

	Title: Creation of Task Groups Guiding Principles	Policy No: CO-59
	Category: Council Policy	Classification: n/a

1. Purpose:

To establish guiding principles for the creation of task groups to address matters related to parks, recreation, environment, public arts & culture, public safety, homelessness and other matters as requested by Council.

2. Scope:

Same as Purpose.

3. Policy Statement:

All City of Langley task groups must operate within specified guidelines and address specific issues.

4. Principles:

- (1) The meeting rules and procedures will be in accordance with the Select Committee regulations contained in the Council Procedure Bylaw.
- (2) Any staff member who is appointed by the Chief Administrative Officer to be a member of a specific Task Group, functions in an advisory capacity and is a non-voting member of that Task Group.
- (3) A member of the Task Group will not be entitled to receive any remuneration and/or gifts.
- (4) A Task Group cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City except as authorized by this policy. Any such action must be referred to Council for consideration and adoption.
- (5) The staff member assigned to the Task Group or the Chief Administrative Officer may advise the Task Group of existing policies or directives and the need to refer the matter to Council prior to taking any action.
- (6) A Task Group does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- (7) Approval
 - (a) On routine matters which do not have budget implications or have received prior budget approval, the Task Group may make decisions without the approval of Council, provided that the Task Group works with the staff member assigned to that Task Group on those matters.

- (b) On broader matters, such as organizing or setting up major or unusual events or projects which do have budget implications, the Task Group must receive prior approval from Council.
 - (c) On matters of which the Task Group is unsure of its authority, the Task Group must request the opinion of the Chief Administrative Officer.
 - (d) Any Task Group projects or works which are proposed to be constructed or take place on City property must first be approved by the appropriate City authority.
- (8) City Council may appoint members to a Task Group to consider, inquire into, report and make recommendations to City Council for a specific purpose.

5. Task Group Purpose:

- (1) A Task Group may be formed to consider, inquire into, report and make recommendations to City Council for a specific purpose with a defined start and completion time that falls within the mandate of the Task Group. Formation of a task group is subject to approval by City Council.
- (2) Where City staff receives approval from City Council to form a Task Group, City staff shall develop an appropriate Terms of Reference and timeframe for the Task Group, which will be forwarded to City Council for approval prior to the Task Group being formed.
- (3) All reports, information and recommendations of the Task Group shall be forwarded to the Chief Administrative Officer for review and input and the Chief Administrative Officer will decide on its readiness to be forwarded to City Council.

6. Task Group Composition:

- (1) Each Task Group shall include one (1) member of City Council as a liaison to the Task Group.
- (2) The composition and selection of membership for each Task Group shall be determined by virtue of expertise and/or experience in the subject area relevant to the Task Group
- (3) A Chair of the Task Group shall be selected from its membership at its first meeting.

7. Staff Support

Staff support will be determined by the Chief Administrative Officer and indicated in the Terms of Reference for each individual Task Group.

8. References

Policy Number:	CO-59
Policy Owner:	Council
Endorsed by:	Senior Management Team
Final Approval:	Council
Date Approved:	x
Revision Date:	
Amendments:	
Related Policies:	Repealed Policy CO-53, CO-54
Related Publications:	Council Procedure Bylaw

9. Contact Person:

Contact Person: Francis Cheung
Position: Chief Administrative Officer
Phone: 604-514-2805
Email: fcheung@langleycity.ca