



**RD-4**

**COUNCIL AGENDA REPORT**

<b>DATE:</b>	<b>December 1, 2016</b>	<b>COUNCIL MEETING DATE:</b>	<b>December 5, 2016</b>
<b>DEPARTMENT:</b>	<b>Administration</b>		
<b>SUBJECT:</b>	<b>2017 Council Committee Appointments</b>		

**PURPOSE:**

To appoint Council representatives to serve on various boards, committees and commissions for 2017.

**SUMMARY/BACKGROUND:**

Appointment of Council members to boards, committees and commissions is an annual requirement. Revised Terms of Reference for the Committee of the Whole are included with this report as Attachment "B," which establish a regular schedule of Committee of the Whole meetings on the second and fourth Mondays of each month. This will allow all of Council to discuss matters that were considered by other Committees in previous years, such as issues involving public works or community improvements.



**PAST PRACTICE/PREVIOUS ACTION TAKEN:**

Appointments to Committees, Boards and Commissions and Liaison Appointments have been made as required.

**RECOMMENDATION(S):**

**THAT Council receive the report for information; or**

**THAT Council members be formally appointed to Committees, Boards, and Commissions for 2017 as outlined on Attachment "A" to this report.**

<p><b>SUBMITTED BY:</b></p> <p></p> <p>Department Head</p>	<p><b>REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL BY:</b></p> <p></p> <p>Chief Administrative Officer</p>
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Attachments:

Attachment "A" – 2017 Council Appointments

Attachment "B" – Committee of the Whole Terms of Reference



**Attachment "B"**

**Council Committee**

**Terms of Reference**

- Committee Name: **Committee of the Whole**
- Committee Make-up: The Committee shall be made up of the Mayor and all members of Council.
- Reporting Nature: Except for assignments specifically directed for action by lawful delegation of Council, the Committee of the Whole shall report its findings and recommendations to Council for its debate, approval and action.
- Rules of Procedure: The Committee of the Whole shall follow the Council Procedure Bylaw as amended from time to time, in the conduct of its business.
- Meetings shall be open to the public except for those topics that fall within Section 90 of the Community Charter, "Meetings that may or must be closed to the public."
- The Chair of the meeting shall rotate amongst Mayor and Council, with Council Chairs in accordance with the schedule of Deputy Mayors for that year.
- Committee of the Whole meetings shall be scheduled for the second and fourth Mondays of each month at 4:30 p.m.
- Staff Liaison: A staff liaison(s) shall attend all Committee of the Whole meetings for the purpose of recording the minutes of meetings of the Committee, and providing administrative support.
- Other Resources: The Committee may engage the services of those professionals required to fulfill the purpose of the Committee. The Committee may also engage other resource persons for its purposes, under approved budgets.
- Committee Purpose: The Committee purpose shall be to consider general topics of discussion referred by Council and the introduction of new legislation and/or policy.