

**CHARLOTTETOWN
CITY COUNCIL**



**STANDING COMMITTEE
TERMS OF REFERENCE
2018-2022**

ECONOMIC DEVELOPMENT, TOURISM, AND EVENTS MANAGEMENT

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. Mayor (voting)

Quorum requirement:

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

Staff Assignment:

Chief Administrative Officer
Economic Development Officer
Tourism Officer
Events Development Officer

TERMS OF REFERENCE:

- To develop and implement economic development, marketing, and initiatives to attract regional, national, and international business opportunities.
- To develop and implement marketing and prospecting strategies to attract regional, national, and international sport and entertainment, cultural, festival, and meeting/convention events that stimulate economic and tourism prosperity, as well as work in conjunction with local Host Organizing Committees.
- In collaboration with Discover Charlottetown, market the destination to visitors inclusive of promoting Charlottetown as the Birthplace of Confederation.
- To oversee a seasonal Visitor Information Centre and ensure that it aligns with relevant goals and strategies of the municipality.
- To act in the liaison capacity with relevant advisory boards.
- To develop appropriate policies and programs to ensure the growth and development of the arts and culture sector in Charlottetown.
- To develop and promote programs to enhance the City's residential, commercial and industrial tax base.
- To oversee and monitor the operation of the City Parking Garages, in cooperation with the Charlottetown Area Development Corporation (CADC).
- To recommend all rates for parking spaces and the parking garage.
- To liaise with signature Charlottetown annual events such as Jack Frost Winterfest, PEI Jazz & Blues Festival, Old Home Week, Gold Cup Parade, PEI International Shellfish Festival, and PEI Marathon, etc.
- To liaise and maintain an ongoing relationship with the East Coast Music Association and Canada Games Society as it relates to the hosting of their events.

- To coordinate civic events such as Natal Day, Capital City Canada Day, Victoria Park Sunset Series, Wintertide Holiday Festival, Charlottetown Christmas Parade, Capital New Year, and New Year's Levee, inclusive of the City's direct relationship with HMCS Charlottetown.
- In conjunction with relevant City Departments, coordinate community initiatives such as Make Our Hometown Beautiful and Communities in Bloom, inclusive of ongoing liaising with the national Communities in Bloom organization and Canadian Garden Council.
- Work and liaise with outside agencies to ensure development and promotion of Charlottetown including; Charlottetown Airport Authority, CADC, Charlottetown Harbour Authority, Downtown Charlottetown Inc., Greater Charlottetown Area Chamber of Commerce, PEI Bio-Alliance, Canadian Capital Cities Organization, Discover Charlottetown, Tourism Industry Association of Canada, Tourism Industry Association of PEI, Bell Aliant Centre, Canadian Sport Tourism Alliance, Capital City Events, Eastlink Centre, Event Atlantic, Holland College, Meetings and Conventions PEI, Sport PEI, and University of Prince Edward Island, etc.
- Maintain positive relationships with the Quebec Major Junior Hockey League (QMJHL) Team/League, and National Basketball League of Canada (NBL) Team/League.
- Develop and maintain positive relationships between Charlottetown and Twinning Cities.
- Oversee tax incentive programs, Tourism Accommodation Levy and Special Events Reserve Fund (SERF).
- Develop and encourage growth in knowledge economy sectors including IT, Bio-Science, Advanced Manufacturing, etc.
- To liaise with the PEI Association for Newcomers to Canada to develop programs to assist with attraction and retention of newcomers to Charlottetown.
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- Commercial tax incentive programs
- Industrial Relocation Strategy
- Affordable Housing Incentive Program
- Business Improvement Area Bylaw
- Arts & Culture Policy
- Tourism Accommodation Levy Bylaw
- Event Guidelines
- Creating Accessible Events

ENVIRONMENT & SUSTAINABILITY

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. Mayor (voting)

Quorum Requirements:

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

Staff Assignment:

