

CHARLOTTETOWN CITY COUNCIL



COMMITTEE TERMS OF REFERENCE

**December 1, 2014
Amended January 10, 2017**

ADVANCED PLANNING, PRIORITIES & SPECIAL PROJECTS

Committee Structure:

1. Chair and Vice Chair
2. One (1) Member of Council
3. Chief Administrative Officer (non voting)

Quorum Requirement

The Chair or designate and one voting committee member

Staff Assignment

Chief Administrative Officer

TERMS OF REFERENCE

- To identify strategic priorities
- To review and make recommendations to Council in regards to the study on fire protection
- To review and make recommendations for improvements to the Emergency Response Plan
- To review and improve the City's response to the Dutch Elm Disease
- To review and work with other agencies to develop appropriate options for affordable housing
- To develop an effective youth retention strategy
- To liaison with the youth retention advisory board
- To review the policy and regulations for street vending on both private and public property
- Responsible for other projects as assigned by the Mayor.

ECONOMIC DEVELOPMENT, TOURISM, ARTS & CULTURE

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 Discover Charlottetown (non voting)
6. Representative from the Greater Charlottetown Chamber of Commerce (non voting)
7. Representative from the Charlottetown Harbour Authority (non voting)
8. Representative from the Charlottetown Airport Authority (non voting)
9. Representative from Downtown Charlottetown Inc. (non voting)
10. Chief Administrative Officer (non voting)

Quorum requirement:

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

Staff Assignment:

Chief Administrative Officer
Economic Development Officer
Tourism Officer

TERMS OF REFERENCE

- To ensure that a consolidated effort is made to market Charlottetown as a successful tourist destination with Discover Charlottetown Inc.
- To oversee an information centre and ensure that it is used to promote the goals of the City and to provide direction/assistance to the visiting public
- To liaise with the Gold Cup & Saucer Committee
- To coordinate community events such as Natal Day Celebrations, Christmas Parade, Capital New Year in the Park, HMCS Charlottetown events, local Canada Day events and other local events that may be assigned
- To liaise with TIAPEI
- To liaise with Newcomers Association of PEI and to develop appropriate programs and policies to assist with immigrant retention and attraction To

- 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 develop and maintain positive relationships with the Quebec Major Junior Hockey Team and league and the National Basketball team and league
- To develop and implement programs and initiatives in consultation with Downtown Charlottetown Inc. to ensure the health and vibrancy of the downtown area
- To act in the liaison capacity with Economic Development Advisory Board
- To act in the liaison capacity with the Arts & Culture Advisory Board
- To work with all groups and organizations to develop the arts and culture industry to ensure the industry reaches its maximum potential
- To develop appropriate policies and programs to ensure the arts and culture industry plays a major role within the city corporation
- To liaison with the Charlottetown Area Development Corporation, Discover 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 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 oversee and monitor the operation of the City Parking Garages
- To recommend all rates for parking spaces and the parking garages

Responsible for the following Bylaws:

- Municipal Tax Incentive Program
- Business Improvement Area Bylaw
- Arts & Culture Policy

ENVIRONMENT & SUSTAINABILITY

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:

Sustainability Officer
Utility Projects Officer

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 the operation of the Charlottetown Transit program
- To oversee any environmental projects that the City is involved in
- 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 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 environment
- To direct and coordinate efforts within and between municipal departments and committees with the objectives of the ICSP
- To oversee the administration of the community sustainability micro grants program
- To oversee the administration of a water conservation program
- Explore the feasibility of replacing all street lights with solar or LED lighting

- Review all city operations with a view to reducing electrical costs, heating costs, water consumption and fuel costs for vehicles
- To explore the need for energy audits for all city facilities
- To explore opportunities for solar or wind power
- To liaison with various community partners in the adoption of appropriate policies and procedures to address watersheds within the City
- To make recommendations to departments on sustainable vehicle purchases
- Ensure any and all new city facility designs reflect energy efficiency and sustainability
- Partner with the PEI office of energy efficiency and share rebate opportunities with city residents
- To develop and oversee the administration of a Cosmetic Pesticide Bylaw
- To develop and oversee the administration of a Bylaw in regard to Animal Control
- To oversee the City's Skunk Control program

Responsible for the following Bylaws:

- Dog Control Bylaw

FINANCE, AUDIT & TENDERING

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:

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 develop and maintain a citizen engagement process for the budget
- To develop corporate Key Performance Indicators
- To recommend rates for water and sewer services
- To monitor the expenditure of funds and all revenue 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
- To liaison in regards to the operation of the CARI facility and the Eastlink Centre

Responsible for the following Bylaw:

- 2004 Debenture Bylaw
- 2010 Borrowing Bylaw

- 2012 Borrowing Bylaw
- General Borrowing Bylaw

HUMAN RESOURCES, COMMUNICATIONS & 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:

Manager of Human Resources
Communications Officer

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 provisions for carrying out negotiations with union locals and monitor the overall labour relations efforts
- To provide direction and guidance regarding compliance with union contracts
- To monitor and make recommendations on benefits including the City's Pension Plans
- To oversee the provisions of the City's two (2) Pension Plans
- To represent Council on the City Government and Utility Pension Commissions
- To oversee an Employee Assistance Program
- To develop an internal and external communications plan
- To oversee the operation of the city's website to ensure information is current and only approved branding and message are posted
- To ensure that all messaging is consistent such as branding, advertising, letterheads, business cards, signage, vehicle identification, etc.
- To create appropriate marketing and advertising strategies for all city events and activities to ensure maximum benefit for the Corporation

