



## **LEGISLATIVE AND INTERGOVERNMENTAL SERVICES**

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**TO:** Council  
**DATE:** March 22, 2022  
**FILE:** N/A  
**SUBJECT:** Terms of Reference for the Public Presentation Committee (PPC)

**DIVISION:** All  
**APPLICATION:** N/A

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### **EXECUTIVE SUMMARY:**

At the February 22, 2022 Council meeting, Council directed Administration to bring forward a Terms of Reference to Council to create a Public Presentation Committee (PPC). Administration has prepared a Terms of Reference for Council's consideration.

It should be noted that Council is also considering Procedure Bylaw C-8277-2022 at the March 22, 2022 Council meeting. Should Council approve the PPC Terms of Reference, amendments would be required to sections 111 through 115 of the proposed Procedure Bylaw. Administration is prepared with the required amendments if necessary.

### **ADMINISTRATION RECOMMENDATION:**

Administration recommends approval in accordance with Option 1.

### **BACKGROUND:**

Council directed Administration to prepare a Terms of Reference for the creation of the PPC.

The Terms of Reference for the proposed Public Presentation Committee include the frequency of meetings, presentation requirements, roles and powers of the Committee membership, and requirements for agendas.

The committee will hold meetings four times a year. For 2022, Administration recommends scheduling three meetings for the remainder of the year in June, September, and November. Administration is also recommending the meetings be scheduled for 2023 in January, April, July, and October.

If Council accepts the Terms of Reference for the PPC, Bylaw C-7840-2018, the Boards and Committees Bylaw, will need to be amended to include the addition of the committee. The amendments to the Boards and Committees Bylaw are included in Attachment B.

Administration will return to Council on April 5, 2022 with the amended 2022 Council & Committee Dates calendar to include the new PPC dates, as well as incorporate any changes to the Municipal Planning Commission dates and Recreation and Governance Committee dates.

Should Council choose to create this committee, Council will also need to appoint a Chair. Option 1 includes a motion for the appointment of a Chair. Subsequent Chair appointments will be made during the annual organizational meeting in accordance with the Terms of Reference.

### **COMMUNICATIONS PLAN:**

Should Council choose to create the PPC, Administration will prepare communications and use a number of tools for advertising such as website pages and social media to advise to groups that this option is available for presentations to Council.

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### **Administration Resources**

Caitlyn Anderson, Legislative and Intergovernmental Services



**BUDGET IMPLICATIONS:**

The PPC can be accommodated with existing resources.

**STRATEGIC OBJECTIVES:**

Council's Strategic Plan includes the strategic objective of creating a culture of customer service. This objective falls under the strategic theme of service excellence.

**OPTIONS:**

- Option #1:      Motion 1:      THAT the Public Presentation Committee Terms of Reference be approved.
- Motion 2:      THAT Bylaw C-8276-2022 be given first reading.
- Motion 3:      THAT Bylaw C-8276-2022 be given second reading.
- Motion 4:      THAT Bylaw C-8276-2022 be considered for third reading.
- Motion 5:      THAT Bylaw C-8276-2022 be given third and final reading.
- Motion 6:      THAT \_\_\_\_\_ be appointed as Chair to the Public Presentation Committee to expire in October, 2023.

Option #2:      THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

"Amy Zaluski"

"Byron Riemann"

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Director,  
Legislative and Intergovernmental Services

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Acting Chief Administrative Officer

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**ATTACHMENTS:**

Attachment 'A' – Public Presentation Committee Terms of Reference  
Attachment 'B' – Bylaw C-8276-2022