



CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
C-CG-09	Council Committees
ORIGINAL APPROVAL DATE	DATE LAST REVISED
September 24, 2001	January 21, 2019

Purpose

To prescribe the use and standards pertaining to Council Committees.

Policy Statement

Council Committees may be used to support Council's decision making, consultation, or review requirements.

Council Committees may assist Council by preparing policy alternatives 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 normally have dealings with or authority over current administrative operations.

Definitions

"Ad Hoc Committee" shall mean a temporary Council Committee established either for a fixed period of time or until the completion of a specific task.

"Advisory Committee" shall mean a Council Committee established to provide advice to Council on matters referred by Council. Advisory Committees are Standing Committees and shall be formed by bylaw.

"Council Committee" shall mean Council appointed governing, oversight or advisory bodies, specifically an Ad Hoc Committee, Advisory Committee, Board, Standing Committee, Steering Committee and Task Force.

"Board" shall mean a Council Committee established to act as a governing body with decision-making authority or to provide quasi-judicial functions. Boards may be mandated as per provincial legislation and shall be formed by bylaw.

“Standing Committee” shall mean a Council Committee established to consider and advise on matters or to conduct duties delegated to the Standing Committee by Council for a sustained period of time. A Council committee shall be formed by bylaw.

“Steering Committee” shall mean a Council Committee established to steer, provide oversight of, and guidance on, an initiative, event, or project sponsored by Council. Specific duties are delegated by Council. Steering Committees can either be a Standing Committee or an Ad Hoc Committee. If the Steering Committee is a Standing Committee, it shall be formed by bylaw and if it is an Ad Hoc Committee it may be formed by resolution of Council.

“Task Force” shall mean a Council Committee established for a specific purpose over a brief period of time. Task Forces are Ad Hoc Committees which may be formed by resolution of Council. Task Forces are established to undertake a specific activity or review on behalf of Council and provide recommendations to Council following the activity or review.

Responsibilities

1. Council may establish a Council Committee for a purpose that is mandated by legislation or for any purpose where it considers it requires input or assistance from the public.
2. In determining when or if a Council Committee should be formed, Council shall refer to the Classification of Council Committees attached as Schedule “A” and to the Criteria for Establishing a Council Committee attached as Schedule “B”.

Service Standards / Expectations

1. Council Committees shall be structured to assist Council as required, not to assist or advise the Chief Administrative Officer directly.
2. Council Committees shall not speak or act for Council, unless explicitly delegated the authority to do so.
3. Council Committees shall not exercise authority over the Chief Administrative Officer or other administrative staff, unless explicitly delegated the authority to do so. Since the Chief Administrative Officer is accountable to Council as a whole, he or she will not be required to obtain approval of a Council Committee before taking an executive action within his/her delegated authority.
4. Council Committees shall be established in accordance with the City’s governance approach.
5. Council Committee expectations and authorities shall be carefully stated as to avoid any conflict with authority delegated to the Chief Administrative Officer.

6. All Council Committees shall be open to the public unless part or all of a meeting must be conducted in camera in accordance with the *Municipal Government Act* and the City's *Procedure Bylaw*.
7. Appointments of members of Council to a Council Committee shall be made in accordance with the City's approved nominating committee process.
8. [An Advisory Committee may hold a joint meeting with one or more other Advisory Committees, either on a regular basis to promote awareness and collaboration or as required to address matters having aspects within the mandates of more than one Advisory Committee.](#)

Exceptions

1. This policy shall not apply to a Policing Committee legislated by the *Police Act*.
2. This policy shall not apply to Intermunicipal Affairs Committees. Intermunicipal Affairs Committees shall be dealt with on a case-by-case basis.
3. This policy shall not apply to Administrative Committees.

