



City of Kelowna  
 1435 Water Street  
 Kelowna, BC V1Y 1J4  
 250 469-8500  
 kelowna.ca

# Council Policy

## Council Committees

APPROVED December 18, 2008

RESOLUTION: R975/09/10/19  
 REPLACING: R1005/00/12/18; R128/00/02/21  
 DATE OF LAST REVIEW: October 2009

1. Committees of Council, created by Council to undertake business on Council's behalf, may be generally defined as follows:
  - Advisory Committee** – an ongoing committee, which may be given a broad to narrow term of reference, and is advisory in nature.
  - Select Committee** – or a “Task Force” – established and appointed by Council to accomplish a specific mandate in a short time frame, is advisory in nature and must have at least one Council member in the membership of the committee.
  - Standing Committee** – at least half of a standing committee must be council members appointed by the Mayor to undertake matters the mayor considers better dealt with by committee.
  - Sub-Committee** – created by an existing committee for a specific advisory purpose which will report back to the committee under which it was created.
  - Commission or Board** – are terms from the *Local Government Act* or the *Community Charter* that have statutory terms of reference and mandates.
2. All committees shall have a Term of Reference adopted by Council that includes:
  - Committee Objective and Scope of Work as directed by Council
  - Committee membership, including the number, representation from the community-at-large, specific organizations and Council
  - Chairperson (whether elected or appointed)
  - Meeting procedures including regular meeting dates and frequency
  - Reporting and information link to Council
  - Budget
  - Staff Support
3. Pursuant to the *Community Charter*, all Council committee meetings must be open to the public. The public may not participate in the meeting unless scheduled on the agenda.
4. Pursuant to the *Community Charter*, a part of a committee meeting may be closed to the public if the subject matter being considered is exempt under statute.
5. Standing Committee appointments are made by the Mayor.
6. All new Select and Advisory Committees will be advertised and members (other than Council or staff) selected from nominations received from the public. Vacancies, as they arise, will also be selected from nominations resulting from advertising. This does not apply to the appointment of committee members appointed at an Inaugural Council Meeting.
7. The staff liaison on the Select and Advisory Committees will be responsible for advertising for nominations for vacancies on the committee and initiating a recommendation of appointment to Council.
8. A minimum of 3 days before a meeting of a Council Committee, the staff liaison shall provide the City Clerk with an electronic copy of the agenda.

REASON FOR POLICY

To further clarify committee membership and responsibilities.

LEGISLATIVE AUTHORITY

*Community Charter*, Council Procedure Bylaw No. 9200, Council Resolution.

PROCEDURE FOR IMPLEMENTATION

As outlined in the Policy.