

CHARLOTTETOWN CITY COUNCIL



COMMITTEE TERMS OF REFERENCE

**Effective December 06, 2010
Amended June 14, 2011 (BPT&C)
Amended August 30, 2011 (IA)**

ADVANCED PLANNING, PRIORITIES AND SPECIAL EVENTS

Committee Structure:

1. The Chair and Vice Chair
2. Two (2) Councillors
3. Chief Administrative Officer (non voting)

Quorum Requirement:

The Chair or designate and two (2) voting committee members.

Staff Assignment:

Director of Corporate Services
Director of Public Services
Director of Fiscal & Development Services
Economic Development Officer
Events Development Officer

TERMS OF REFERENCE

- To liaison with all levels of government, groups and organizations to develop the Arts and Culture industry to ensure the industry reaches its maximum potential
- To develop appropriate programs and policies to ensure the arts and culture industry play a major role within the City Corporation
- Work with all levels of Government in an effort to locate a Provincial Museum in Charlottetown
- Continue efforts to have the Experimental Farm property converted as an Open public space
- To review and make recommendations to Council in regards to the recent study on fire protection
- To develop a cultural district in Charlottetown
- To create public awareness of the importance of arts and culture in the City
- To oversee the 2011 Cultural Capitals Program
- To administer the Wintertide Program
- To coordinate the planning and promotion of the 2014 Celebrations
- To attract regional, national and international events that will contribute to further economic activity
- To liaison with Tourism Charlottetown in regards to promoting Charlottetown as an events destination

- To facilitate a public consultation process to review and develop a revised Official Plan and a Zoning & Development Bylaw for the City of Charlottetown
- To review affordable housing availability in Charlottetown and provide recommendations on how to improve same
- **Responsible for other projects as assigned by the Mayor.**

Responsible for the following Policy:

- Arts & Culture Policy

BYLAWS, POLICIES, TRANSIT AND COMMUNICATIONS

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. The Mayor (non voting)
4. Chief Administrative Officer (non voting)

Quorum requirement:

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

Staff Assignment:

Director of Corporate Services
Communications Officer

TERMS OF REFERENCE

- To conduct an annual review of bylaws and policies and make recommendations for revisions, additions and deletions to the appropriate Standing Committee
- To make recommendation for the adoption and enforcement of Bylaws and policies which are not within the responsibilities of other Committees
- Recommendations in regard to appropriate election processes
- To oversee and monitor the operation of the Charlottetown Transit System including the operational contract with the Service Provider
- To recommend and provide advice to Council regarding an acceptable format to ensure concerns expressed by the population are appropriately addressed through the respective Department
- Responsible for other projects as assigned by the Mayor

Responsible for the following Bylaws:

- City Council Procedures and Rules of Order Bylaw
- Election Bylaw
- A Bylaw to Repeal Certain Bylaws

ECONOMIC DEVELOPMENT AND TOURISM

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. The Mayor (non voting)
4. Representative from C.A.D.C. (non voting)
5. Representative from the Tourism Charlottetown (non voting)
6. Representative from the Greater Charlottetown Chamber of Commerce (non voting)
7. Representative from Downtown Charlottetown Inc. (non voting)
8. Chief Administrative Officer (non voting)

Quorum requirement:

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

Staff Assignment:

Director of Corporate Services
Economic Development Officer (appointed to all outside agencies as the City's representative)
Tourism Officer
Events Development Officer

TERMS OF REFERENCE

- To ensure that a consolidated effort is made to market Charlottetown as a successful tourist destination
- To oversee an information centre and ensure that it is used to promote the goals of the City and to provide direction to the visiting public
- To liaise with volunteer groups hosting events currently within the City such as Summerfest, Jack Frost Festival, East Coast Music Awards, Shellfish Festival and Gold Cup & Saucer Committee
- To liaise with TIAPEI
- To develop and implement economic development, marketing programs and initiatives for the City
- To work with outside government agencies and the private sector to ensure the development and promotion of the City
- To consult with community and interest groups in matters relating to Downtown Revitalization

