

CHARLOTTETOWN CITY COUNCIL



STANDING COMMITTEE TERMS OF REFERENCE 2018-2022

Revised - May 10, 2021
Additional Revision - June 14, 2021

ECONOMIC DEVELOPMENT, TOURISM, AND EVENT MANAGEMENT

Committee Structure:

1. The Chair and Vice Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum requirement:

The Chair or designate and two (2) voting committee members.

Staff Assignment:

Chief Administrative Officer
Economic Development Officer
Events Development Officer
Tourism Officer

TERMS OF REFERENCE:

- To develop and implement economic development, marketing, and initiatives to attract regional, national, and international business opportunities.
- To develop and implement marketing and prospecting strategies to attract regional, national, and international sport and entertainment, cultural, festival, and meeting/convention events that stimulate economic and tourism prosperity, as well as work in conjunction with local Host Organizing Committees.
- In collaboration with Discover Charlottetown and Tourism PEI, market the destination to visitors inclusive of promoting Charlottetown as the Birthplace of Confederation.
- To oversee a seasonal Visitor Information Centre and ensure that it aligns with relevant goals and strategies of the municipality.
- To act in the liaison capacity with the Charlottetown Arts Advisory Board
- To develop appropriate policies and programs to ensure the growth and development of the arts and culture sector in Charlottetown.
- To develop and promote programs to enhance the City's residential, commercial and industrial tax base.
- To oversee and monitor the operation of the City Parking Garages, in cooperation with the Charlottetown Area Development Corporation (CADC). - To recommend all rates for parking spaces and the parking garages.
- To liaise with signature Charlottetown annual events such as Jack Frost Winterfest (inc. Islander Day), DiverseCity, PEI Jazz & Blues Festival, PEI Pride Festival, Old Home Week, Gold Cup Parade, PEI International Shellfish Festival, PEI Marathon and Discover Charlottetown-led events, etc.
- To liaise and maintain ongoing relationships with the East Coast Music Association and Canada Games Council and their official local subsidiaries as it relates to the hosting of their events.
- To coordinate civic events such as Capital City Canada Day, Natal Day Weekend Celebrations, Cinema Under the Stars, Wintertide Holiday Festival, Charlottetown Christmas Parade, Capital New Year,

ED,T & EM cont'd

and New Year's Levee, inclusive of the City's direct relationship with HMCS Charlottetown.

- In conjunction with relevant City Departments, coordinate community initiatives such as Make Our Hometown Beautiful and Communities in Bloom, inclusive of ongoing liaising with the national Communities in Bloom organization and Canadian Garden Council.
- Work and liaise with outside agencies to ensure development and promotion of Charlottetown including; Atlantic Economic Development Coalition, Charlottetown Airport Authority, CADAC, Charlottetown Harbour Authority, Downtown Charlottetown Inc., Economic Developers Association of Canada, Greater Charlottetown Area Chamber of Commerce, Innovation PEI, PEI Bio-Alliance, Canadian Capital Cities Organization, Discover Charlottetown, Tourism Industry Association of Canada, Tourism Industry Association of PEI, Bell Aliant Centre, Capital City Events, Eastlink Centre, Event Atlantic, Festivals & Events PEI, Holland College, Meetings and Conventions PEI, Music PEI, Sport PEI, Sport Tourism Canada and University of Prince Edward Island, etc.
- Maintain positive relationships with the Quebec Major Junior Hockey League (QMJHL) Team/League, and National Basketball League of Canada (NBL) Team/League.
- Develop and maintain positive relationships between Charlottetown and Twinning Cities.
- Oversee tax incentive programs, Tourism Accommodation Levy and Special Events Reserve Fund (SERF).
- Develop and encourage growth in knowledge economy sectors including IT, Bio-Science, Advanced Manufacturing, etc.
- To liaise with the PEI Association for Newcomers to Canada and PEI Connectors to develop programs to assist with attraction and retention of newcomers to Charlottetown.
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- Tourism Accommodation Levy Bylaw
- Business Improvement Area Bylaw
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- Arts & Culture Policy
- Commercial Tax Incentive Programs
- Industrial Relocation Strategy
- Event Guidelines
- Public Art Policy

ENVIRONMENT & SUSTAINABILITY

Committee Structure:

1. The Chair and Vice Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum Requirements:

The Chair or designate and two (2) voting committee members.

