

CHARLOTTETOWN CITY COUNCIL



STANDING COMMITTEES' TERMS OF REFERENCE 2022 – 2026

**Est. December 12, 2022
Revised February 3, 2023
Revised May 17, 2023**

ECONOMIC, TOURISM, AND CULTURAL DEVELOPMENT

Committee Structure:

1. The Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum Requirement:

The Chair or designate one (1) voting committee members excluding the Mayor

Staff Assignment:

Chief Administrative Officer

Manager of Economic, Tourism, and Cultural Development

TERMS OF REFERENCE:

- To advise on economic development strategies to attract business opportunities and growth.
- To advise on policies, programs and events that enhance the City's residential, commercial, and industrial tax base.
- To advise on policies and programs that assist with attraction and retention of newcomers.
- To advise on policies and programs to attract sport and entertainment, cultural and festival, and meeting and convention events that stimulate economic and tourism prosperity.
- To advise and make recommendations on capital and operational budget within jurisdiction.
- To advise and make recommendation related to procurement.
- To advise on policies, programs and events that ensure the growth and development of the arts and culture sector in Charlottetown.
- To advise on policies, programs, and strategies aimed at advancing reconciliation efforts.
- To collaborate and/or liaise with other City Committees and/or internal departments as required.
- To advise and make recommendations on the City's Climate Action Plan and attaining Net Zero by 2040.
- To listen and demonstrate leadership on policies, programs and strategies that respect differences and embrace diversity.

Responsible for the following:

- Business Improvement Area Bylaw
- Tourism Accommodation Levy Bylaw
- Transient Traders Bylaw
- Arts & Culture Advisory Board
- Affordable Housing Incentive Program
- Arts & Culture Policy
- Event Guidelines
- Industrial Relocation Strategy Incentive
- Public Art Policy
- Tax Incentive Strategy

ENVIRONMENT AND SUSTAINABILITY

Committee Structure:

1. The Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum Requirements:

The Chair or designate and one (1) voting committee member excluding the Mayor.

Staff Assignment:

Chief Administrative Officer (or Designate)

Manager of Environment and Sustainability (or Designate)

TERMS OF REFERENCE:

- To create a sustainable community by implementing and expanding upon the goals and objectives of the City's Integrated Community Sustainability Plan and Climate Action Plan.
- To advise and make recommendations on the City's Climate Action Plan and attaining Net Zero by 2040.
- To work integrally on behalf of the City, to best use all community resources to achieve sustainable development and enhance quality of life through improved environmental decision-making.
- To integrate economic, socio-cultural, and environmental considerations into municipal decision-making.
- To monitor and influence policy, bylaws and regulations that affect the City's health, economic vitality, and environmental resilience.
- To collaborate with community partners on initiatives that contribute towards a more sustainable Charlottetown.
- To advise and make recommendations on the operation of the Charlottetown Transit system.
- To advise and make recommendations on smart cities technologies that support the City's sustainability goals, and that build a culture of innovation in the City Corporation.
- To advise and make recommendations related to capital and operational budgets within jurisdiction.
- To advise and make recommendations as it pertains to procurement.
- To collaborate and/or liaise with other City Committees and/or internal departments as required.
- To advise and recommend on policies, programs and strategies aimed at advancing reconciliation efforts.
- To listen and demonstrate leadership on policies, programs and strategies that respect differences and embrace diversity.

Responsible for the following:

- Cosmetic Pesticide Bylaw
- Switch Program Bylaw (& Switch Residential Program)
- Tree Protection Bylaw
- Climate Action
- Active Transportation

Environment & Sustainability Cont'd

- Community Energy
- Urban Forest Management
- Public Transit
- Energy Performance (City buildings)
- Water Conservation/Watershed Management
- Flood Rebate Program
- Municipal Natural Assets Inventory
- Micro-grants
- Food Security and Urban Agriculture
- Food Council
- Waste Reduction

FINANCE, AUDIT, TENDERING AND ADMINISTRATION

Committee Structure:

1. The Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum requirement:

The Chair or designate and one (1) voting committee member excluding the Mayor.

