

	Policy Title: Committee Structure and Function Policy	Policy No: CO-007
	Authority: Council	Classification: Council
	Date Adopted: July 13, 2020	Motion No: 2020-181
Historical Changes: Replaces Policy 1.4, Committee Structure and Function Policy, 2006		

Purpose:

The purpose of this policy is to provide clarity regarding District of Sooke committees and commissions and is pursuant to Sections 141 through 145 of the *Community Charter* and the District of Sooke's *Council Procedure Bylaw*.

Scope:

This Policy applies to all District of Sooke Council Committees and Commissions.

Definitions:

Standing Committee	A Standing Committee is an advisory body to Council established by the Mayor pursuant to Section 141 of the <i>Community Charter</i> and of which at least half the members are council members.
Select Committee	A Select Committee is established by Council resolution pursuant to section 142 of the <i>Community Charter</i> . Council may appoint to Select Committees citizens who work with assigned staff and report to Council. At least one member must be a council member and includes advisory committees.
Statutory Committee	A Statutory Committee is a board or commission, such as the Board of Variance, created and regulated through provincial and/or federal legislation and have a unique function within the Municipal framework.
Commission	A Commission is established by Council pursuant to Section 143 of the <i>Community Charter</i> for specific purposes.

Principles:

To assist Council in fulfilling their mandate, Committees may be established in designated areas and for specific purposes.

1. GENERAL COMMITTEE POLICY

A. Committee Member Selection Process:

- At Council's direction, staff will advertise for community volunteers to serve on committees:
 - In the weekly Council Column in the local newspaper
 - On the District of Sooke website
- Volunteer applications will be accepted by way of the specified committee application form (as amended from time to time). A committee volunteer must be a resident or own a business in the Sooke region, with a preference given to those within the District of Sooke.
- Council will review all application forms at a closed portion of a Council meeting and appoint the successful applicants. For Standing Committees, appointments will be made by the Mayor, informed by Council's consideration and recommendations. The appointments will be released at an open Council meeting.

4. Staff will notify in writing the successful appointees and send letters of appreciation to those applicants not selected.

B. Meetings:

1. The District of Sooke will provide a recorder who, at the direction of the Committee Chair through the Corporate Services Department, will:
 - Prepare all meeting agendas and distribute them to the Committee members in advance of a meeting; and,
 - Record and transcribe minutes of all meetings.
2. Council will receive Committee minutes for information at the next regularly scheduled Council Meeting. The Committee may amend the Committee minutes without resubmission to Council.
3. Committee Minutes approved by the Committee and signed by the Chair will be filed by the Corporate Services Department for safekeeping.
4. Recommendations from committees will be taken to the next appropriate scheduled Council or Committee of the Whole meeting.
5. All meetings of Council committees are open to the public and no person shall be excluded except for improper conduct, except as may be provided in the committee's enabling statute or establishment bylaw, or where the committee is considering an item where, in accordance with applicable legislative requirements or Council procedure, the public interest requires the exclusion of the public.
6. At any time, a member of the public may be invited by the Chair to speak or appear as a delegation to the committee. The presentation of the delegation may not exceed five minutes duration unless approved for a longer duration in accordance with the regulations of the Council Procedure Bylaw.

C. Committee Member Vacancy

In the event of a Committee Member vacancy, the person appointed to fill the vacancy shall hold office for the remainder of the term of the vacated office.

D. Attendance of Members at Meetings

Any Committee member who is absent from three (3) consecutive regular meetings without leave of absence from the Committee or without reason satisfactory to the Committee shall cease to be a member of the Committee and the appointing authority shall be advised by the Committee.

E. Removal of Members

The Mayor may rescind Standing Committee appointments. District of Sooke Council may rescind Select Committee appointments.

F. Resignation of Members

Any member of a committee wishing to resign from the committee is requested to provide the resignation in writing to the committee chair with a copy to the Corporate Services Department.

G. Time and Location of Meetings

Time and location of committee meetings shall be determined in accordance with the committee Terms of Reference.

H. Rules of Procedure

Each Committee shall use the terms of reference, the *Community Charter* and the District of Sooke *Council Procedure Bylaw* as rules of procedure.

I. Ethical Conduct and Conflict of Interest

1. Committee Members are to avoid conflicts of interest and to abide by all requirements

of the Council Code of *Conduct Bylaw No. 889, 2024*.

2. The member's declaration of a conflict and their exit from and return to the meeting shall be noted in the minutes.

J. Budget

Unless otherwise provided in their enabling statute or establishment bylaw or Terms of Reference, committees may request budget funds from Council in accordance with the District of Sooke budget preparation schedule and procedure. Any solicitation of funds from other organizations must be related to the Committee purpose and requires the prior approval of Council.

The Committee shall have reasonable use of District of Sooke miscellaneous services such as photocopying, paper supplies, meeting areas, etc.

K. Personal Liability

No member of a committee shall be liable in his or her personal capacity for any debt or liability of the committee. It is the responsibility of the District of Sooke to insure the members of committees against all liabilities related to fulfilling their responsibilities as members of the committee, except willful misconduct and/or gross negligence.