Staff Assignment:

Chief Administrative Officer
Manager of Environment & Sustainability

TERMS OF REFERENCE:

- To create a sustainable community by implementing and expanding upon the goals and objectives of the Integrated Community Sustainability Plan (ICSP)
- To work integrally on behalf of the city, to best use all community resources to achieve sustainable development and enhance quality of life through improved environmental decision making
- To integrate economic, socio-cultural and environmental considerations into municipal decision-making
- To monitor and influence policy, bylaws and regulations that affect the City's health, economic vitality and environmental resilience
- To work closely with the federal, provincial, and municipal governments on matters relating to the environment and sustainability
- To work closely with community partners including non-governmental organizations, citizen groups, businesses, academic institutions and other agencies to collaborate on initiatives that contribute towards a more sustainable Charlottetown
- To direct and coordinate efforts within and between municipal departments and committees with the objectives of the ICSP
- To work closely with the public to educate residents, and visitors about the many components of community sustainability including delivering events such as Arbor Day, etc.
- To oversee the operation of the Charlottetown Transit system
- To oversee the development and administration of water conservation programs
- To oversee the implementation of Charlottetown's Community Energy Plan in collaboration with relevant departments and partners and through corporate and community initiatives, including but not limited to fleet replacement, street lighting, new facility design, building retrofits, renewable energy, and community rebate and incentive programs
- To work with relevant City departments and community partners to improve cycling infrastructure, awareness, and safety in the city

E&S cont'd

- To ensure best management practices are implemented in the delivery of the City's Tree Management Program - street tree, parks and woodland inventories; planting strategies; monitoring programs; insect and disease management; hazard assessments and tree maintenance. To be done in collaboration with the Public Works & Urban Beautification Committee.
- To work with relevant City departments and community partners on environmental projects relating to watersheds, wildlife, invasive species, naturalized areas, trees and other flora
- To work with relevant City departments community partners, and stakeholders on climate change mitigation and adaptation projects where appropriate and/or affordable.
- To develop and support Charlottetown's Food Council to work on projects relating to food security
- To oversee the administration and enforcement of the City's Cosmetic Pesticide Bylaw
- To identify opportunities to implement smart cities technologies that support the City's sustainability goals, and that build a culture of innovation in the City corporation
- To oversee the administration of the community sustainability micro grants program
- Collaborate and/or liaise with other City Committees and/or internal departments as required.
- To work with the Mayor's Active Transportation Task Force to help guide decision making with regards to active transportation in the city.

Responsible for the following:

- Cosmetic Pesticide Bylaw
- Tree Protection Bylaw (in collaboration with Public Works & Urban Beautification)

FINANCE, AUDIT & TENDERING

Committee Structure:

1. The Chair and Vice Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum requirement:

The Chair or designate and two (2) voting committee members.

Staff Assignment:

Chief Administrative Officer
Manager of Finance

TERMS OF REFERENCE:

- To coordinate fiscal matters for the City of Charlottetown.
- To coordinate and oversee the development of the City's annual budget (operating and capital) and recommend rates for taxation.
- To develop and maintain a citizen engagement process for the budget.
- To develop corporate Key Performance Indicators.
- To recommend rates for water and sewer services.
- To monitor the expenditure of funds and all revenue and make periodic reports to Council.
- To make recommendations regarding the appointment of auditors, legal services and insurance agents.
- To oversee and monitor the administration of the City and the Utility accounts receivable and accounts payable.
- To ensure that tenders for the City are issued and awarded fairly and equitably.
- To make recommendations regarding the acquisition, disposal and use of all City owned land and facilities.
- To liaise in regard to the operation of the Bell Aliant Centre (CARI facility) and the Eastlink Centre
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- 2004 Debenture Bylaw
- 2012 Borrowing Bylaw
- Fees Bylaw
- General Borrowing Bylaw
- Grants Bylaw
- Reserve Funds Bylaw

HUMAN RESOURCES, COMMUNICATIONS & ADMINISTRATION

Committee Structure

1. The Chair and Vice Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum Requirement:

The Chair or designate and two (2) voting committee members.