Chief Administrative Officer
Sustainability Officer
Sustainability 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 (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 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 work closely with the federal, provincial, and municipal governments on matters relating to the environment and sustainability
- To work closely with community partners including non-governmental organizations, citizen groups, businesses, academic institutions and other agencies to collaborate on initiatives that contribute towards a more sustainable Charlottetown
- To direct and coordinate efforts within and between municipal departments and committees with the objectives of the ICSP
- To work closely with the public to educate residents, and visitors about the many components of community sustainability including delivering events such as Arbor Day, etc.
- To oversee the operation of the Charlottetown Transit system
- To oversee the development and administration of water conservation programs
- To oversee the implementation of Charlottetown's Community Energy Plan through corporate and community initiatives, including but not limited to fleet replacement, street lighting, new facility design, building retrofits, renewable energy, and community rebate and incentive programs
- To coordinate efforts between municipal departments to improve cycling infrastructure and safety in the City
- To ensure best management practices are implemented in the delivery of the City's Tree Management Program - street tree, parks and woodland inventories; planting strategies; monitoring programs; insect and disease management; hazard assessments and tree maintenance. To be done in collaboration with the Public Works & Urban Beautification Committee.

- To work with relevant City departments and community partners on environmental projects relating to watersheds, wildlife, invasive species, naturalized areas, trees and other flora
- To work with relevant City departments on climate change mitigation and adaptation projects
- To develop and support Charlottetown's Food Council to work on projects relating to food security
- To oversee the administration and enforcement of the City's Cosmetic Pesticide Bylaw
- To identify opportunities to implement smart cities technologies that support the City's sustainability goals, and that build a culture of innovation in the City corporation
- To oversee the administration of the community sustainability micro grants program
- To oversee the administration of the Skunk & Raccoon program
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- Cosmetic Pesticide Bylaw
- Tree Protection Bylaw (in collaboration with Public Works & Urban Beautification)

FINANCE, AUDIT & TENDERING

Committee Structure:

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

Quorum requirement:

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

Staff Assignment:

Chief Administrative Officer
Deputy Chief Administrative Officer
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 liaise in regards to the operation of the CARI facility and the Eastlink Ctr. .
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- 2004 Debenture Bylaw
- 2010 Borrowing Bylaw
- 2012 Borrowing Bylaw
- General Borrowing Bylaw
- Fees Bylaw
- Grants Bylaw
- Reserve Funds Bylaw

HUMAN RESOURCES, COMMUNICATIONS & ADMINISTRATION

Committee Structure

1. The Chair and Vice Chair
2. One (1) Councillor
3. Mayor (voting)

Quorum Requirement:

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

Staff Assignment:

Chief Administrative Officer
Manager of Human Resources
Communication 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 work with department managers on communication needs as required
- 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
- 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

- To conduct periodic reviews of the compensation package for elected officials
- To review term limit for the position of Mayor
- To review the administration of per diems for all Council boards and committees
- To work in collaboration with the CAO to establish an ongoing annual departmental review.
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- Staffing Bylaw
- The City of Charlottetown Superannuation Plan
- The Superannuation Plan of the City of Charlottetown Water & Sewer Utility
- Conflict of Interest Bylaw
- Council Code of Conduct Bylaw
- Remuneration Bylaw

PARKS, RECREATION & LEISURE ACTIVITIES

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. Mayor (voting)

Quorum requirement:

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

Staff Assignment:

Chief Administrative Officer
Manager of Parks and Recreation

TERMS OF REFERENCE:

- To oversee and support the development of parks and recreation opportunities, that will strive to enhance the quality of life for people who live and work within our municipality
- To encourage and provide leadership for the development of safe, accessible, diverse and high quality recreation opportunities
- To monitor the development and implementation of recreation programs
- To liaise with the Parks, Recreation and Leisure Activities Advisory Committee (*PRLA Committee recommends disbanding this Committee*)
- To oversee the planning and development for an adequate supply and distribution of recreational facilities and parklands
- To coordinate and liaise with volunteer/community groups to assist with the planning and development of recreational services for the community
- To oversee the administration of the department's Program Brochure, relating to recreation and sport programs/activities taking place within the City
- To oversee the operations of recreational facilities, parks, sport fields and boardwalks/trails
- To oversee the department's Operational and Capital Budgets
- To make recommendations regarding the tendering and purchasing of recreation equipment and services
- To cooperate with other City departments to assist with the delivery of department and overall City goals and objectives
- To consult with community residents and groups relating to parks and recreation matters
- To liaise with the Bell Aliant Centre and Eastlink Centre to assist in the coordination of sport and recreation services
- To review and make recommendations regarding the minor sports subsidy program

- Collaborate and/or liaise with other City Committees and/or internal departments as required.