2. TYPES OF COMMITTEES:

A. Standing Committee

1. Role of Standing Committee:

- The role of Standing Committees may be further defined by the Terms of Reference.

The Council representative's role on the Standing Committee is:

- To provide information and consider advice from staff and Council on issues of concern to the public and the District of Sooke.
- To provide concrete recommendations for consideration by staff and Council.

The citizen's role on the Committee is to:

- Provide information and consideration of items to Standing Committees on issues of concern to the public and District of Sooke.
- Provide local knowledge, advice, relevant background, and/or expertise/perspective that relate to items relative to each respective committee.
- Help keep the Standing Committee informed on current views within the community.
- Objectively participate in all aspects of the Standing Committee's business as presented at the meetings.
- Have a commitment to the importance of services within the District of Sooke.
- Understand the need to take into account the interests of all when helping to formulate a decision.
- Be well informed on the values held in the community and have confidence in them.
- Be willing to participate in discussions at meetings and functions of the Standing Committee meetings.
- Be able to exercise sound judgement and an open mind on items presented.
- Be willing to participate in the spirit of cooperation in carrying out the Standing Committee business.
- Be willing to assume responsibility for action taken.

2. Terms of Appointment for Standing Committees

- The Mayor *must* appoint persons to Standing Committees and at least half of the members of a Standing Committee must be Council members. The Mayor may appoint citizens to a Standing Committee.

- The Mayor may designate the Chair of the Standing Committee.
- The term of appointment of committee meetings shall be determined in accordance with the committee Terms of Reference or by Council resolution.
- Council members may serve consecutive terms on any Standing Committee. Citizens may serve consecutive terms on any one Standing Committee to a maximum of two terms.

3. Authority

Except as may be provided by bylaw, resolution, or Terms of Reference:

- A Standing Committee does not have the authority to communicate with other levels of government, to pledge the credit of the District of Sooke, or to authorize any non-budgeted expenditures to be charged against the District of Sooke. Standing Committee members have only the authority delegated to them by Council.
- Standing Committee members do not have the authority to speak publicly (i.e. to the media) on behalf of the Standing Committee unless so directed by the Council.
- Standing Committees must refer recommendations to Council for authority to act.
- The Committee functions as an advisory body to Council and does not have independent decision-making authority.
- The role of the Committee is to review staff reports, submissions, proposals, and presentations and make recommendations to Council on matters relating to the Committees mandate.
- Council's endorsement must be given by way of resolution of any recommendation made by the Committee including any initiatives involving financial or resource commitments.
- The Committee has no advocacy role concerning their decisions and recommendations.

B. **Select Committee**

1. Role of a Select Committee

- To provide information and consider advice from staff and Council on issues of concern to the public and the District of Sooke.
- To provide concrete recommendations for consideration by Council.
- The role of the individual Select Committees are further defined in each Select Committee's Terms of Reference.

2. Terms of Appointment for Select Committee

- Council may appoint members of Council to each Select Committee; at least one member must be a Council member.
- The Mayor *may* designate the Chair of the Select Committee.
- The term of appointment for a Select Committee is to be determined in accordance with the committee Terms of Reference or by Council resolution.

3. Authority

Except as may be provided by bylaw, resolution, or Terms of Reference:

- Select Committees do not have the authority to communicate with other levels of government, to pledge the credit of the District of Sooke, or to authorize any non-budget expenditure to be charged against the District of Sooke.
- Select Committees have only the authority delegated to them by each respective Select Committee or District of Sooke Council.
- Select Committee members do not have the authority to speak publicly (i.e. to the media) on behalf of the District of Sooke Select Committee unless so directed by the Council.
- Select Committees must conduct their task within the time prescribed by

Council following which they report their findings and opinions to Council.

- The Committee has no advocacy role concerning their decisions and recommendations.

C. Statutory Committees

A. Terms of Appointment for Statutory Committee

- The terms and conditions of appointment of members to the Statutory Committees are as provided in the enabling statute or bylaw.

B. Authority

- Except as may be provided by bylaw or resolution, a Statutory Committee does not have the authority to communicate with other levels of government on behalf of the District of Sooke, to pledge the credit of the District of Sooke, or to authorize any expenditures to be charged against the District of Sooke. Members have only the authority delegated to them by the enabling legislation.
- Statutory Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Statutory Committee unless so directed by District of Sooke Council.
- Statutory Committees conduct their business in accordance with the terms of their enabling statute and/or the policies of the authority that established the Statutory Committee.

D. Commissions

A. Role of Commission

Commissions are established and members appointed by Council to operate municipal services, manage municipal property and licenses, and enforce municipal regulations and fall outside the scope of this policy.

References:

Policy Number:	CO-007
Policy Owner:	Chief Administrative Officer
Adopted by:	Council
Date Approved:	July 13, 2020
Amendment Approved:	December 9, 2024
Related Policies:	

Contact Information:

Position: Chief Administrative Officer