



**Village of Lytton
AGENDA – Citizen’s Advisory Committee
Virtual over Zoom
Monday, November 22, 2021 at 4:00 pm**

1 CALL TO ORDER

Duties of Select Committees:

1. Select committees must consider, inquire into, report and make recommendations to Council about matters referred to the committee by the Council.
2. Select committees report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Conduct and Debate:

1. The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in the Council Procedures Bylaw 692, 2017.
2. Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of the majority of committee members present.
3. A motion made at a meeting of a committee is not required to be seconded.

2 ADOPTION OF THE AGENDA

2.1 Agenda for the November 24, 2021 Citizen’s Advisory Committee meeting

2.2 Addition of Late Items

THAT the Select Committee adopt the agenda for the November 24, 2021 Citizen’s Advisory Committee as presented/or amended.

3 SCHEDULE OF COMMITTEE MEETINGS

3.1 At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.

THAT the Committee establish the Citizen’s Advisory Committee meetings on the following dates and times:

- *As determined by the Committee*

4 CITIZEN’S ADVISORY COMMITTEE

4.1 Terms of Reference

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THAT the Committee adopts the Terms of Reference for the Citizen’s Advisory Committee.

5 FUTURE AGENDA TOPICS

5.1 Discussion of Potential Future Agenda Topics within the Scope of the Terms of Reference

6 ADJOURNMENT

6.1 Adjournment of the November 22, 2021, Citizen's Advisory Committee

***THAT** the November 22, 2021 Citizen's Advisory Committee be adjourned.*

Terms of Reference for Citizen's Advisory Committee (CAC)

Authority:

Community Charter Section 142 Select Committees:

1. A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.
2. At least one member of a select committee must be a council member.
3. Subject to subsection (2), persons who are not council members may be appointed to a select committee.

Proposed Mandate:

The purpose of the Village of Lytton's Citizen's Advisory Committee is to:

1. Advise Mayor and Council on matters relating to planning and land use, the preparation and adoption of the Village's Official Community Plan, and proposed bylaws or permits.
2. Share and discuss information related to the community and business recovery plans
3. Hear from residents, invited resource experts and stakeholders on a variety of recovery-related themes such as land use planning, fire protection, donation disbursements, business recovery and community engagement initiatives.
4. Provide recommendations to Council related to the social, economic, health and fiscal recovery of the Village.

The possible composition of the AP Committee could be:

- Members appointed by Mayor and Council
 - Members representing the diversity and demographics of the community
- Committee has usually between six and ten members
- Committee meets on a regularly scheduled day each month
- Committee motions are adopted by majority vote
 - EMBC rep. as an exofico member
- Members must abstain from discussion and voting where they have a conflict of interest
- Committee meetings are public

The Chair of the Committee will be Councillor Robert Leitch.

The CAO will serve as the primary point of contact between the Committee and Council.