Legal References

Municipal Government Act
Freedom of Information and Protection of Privacy Act

Cross References

Chief Administrative Officer Bylaw 13/2002
Procedure Bylaw 3/2018
Policy C-CG-03, Council Governance Approach

Attachments

1. Schedule "A" – Classification of Council Committees
2. Schedule "B" – Criteria for Establishing a Council Committee
3. Schedule "C" – Terms of Reference Template

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
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April 2018 – Legal and Legislative Services	2022 – Legal and Legislative Services	November 4, 2002 – C588-2002 May 26, 2014 – C300-201 April 3, 2018 - AR-17-124 January 21, 2019 – AR-19-003
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SCHEDULE “A”

Classification of Council Committees

Title	Classification	Description	Examples	Governance Document
Board	Governing Body or Quasi-Judicial	<p>May include one or more of the following:</p> <ul style="list-style-type: none"> ▪ Provincial legislation may mandate and govern the creation (eg. <i>Municipal Government Act, Libraries Act</i>) ▪ Governing body that has authority either delegated to it by Council or defined by provincial legislation and has the powers to decide and control the workings of an organization ▪ Performs formal adjudicative functions ▪ Hears and decides appeals as impartial tribunal ▪ Decision-making governed by the rules of administrative law including the duty of fairness and impartiality ▪ Decisions or processes may be appealed to a higher jurisdiction 	<ul style="list-style-type: none"> ▪ Library Board ▪ Assessment Review Board ▪ Subdivision Development and Appeals Board 	Bylaw
Advisory Committee	Advisory/Standing Committee	<ul style="list-style-type: none"> ▪ Citizen or expert consideration of matters referred by Council. ▪ Provide advice/recommendations to Council ▪ Delegated authorities ▪ Ongoing for sustained period of time 	<ul style="list-style-type: none"> ▪ Community Services Advisory Committee ▪ Environmental Advisory Committee 	Bylaw
Steering Committee	Oversight/Guidance/ Standing Committee OR Oversight/Guidance/ Ad Hoc Committee	<ul style="list-style-type: none"> ▪ Citizen or expert oversight/guidance of specific matters ▪ Direct an initiative, event or project ▪ Specific duties delegated by Council ▪ Ongoing for sustained period of time or temporary 	<ul style="list-style-type: none"> ▪ Internal Audit Committee 	Bylaw (Standing Committee) OR Terms of Reference (Ad Hoc Committee)
Task Force	Advisory/Ad Hoc Committee	<ul style="list-style-type: none"> ▪ Created to provide focused review of a specific activity ▪ Provide policy recommendations to Council on the specific activity 	<ul style="list-style-type: none"> ▪ Council Remuneration Review 	Terms of Reference

SCHEDULE “B”

Criteria for Establishing a Council Committee

1. Will the mandate be:
 - a. As a governing body or to provide quasi-judicial functions;
 - b. To advise on ongoing matters referred by Council;
 - c. To provide either ongoing or temporary oversight of, or guidance to, an initiative or event sponsored by Council; or
 - d. To undertake a specific activity or review within set timelines and to provide recommendations to Council.
2. Has Council developed a clear mandate for the Council Committee and has it established how and on what it will report directly to Council?
3. Will the mandate of this Council Committee assist Council in parts of its own responsibility?
4. Has Council considered what specific resources will be required by this Council Committee and if are they available to be committed?
5. Has the governance document for the establishment of the Council Committee been identified? (see Schedule “C” for a Terms of Reference template).

SCHEDULE “C”

Terms of Reference Template

Mandate

- Identify the type of Council Committee as per the Classification of Council Committees.
- Describe the general purpose of the Council Committee.

Objectives

- Identify the objectives/goals of the Council Committee.
- Specify tasks to achieve objectives/goals.

Term

- What is the time period this Council Committee will be in effect?

Membership and Selection

- How many members will make up the Council Committee?
- Will there be members of Council on the Council Committee? How many?
- What is the selection criteria for applicants to become a member of the Council Committee?

Member Roles & Responsibilities

- Identify the expectations of the members of the Council Committee.

Meetings

- When and how often will the Council Committee be meeting?
- Identify how many members present constitutes quorum.
- Identify governance mechanisms (i.e. voting process).

Communications

- Identify how information will be communicated to members of the Council Committee.

Resources

- Identify any City/staff resources that will be utilized (i.e staff liaison).