Staff Assignment:

Chief Administrative Officer
Manager of Human Resources
Communications Officer

TERMS OF REFERENCE:

- To recommend and provide advice to Council regarding staffing issues including hiring practices, payroll, staff development, training, labour management negotiations, studies on personnel matters and enhancement of the work environment
- To make provisions for carrying out negotiations with union locals and monitor the overall labour relations efforts
- To provide direction and guidance regarding compliance with union contracts
- To monitor and make recommendations on benefits including the City's Pension Plans
- To oversee the provisions of the City's two (2) Pension Plans
- To represent Council on the City Government and Utility Pension Commissions
- To oversee an Employee Assistance Program
- To work with department managers on communication needs as required
- To oversee the operation of the City's website to ensure information is current and only approved branding and messages are posted
- To ensure that all messaging is consistent such as branding, advertising, letterheads, business cards, signage, vehicle identification, etc.
- To create appropriate marketing and advertising strategies for all city events and activities to ensure maximum benefit for the Corporation
- Coordinate preparation of Council info/etc. re: public meetings, recording and distribution of same
- To recommend and provide advice to Council in regard to administrative staff functions that do not report to any other Standing Committee
- To conduct a periodic review of bylaws and policies and make recommendations for revisions, additions and deletions to the appropriate standing committee
- To make recommendations for the adoption and enforcement of bylaws and policies which are not within the responsibility of other committees
- To conduct periodic reviews of the compensation package for elected officials
- To review the administration of per diems for all Council boards and committees

HR,C&A cont'd

- To work in collaboration with the CAO to establish an ongoing annual departmental review.
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- Access to Information and Protection of Privacy Bylaw
- Conflict of Interest Bylaw
- Council Code of Conduct Bylaw
- Records Retention & Disposal Schedule Bylaw
- Remuneration Bylaw
- Staffing Bylaw
- The City of Charlottetown Superannuation Plan
- The Superannuation Plan of the City of Charlottetown Water and Sewer Utility

PARKS, RECREATION & LEISURE ACTIVITIES

Committee Structure:

1. The Chair and Vice Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum requirement:

The Chair or designate and two (2) voting committee members

Staff Assignment:

Chief Administrative Officer
Manager of Parks and Recreation

TERMS OF REFERENCE:

- To oversee and support the development of parks and recreation opportunities, that will strive to enhance the quality of life for people who live and work within our municipality
- To encourage and provide leadership for the development of safe, accessible, diverse and high-quality recreation opportunities
- To monitor the development and implementation of recreation programs
- To act in the liaison capacity with the Seniors Engagement Committee
- To oversee the planning and development for an adequate supply and distribution of recreational facilities and parklands
- To coordinate and liaise with volunteer/community groups to assist with the planning and development of recreational services for the community
- To oversee the administration of the department's Program Brochure, relating to recreation and sport programs/activities taking place within the city
- To oversee the operations of recreational facilities, parks, sport fields and boardwalks/trails
- To oversee the department's Operational and Capital Budgets
- To make recommendations regarding the tendering and purchasing of recreation equipment and services
- To cooperate with other City departments to assist with the delivery of department and overall City goals and objectives
- To consult with community residents and groups relating to parks and recreation matters
- To liaise with the Bell Aliant Centre and Eastlink Centre to assist in the coordination of sport and recreation services
- To review and make recommendations regarding the minor sports subsidy program
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- Smoke Free Places Bylaw
- Victoria Park and Promenade Bylaw

Parks & Rec cont'd

- PEI Municipal Government Act (MGA) – Schedule A – Victoria Park
- Alcohol in Parks Policy
- Helmet Use Policy at City-Owned and/or Operated Arenas
- Minor Sport Subsidy Policy

PLANNING & HERITAGE

Committee Structure:

1. The Chair and Vice Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum requirement:

The Chair or designate and two (2) voting committee members

Staff Assignment:

Chief Administrative Officer (or designate)

Manager of Planning

Heritage Officer

TERMS OF REFERENCE:

- To facilitate the public consultation process to review and develop a revised Official Plan and zoning and development bylaw for the City of Charlottetown
- To oversee the administration and make recommendations regarding the City's Official Plan and the Zoning and Development Bylaw and other applicable bylaws
- To consult with the community and interest groups in matters relating to land use, planning and heritage.
- To monitor the value of building permits and make periodic reports to City Council.
- To act in the liaison capacity between City Council, the Planning Board Heritage Review Board, Design Review Board and Affordable Housing Advisory Committee
- To oversee the administration of the Heritage provisions of the Zoning & Development Bylaw
- To enforce all applicable codes.
- To oversee the Heritage Incentive Program
- To oversee the Affordable Housing Incentive Strategy Program
- In collaboration with other departments review the policy and regulations for street vending on private property
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- Building Code Bylaw
- Heritage Preservation Bylaw
- Official Plan
- Pedestrian Mall Bylaw
- Secondary & Garden Suite Registration Bylaw
- Zoning and Development Bylaw

PROTECTIVE & EMERGENCY SERVICES

Committee Structure:

