	COUNCIL POLICY	Policy No: CP-1052-23
		Approved By: Council
		Effective Date: December 11, 2023 Resolution No.: 282-23 Last Reviewed Date: December 11, 2023
		Division: Strategic and Communication Services - City Clerk's Office

COUNCIL COMMITTEES POLICY

POLICY STATEMENT

Council Committees may be used to support Council's decision making, consultation, or review of specific issues. Council Committees assist Council by preparing policy recommendations and implications for Council deliberation or carry out any duties that have been delegated to the Council Committee by Council.


In keeping with Council's broader governance focus, Council Committees will not have authority over administrative operations.

1. PURPOSE

- 1.1 To establish the classification, criteria and naming convention pertaining to the establishment of Council Committees.
- 1.2 To establish the authorities of Council Committees.

2. DEFINITIONS


- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended.
- 2.2 "Ad Hoc Committee" means a temporary Council Committee established for a fixed period of time (usually within one year) and/or until the completion of a specific task.
- 2.3 "Advisory Body" means a Council Committee established by Council to provide advice to Council on matters referred by Council.

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- 2.4 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.5 “City Manager” means the administrative head of the City.
- 2.6 “Council” means the Council of the City elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000, c L-21, as amended.
- 2.7 “Council Committee” means a Council appointed Governing Body, Advisory Body, or Quasi-judicial Body established under s. 145 of the Act.
- 2.8 “Governing Body” means a Council Committee established by Council to provide oversight on matters referred by Council and to make decisions on behalf of Council.
- 2.9 “Public Member” means members of the public who are appointed to sit on a Council Committee for a defined term.
- 2.10 “Quasi-judicial Body” means a tribunal which holds hearings to resolve disputes, regulate activities, adjudicate on matters and determine legal rights and benefit.
- 2.11 “Standing Committee” means a Council Committee established for a sustained period of time (more than one year). The period of time may be indefinite, or an expiration clause may be added to the bylaw establishing the Council Committee to focus the mandate of the Council Committee.

3. RESPONSIBILITIES

- 3.1 Council may establish a Council Committee to provide input, assistance or advice from the Council Committee on any role and responsibility of Council under s. 201 of the Act.


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4. CLASSIFICATION

4.1 The classification of Council Committees is as follows:

Name	Classification	Example	Duration
"Committee"	<ul style="list-style-type: none"> Governing Body Quasi-judicial Body 	"Community Standards Appeal Committee"	<ul style="list-style-type: none"> More than one year Indefinite end date When Council determines there is no longer a need for the committee
"Advisory Committee"	<ul style="list-style-type: none"> Advisory Body Standing Committee 	"Economic Development Advisory Committee"	<ul style="list-style-type: none"> More than one year Establishing bylaw may have an expiration clause in place to focus the mandate (e.g. 3 years, 5 years, etc.)
"Task Force"	<ul style="list-style-type: none"> Governing Body or Advisory Body Ad Hoc Committee 	"Council Remuneration Review Task Force"	<ul style="list-style-type: none"> Less than one year; or Until specific task assigned by Council is completed

4.2 Naming conventions and classification under this policy do not apply to boards and committees mandated by the Act (e.g. Subdivision and Development Appeal Board, Assessment Review Board) or by any other provincial legislation (e.g. Library Board - *Libraries Act*).


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5. CRITERIA FOR ESTABLISHING A COUNCIL COMMITTEE

- 5.1 As per the Act, Council Committees must be established by bylaw.
- 5.2 When establishing a Council Committee, Council must, with advice from Administration, determine the following:
 - (a) A clear mandate for the Council Committee;
 - (b) Based on the mandate, whether the Council Committee will act as a Governing Body, Quasi-judicial Body or Advisory Body;
 - (c) The duration of the Council Committee based on the classifications under section 4.1;
 - (d) Membership composition (e.g. Public Members only, Public Members and Council members, Council members only);
 - (e) Requirements for reporting to Council;
 - (f) Specific resources required by the Council Committee and if those resources are available; and
 - (g) Any funding requirements for the Council Committee.

6. AUTHORITIES

- 6.1 Council Committees must be structured to assist or advise Council as required, not to assist or advise the City Manager.
- 6.2 Council Committees must not exercise authority over the City Manager or other administrative staff.

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6.3 Council Committees must only consider issues that fall within their mandate.

6.4 Council Committees must not speak or act for Council, unless explicitly delegated the authority to do so by Council.

RELATED DOCUMENTS

Committee Code of Conduct Bylaw
Public Member Appointments to Committees Policy

APPROVAL

Mayor: Original Signed by Mayor Acker Date: December 11, 2023