- To coordinate community events such as Natal Day Celebrations, Christmas Parade, Capital New Year in the Park, HMCS Charlottetown events, Canada Day and other local events that may be assigned
- To act in the liaison capacity with Economic Development Advisory Board
- To develop and implement programs and initiatives to revitalize the downtown area
- To liaison with the Charlottetown Area Development Corporation, Tourism Charlottetown, the Greater Charlottetown Chamber of Commerce and other organizations involved in the active promotion and development of the City.
- To develop and promote programs to enhance the City's residential, commercial and industrial tax base
- To oversee and administer the City's development tax incentive programs
- To develop and implement a strategy to enhance the City's economic viability by supporting initiatives in such sectors as IT, Bio-Science, manufacturing, etc.
- To develop a population growth strategy designed to retain and attract youth, seniors, former Islanders and immigrants to live and work in our City
- To oversee and monitor the operation of the City Parking Garages
- To set all rates for parking spaces and the parking garages

Responsible for the following Program/Bylaws:

- Municipal Tax Incentive Program
- Business Improvement Area Bylaw
- Tourism Accommodation Levy Bylaw

FINANCE, AUDIT, TENDERING AND PUBLIC PROPERTY

Committee Structure:

1. The Chair and Vice Chair
2. Two (2) Councillors
3. The Mayor (non voting)
4. Chief Administrative Officer (non voting)

Quorum requirement:

The Chair or designate and two (2) voting committee members.

Staff Assignment:

Director of Fiscal & Development Services
Manager of Finance

TERMS OF REFERENCE

- To coordinate fiscal matters for the City of Charlottetown
- To coordinate and oversee the development of the City's annual budget (operating and capital) and recommend rates for taxation
- To recommend rates for water and sewer services
- To monitor the expenditure of funds and make periodic reports to Council
- To make recommendations regarding the appointment of auditors, legal services and insurance agents
- To oversee and monitor the administration of the City and the Utility accounts – receivable and accounts payable
- To ensure that tenders for the City are issued and awarded fairly and equitably
- To make recommendations regarding the acquisition, disposal and use of all City owned land and facilities

Responsible for the following Bylaws:

- 2004 Debenture Bylaw
- 2010 Borrowing Bylaw

HUMAN RESOURCES, PENSION AND ADMINISTRATION

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. The Mayor (non voting)
4. Chief Administrative Officer (non voting)

Quorum requirement:

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

Staff Assignment:

Chief Administrative Officer
Manager of Human Resources

TERMS OF REFERENCE

- To recommend and provide advice to Council regarding staffing issues including hiring practices, payroll, staff development, training, labour management negotiations, studies on personnel matters and enhancement of the work environment
- To make recommendations regarding the purchase and maintenance of the City office equipment, and computer systems
- Coordinate preparation of Council info/etc. re Public meetings, recording and distribution of same
- To administer an Employee Assistance Program
- To provide direction and guidance to Committees regarding compliance with union contracts
- To make provisions for carrying out negotiations with union locals
- To monitor and make recommendations on benefits including the City's Pension Plans
- To administer the provisions of the City's two (2) Pension Plans
- To represent Council on the City Government and Utility Pension Commissions
- To recommend and provide advice to Council in regards to administrative staff functions that do not report to any other Standing Committee

Responsible for the following Bylaws:

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

INTEGRATED COMMUNITY SUSTAINABILITY PLAN (ICSP)

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. The Mayor (non voting)
4. Chief Administrative Officer (non voting)

Quorum Requirements:

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

Staff Assignment:

Chief Administrative Officer
Manager of Parks and Recreation
ICSP Sustainability Coordinator

TERMS OF REFERENCE

- To create a sustainable community by implementing and expanding upon the goals and objectives of the Integrated Community Sustainability Plan
- To oversee any environmental projects that the City is involved in
- To direct and coordinate efforts within and between municipal departments and committees with the objectives of the ICSP
- To oversee the next steps the City of Charlottetown's realizing its' vision for a sustainable community as outlined by the core community values which the City wants to both protect and enhance over time
- To oversee development of the ICSP by implementing and expanding upon the existing initiatives
- To provide direction, input and insight to City Council, ICSP Steering Committee and Sustainability Coordinator for each phase of the ICSP's development
- To identify linkages and opportunities for furthering integration of various ideas and coordinate efforts within and between municipal departments and committees with the objectives of the ICSP
- 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 long term, forward thinking, strategic decision making
- To monitor and influence policy, bylaws and regulations that affect the City's health, economic vitality and environmental resilience

