



# COUNCIL REPORT

## Capital Committee – Appointment of the Chair

Electoral Division: All

File: N/A

Date:	May 20, 2025
Presenter:	Tyler Andreasen, Lead Legislative Officer
Department:	Legislative Services

### REPORT SUMMARY

Council is required to appoint the Chair of the newly-formed Capital Committee ahead of its first meeting, which is tentatively scheduled for June 25, 2025. The appointment of the Chair will be made in accordance with the County's *Procedure Bylaw*.

### ADMINISTRATION'S RECOMMENDATION

THAT Council appoints \_\_\_\_\_ as the Chair of the Capital Committee for a term to expire at the 2025 organizational meeting.

### BACKGROUND

At the May 6, 2025 Council meeting, Council passed Bylaw C-8627-2025, establishing the Capital Committee as a standing committee of Council and approved the Capital Committee terms of reference. The purpose of the committee is to oversee the planning, prioritization, and financing of long-term investments in infrastructure and tangible capital assets.

The first meeting of the Capital Committee is scheduled for June 25, 2025 to coincide with the start of the 2026 budget cycle. In accordance with the committee's terms of reference, Council must appoint the Chair of the Capital Committee prior to the first committee meeting.

### ANALYSIS

#### Previous Council Direction

At the May 6, 2025 Council meeting, concurrent with the approval of financial policies supporting the County's new Fiscal Management Strategy, Council passed Bylaw C-8627-2025 to amend the Boards and Committees Bylaw to establish the Capital Committee as a standing committee of Council. Further, Council approved the Capital Committee terms of reference.

#### Capital Committee Terms of Reference and Procedure Bylaw

Section 3 of the Capital Committee's terms of reference states:

"The Chair will be a Councillor appointed by Council at the annual organizational meeting for a two-year term, and the Vice Chair will be appointed by the Capital Committee at its first meeting following the annual organizational meeting for a two-year term."

Section 37 of the County's *Procedure Bylaw* states:

"If only one nomination is received for a position, they are declared the successful nominee and are appointed to the position by acclamation for the specified term of office."

## Capital Committee – Appointment of the Chair

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Section 38 of the County's *Procedure Bylaw* states:

“If more than one nomination is received for a position, a vote by secret ballot is conducted to determine the successful nominee...”

Should there be more than one nominee for the position of Chair of the Capital Committee, Administration will be prepared to facilitate a secret ballot to determine the successful nominee.

The committee's Vice-Chair will be appointed at the first meeting of the Capital Committee.

### COMMUNICATIONS / ENGAGEMENT

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Once the Capital Committee Chair is appointed, the County website will be updated.

### IMPLICATIONS

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There are no special implications to note for Council's consideration. The appointment of the Chair of the Capital Committee is a requirement of the committee's terms of reference.

### STRATEGIC ALIGNMENT

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There are no strategic matters associated with this report to note for Council's consideration. The appointment of the Chair of the Capital Committee is a requirement of the committee's terms of reference.

### ALTERNATE DIRECTION

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Administration does not have an alternate direction for Council's consideration.

### ATTACHMENTS

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Attachment A: Capital Committee Terms of Reference

### APPROVALS

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Manager:	Jesse Sopko, Executive Director, Corporate Services
Executive Director/Director:	Jesse Sopko, Executive Director, Corporate Services
Chief Administrative Officer:	Reegan McCullough, Chief Administrative Officer