



memorandum

DATE: February 12, 2015

TO: Mayor & Members of Council

FROM: Jeffrey A. Abrams
City Clerk

RE: Council Meeting – February 17, 2015
COUNCIL GOVERNANCE – COMMITTEE STRUCTURE
Item 2, Report No. 9 of the
Committee of the Whole (Working Session) Meeting – February 10, 2015

C	13
Item #	2
Report No.	9 (WS)
Council - February 17/15	

Recommendation

The City Clerk recommends:

1. That the attached Terms of Reference for the Committee Structure Task Force, be approved.

Background

At the Committee of the Whole (Working Session) meeting of February 10, 2015, the committee recommended that a task force be created to consider the suggestions and issues raised with respect to potential changes to Council's committee structure, and report its findings to the Committee of the Whole (Working Session) meeting of March 10, 2015, for consideration.

Adoption of the attached Terms of Reference will implement the recommendation of the Committee of the Whole (Working Session).

Respectfully submitted,

Jeffrey A. Abrams
City Clerk

Attachment:

1. Terms of Reference – Committee Structure Task Force

/rm



COMMITTEE STRUCTURE TASK FORCE TERMS OF REFERENCE

Mandate / Objectives

The Committee Structure Task Force will consider the suggestions and issues raised at the Committee of the Whole (Working Session) meeting of February 10, 2015, with respect to potential changes to Council's committee structure, and report its findings to the Committee of the Whole (Working Session) meeting of March 10, 2015, for consideration.

Term

The Committee Structure Task Force shall submit a report of its findings and recommendations to the Committee of the Whole (Working Session) of March 10, 2015.

Membership

The membership shall be composed of the following Members of Council:

Councillor Carella
Councillor Yeung Racco
Councillor Shefman

Meeting Procedures

The proceedings of the Committee Structure Task Force are to be governed by the City's Procedural By-law.

Agendas and Reporting

Agendas shall be prepared by the City Clerk's Office in consultation with the Committee Chair. Agendas shall be posted on the City's web site one week prior to the scheduled date of meeting, or as soon as practicable.

After each meeting of the Committee, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole (Working Session).

Meetings

Meeting dates will be determined at the first meeting of the committee. The committee may meet on the schedule determined, or at the call of the Chair.

Meetings are to be open to the public in accordance with the Municipal Act, 2001.

Notice of Meetings

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

Quorum

The majority of members, including the Chair, shall constitute quorum.

Staff Resources

The role of Staff is to act as a resource to the Committee Structure Task Force, but not to be members of the committee, or to deliberate or draft the findings of the committee. The City Clerk will provide advisory and technical support specific to the mandate and objectives of the committee.

The City Clerk's Office will be responsible for agenda production and distribution, the giving of procedural advice, and the recording of the proceedings of the Committee Structure Task Force.

Authority

The Committee Structure Task Force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The committee may not direct staff to undertake activities without authority from Council.

Amendment / Expansion of Terms of Reference

Only Council can initiate any amendment and/or expansion of the Terms of Reference.