



Staff Report to Council

DATE: Monday, May 6, 2024

DEPARTMENT: Administration

SUBJECT: Amendment to Committee Terms of Reference (POL-0163-ADMIN)

EXECUTIVE SUMMARY:

Staff are proposing an amendment to POL-0163-ADMIN Committee Terms of Reference to align with the Council Procedure Bylaw and changes which have been made to the Bylaw since the Terms of Reference were approved. The proposed changes provide procedural clarity and consistency to Committee members, staff, and the public.

BACKGROUND:

The Committee Terms of Reference (the “TOR”) apply to both the Community Advisory Committee (CAC) and the Sustainable Development Advisory Committee (SDAC). The TOR was approved by Council in 2023. Subsequent to the approval, changes were made to the Council Procedure Bylaw with respect to the extension of meetings beyond 10:00 p.m. Staff are proposing that the TOR be amended to require a two-thirds majority vote of Committee members present to extend a meeting past 10:00 pm, rather than the existing requirement for unanimous support.

COMMENTARY:

Staff are proposing the following change to the Committee Terms of Reference under Section 19 – Procedures:

Currently reads: *“The committee meeting end time will not extend beyond 10:00 p.m. without a unanimous resolution of all committee members present.”*

Proposed Amendment: *“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 11:00pm, with any further extensions requiring a unanimous vote of all members present.”*

It is generally best practice that the Committee Terms of Reference and Council Procedure Bylaw share many similarities. This way, the experience of attending a Committee meeting is similar to that of a Council meeting. By bringing alignment and consistency to these advisory bodies, members of Council, staff, and members of the public can confidently participate and know what to expect at the meeting.

Staff titles within the Terms of Reference have also been updated as necessary.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

LEGAL IMPLICATIONS:

There are no legal implications associated with this report.

STRATEGIC PLAN INITIATIVES:

Section 5 – Good Governance.

OPTIONS:

Option 1

THAT Council approve the amended Committee Terms of Reference as presented and direct staff to share this update with Committee members.

OR Option 2

THAT Council adopt the amended Committee Terms of Reference with the following amendments:

1. _____
2. _____
3. _____

OR Option 3

THAT Council take no action regarding the Committee Terms of Reference at this time.

SUBMITTED BY: Marie Watmough, Director of Legislative and Protective Services

Concurrence: Donna Petrie, Senior Manager of Communications & Economic Development

Concurrence: Yari Nielsen, Director of Parks, Recreation and Facilities

Concurrence: Matthew Baldwin, RPP, MCIP, Director of Development Services

Concurrence: Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change

Concurrence: Katelyn Balzer, P.Eng., Director of Engineering and Public Works

Concurrence: Michael Dillabaugh, CPA, CA, Director of Finance

Concurrence: Braden Hutchins, Deputy CAO

Concurrence: Darren Kiedyk, Chief Administrative Officer

Attachment 1: Current Committee Terms of Reference

Attachment 2: Redline Copy of Committee Terms of Reference