

Boards and Committees - Mandate Letters to Council Committees 2018**Report Purpose**

To seek approval of the draft Mandate Letters to be issued to the Council Committees by the Mayor on behalf of Council.

Recommendation

THAT the Mayor, on behalf of Council, sign the Mandate Letters set out in Enclosure 1 to the February 27, 2018 Legislative and Legal Services and Corporate Planning report.

Council History

January 30, 2017 - Priorities Committee was provided with the draft lists of activities prepared for certain Council Committees.

November 21, 2017 - Priorities Committee was provided with an update by way of Report for Information on the progress of the Mandate Letter process and the lists of activities prepared for certain Council Committees.

April 25, 2017 - Council directed that the Mandate Letter process, as outlined in the April 25, 2017 Governance Advisory Committee report, Further Review of Boards and Committees, be approved.

April 11, 2017 - Priorities Committee referred to Council for debate and decision the April 11, 2017 Governance Advisory Committee report, Further Review of Boards and Committees.

Strategic Plan Priority Areas

Economy: n/a

Governance: The Boards and Committees Bylaw 46-2016 provides that Council Committees are to provide a forum for examining timely issues relevant to their mandates by considering topics from sources including requests or suggestions from Council.

Social: n/a

Culture: n/a

Environment: n/a

Other Impacts

Policy: n/a

Legislative/Legal: Section 203 of the Municipal Government Act (MGA) provides that a council may by bylaw delegate any of its powers, duties or functions under the MGA or any other enactment or a bylaw to a council committee unless the MGA or any other enactment or bylaw provides otherwise.

Interdepartmental: Legislative and Legal Services worked collaboratively with Corporate Planning in order to move this initiative forward.

Summary

In April 2017, Council directed Administration to work with each Council Committee to develop a list of activities that each Council Committee could perform in 2018 and 2019. The lists were to include how each activity would support and facilitate the achievement of the Strategic Plan, vision and priorities. In November 2017 and January 2018, Priorities Committee was provided with the draft lists of activities.

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Associate Commissioner: Lori Cooper, Corporate Services, and Gregory J. Yeomens, Chief Financial Officers

Lead Department: Legislative and Legal Services

Following the January 30, 2018 Priorities Committee meeting, Administration prepared the Mandate Letters which are attached to this report as Enclosure 1. If the Mandate Letters are acceptable to Council, Administration recommends that Council approve having the Mayor sign the Committee Mandate letters, on behalf of Council.

Enclosure

1 Mandate Letters