

	<b>Title: Committees and Working Groups</b>	<b>Number: CO-22</b>
	<i>Authority (if applicable):</i>	<i>Section: Council</i>
	<i>Date Adopted: September 25, 2006</i>	<i>Motion: 06/209</i>
	<i>Historical Changes (Amended, Repealed, or Replaced):</i>	
	<i>Cross Reference:</i>	

## Policy

1. The term “Committee” will apply to an Advisory Committee, the Advisory Planning Commission, a Commission, the Parks and Recreation Committee, a select committee and a standing committee.
2. A Committee has the following characteristics:
  - (a) Its purpose and mandate are to act in an advisory capacity to Council on policy issues and to make recommendations to Council for consideration where appropriate to do so;
  - (b) It operates pursuant the Council Procedure Bylaw and Roberts’ Rules of Order;
  - (c) Membership is appointed by Council;
  - (d) It will have representatives from Council who are appointed by Council;
  - (e) Formal minutes are required;
  - (f) Staff members may not be assigned to the Committee and there is no budget is assigned to it.
3. Examples of a Committee include but not limited to the following: Advisory Planning Commission; the Canadian Pacific Railway Advisory Committee, Parks and Recreation Advisory Commission, Police Advisory Committee and Social Planning Committee.
4. The term “Working Group” will apply to any other group which has been tasked with a task, event or project to complete.
5. A Working Group has the following characteristics:
  - (a) Its purpose and mandate are to complete the tasks, events or projects which have been assigned to it;
  - (b) It does not operate pursuant to the Council Procedure Bylaw and Roberts’ Rules of Order;
  - (c) Membership does not require an appointment by Council;
  - (d) It may have representatives from Council who are appointed by Council;
  - (e) Formal minutes are not required but the Working Group must provide an Annual Report to Council;
  - (f) A staff member is assigned to the Working Group and is responsible for the budget associated with the Working Group.

6. Examples of a Working Group include but not limited to the following: Country Style Parade; Christmas Bureau; Christmas Light Parade; Communities in Bloom; Community Day, Joint Occupational Health and Safety Committee and Local Government Day
7. The Annual Report of the Working Group is to be submitted to the Council by December 15 of each year and may include the following information:
  - (a) Membership List;
  - (b) Identify the Chair, the Vice Chair and the Staff Member responsible for the Working Group;
  - (c) Number of meetings held;
  - (d) Tasks completed (Highlights and activities);
  - (e) Amount of time spent by staff members on the Working Group;
  - (f) Breakdown of budget;
  - (g) Initial plans for the following year;
  - (h) Sub-Working Groups (details);
  - (h) Involvement of other persons with the activities (e.g. sponsors, service clubs, organizations, donors, etc.);
  - (i) General comments.