Community Living Standing Committee
Terms of Reference

Mandate

1. The Community Living Standing Committee (the "Committee") will consider items that are of a governance or primarily governance nature, or are legally required to be deal with by Council, arising from the City's activities in respect of:

   (a) environmental matters;

   (b) social and cultural matters;

   (c) housing issues;

   (d) protective services; and

   (e) recreation facilities and services.

   The Committee will by resolution make decisions, recommendations or referrals as set out in the Community Living Standing Committee Bylaw (39/2019) and/or in these Terms of Reference, in respect of items considered by the Committee.

Goals and Objectives

2. The goals and objectives of the Committee are in alignment with Council's strategic priorities.

Authority and Accountability

~~2.~~3. The Committee may, within the subject matters set out in section 1, clauses (a) through (e) above:

   (a) consider a proposal for Council action made by Administration and either:

      i) forward the proposal to Council with the Committee's recommendation for approval of the proposal, with or without modifications, or

      ii) forward the proposal to Council with the Committee's recommendation for rejection of the proposal, or

      ~~iii)~~ refer the proposal back to Administration with direction for further refinement or further information as the Committee deems appropriate;

      ~~approve agreements to which the City is a party that are outside the approval authority of the CAO (for example, sole-sourced procurements valued at more than $100,000) provided that such agreements do not commit the City to any spending in the current fiscal year that is outside the limits of a Council-approved budget or other spending authorization;~~

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(b) receive as information the minutes of meetings of assigned citizen committees;

(c) review recommendations for grant funding from a citizens committee and decide on approval of such grant funding recommendations (in whole or in part) if the decision is within the limits of a spending envelope approved by Council. [If proposed grant funding is outside the limits of such a spending envelope then the Committee must forward the citizens committee funding recommendations to Council for a decision, with the Committee's own recommendations on approval of the requested funding.];

~~(d)~~ review other recommendations made by a citizens committee and refer them to Council with the Committee's own recommendations for Council action; and

(d)

~~make decisions on matters for which Council is the designated approval or decision-making body under section 559 of the *Municipal Government Act* (authorizing third parties to use the City's heraldic emblem); and~~

(e) deal with any other matter referred to it by Council.

~~3.~~4. The Committee is accountable to Council.

Nature of Committee Deliberations

~~4.~~5. Committee members and other Councillors who participate in Committee meetings will strive to maintain a positive, collaborative and respectful tone of dialogue and debate with each other, with Administration, and with members of the public in order to emphasize resolving concerns and arriving at decisions or recommendations that serve the interests of the City and its residents.

~~**Alignment with Council's Strategic Priorities**~~

~~5. Each year, following the Council Strategic Planning Session, the Committee will prepare a written statement of objectives and/or a work plan, setting out how the goals of the Committee for that year will align with Council's strategic priorities, and will recommend the statement of objectives and/or work plan for adoption by Council.~~

Role of the Chair

6. During Committee meetings, the Chair (or the Vice-Chair in the absence of the Chair) will:

(a) open the meetings;

(b) chair the meetings;

(c) establish whether the Mayor, if in attendance, is attending in an *ex officio* (voting) capacity or as a non-Committee member of Council;

(d) preserve order and decorum in Committee meetings;

(e) rule on all questions of procedure;

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(f) ensure that each member of Committee who wishes to speak on a debatable motion is granted the opportunity to do so;

(g) determine speaking order when two or more members of Council wish to speak; and

(h) decide who, aside from members of the Committee and other members of Council, may address the Chair.

7. Outside of Committee meetings, the Chair will:

(a) cause unapproved Committee meeting minutes to be added to a subsequent Council meeting Agenda when necessary to provide background for a Committee recommendation to Council in a timely manner;

(b) consult with members of the Committee, in a manner deemed adequate by the Chair, regarding the proposed content of upcoming Committee Agendas before participating in the process for co-ordinating Committee and Council Agendas as set out in the Procedure Bylaw (3/2018); and

(c) maintain open lines of communication with the CAO and Deputy CAO in respect of matters that are scheduled to go to, or may potentially be scheduled to go to the Committee, and seek the advice of the CAO and Deputy CAO as to the content of Committee Agendas and the timing of when matters would appear on a Committee Agenda.

Agendas

8. A Committee meeting Agenda should not duplicate items on an Agenda of the other standing committee, but the Committee Chair may make a proposal to the other standing committee chair as to which standing committee will deal with a matter that has aspects within the mandates of more than one standing committee, or if both standing committees will address different aspects of such a matter, or if a joint meeting of the standing committees is advisable, or if the matter should go to the Committee of the Whole or directly to Council without appearing on any standing committee Agenda.