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
- Helmet Use Policy at City-Owned and/or Operated Arenas
- Minor Sport Subsidy Policy

PLANNING & HERITAGE

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. Mayor (voting)

Quorum requirement:

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

Staff Assignment:

Chief Administrative Officer
Manager of Planning
Planning & Heritage Officer

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
- Liaise with the Design Review Board
- In collaboration with other departments review the policy and regulations for street vending on private property
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

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

PROTECTIVE & EMERGENCY SERVICES

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. Mayor (voting)

Quorum requirement:

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

Staff Assignment:

Chief Administrative Officer
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 and Charlottetown Police Service resource needs including equipment, technology, personnel, etc.
- 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 continue promoting the Departments 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 service's performance relative to the strategic plan and established benchmark
- 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
- To review and make recommendations for improvement to the Emergency Response Plan
- Fire Station Report (new proposed station)
- Oversee the City's Mass Notification System for the purposes of the City's EMO operations, as well as Police and Fire dispatch/alerts.
- In collaboration with the Planning Department review the policy and regulations for street vending on public property.
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- 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
- Dog Control Bylaw
- Snow Removal Bylaw
- Street Access Bylaw
- Horse-drawn Vehicles & Rickshaw Bylaw
- Street Vendors Bylaw
- Transient Traders Bylaw
- Assist with other bylaws of the Corporation with enforcement provisions

PUBLIC WORKS & URBAN BEAUTIFICATION

Committee Structure:

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

Quorum requirement:

The Chair or designate and two (2) voting committee member

Staff Assignment:

Chief Administrative Officer
Manager of Public Works

TERMS OF REFERENCE:

- To develop a long-term Capital Works Program for all Public Works and Urban Beautification 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 develop a long-term capital works program and oversee the maintenance for all city owned buildings/land except those being used for recreational purposes
- To establish plans for the maintenance of traffic control devices and parking meters, and the marking of streets and crosswalks
- To make recommendations regarding the tendering and purchasing for public works and urban beautification projects and equipment
- To coordinate a public information program with communications' staff 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 Public Works fleet management
- To liaise with the Urban Beautification Advisory Board
- To liaise with Downtown Charlottetown Inc. and other organizations 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 neighborhood signs where appropriate
- To oversee all traffic engineering related matter, in coordination with the police, for the City

- To develop and implement municipal activities relating to the recognition of Arbor Day.
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- Permanent Closure of Streets Bylaw
- Snow Removal Bylaw
- War Memorial Monument Bylaw
- Tree Maintenance Bylaw (in collaboration with E&S)

STRATEGIC PRIORITIES & INTERGOVERNMENTAL COOPERATION

Committee Structure:

1. The Chair and Vice Chair
2. Three Councillors
3. Mayor (voting)

Quorum requirement:

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

Staff Assignment:

Chief Administrative Officer
Manager of Infrastructure and Asset
Management Manager of Water and Sewer
Manager of Planning and Heritage

TERMS OF REFERENCE:

To liaise with Federal, Provincial, Municipalities and First Nations with regard to the following strategic priorities:

- a) Accessible and affordable housing;
 - b) In collaboration with the Province of PEI, other Municipal Partners and Community Stakeholders create an alternative body to replace CADC; if and when dissolved.
 - c) Inter-municipal co-operation with the integration of the water/waste water management system;
 - d) Infrastructure renewal;
 - e) Lobby the Federal and Provincial Governments for one Employment Insurance zone for Prince Edward Island
- To oversee the creation and implementation of a Strategic Plan and Priority Setting for the City of Charlottetown in an effort to assist in developing the City's long-term vision and goals, and to develop the action plan to achieve those goals.
 - To review and make recommendations to Council in regards to the study on fire protection
 - To liaise with the Youth Retention Advisory Board
 - Responsible for other priorities as assigned by Council
 - Lobby other levels of government to secure revenue sources
 - Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- Municipal Government Act
- Council Size bylaw
- Election bylaw
- Procedural bylaw (and any other bylaw not listed within other ToFR)
- Repealing of bylaws

WATER & SEWER UTILITY

Committee Structure:

1. The Chair and Vice Chair
2. One (1) Councillor
3. Mayor (voting)

Quorum requirement:

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

Staff Assignment:

Chief Administrative Officer
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
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

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