- 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 recommend and provide advice to Council in regards to administrative staff functions that do not report to any other Standing Committee
- To conduct a periodic review of bylaws and policies and make recommendations for revisions, additions and deletions to the appropriate standing committee
- To make recommendations for the adoption and enforcement of bylaws and policies which are not within the responsibility of other committees

Responsible for the following Bylaws:

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

INTERGOVERNMENTAL AFFAIRS AND EVENT ATTRACTION

Committee Structure:

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

Quorum requirement:

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

Staff Assignment:

Events Development Officer
Executive Assistant to Mayor & Council

TERMS OF REFERENCE

- To liaison with Federal/Provincial Governments with regard to all issues of interest or concern to the City of Charlottetown
- To make recommendations in regard to appropriate election processes
- To initiate an electoral boundaries review and make recommendations to Council on same
- To conduct periodic reviews of the compensation package for elected officials
- Liaison with other municipal governments
- To liaise with municipal organizations such as FCM, FPEIM, Atlantic Mayors Congress, Canadian Capital Cities organizations, etc.
- To liaise with volunteer groups in the hosting of the East Coast Music Awards and the PEI Shellfish Festival
- To develop and maintain positive relationship between the City of Charlottetown and Quebec City
- To liaison with volunteer groups hosting events currently within the City such as Summerfest, Jack Frost Festival, Wintertide, Make Charlottetown Bloom and National Communities In Bloom Program, Old Home Week, PEI Jazz & Blues Festival and International Shellfish Festival.
- To oversee the Wintertide Program
- To attract regional and national and international events that will contribute to economic activity

- To oversee the Tourism Accommodation Levy and the administration of the SERF (Special Events Reserve Fund)
- To liaise with the Canadian Sport Tourism Alliance, Sport PEI, Holland College, UPEI, Eastlink Centre, CARI Complex, Discover Charlottetown Inc., Meetings & Conventions PEI and other groups/organizations to host and promote events/conferences
- Responsible for other projects as assigned by the Mayor

Responsible for the following Bylaws:

- Provincial *Charlottetown Area Municipalities Act*
- Tourism Accommodation Levy Bylaw
- Election Bylaw

PARKS, RECREATION & 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:

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 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 & 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:

Manager of Planning

TERMS OF REFERENCE

- To facilitate the public consultation process to review and develop a revised official plan and zoning and development bylaw for the City of Charlottetown
- 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 oversee the Heritage Incentive Program

Responsible for the following Bylaws:

- Zoning and Development Bylaw
- Building Code Bylaw
- Pedestrian Mall Bylaw

PROTECTIVE & 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:

Police Chief

Fire Chief

TERMS OF REFERENCE

- To make recommendations for programs and policies for fire prevention safety and inspection
- To make recommendations regarding the Charlottetown Fire Department's resource needs including equipment, technology, personnel, etc.
- To make recommendations regarding the placement of fire hydrants.
- To liaise with Provincial and Federal Emergency Measures Officials
- 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 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
- Traffic Bylaw
- Taxi Bylaw
- Dangerous, Hazardous & Unsightly Premises Bylaw
- Snow Removal Bylaw
- Street Access Bylaw
- Horsedrawn Vehicles & Rickshaw Bylaw
- Street Vendors Bylaw
- Transient Traders Bylaw
- Any other bylaws of the Corporation with enforcement provisions

PUBLIC WORKS & URBAN BEAUTIFICATION COMMITTEE

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:

Manager of Public Works
Executive Assistant to Mayor & Council (UB)

TERMS OF REFERENCE

- To develop a long term Capital Works Program for all Public Works matters
- To develop and oversee a Street Lighting Program
- To develop plans and make recommendations for the maintenance of streets, sidewalks, storm sewers and road signs
- To develop plans and make recommendations regarding the construction of new streets, sidewalks, storm sewers, traffic control devices, road signs and other related infrastructure
- To establish plans for snow removal, salting and sanding of streets and sidewalks
- To oversee the maintenance of all city owned properties except those being used for recreational purposes
- To establish plans for the maintenance of traffic control devices, the marking of streets and crosswalks and parking meters
- To make recommendations regarding the tendering and purchasing for public works and urban beautification projects and equipment
- To coordinate a public information program regarding public works and urban beautification projects

- To oversee the Christmas Decoration Program
- To oversee the maintenance of all city owned public art
- To oversee fleet management
- To liaise with the Urban Beautification Advisory Board
- To work with Downtown Charlottetown Inc. and other agencies in regards to beautification efforts
- To liaise with the Old Protestant Burial Grounds Committee
- To be responsible for grass cutting, flowers, street furniture, tree maintenance and planting on City property excluding sports fields and trails
- To maintain and improve the city entrances and directional signage programs
- To erect new and maintain existing neighbourhood signs where appropriate
- To develop and implement municipal activities relating to the recognition of Arbor Day

Responsible for the following Bylaws:

- Permanent Closure of Streets Bylaw
- Snow Removal Bylaw
- War Memorial Monument Bylaw
- Tree Maintenance Bylaw
- Tree Policy

WATER & 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:

Manager of Water & Sewer Utility

TERMS OF REFERENCE

- To develop a long term Capital Works Program for sewer and water projects
- 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 implement plans for a new source of water supply
- To review national programs and consider the benefits to the City
- To oversee policies for the provision of water and sewer services for the City of Charlottetown
- To be responsible for the maintenance of fire hydrants

Responsible for the following Bylaws:

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