City of Langford
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COMMITTEE TERMS OF REFERENCE	
Council Policy POL-0163-ADMIN	**Original Policy: January 1994** **Amended: May 2024**
Presiding Council Member, Acting Mayor Keith Yacucha **Date: May 6, 2024**	**Signature:**

General

1. This policy establishes procedures, membership and scope of work for Council advisory committees (the "Committee(s))".

2. The purpose of Committees is to:

   a) Encourage public involvement in Council matters;
   b) Allow for more detailed discussions than would be possible during a Council meeting, including a full exchange of views on technical matters; and
   c) Allow for a variety of presentations to the committees from the public, not for profit groups and other related bodies.

3. The following Advisory Committees are established:

   a) Sustainable Development Committee; and
   b) Community Advisory Committee.

Membership

4. Committee membership will consist of three (3) Councillors and up to six (6) appointed citizens ("Citizen Members").

5. The positions of Chair and Vice Chair on each Committee must be filled by Council members.

6. The City will solicit for Citizen Member applications by advertising on the City's website and in the Goldstream Gazette or such other similar publication or venue as the City may decide, in its sole discretion, is sufficient.

7. Citizen Members will be appointed by the Council with consideration given to City staff recommendations.

8. Citizen members will be selected to ensure a broad cross section of representation of the diversity of the community. This may include members who have specific technical knowledge

of matters relevant to the committee as well as residents with general knowledge about the community.

9. Citizen Members are appointed for terms of the earlier of up to four years, with all terms ending on December 31 following a Council election, or upon dissolution of the committee.

10. The Council may, in their sole discretion, remove any member of the Committee at any time.

11. A Committee member may resign at any time by submitting written notice to the Committee Chair or Chief Administrative Officer (CAO).

12. Committee members who are absent for three (3) consecutive Committee meetings may be removed from the Committee, unless such absence was authorized by the Committee in an open Committee meeting.

13. The Mayor may attend any Committee meeting as an ex-officio voting member.

14. Councillors who are not members of the Committee may attend and participate in any Committee meeting but may not vote.

15. At least one member of municipal staff person is assigned to each Committee to provide advice and administrative support but is not a member and may not vote (the "Municipal Liaison").

Procedures

16. Committee meetings must be held in the City of Langford Council Chambers, or as otherwise authorized by the Procedure Bylaw.

17. Electronic or other remote attendance at meetings will be governed according to provisions in the Procedure Bylaw.

18. Committee meetings will be scheduled on a regular basis, as determined by Council and published annually. Every effort will be made to hold the meetings on a consistent day of the week, notwithstanding statutory holidays.

19. The committee meeting end time will not extend beyond 10:00 p.m. on the same day unless Committee resolves by a two-thirds vote to extend the meeting to 11:00 pm, with any further extensions requiring a unanimous resolution of all committee members present.

20. Committee meetings may be cancelled where there are insufficient members to meet quorum requirements, or where Council otherwise deems it necessary.

21. In addition to the regularly scheduled meetings, the Committee Chair may call additional Committee meetings as required, with notice to be provided in accordance with the Procedure Bylaw.

22. Agenda items will be proposed by the responsible Department Head through the Municipal Liaison, subject to review and approval by the Committee Chair and Corporate Officer.

23. Committee agenda packages will be available to all Council members.

24. The Municipal Liaison, or their delegate, will attend each Committee meeting. Where there is more than one Municipal Liaison assigned to a Committee, the City will determine which person or persons will attend the meeting.

25. A municipal staff member will record Committee minutes.

26. Committee decisions will be reached by a majority vote of members present and will take the form of a resolution that is recorded in the minutes.

27. Draft Committee minutes must appear on the next Council meeting agenda for receipt.

28. Committees will provide recommendations to Council through its minutes, however, the discretion to make decisions on behalf of the City remains solely within the authority of Council.

29. Committees may hold in camera meetings to discuss matters pursuant to section 90 of the *Community Charter*.

30. Members of the public may be permitted to speak. Speakers may be limited to three (3) minutes at the discretion of the Chair.

31. Members of the public will be permitted to address the committee with respect to any item on the agenda.

32. Committee quorum is a majority of appointed members, meaning fifty percent (50%) or greater, one of whom must be the Chair or Vice-Chair.

33. Committee members are bound by the conflict of interest guidelines and provisions of the *Community Charter* which apply to Council Members, including:

    a) Members with direct or indirect conflict of interest with a matter under discussion are not permitted to participate in the discussion or vote on a matter;
    b) Members must declare their conflict, state the general nature of their conflict, and then leave the meeting room while the matter is under discussion; and
    c) Members having a conflict on a matter must not attempt in any way to influence the voting on that matter, whether before, during or after the meeting.

SCOPE OF WORK OF THE COMMITTEES

Sustainable Development Advisory Committee

34. The Sustainable Development Advisory Committee will review submissions and make recommendations to Council respecting development projects in the City including, but not limited to, rezoning applications, development variance permit applications, transportation and public works related projects.

35. The Director of Engineering and Public Works or their delegate and the Director of Development Services or their delegate are the Municipal Liaisons to the Sustainable Development Committee.

Community Advisory Committee

36. The Community Advisory Committee will make recommendations to Council on matters relating to health, safety, and environmental concerns including parks and recreation, protective services and financial and administrative matters.

37. The Director of Legislative and Protective Services or their delegate is the primary Municipal Liaison to the Community Advisory Committee.