



## **Terms of REFERENCE**

# **STANDING COMMITTEES OF COUNCIL**

Draft: January 2015

Reviewed by Council: October 26, 2015  
Approved by Council: December 21, 2015

### **Background**

As the governing body of the City of Corner Brook, the "Council" has a responsibility to be aware of the ongoing operational and administrative issues being considered at the staff level. It is also critical that Council play a critical role in developing policy in an effort to provide overall direction to staff and to provide a mechanism to inform the public of Council's position on subject matters.

- In an effort to fulfil Council's responsibility in these areas it is deemed important that Council appoint Committees to oversee policy development pertaining to the departments of Finance and Administration, Infrastructure and Public Works, Community, Development and Planning, and Protective Services to work with staff in dealing with the broader operational and administrative issues

### **Purpose**

Standing Committee serve as a consultative body to Council to provide direction on policy development. The Committees will be responsible for overall policy development of their respective departments on operational and administrative matters coming before Council.

The Committee only has the power to provide recommendations for Council's consideration and at no time does the Committee have the authority to require staff to take action on a Committee recommendation.

### **Membership**

The Committee shall comprise of two Councillors, the Mayor, Director and Assistant Director of the respective Department. The City Manager is an ex-officio member of the Committees. The Committee will be chaired by a Councillor, a second Councillor will serve as vice-chairperson or co-chair. The Director representing a Standing Committee is authorized to invite a staff member with a subject matter expertise to advise the Committee on a matter when required. Appointments to the Committee will be made on an annual basis by a minute of Council.

All members of Council are permitted to attend all Committee meetings, however it is not intended that a full Council preside at the Committee meeting as this would tend to defeat the purpose of a standing Committee system. Where attendance in person is not feasible, members of the Committee may participate in the meeting by means of telephone or electronics means (Facebook, Skype). A person participating in a meeting by such means is deemed to be present at the meeting and may vote through the method of communication being used.

A recording secretary will minute the proceedings of the Standing Committee. A draft copy of the minutes should be uploaded to the Council Circulation Package within four business days

after the meeting. Minutes of Standing Committee will be circulated in weekly Council Circulation Packages. Once the minutes of a Standing Committee are approved the recording secretary must publish the minutes on Civicweb within two business days of the minutes being approved.

Committee Chairs should provide a monthly update on Committee activities at monthly Council briefing sessions.

The Committee may only make recommendations on policy's administrative matters that go before council. Recommendations coming forth from the Committees will be on a consensus basis.

### **Mandate**

To fulfil its mandate, the respective Committee will work with staff in addressing the broader issues pertaining to their department. This includes

- Requests that require a council decision
- A review of reports, plans, policies and budgets of their respective departments
- A review of annual education and training requirements and annual human resource requirements.

The Committee only has the power to provide recommendations for Council's consideration and at no time does the Committee have the authority to require staff to take action on a Committee recommendation.

The issues include but are not limited to the following:

- Requests from Council/Councillor for review
- Requests from residents which require a decision of Council
- Requests from businesses which require a decision of Council
- Staff generated items requiring Council approval as per policy
- Staff generated initiatives at the preliminary phase of development
- Monthly, quarterly, semi-annual and annual reports as per policy
- Review of annual education and training requirements
- Upon completion of annual performance reviews for senior departmental officials notify Committee of goals and priorities being pursued by senior staff
- Review of annual human resource requirements
- Review of annual budget items
- Review of annual operational plans
- Review of annual capital requirements
- Review of long-term operational plans (3-5 years)
- Review of long-term capital plans (3-5 years)
- Review of long-term educational and training requirements (3-5 years)
- Review of initial Calls for Tenders, Expressions of Interest, Proposal Calls.

- A summary of Departmental responsibilities is outlined in appendix "A"

### **Operational Procedures**

To facilitate the efficient and responsible operation of the Committees, the following operational procedures have been developed and will be adhered to as strictly as possible.