Staff Assignment:

Chief Administrative Officer (or Designate)

Manager of Finance (or Designate)

TERMS OF REFERENCE:

- To advise and make recommendations on all fiscal matters on behalf of the City of Charlottetown.
- To make recommendations for the development of the City's annual budgets (operating and capital) and recommend rates for taxation.
- To advise and make recommendations on a civic engagement process for the budget.
- To develop and implement corporate Key Performance Indicators.
- To accept recommendations from the Utility on rates for water and wastewater services.
- To advise and make recommendations on regular reporting of funds and all revenue to Council.
- To advise and make recommendations regarding the appointment of auditors, legal services, and insurance agents.
- To advise and recommend on procurement policies and procedures to ensure that all procurement is awarded fairly, equitably and with a sustainable lens.
- To advise and make recommendations regarding the acquisition, disposal and use of all City owned land and facilities.
- To liaise with the Board of Directors for Capital Area Recreation Inc. and the Charlottetown Civic Centre Management Inc on matters related to capital and operating budgets and operating agreements.
- To advise and make recommendations on the operation of parking garages, in cooperation with the Charlottetown Area Development Corporation (CADC).
- To make recommendations on rates for metered parking and at parking garages, inclusive of parking initiatives.
- To advise and make recommendations on the preparation of Council information for all public meetings, recording and distribution of related information.
- To advise and make recommendations on policies, programs, and strategies aimed at advancing reconciliation efforts.
- Collaborate and/or liaise with other City Committees and/or departments as required.
- To advise and make recommendations on the City's Climate Action Plan and attaining Net Zero by 2040.
- To listen and demonstrate leadership on policies, programs and strategies that respect differences and embrace diversity.

Finance, Audit, Tendering & Administration Cont'd

Responsible for the following:

- 2004 Debenture Bylaw
- Borrowing Bylaw
- Conflict of Interest Bylaw
- Fees Bylaw
- General Borrowing Bylaw
- Grants Bylaw
- Procurement Bylaw (when established)
- Records Retention & Disposal Schedule Bylaw
- Reserve Funds Bylaw
- Remuneration Bylaw

HUMAN RESOURCES

Committee Structure

1. The Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum Requirement:

The Chair or designate and one (1) voting committee member excluding the Mayor.

Lead Department(s):

Chief Administrative Officer (or Designate)
Manager of Human Resources (of Designate)

TERMS OF REFERENCE:

- To advise and make recommendations to Council on Human Resource matters.
- To advise and make recommendations on human resources issues including hiring practices, payroll, staff development, training, studies on personnel matters.
- To advise and make recommendations on the enhancement of the City's workplace culture.
- To advise and make recommendations on labour negotiations with the bargaining units.
- To advise and make recommendations on employee benefits.
- To advise and make recommendations on the provisions of the City's two (2) Pension Plans.
- To represent Council on the City Government and Utility Pension Commissions.
- To advise and make recommendations related to capital and operational budgets within jurisdiction.
- To advise and make recommendations as it pertains to procurement.
- To collaborate and/or liaise with other City Committees and/or internal departments as required.
- To advise and make recommendations on policies, programs and strategies aimed at advancing reconciliation efforts.
- To advise and make recommendations on the City's Climate Action Plan and attaining Net Zero by 2040.
- To listen and demonstrate leadership on policies, programs and strategies that respect differences and embrace diversity.

Responsible for the following:

- Staffing Bylaw
- The City of Charlottetown Superannuation Plan
- The Superannuation Plan of the City of Charlottetown Water and Sewer Utility

PARKS, RECREATION AND LEISURE ACTIVITIES

Committee Structure:

1. The Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum Requirements:

The Chair or designate and one (1) voting committee member excluding the Mayor.

Staff Assignment:

Chief Administrative Officer (or Designate)
Manager of Parks and Recreation (or Designate)

TERMS OF REFERENCE:

- To advise and make recommendations on parks and recreation services to ensure they are safe, accessible, diverse, and high-quality recreation opportunities.
- To advise and make recommendations on planning and development of an adequate supply and distribution of recreational facilities and parklands.
- To advise and make recommendations related to capital and operational budgets within jurisdiction.
- To advise and make recommendations as it pertains to procurement.
- To advise and make recommendations regarding the minor sports subsidy program.
- To advise and make recommendations on policies, programs, and strategies aimed at advancing reconciliation efforts.
- To collaborate and/or liaise with other City Committees and/or internal departments as required.
- To advise and make recommendations on the City's Climate Action Plan and attaining Net Zero by 2040.
- To listen and demonstrate leadership on policies, programs and strategies that respect differences and embrace diversity.

Responsible for the following:

- Smoke Free Places Bylaw
- Victoria Park and Promenade Bylaw
- PEI Municipal Government Act (MGA) – Schedule A – Victoria Park
- Alcohol in Parks Policy
- Minor Sport Subsidy Policy
- Helmet Use Policy at City-Owned and/or operated arenas
- Simmons Sports Centre Complex Master Plan 2013 -2022
- Parks and Open Space Master Plan 2007
- Regional Active Transportation Plan
- Eastern Gateway Plan (as shared interdepartmentally)
- Victoria Park Comprehensive Master Plan – 2013
- Charlottetown Heritage Squares Conceptual Master Plans and Design Guidelines 2012
- Charlottetown Artificial Turf Field Assessment Report 2017

Parks, Recreation & Leisure Activities Cont'd

- Charlottetown Multi-Use Sport and Event Center Funding Model and Implementation Plan 2020
- Seniors Engagement Committee

PLANNING AND HERITAGE

Committee Structure:

1. The Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum Requirement:

The Chair or designate and one (1) voting committee member excluding the Mayor.

