

RESOLUTION NO. 2026-__

**A RESOLUTION ESTABLISHING GUIDANCE FOR THE CREATION,
OPERATION, AND ANNUAL REVIEW OF ADVISORY COMMITTEES IN
OGDEN VALLEY CITY**

WHEREAS, Ogden Valley City values transparent, community-centered governance and seeks to encourage broad resident participation in shaping City priorities, policies, and initiatives; and

WHEREAS, Ogden Valley Municipal Code § 2.03.010 provides that advisory boards, commissions, and committees may be created by the City Council; and

WHEREAS, Ogden Valley Municipal Code § 2.03.030 grants the City Council authority to exempt additional advisory groups from formal procedural requirements and to guide, limit, or terminate their operation; and

WHEREAS, the City Council desires to establish a flexible, informal structure for advisory committees that encourages creativity, collaboration, and meaningful community feedback without imposing unnecessary procedural burdens; and

WHEREAS, the Council further desires to ensure that each advisory committee remains relevant, active, and aligned with the City's evolving needs through an annual review and mission-renewal process;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF OGDEN VALLEY CITY, UTAH, THAT:

Section 1. Establishment of Advisory Committees.

The City Council may create advisory committees by motion or resolution. Each committee shall have a defined purpose, scope, and expected outcomes.

Section 2. Informal Status and Exemption from Formal Requirements.

Advisory committees are informal, non-decision-making bodies and are exempt from formal procedural requirements unless otherwise specified by the Council. They are not subject to the Open and Public Meetings Act unless expressly required.

Section 3. Membership and Co-Chair Structure.

Membership is open to residents, business owners, and subject-matter participants. Each committee shall be co-chaired by one City Council member and one resident volunteer.

Section 4. Roles and Responsibilities.

The Council Co-Chair shall coordinate schedules and ensure alignment with Council priorities. The Resident Co-Chair shall facilitate discussion and assist with informal notes. Members shall participate and share community perspectives.

Section 5. Meetings.

Meetings may be held in any format conducive to participation, including workshops, listening sessions, or informal gatherings. Committees may determine their own cadence.

Section 6. Deliverables.

Committees may provide informal deliverables such as recommendations, survey summaries, concept sketches, or community feedback compilations. Formal reports are not required unless requested.

Section 7. Annual Review and Mission Renewal.

Each advisory committee shall undergo an annual review during the first quarter of each calendar year. The Council shall evaluate activity, relevance, and usefulness, and renew, revise, or sunset the mission. Committees not renewed are dissolved. Within a reasonable time following creation and each annual renewal, each committee shall present its plan of work and anticipated deliverables for the upcoming calendar year.

Section 8. Duration and Dissolution.

Committees may be standing or project-based. The City Council may dissolve a committee at any time.

Section 9. Ethical Conduct.

Committee members shall comply with applicable provisions of the Ogden Valley Municipal Code regarding ethical conduct and conflicts of interest.

Section 10. Effective Date.

This Resolution shall take effect immediately upon adoption.

Questions:

1. Is there momentum, as evidenced by a critical group of engaged volunteers?
2. Is there a need? The City Council may need advice across groups not previously aligned?
3. Does the Council have bandwidth to be involved and the ability to consider and execute on advisory recommendations?
4. Is it a short-term need, or ongoing issue?
5. Is the committee related to an issue within the City's sphere of influence?

Proposed Initial Advisory Committees:

Renaming Committee

Water Issues Advisory Committee

Agricultural Advisory Committee

Local Business Advisory Committee

Youth Advisory Committee

Others???

Work Session Discussion Draft