
Service Review Implementation Ad Hoc Committee Council Member Appointments

Purpose

1. To provide procedures to appoint the Council members who will serve on the Service Review Implementation Ad Hoc Committee as outlined in the approved Terms of Reference.

Background

2. Council approves a by-law to appoint or amend terms of office for members and to establish Boards and Committees (the "Board and Committee By-law").
3. A Standing Committee is a committee representing one of the departments of the City, which meets regularly to provide recommendations to Council. The three (3) Standing Committees are the Corporate Services Committee, Community Services Committee, and the Operations Committee.
4. An Ad Hoc Committee is a committee with a specific mandate of a limited nature, which meets as necessary to provide recommendations to Council and which is disbanded following the completion of the mandate. The Service Review Implementation Ad Hoc Committee is one of the City's Ad Hoc Committees.
5. The Service Review Implementation Ad Hoc Committee consists of four (4) members of Council as follows:
 - a. the Mayor;
 - b. the Chair or Vice Chair of the Community Services Committee, or another Council member selected by the Community Services Committee;
 - c. the Chair or Vice Chair of the Corporate Services Committee, or another Council member selected by the Corporate Services Committee; and
 - d. the Chair or Vice Chair of the Operations Committee, or another Council member selected by the Operations Committee.

Service Review Implementation Ad Hoc Committee Council Member Appointments

6. Each year Council approves a Council and Committee Calendar for the following year.
7. Each year new committee terms begin February 1.
8. At the first committee meeting of the new term a Chair and Vice Chair are elected to all committees of Council using the Clerk's Procedure in effect at the time for Nominations and Elections of Chair/Vice Chair – Committees.

Scope

9. Applies to the appointment of Council members to the Service Review Implementation Ad Hoc Committee.

Procedure

10. At the first Standing Committee meeting of the new term, the Council member elected as Chair of that committee will be appointed to the Service Review Implementation Ad Hoc Committee.
11. At the first meeting of the Standing Committee that meets second, the Council member elected as Chair of that committee will be appointed to the Service Review Implementation Ad Hoc Committee, unless the Chair is also the Chair of the Standing Committee that met first, then it will be the Vice Chair.
12. At the first meeting of the Standing Committee that meets third, the Council member elected as Chair of that committee will be appointed to the Service Review Implementation Ad Hoc Committee, unless the Chair is also the Chair of one of the first two Standing Committees, then it will be the Vice Chair. If the Vice Chair has already been appointed to the Service Review Implementation Ad Hoc Committee, then it will be another Council member selected by that Standing Committee using the Clerk's Procedure in effect at the time for Nominations and Elections of Members to Boards and Committees.

**Service Review Implementation Ad Hoc Committee
Council Member Appointments**

References and Additional Information:

- 13. Terms of Reference – Service Review Implementation Ad Hoc Committee
- 14. Procedure – Nominations and Elections of Chair/Vice Chair – Committees
- 15. Procedure – Nominations and Elections of Members to Boards and Committees
- 16. Board and Committee By-law
- 17. Procedural By-law No. 2021-123

Revision History:

Staff Authority	Date
City Clerk	2023-11-03