopted, may be circulated by the Council Representative to all Council members for information;
- Council Representative may or may not be a voting member;
- Requests for City support such as use of the City's logo, having the group's information or event advertised on City's social media, monetary and/or staff support are to be processed in accordance with City policies and procedures;
- A Report in written or verbal format from the City Supported External Working Group to Council at an open meeting, either after an event or annually, is required.

10. An External Working Group has the following characteristics:

- is not established by Council;
- may be established for an on-going purpose or to coordinate an event or events;
- Council member attends on their own initiative, not as a representative of Council or the City;
- no City support is provided.

Definitions:

Alternate: the Council member formally appointed to be Council's Representative at meetings when the Council member appointed to be Council's Representative on a specific external board or working group is unable to attend

Annual Work Plan: written plan outlining specific goals for the committee, which must align with the group's Terms of Reference, as well as strategies to meet the goals, and timelines for completion of the goals

Chair: the individual responsible for presiding at a meeting and ensuring meeting procedures are adhered to and that the meeting is conducted in an effective manner

City Supported External Working Group: group formed to achieve a certain objective or serve a specific purpose in the city that is not established by Council but to which a Council representative attends as representative of the City as appointed by Council by resolution

Co-Chair: in the absence of the Chair, the individual responsible for presiding at Council Committee and Task Group meetings and ensuring meeting procedures are adhered to and that the meeting is conducted in an effective manner

Council Committee: as defined in the *Community Charter*, means:

- (a) a select committee of a council,
- (b) a standing committee of a council, or
- (c) any other body established by a council that is composed solely of council members

Council Representative: Council member formally appointed to be Council's representative on a specific committee, board, or working group

Crown Corporation: a public sector organization established and funded by the B.C. government to provide specialized goods or services to citizens

External Board or Committee: external body with a formal mandate established either by formal terms of reference or legislation to which a Council member serves as a voting member representing the City of Langley

External Working Group: group formed to achieve a certain objective or serve a specific purpose in the city that is not established by Council and to whose meetings a Council member attends on their own initiative not as a representative of Council or the City

Government: means Municipal, Provincial, Federal, and First Nations governing bodies

Internal Working Group: group established by Council to complete a task, event or project for the organization, usually on an annual basis

Local Government Organization – an organization as defined in City Policy GE-10

Report: provides information on activities and may include the following information as appropriate:

- Number of meetings held
- Tasks completed (highlights and activities)
- Amount of time spent by staff members supporting the work of the group
- Breakdown of budget
- Initial Work Plan for the following year

Select Committee: a committee established by Council pursuant to section 142 of the Community Charter, and to which Council may appoint citizens. The Community Charter requires that at least one member of a select committee be a Council member

Standing Committee: an advisory body to Council established by the Mayor pursuant to section 141 of the Community Charter to which the Mayor shall appoint Council representatives and may appoint citizen members. The Community Charter requires that at least half the members be members of Council

Statutory Committee: a board, commission, committee, or any other body established pursuant to a specific enabling statute, which serves in an arms-length capacity on behalf of or in cooperation with the City

Strategic Plan: Written document outlining Council's vision for the future of the City of Langley, which identifies Council's goals and objectives for the organization spanning a specified number of years

Task Group: a short-term Select Committee that is established by Council for a specific purpose and that has a defined scope of work and timeframe for completion of that work

Terms of Reference: Written document providing guidelines and clear direction to group members as to the purpose or mandate of the group and which identifies roles and expectations of members serving on the group. Council Committees' Terms of Reference must be in alignment with Council's current Strategic Plan

References:

Policy Number:	
Policy Owner:	
Endorsed by:	
Final Approval:	
Date Approved:	
Revision Date:	
Amendments:	
Related Policies:	GE-10 Travel and Expense Policy CO-42 Joint School District 35 Municipal Liaison Committee CO-59 Creation of Task Groups Guiding Principles
Related Publications:	Council Procedure Bylaw No. 3193