- To integrate economic, social, cultural and environmental considerations into municipal decision making through the linkages with our service sectors
- To work closely with the federal and provincial government on matters relating to the Integrated Community Sustainability Plan
- To facilitate this process by encouraging and fostering an environment for discussion and dialogue
- To serve as ambassadors for the Plan

INTERGOVERNMENTAL AFFAIRS

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. Chief Administrative Officer (non voting)

Quorum requirement:

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

Staff Assignment:

Chief Administrative Officer

TERMS OF REFERENCE

- To liaison with Federal/Provincial Governments with regard to all issues of interest or concern to the City of Charlottetown
- Liaison with other municipal governments
- Responsible for other projects as assigned by the Mayor
- Liaison with municipal organizations such as FCM, FPEIM, Atlantic Mayors Congress, etc.

Responsible for the following Bylaws:

- Provincial *Charlottetown Area Municipalities Act*

PARKS, RECREATION AND LEISURE ACTIVITIES

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. The Mayor (non voting)
4. Chief Administrative Officer (non voting)

Quorum requirement:

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

Staff Assignment:

Director of Public Services
Manager of Parks and Recreation

TERMS OF REFERENCE

- To develop aims and objectives for the Parks, Recreation & Leisure Department
- To monitor the development and implementation of recreation programs
- To liaison with the Parks, Recreation & Leisure Advisory Board
- To liaison in regards to the operation of the CARI facility and the Charlottetown Civic Centre
- To plan and develop an adequate supply and distribution of recreational facilities and parklands
- To coordinate with other community agencies the orderly planning and development of recreational services for the community
- To maintain a public relations and information program related to recreation activities
- To maintain all recreational facilities, sports fields and trails
- To make recommendations regarding the tendering and purchasing of recreation equipment and services
- To develop appropriate areas for leisure activities
- To review and make recommendations regarding the minor sports subsidy program

Responsible for the following Bylaws:

- Smoking Bylaw
- Victoria Park & Promenade Bylaw

PLANNING AND HERITAGE

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. The Mayor (non voting)
4. Chief Administrative Officer (non voting)

Quorum requirement:

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

Staff Assignment:

Director of Fiscal & Development Services
Manager of Planning

TERMS OF REFERENCE

- To oversee the administration and make recommendations regarding the City's official plan and the Zoning and Development Bylaw and other applicable bylaws
- To consult with the community and interest groups in matters relating to land use, planning and heritage.
- To monitor the value of building permits and make periodic reports to City Council.
- To act in the liaison capacity between City Council, the Planning Advisory Board and the Heritage Review Board.
- To oversee the administration of the Heritage provisions of the Zoning & Development Bylaw
- To enforce all applicable codes.
- To administer the Heritage Incentive Program
- To oversee the Heritage 500 Lot Study

Responsible for the following Bylaws:

- Zoning and Development Bylaw
- Building Code Bylaw
- Pedestrian Mall Bylaw
- Street Vendors Bylaw
- Horsedrawn Vehicle & Rickshaw Bylaw

PROTECTIVE AND EMERGENCY SERVICES

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. The Mayor (non voting)
4. Chief Administrative Officer (non voting)

Quorum requirement:

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

Staff Assignment:

Director of Corporate Services
Police Chief
Deputy Police Chiefs
Fire Chief
Deputy Fire Chief

TERMS OF REFERENCE

- To make recommendations for programs and policies for fire prevention safety and inspection.
- To make recommendations for the acquisition of fire fighting equipment, facilities and resources.
- To make recommendations regarding the operation of the Fire Department.
- To make recommendations regarding the placement of fire hydrants.
- To liaise with Provincial and Federal Emergency Measures Officials.
- To make recommendations for amendments to the City's Emergency Plan.
- To make recommendations for policies and programs relating to education, prevention, investigation and enforcement for both fire and police
- To ensure compliance with Federal and Provincial Statutes and Municipal Bylaws.
- To make recommendations regarding the Charlottetown Police Service's resource needs including equipment, technology, personnel, etc.
- To ensure the implementation and promotion of a Community Policing philosophy.
- To establish policing service priorities within a strategic plan and in collaboration with administration.

