

Law, Legislative Services & Security Report to
Organizational Meeting of Council
2025 October 29

ISC: UNRESTRICTED
C2025-0809

Pro-tem Membership Committee for Appointments of Standing Policy Committee Members, Chairs, and Vice-Chairs

PURPOSE

This Report supports the appointment of Councillors to the Community Development Committee and the Infrastructure and Planning Committee, the two Standing Policy Committees (“SPCs”), and the Chairs and Vice-Chairs of the SPCs, until the 2026 Organizational Meeting of Council.

PREVIOUS COUNCIL DIRECTION

Council adopted a motion at the 2022 October 25 Organizational Meeting of Council directing that all future selection of Pro-tem Committee Members, with the exception of the Standing Policy Committee Chairs, be conducted by the City Clerk, by public draw.

RECOMMENDATIONS:

That Council:

1. Appoint four Councillors selected by public draw, to the Pro-tem Membership Committee, to recommend seven Councillors for appointment to each Standing Policy Committee;
2. Appoint seven Councillors recommended by the Pro-tem Membership Committee to each of the following Standing Policy Committees, for terms expiring at the 2026 Organizational Meeting of Council:
 - a. Community Development Committee;
 - b. Infrastructure and Planning Committee;
3. Appoint the Chair and Vice-Chair of the Community Development Committee for terms to expire at the 2026 Organizational Meeting of Council;
4. Appoint the Chair and Vice-Chair of the Infrastructure and Planning Committee for terms to expire at the 2026 Organizational Meeting of Council; and
5. Direct that the Closed Meeting discussions of the Pro-tem Membership Committee remain confidential pursuant to Sections 20 (Disclosure harmful to personal privacy) and 22 (Confidential evaluations) of the *Access to Information Act*.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this Report.

HIGHLIGHTS

- Procedure Bylaw 42M2025 provides for the creation of a Pro-tem (temporary) Membership Committee to nominate seven Councillors to serve on each Standing Policy Committee (SPC) for the following year.
- The appointment of Councillors to the Pro-tem Membership Committee ensures appropriate governance and supports effective decision-making.

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DISCUSSION

In the year of a General Election, the Pro-tem Membership Committee composition is recommended to include four Councillors randomly selected through public draw by the City Clerk, and the Mayor as an Ex-Officio Member.

The Pro-tem Membership Committee will meet during a recess of the Organizational Meeting to receive and consider the summarized preferences of Councillors for membership on SPCs, and will make recommendations to Council for Councillor appointments to the SPCs.

Procedure Bylaw 42M2025 requires that, after receiving the recommendations of the Pro-tem Membership Committee, Council must appoint the Councillors to serve on each SPC, having regard for the preferences expressed by the Councillors and the best interests of The City.

Procedure Bylaw 42M2025 also provides for the election of Chairs and Vice-Chairs of the SPCs to be done at the Organizational Meeting of Council.

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 City Clerk's Office will poll Councillors for their ranked preferences for serving on SPCs and will distribute that information to the Pro-tem Committee during its meeting.

IMPLICATIONS

Social

Not Applicable

Environmental

Not Applicable

Economic

Not Applicable

Service and Financial Implications

No anticipated financial impact

RISK

No anticipated risks

ATTACHMENTS

1. Background and Previous Council Direction
2. Presentation

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Members, Chairs, and Vice-Chairs**

Department Circulation

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

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