1. Committees shall meet a minimum of once a month during the period of September to June of each year. Meetings during the period of July to August will be at the call of the Chair. In an effort to avoid staffing conflicts and to ensure adequate time is available to prepare reports for Public Council Meetings Standing Committee will meet monthly during the period September to June. The schedule is to be reviewed annually and a yearly calendar is to be developed. For the 2016 year see Schedule A.
2. Agenda Items for Committee meetings are to be forwarded to the Chair of the **Committee** in consultation with their respective Director for approval prior to being placed on Committee agendas.
3. The Director of the respective Committee is responsible to ensure that all documents pertaining to the agenda item, as set out by the Chair, are prepared and circulated in advance of the meeting to the Committee Members.
4. A copy of the agenda along with the time and place of Committee Meetings will be forwarded via email to all of Council and the City Manager for their information prior to the meeting.
5. The Administrative Assistant of respective departments will be responsible for taking the minutes at Committee meetings. Such minutes should be forwarded to the clerk for circulation to Council. Agenda items from Committee meetings which require a decision of Council will then be placed on the agenda of the next meeting of Council.
6. The "minutes" of each Committee meeting are to properly documented and distributed to all members of Council within four (4) working days of a Committee meeting.
7. The Director of the respective Committee is responsible for preparing "RFD" for matters which require a decision of Council resulting from a matter discussed by the Committee. The Chair of each Committee, the Director and the City Manager are required to sign off on all "RFD's" with comments where appropriate which stem from a Committee Meeting.
8. A Committee may choose to endorse the report of the administration to Council or offer a different solution (alternative); in either instance, the staff report should always be attached. Committee members will strive to reach a consensus on the issues and matters that come before the Committee.

9. RFD's from the Committee level must include all pertinent material along with appropriate time lines and person responsible for action.
10. Contentious or complex issues may require the input from the full Council before the development of a final "RFD". The Committee Chair will discuss such issues with the Mayor and the City Manager to have such issues placed on the agenda for a Council in Committee Meeting. Any dissenting voice of the Committee will be noted in the RFD; otherwise it is assumed that the proposed motion has the unanimous support of the full Committee.
11. The Chairperson of each Committee should ensure that the recommendations of the Committee receive the proper attention of Council. It is expected that policy coordination and full debate will occur at a Council meeting. The Chairperson of each Committee of Council is to present the Committee report to Council in the form of a "Request for Decision" and will be given the first opportunity to speak to their report.
12. Committee meetings are closed to the public. At the direction of Council Committees can meet with special interest groups. Committees also have the discretion to invite delegations to make a presentation to the Committee on a matter pertaining to their respective department.
13. Committees are to complete a full departmental policy review of their respective department during the second year of Council's term of office.

**APPENDIX A**  
**COMMITTEE RESPONSIBILITIES**

**Community, Development and Planning Standing Committee**

This Committee will be responsible for advising Council on the following matters:

- official community plan;
- land use by-law and zoning changes; building inspection;
- land and business licenses;
- long range planning;
- development changes;
- inspection services;
- liaison with social services;
- community group liaison;
- liaison with R.N.C/R.C.M.P. and other enforcement agencies;
- special event coordination; volunteer development;
- other related matters referred to the Committee by Council;
- land management;
- sustainability;
- environmental protection
- business;
- recreation programming and leisure;
- Civic Centre

**Finance and Administration Standing Committee**

This Committee will be responsible for advising Council on the following matters:

- general administrative matters;
- operating and capital budget preparation;
- financial management; review of trends;
- monitoring the budget;
- audit services;
- management information services;
- communication services
- assessment services;
- human resources;
- employee safety
- purchasing and tendering services;
- other related matters referred to the Committee by Council;

**Infrastructure and Public Works Standing Committee**

This Committee will be responsible for advising Council on the following matters:

- building construction and maintenance;
- roadway maintenance;
- transportation issues
- capital construction;
- water treatment and supply;
- parks maintenance and development;
- engineering contracts;
- equipment repair/replacement;
- facility maintenance;
- solid waste management;
- storm water management; and
- other related matters referred to the Committee by Council.

**PROTECTIVE SERVICES**

The Committee will be responsible for advising Council on matters relating to the following matters:

- Fire Department
- 911
- Municipal Enforcement
- Animal Control
- By-law enforcement and policy
- Emergency Management



**APPENDIX B**  
**Agenda Item Policy**



**CITY OF CORNER BROOK**

**Policy Statement**

Index	<b>Council and Administration</b>	Section	1 Procedures
Title	Agenda Items – Deadline	Policy Number	113-02-03   Authority   Draft policy under construction
Approval Date	27 Oct 99	Effective Date	27 Oct 99   Revision Date

***Purpose:***

To stipulate the deadline dates for receipt of background material for Council meetings and Committee Meetings.

