

Resilient Community Advisory Committee

TERMS OF REFERENCE



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Resilient Community Advisory Committee

Terms of Reference

Purpose

To provide feedback, advice, and recommendations to Council on matters within the Committee's scope which will support informed decision-making and effective governance.

Vision 2050 Alignment

The Resilient Community Advisory Committee (the "Committee") aligns with the principle of accountability and supports all themes and examples in the Vision 2050 Strategic Plan including:

1. **City Building:** asset management.
2. **Fostering Mutually Beneficial & Respectful Relationships:** communications and engagement.

Scope

This Committee holds public meetings and considers questions, deputations and presentations, correspondence, and reports in relation to matters such as:

1. **City Manager and Service Review:** corporate leadership, governance, service evaluation, and continuous improvement.
2. **Clerks, Election, Freedom of Information, and Licensing:** council support, election administration, access to information and privacy compliance, legislative services, and licensing.

3. **Communications and Engagement:** clear, transparent, and accessible communications, and effective stakeholder and workplace engagement.
4. **Corporate Facilities:** maintenance, repairs, capital and improvement projects.
5. **Finance:** budgeting, financial management, and fiscal oversight.
6. **Human Resources and Collective Bargaining:** workforce planning, employee relations, and collective agreement negotiation and administration.
7. **Information Technology and GIS:** information technology strategy, systems, digital services, and GIS management.
8. **Purchasing, Risk, and Asset Management:** procurement, asset management, risk management, and long-term capital planning.
9. **Strategic Initiatives and Workplans:** broad corporate priorities not assigned to other committees and the development, monitoring, and reporting of corporate workplans.
10. **Tax and Revenue:** tax policy, billing, collection, and revenue administration.

Staff may consult the Staff Liaison, City Manager, or City Clerk to decide which items belong on this Committee, if necessary.

Composition and Term

The Committee is comprised of nine (9) members of Council to serve for the term of Council.

There are no public members on this Committee.

Selection

Council members are automatically appointed to this Committee at the beginning of their term.

Chair and Vice Chair

The chair of the Committee is a member of Council, selected using the Clerks procedure in effect at the time.

The vice chair of the Committee is a member of Council, selected using the Clerks procedure in effect at the time.

Meetings

Meetings are generally held every month on the first Tuesday at 9:00 a.m. as presented in the Council and Committee Calendar.

Meetings are not held in August.

Meetings may be held at the call of the chair.

Meetings will be conducted in accordance with the City's Procedural By-law in effect at the time of the meeting.

Authority

The Committee reviews material and provides recommendations to Council.

The Committee does not have any decision-making capacity or delegated authority.

Urgent Matters

In circumstances where an urgent matter arises between scheduled Committee meetings, the City Manager may authorize that the matter be referred directly to Council for consideration.

Remuneration

The members of the Committee, including the chair, do not receive remuneration beyond the remuneration they receive as a member of Council.

Staff Resources

The staff liaison is the Director of Corporate Services. The alternate staff liaison is the City Manager.

The recording secretary is the Committee and Executive Support Coordinator, or their designate.

Attendance by Directors, Managers, Supervisors, and other staff will be determined as needed, in accordance with the items listed on the agenda.

Staff Resources

The staff reporting through this Committee will be from the following divisions of the Corporate Services Department and the Office of the City Manager:

1. Clerks;
2. Communications;
3. Corporate Facilities;
4. Finance;
5. GIS;
6. Human Resources;
7. Information Technology;
8. Purchasing, Risk, and Asset Management;
9. Strategic Initiatives; and
10. Tax and Revenue.

Associated Plans and Strategies

The plans and strategies associated with this Committee include, but are not limited to:

1. Asset Management Plan;
2. Capital Plan;
3. Collective Agreements;
4. Communications Engagement Framework;
5. External Communications Strategy;
6. Fleet Efficiency Plan;
7. Human Resources Strategy;
8. Inclusion Strategy;
9. Service Review Priority Opportunity Action Plan; and
10. Vision 2050 Strategic Plan.