

## COUNCIL POLICY

<b>NAME:</b>	<b>COUNCIL ADVISORY COMMITTEES – TERMS OF REFERENCE</b>		
<b>ISSUED:</b>	APRIL 3, 2006	<b>COUNCIL REFERENCE:</b>	06/119
<b>AMENDED:</b>	NOVEMBER 27, 2006		06/377
	NOVEMBER 23, 2009		09/IC
	JANUARY 11, 2010		10/IC
	DECEMBER 17, 2012		12/IC
		<b>INDEX REFERENCE:</b>	

### **POLICY**

The Council Advisory Committees shall have the purpose, mandate and structure contained in the attached Terms of Reference adopted by Council.

### **BACKGROUND**

#### Purpose of Advisory Committees

Saanich Council has appointed advisory committees to provide community and/or expert advice and policy recommendations to Council and feedback to Municipal staff on a variety of topics, issues, projects and initiatives. Some advisory committees also sponsor and promote special events and some may have Council-delegated granting authority. The advisory committees contribute to the development of policies, programs and initiatives that enhance the quality of life in Saanich and help the Municipality move towards its strategic vision. Advisory committees allow local citizens from various backgrounds and non-voting liaison members to participate in local government. The Municipality benefits from the input and expertise of the citizen volunteers and liaison members.

#### Advisory Committee Structure

Most advisory committees are chaired by a member of Council appointed by the Mayor. Local citizens are appointed by Council to the advisory committees as community representatives. Non-voting liaison members may be assigned to certain advisory committees by external organizations. Municipal staff members provide the required professional, secretarial and administrative support but do not participate in voting as they are not advisory committee members.

#### Recommendations to Council

Advisory committee recommendations to Council may have an impact on resources, on existing policies and programs, or on projects and initiatives currently underway. Before coming forward to Council, it is expected that the committee will have considered background information from Municipal staff to assist in its deliberations, to obtain a fuller understanding of existing policies and programs, and any projects or initiatives underway, and to help identify any impacts.

#### Informal Workgroups and Formal Sub-Committees

An advisory committee may establish informal workgroups for items within its mandate and also when sponsoring and promoting special events or considering grant applications. Only committee members and staff may sit on an informal workgroup unless otherwise approved by Council. Secretarial and administrative support is not provided for informal workgroups.

Where an advisory committee believes that the development of specific policy recommendations or other work within its mandate would be assisted by a formal sub-committee, it must first obtain Council approval including for resources such as staff support or other items. Only committee

Council Policy

*Policy Title*  
Reference: *Ref. #(s)*

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members may sit on a sub-committee unless otherwise approved and appointed by Council.