***Policy Statement:***

To ensure Council meetings are run efficiently and effectively it is necessary that agendas for Council Meetings and Committee Meetings are circulated in a timely fashion. To facilitate the distribution of agendas for Council meetings it is necessary to set deadlines for receipt and circulation of agenda items. This is particularly important to help Council and staff members prepare for meetings.

***Reference:***

- Minute 99-141 (October 27, 1999)
- Minute CC97-229 (Nov. 26/97) Minute P-42 (Jan. 26/83)
- Memo from City Manager (Sept. 11/86) (June 15, 1999)

***Detailed Action Required:***

**Council Meetings**

Council Meetings will be held weekly on a Monday and where necessary at the call of the Mayor. In the case where a Council Meeting day falls on the date of a holiday the

Meeting will be held at the discretion of the Mayor.

Agenda items for all Council meetings must be submitted to the Mayor for approval by the end of the workday on the Wednesday prior to the meeting. An abstract containing the rationale and proposed motion of each item to be placed on the agenda will be provided with the item. In the event where an extraordinary meeting of Council is called by the Mayor, the agenda items to be discussed will be provided as soon as possible prior to the meeting.

All back-up material for Council meetings is to be received by 2:00p.m. on the Thursday prior to a Council meeting. The entire information package for each item must be submitted to the City Clerk's Office NO later than 10:00 a.m. on the Friday morning prior to the Council meeting for distribution to Council.

Back-up material is required for all Regular Council Meetings. If back-up material is not received by the deadline time, items will be removed from the agenda. Unless special circumstances dictate, memos should not be circulated just prior to a Regular Council meeting.

If a Councillor wishes to have a resolution addressed by Council without having background documentation they should submit a "Notice of Motion" which will be voted on at the next duly convened meeting of Council.

Backup material is necessary for all Council in Committee Meetings. If backup material is not received by the time the agenda is circulated the item can still remain on the agenda with the agreement of Council.

The City Clerk has the logistical responsibility of preparing the agenda for Council Meetings and the City Manager is accountable for all that goes forward from staff for decision making. The Mayor has final approval in setting the agenda.

It is the responsibility of the City Manager to ensure that direction given by Council is carried out within the appropriate timeline and that Council is notified when action is completed. The City Manager will coordinate action tracking through the office of the City Clerk who will maintain accurate records for the Mayor and Council. If staff is unable to complete an action within the timeframe specified the City Manager is to notify The Mayor and Council on the status of the action and when it will be completed.

**APPENDIX "C"**

**PROPOSED TEMPLATE AGENDA FOR STANDING COMMITTEE**

### **Community Development and Planning**

- Approval of Agenda
- Approval of Minutes
- Business Arising from Minutes
- Divisional Reports
  - Land Management
  - Planning
  - Development
  - Civic Center
  - Economic Development
- Other Business

### **Infrastructure and Public Works**

- Approval of Agenda
- Approval of Minutes
- Business Arising from Minutes
- Divisional Reports (Only items requiring a decision are required to be brought forward)
  - Water and Sewer
  - Public Works
  - Engineering
- Other Business

### **Finance and Administration**

- Approval of Agenda
- Approval of Minutes
- Business Arising from Minutes
- Divisional Reports (Only items requiring a decision are required to be brought forward)
  - Finance
  - Taxation
  - Human Resources
  - Legal Services
    - Leases and Agreements
    - Claims
- Other Business

### **Protective Services**

- Approval of Agenda
- Approval of Minutes
- Business Arising from Minutes
- Divisional Reports (Only items requiring a decision are required to be brought forward):
  - Fire Department
  - 911
  - Municipal Enforcement
  - Animal Control
- Other business

**Schedule D**

**Standing Committee Schedule for 2016**

Standing Committee Schedule of Meeting 2016

Standing Committee	Meeting Times	Meeting Date	2015/2016 Meeting Dates
Finance and Admin	10:00	The First Wed of every month	, Jan 6, Feb 3, March 2, April 6, May 4, June 1
Community Development and Planning	12 noon	The Second Tuesday of every month	Jan 12, Feb 9, March 8, April 5, May 10, June 7
Infrastructure and Public Works	10:00 a.m.	The Third Wednesday of every month	, Jan 20, Feb 17, March 16, April 20, May 18, June 15