Staff Assignment:

Chief Administrative Officer (or Designate)
Manager of Planning (or Designate)

TERMS OF REFERENCE:

- To advise and make recommendations on the City of Charlottetown's Official Plan and Zoning and Development Bylaw.
- To represent City Council on the Planning Board, Heritage Review Board and Design Review Board.
- To advise and make recommendations on development applications as per the Zoning and Development Bylaw.
- To monitor the value of building permits and make periodic reports to City Council.
- To advise and make recommendations on all applicable codes.
- To advise and make recommendations related to capital and operational budgets within jurisdiction.
- To advise and make recommendations as it pertains to procurement.
- To collaborate and/or liaise with other City Committees and/or internal departments as required.
- To advise and make recommendations on policies, programs, and strategies aimed at advancing reconciliation effort.
- To advise and make recommendations on the City's Climate Action Plan and attaining Net Zero by 2040.
- To listen and demonstrate leadership on policies, programs and strategies that respect differences and embrace diversity.

Responsible for the following:

- Building Code Bylaw
- Heritage Preservation Bylaw
- Pedestrian Mall Bylaw
- Secondary & Garden Suite Registration Bylaw
- Short-term Rental Bylaw (*to be established*)
- Zoning and Development Bylaw
- Development related Bylaw Enforcement
- Eastern Gateway Plan (with multiple Departments)
- City of Charlottetown Waterfront Master Plan (with multiple Departments)
- Official Plan
- Affordable Housing Advisory Board
- Planning Board, Heritage Board and Design Review Board

PROTECTIVE AND EMERGENCY SERVICES

Committee Structure:

1. The Chair
2. Two Councillors
3. Mayor (voting)

Quorum requirement:

The Chair or designate and one (1) voting committee members excluding the Mayor

Staff Assignment:

Chief Administrative Officer (or Designate)
Police Chief (or Designate)
Fire Chief (or Designate)

TERMS OF REFERENCE:

- To advise and make recommendations for programs and policies for fire prevention safety and inspections.
- To advise and make recommendations regarding the Charlottetown Fire Department and Charlottetown Police Service resource needs including equipment, technology, personnel, etc.
- To advise and make recommendations on the Provincial and Federal Emergency Measures Plan.
- To advise and make recommendations for policies and programs relating to education, prevention, investigation, and enforcement for both fire and police.
- To advise and make recommendations on capital and operational budgets within jurisdiction.
- To advise and make recommendations on matters related to procurement.
- To advise and make recommendations for provision of all on street parking including parking spaces, parking meters, taxi stands, drop off zones, loading zones and school zones.
- To advise and make recommendations to Council regarding the development of a new fire Station.
- To advise and make recommendations on policies, programs, and strategies aimed at advancing reconciliation efforts.
- To collaborate and/or liaise with other City Committees and/or internal departments as required.
- To advise and make recommendations on the City's Climate Action Plan and attaining Net Zero by 2040.
- To listen and demonstrate leadership on policies, programs and strategies that respect differences and embrace diversity.

Responsible for the following:

- Alarm Bylaw
- Covid-19 Temporary Patio Program Bylaw
- Dangerous, Hazardous & Unightly Premises Bylaw
- Dog Control Bylaw
- Emergency Measures Bylaw
- Fire Prevention Bylaw
- Fire Protection and Emergency Services Bylaw

Protective and Emergency Services Cont'd

- Horse-drawn Vehicles & Rickshaw Bylaw
- Nuisance Bylaw
- Policing Services Bylaw
- Snow Removal Bylaw (shared with Public Works)
- Street Vendors Bylaw
- Summary Proceedings Bylaw
- Taxi Bylaw
- (Assist with other bylaws of the Corporation with enforcement provisions)

PUBLIC WORKS

Committee Structure:

1. The Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum requirement:

The Chair or designate and one (1) voting committee member excluding the Mayor.