9. The Agendas for Committee meetings will be circulated to all members of Council, in electronic format for all Councillors and in paper format for Councillors who so request, by the close of business on the Wednesday preceding a Monday Committee meeting, including the corresponding Agenda package if it is ready for distribution at that time.

10. If an Agenda package is not ready for distribution at the same time as the corresponding Agenda, an incomplete Agenda package will be distributed at that time. The complete and final Agenda package will be distributed as soon as possible thereafter (with a paper copy provided to Councillors who request that format) and in any event not later than the close of business on the Friday prior to a Monday Committee meeting.

Public Participation

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11. All meetings of the Committee are open to the public except when the Committee passes a motion to close all or a portion of the Committee meeting to the public as and when permitted under the *Municipal Government Act*.

12. The nature of Committee meetings is more informal than Council meetings. The public is encouraged to attend at and participate in Committee meetings in order to promote engagement with the Council members on relevant topics, and to encourage more nuanced discussion than may be afforded at formal Council meetings.

~~13.~~ Individuals or groups presenting at a Committee meeting will be allotted seven~~10~~ minutes for their presentation unless ~~:~~

~~14.~~

~~15.~~ the Chair, in their discretion, extends the amount of time~~. by an extra five minutes; or~~

~~13.~~

~~the Committee, by resolution, extends the amount of time beyond 15 minutes.~~

~~Notwithstanding this, individuals or groups invited by the Committee to appear will be allotted 15 minutes for each presentation, with the Chair having the discretion to extend an extra five minutes and the Committee by resolution having the right to extend presentation time beyond 20 minutes.~~

~~16.~~14. Individuals or groups wishing to address the Committee on an agenda item scheduled for an upcoming Committee meeting should register with Legislative Services administrative staff by the close of the business day preceding the day of the Committee meeting (normally, by close of business on a Friday for a Committee meeting taking place on Monday) and should provide their name, contact information, and the Agenda item they wish to speak to or present on. Individuals or groups who have registered shall be given priority during the public presentation time, in the order in which they have registered, to make their presentations to the Committee.

15. On the day of the Committee meeting, a sign-in sheet will be available at the entrance to the Douglas Cardinal Boardroom for those who have not registered but wish to address the Committee on an Agenda item scheduled for that Committee meeting.

~~17.~~16. Individuals or groups wishing to address the Committee on topics not on the Agenda for an upcoming Committee meeting shall register with Legislative Services administrative staff at least five business days prior to the Committee meeting they wish to attend and shall provide their name, contact information, and their topic.

~~18.~~17. Individuals or groups addressing the Committee may do so at the outset of the meeting, or prior to the presentation of the item by Administration (if applicable).

Order of Business at Meetings

~~19.~~18. The first order of business at any Committee meeting will be consideration of the proposed Agenda and adoption of it, either as presented or with amendments which may include: reordering of items on the Agenda, assigning a specific time to address a particular item, or adding an emergent item to the Agenda.

~~20.~~19. When establishing a Committee meeting Agenda, the Chair may propose an item of business for adoption or reception by consent, without debate. A Committee Member may

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request that an item proposed for consent be removed from consent, and the Chair shall comply with such request.

~~21.~~20. The order of business at a Committee meeting will be the order that items appear on the adopted Agenda.

Forwarding Matters from the Committee to Council

~~22.~~21. The Minutes of every Committee meeting, whether or not approved, together with the Agenda, Agenda package, and any recommendations from the Committee (with each recommendation presented in a separate transmittal report) will normally be items on the Agenda for a subsequent Council meeting as soon as reasonably practicable following the Committee meeting. However, the Committee may by motion stipulate that a particular recommendation to Council be dealt with on a specific Council meeting date or within a specific range of dates, and Council Agendas will be established accordingly.

~~23.~~22. When the Committee's Minutes and recommendations are presented at a Council meeting, the Committee Chair or another member of the Committee will:

(a) speak to each recommendation, explaining the Committee's rationale for making the recommendation, and in so doing respond to Council members' questions on the recommendation; and

(b) speak to any recommendation that was presented to the Committee by Administration or a citizens committee but not supported by the Committee, explaining the Committee's rationale for not supporting the recommendation, and in so doing respond to Council members' questions.

~~24.~~23. Committee meeting Minutes will generally be in the same concise style as is employed for Council minutes, emphasizing the motions made and the votes on motions. However, a Committee member who votes in opposition to a Motion may request that their reasons for so voting be noted in the Minutes, and the Minutes shall be prepared in compliance with such a request.

Administration Support

~~25.~~24. Subject to Council's budgetary decisions, the Committee shall receive the same level of legislative, administrative, clerical, legal, technical, and dietary support that is provided to Council, including without limitation support for streaming Committee meetings live on the internet and maintaining tapes of the meetings in an archive available to the public.

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