

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).

RECOMMENDATION OF THE EXECUTIVE COMMITTEE, 2023 SEPTEMBER 6:

That Council:

1. Establish the Nominations Committee as a Standing Specialized Committee of Council, by giving three readings to **Proposed Bylaw 46M2023** 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).

Excerpt from the Minutes of the 2023 September 6 Regular Meeting of the Executive Committee:

“**Moved by** Councillor Penner

That with respect to Report EC2023-0869, the following be approved, **after amendment**:

That the Executive Committee:

1. Recommend that Council establish the Nominations Committee as a Standing Specialized Committee of Council, by giving three readings to a bylaw to amend the Procedure Bylaw 35M2017 (**Revised** Attachment 1);

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

ISC: UNRESTRICTED
EC2023-0869

Continuing the Nominations Committee as a Standing Specialized Committee

2. Recommend that Council 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); and
3. **Forward this Report to the 2023 September 12 Regular Meeting of Council.**

For: (13): Mayor Gondek, Councillor Spencer, Councillor Sharp, Councillor Demong, Councillor Penner, Councillor Pootmans, Councillor Walcott, Councillor Carra, Councillor Chabot, Councillor Dhaliwal, Councillor McLean, Councillor Mian, and Councillor Wong

MOTION CARRIED”

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 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).

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

ISC: UNRESTRICTED
EC2023-0869

Continuing the Nominations Committee as a Standing Specialized Committee

IMPLICATIONS

Social

Not applicable.

Environmental

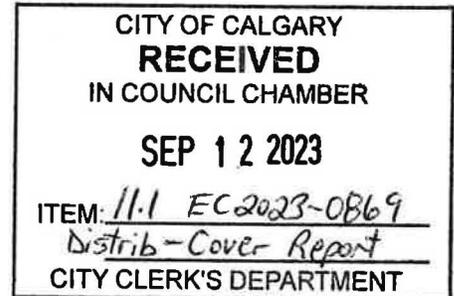
Not applicable.

Economic

Not applicable.

Service and Financial Implications

No anticipated financial impact.



RISK

No risks identified.

ATTACHMENTS

1. **Proposed Bylaw 46M2023**
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

Author: Jeannie Dubetz
City Clerk's: M. A. Cario / J. Palaschuk