

Law, Legislative Services & Security Report to  
Executive Committee  
2023 September 06

ISC: UNRESTRICTED  
EC2023-0869

## Continuing the Nominations Committee as a Standing Specialized Committee

### PURPOSE

The purpose of this Report is to continue the Nominations Committee (“the Committee”) as a Standing Specialized Committee of Council through an amendment to Procedure Bylaw 35M2017 and improve alignment with requirements in the *Municipal Government Act*. The Report also proposes amendments to Council policy CP2016-03 on the *Governance and Appointments of Boards, Commissions and Committees* (“BCCs”) to allow the Chairs of additional BCC types to provide short lists of applicants to the Committee.

### PREVIOUS COUNCIL DIRECTION

On 2016 April 25, through adoption of Council Policy CP2016-03 on the *Governance and Appointments of Boards, Commissions and Committees*, Council established the mandate and terms of reference of the Nominations Committee.

### RECOMMENDATIONS:

That the Executive Committee recommend that Council:

1. Establish the Nominations Committee as a Standing Specialized Committee of Council, by giving three readings to a bylaw to amend the Procedure Bylaw 35M2017 (Attachment 1); and
2. Approve amendments to Council Policy CP2016-03 on the *Governance and Appointments of Boards, Commissions and Committees* as outlined in the blacklined document (Attachment 2).

### CITY MANAGER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this report.

### HIGHLIGHTS

- The Committee was established by Council resolution on 2016 April 25. The Committee’s mandate is to consider and recommend applicants for Council to appoint to BCCs.
- Proceeding to establish the Committee as a Standing Specialized Committee of Council through amendment of the Procedure Bylaw will improve alignment with requirements in section 145 of the *Municipal Government Act* for municipal councils to establish council committees, and their functions and procedures, by bylaw.

### DISCUSSION

To improve alignment with *MGA* requirements, Administration recommends that the Committee’s mandate and terms of reference be deleted from Council Policy CP2016-03 and then incorporated into the Procedure Bylaw. Designating the Committee as a Standing Specialized Committee in the Procedure Bylaw is also recommended.

Additional amendments to Council Policy CP2016-03 are recommended to improve alignment between the Council Policy and the practices that BCC Chairs and the Committee rely upon for

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short listing candidates for External, Oversight/Regulatory, Partner, Ad Hoc and Working Group/Task Force BCCs. Proposed policy changes and rationales are included in Attachment 3.

#### **EXTERNAL ENGAGEMENT AND COMMUNICATION**

- |  |   |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken        | <input type="checkbox"/> Dialogue with interested parties was undertaken                |
| <input type="checkbox"/> Public/interested parties were informed | <input checked="" type="checkbox"/> Public communication or engagement was not required |

The Law Department was engaged to review the Procedure Bylaw and identify the required amendments to amend the Procedure Bylaw (Attachment 1).

#### **IMPLICATIONS**

##### **Social**

Not applicable.

##### **Environmental**

Not applicable.

##### **Economic**

Not applicable.

##### **Service and Financial Implications**

No anticipated financial impact.

#### **RISK**

No risks identified.

#### **ATTACHMENTS**

1. Proposed Wording for a Bylaw to Amend Bylaw 35M2017, the Procedure Bylaw
2. Council policy CP2016-03, Governance and Appointments of Boards, Commissions and Committees - Blacklined
3. Summary of Proposed Amendments to Council Policy CP2016-03
4. Presentation

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen, City Solicitor and General Counsel	Law, Legislative Services and Security	Approve
Katarzyna Martin, Director/City Clerk	Law, Legislative Services and Security	Approve

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