- To establish and monitor a performance agreement with the Chief of Police that is aligned with the strategic plan.
- To review a strategic plan and consult at least biannually with the community consultative group to help ensure the plan is current and representative of local priorities.
- To oversee and monitor the department's performance relative to the strategic plan and established benchmarks.
- To designate and monitor the provision of all on street parking including parking spaces, parking meters, taxi stands, drop off zones, loading zones and school zones.

Responsible for the following Bylaws:

- Fire Protection and Emergency Services Bylaw
- Emergency Measures Bylaw
- Fire Prevention Bylaw
- Alarm Bylaw
- Nuisance Bylaw
- Policing Services Bylaw
- Summary Proceedings Bylaw
- Dog Control Bylaw
- Traffic Bylaw
- Taxi Bylaw
- Dangerous, Hazardous & Unsightly Premises Bylaw
- Snow Removal Bylaw
- Street Access Bylaw

PUBLIC WORKS AND STREET LIGHTING

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. The Mayor (non voting)
4. Chief Administrative Officer (non voting)

Quorum requirement:

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

Staff Assignment:

Director of Public Services
Manager of Public Works

TERMS OF REFERENCE

- To develop and manage a Street Lighting Program
- To develop plans and make recommendations for the maintenance of streets, sidewalks, storm sewers and road signs
- To make recommendations regarding the construction of new streets, sidewalks, storm sewers and other related infrastructure
- To establish plans for snow removal, salting and sanding of streets and sidewalks
- To maintain all city owned properties except those being used for recreational purposes
- To erect and maintain traffic control devices
- To establish plans for the maintenance of traffic control devices, the marking of streets and crosswalks and parking meters
- To administer and implement the Christmas Decoration Program
- To make recommendations regarding the tendering and purchasing for public works projects and equipment
- To coordinate a public information program regarding public works projects

Responsible for the following Bylaws:

- Permanent Closure of Streets Bylaw
- Snow Removal Bylaw
- War Memorial Monument Bylaw

URBAN BEAUTIFICATION AND FORESTRY

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. Chief Administrative Office (non voting)

Quorum requirement:

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

Staff Assignment:

Director of Corporate Services
Superintendent of Beautification & Forestry

TERMS OF REFERENCE

- To liaison with the Old Protestant Burial Grounds Committee
- To liaison with the Urban Beautification and Forestry Advisory Board
- To develop plans and implement a City Beautification and Forestry Program
- To be responsible for grass cutting, flowers, street furniture, tree maintenance and planting on city property excluding sports fields and trails
- To maintain the grass, flower beds and trees in the Old Protestant Burial Grounds
- To liaise with the Make Charlottetown Bloom Committee and the Communities in Bloom Committee
- To maintain and improve the city entrance and directional signage programs
- To develop and to implement municipal activities relating to the importance and recognition of Arbor Day
- To develop a policy for the care safeguard and management of urban heritage trees including an educational program for care and maintenance
- To develop an inventory of urban trees

Responsible for the following Bylaws:

- Tree Maintenance Bylaw
- Tree Policy

WATER AND SEWER UTILITY

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. The Mayor (non voting)
4. Chief Administrative Officer (non voting)

Quorum requirement:

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

Staff Assignment:

Director of Public Services
Manager of Water & Sewer Utility

TERMS OF REFERENCE

- To develop plans and make recommendations for the construction and maintenance of water lines, sanitary sewer lines and related infrastructure
- To make recommendations regarding the tendering and purchasing for sewage and water projects
- To make recommendations to the Finance Committee in regard to water and sewer rates
- To develop plans for a new source of water supply
- To review national programs and consider the benefits to the City

Responsible for the following Bylaw:

- Water and Sewer Utility Bylaw