Staff Assignment:

Chief Administrative Officer (or Designate)
Manager of Public Works (or Designate)

TERMS OF REFERENCE:

- To advise and make recommendations on the development of a long-term Capital Works Program for all Public Works infrastructure.
- To advise and make recommendations on the maintenance and operation of City owned buildings, land (except land used for recreational purpose).
- To advise and make recommendations on fleet acquisition and maintenance.
- To advise and make recommendations on the maintenance and rehabilitation of streets, sidewalks, storm sewers, road signs and all other related infrastructure.
- To advise and make recommendations on multi-use pathway design, construction, and maintenance, in consultation with Environment and Sustainability and Parks and Recreation.
- To advise and make recommendations on procurement.
- To advise and make recommendations on policies, programs, and strategies aimed at advancing reconciliation efforts.
- To collaborate and/or liaise with other City Committees and/or internal departments as required.
- To advise and make recommendations on the City's Climate Action Plan and attaining Net Zero by 2040.
- To listen and demonstrate leadership on policies, programs and strategies that respect differences and embrace diversity.

Responsible for the following:

- Permanent Closure of Streets Bylaw
- Snow Removal Bylaw (shared with P&E Services)
- Street Access Bylaw
- Traffic Bylaw
- War Memorial Monument Bylaw
- Memorial Bench Program
- Skunk & Raccoon Program
- The Civic Board for Persons with Disabilities
- Old Protestant Burial Grounds Committee

STRATEGIC PRIORITIES, COMMUNICATIONS & INTERGOVERNMENTAL COOPERATION

Committee Structure:

1. The Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum requirement:

The Chair or designate and one (1) voting committee member excluding the Mayor.

Staff Assignment:

Chief Administrative Officer (or Designate)

Lead Communications Officer (or Designate)

Manager of Infrastructure and Asset Management (when required)

Manager of Water and Sewer (when required)

Manager of Planning and Heritage (when required)

Strategic Initiatives Officer (when required)

TERMS OF REFERENCE:

- To represent the City as liaison with Federal, Provincial, Municipalities and First Nations on strategic priorities.
- To encourage and facilitate inter-municipal co-operation pertaining to shared services including the integration of the water/wastewater management system and infrastructure renewal and development.
- To lead on the creation and implementation of a Strategic Plan and priority settings for the City of Charlottetown to assist in developing the City's long-term vision and goals.
- To advise and make recommendations on unique capital asset acquisition and developments, which align with the Strategic Plan and priorities for the City Corporation.
- To engage various affordable housing stakeholders for purposes of developing policies that promote and provide more affordable housing opportunities across the housing spectrum.
- To collaborate with the Finance Committee on strategies to secure revenue sources from governments and other funding agencies.
- To advise and make recommendations on the City's communications, marketing and digital media needs as required.
- To provide input on reporting and annual departmental reviews.
- To advise and make recommendations related to capital and operational budgets within jurisdiction.
- To advise and make recommendations as it pertains to procurement.
- To advise and make recommendations on policies, programs, and strategies aimed at advancing reconciliation efforts.
- To collaborate and/or liaise with other City Committees and/or internal departments as required.
- To advise and make recommendations on the City's Climate Action Plan and attaining Net Zero by 2040.

Strategic Priorities, Communications & Intergovernmental Cooperation Cont'd

- To listen and demonstrate leadership on policies, programs and strategies that respect differences and embrace diversity.

Responsible for the following:

- A Bylaw to Repeal Certain Bylaws
- Council Code of Conduct Bylaw
- Council Size Bylaw
- Election Bylaw
- Procedural Bylaw
- Access to Information and Protection of Privacy Bylaw
- Municipal Government Act (Proposed Amendments for Submission to Province)
- Corporate Communications Policy
- Public Appointment Policy
- Visual Identity Policy
- Youth Engagement Committee

WATER & SEWER UTILITY

Committee Structure:

1. The Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum requirement:

The Chair or designate and one (1) voting committee member excluding the Mayor.

Staff Assignment:

Chief Administrative Officer (or Designate)

Manager of Water & Wastewater Utility (or Designate)

TERMS OF REFERENCE:

- To advise and make recommendations on all capital and operational budgets within jurisdiction.
- To advise and make recommendations for the construction and maintenance of water lines, sanitary sewer lines and related infrastructure.
- To advise and make recommendations regarding all procurement.
- To advise and make recommendations to the Finance Committee regarding water and sewer rates.
- To advise and make recommendations for any new sources of water supply.
- To advise and make recommendations on programs, policies, and strategies aimed at advancing reconciliation efforts.
- To collaborate and/or liaise with other City Committees and/or internal departments as required.
- To advise and make recommendations on the City's Climate Action Plan and attaining Net Zero by 2040.
- To listen and demonstrate leadership on policies, programs and strategies that respect differences and embrace diversity.

Responsible for the following:

- Water and Sewer Utility Bylaw
- Water and Sewer Utility, General Rules and Regulations