

Subject: ESTABLISHMENT OF DISCRETIONARY ADVISORY COMMITTEES

Purpose:

To establish a policy for the establishment of Discretionary Advisory Committees

Policy:

I - Council Established Committees

1) - Standing Type Advisory Committees

Where Council identifies the potential need for a standing type advisory committee on a discretionary basis, it will direct the appropriate staff to prepare a feasibility analysis that will further explore and document the need for such a committee.

The analysis will look at:

- The nature and extent of the issues to be dealt with by the potential committee.
- Duplication of effort – are there already other methods (or committees) in place that can or could effectively deal with the issues?
- Extent of representation needed on the committee to make it effective.
- General resource requirements including staff.

If this analysis determines that there may be duplication of effort or considerable resource needs, staff will report back to Council and seek further direction. If the analysis is positive then staff will prepare an implementation plan regarding establishment of the committee, for Council consideration. The plan will include a terms of reference outlining the role and responsibilities of the committee, structure, membership, reporting relationship, staff responsibilities, frequency of meetings and other factors necessary to contribute to the success of the committee.

2) - Time Limited and Issue Focused Committees

Where Council identifies the need for citizen or special interest group input through an advisory committee or task force approach, to resolve an issue or set of issues over a defined time limit, Council will select council member representatives who will then

develop in conjunction with the appropriate staff as identified by the CAO, terms of reference regarding the operation and duration of the committee/task force. The terms of reference will include factors as identified in 1), above as well as a timeframe including a sunset provision for the wind down of the committee/task force, and the methods to be employed to facilitate citizen/special interest group involvement.

Once completed to the satisfaction of the Council representatives, the terms of reference will be provided to Council as information.

II - Staff Established Committees

Normally, staff established advisory committees will assist with the development of strategic type plans, implementing action plans and act in a liaison capacity between staff and various communities of interest to exchange information and identify emerging issue areas. These committees could be on-going or of a time limited duration depending on their role.

Prior to the establishment of such committees a terms of reference will be developed addressing topic identified in I-1), above. The terms of reference must be approved by the appropriate departmental General Manager(s) and provided to Council as information. Where the Advisory Committee is of an on-going liaison nature, Council members are to be advised of and given the opportunity to attend meetings.

III - Requests by Citizen or Special Interest Groups to Establish An Advisory Committee

Where a request to establish a citizen advisory committee is initiated by a group of citizens or a special interest group, the group will be expected to put forward a written proposal identifying a proposed terms of reference for the committee addressing the factors outlined in I-1) above, as well as anticipated County resources (including staff resources) needed to operate the committee.

Council will then have the option of directing staff to undertake a feasibility analysis of the proposal as identified in I-1) above and report back to Council, or direct staff to work with the initiating group to refine the proposed terms of reference if required, and report back to Council identifying any need for additional County resources to successfully operate the proposed committee.

Topical Index	Administration
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Council in Committee	January 30, 2006 Recommendations # 30 and 31
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Revisions	