1. The Chair and Vice Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum requirement:

The Chair or designate and two (2) voting committee members

Staff Assignment:

Chief Administrative Officer

Police Chief

Fire Chief

TERMS OF REFERENCE:

- To make recommendations for programs and policies for fire prevention safety and inspection
- To make recommendations regarding the Charlottetown Fire Department and Charlottetown Police Service resource needs including equipment, technology, personnel, etc.
- To liaise with Provincial and Federal Emergency Measures Officials
- To make recommendations for policies and programs relating to education, prevention, investigation and enforcement for both fire and police
- To ensure compliance with Federal and Provincial Statutes and Municipal Bylaws
- To continue promoting the Departments Community Policing philosophy
- To review a strategic plan and consult at least biannually with the community consultative group to help ensure the plan is current and representative of local priorities
- To oversee and monitor the service's performance relative to the strategic plan and established benchmark
- To designate and monitor the provision of all on street parking including parking spaces, parking meters, taxi stands, drop off zones, loading zones and school zones
- To review and make recommendations for improvement to the Emergency Response Plan
- Oversee the City's Mass Notification System for the purposes of the City's EMO operations, as well as Police and Fire dispatch/alerts.
- In collaboration with the Planning Department review the policy and regulations for street vending on public property.
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- Alarm Bylaw
- Dangerous, Hazardous & Unsightly Premises Bylaw

P&E Services cont'd

- Dog Control Bylaw
- Emergency Measures Bylaw
- Fire Prevention Bylaw
- Fire Protection and Emergency Services Bylaw
- Horse-drawn Vehicles & Rickshaw Bylaw
- Nuisance Bylaw
- Policing Services Bylaw
- Snow Removal Bylaw
- Street Access Bylaw
- Street Vendors Bylaw
- Summary Proceedings Bylaw
- Taxi Bylaw
- Traffic Bylaw
- Transient Traders Bylaw
- (Assist with other bylaws of the Corporation with enforcement provisions)

PUBLIC WORKS & URBAN BEAUTIFICATION

Committee Structure:

1. The Chair and Vice Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum requirement:

The Chair or designate and two (2) voting committee members

Staff Assignment:

Chief Administrative Officer
Manager of Public Works

TERMS OF REFERENCE:

- To develop a long-term Capital Works Program for all Public Works and Urban Beautification matters to develop and oversee a Street Lighting Program
- All street lighting shall be the responsibility of PW&UB, in consultation with E&S
- To develop plans and make recommendations for the maintenance of streets, sidewalks, storm sewers and road signs
- To develop plans and make recommendations regarding the construction of new streets, sidewalks, storm sewers, traffic control devices, road signs and other related infrastructure
- All multi-use pathway design, construction and maintenance shall be the responsibility of PW&UB, in consultation with E&S and P&R
- To establish plans for snow removal, salting and sanding of streets and sidewalks
- To develop a long-term capital works program and oversee the maintenance for all city owned buildings/land except those being used for recreational purposes
- To establish plans for the maintenance of traffic control devices and parking meters, and the marking of streets and crosswalks
- To make recommendations regarding the tendering and purchasing for public works and urban beautification projects and equipment
- To coordinate a public information program with communications' staff regarding public works and urban beautification projects
- To oversee the Christmas Decoration Program
- To oversee the maintenance of all City owned public art
- To oversee Public Works fleet management
- To liaise with the Civic Board for Persons with Disabilities
- To liaise with Downtown Charlottetown Inc. and other organizations in regard to beautification efforts
- To liaise with the Old Protestant Burial Grounds Committee
- To be responsible for grass cutting, flowers, street furniture, tree maintenance and planting on City property excluding sports fields and trails
- To maintain and improve the city entrances and directional signage programs
- To erect new and maintain existing community signs where appropriate
- To oversee all traffic engineering related matter, in coordination with the police, for the City

PW&UB cont'd

- To oversee the administration of the Skunk & Raccoon program
- To develop and implement municipal activities relating to the recognition of Arbor Day.
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- Permanent Closure of Streets Bylaw
- Snow Removal Bylaw
- War Memorial Monument Bylaw

STRATEGIC PRIORITIES & INTERGOVERNMENTAL COOPERATION

Committee Structure:

1. The Chair and Vice Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum requirement:

The Chair or designate and two (2) voting committee members.

Staff Assignment:

Chief Administrative Officer

Manager of Infrastructure and Asset Management (when required)

Manager of Water and Sewer (when required)

Manager of Planning and Heritage (when required)

TERMS OF REFERENCE:

- To liaise with Federal, Provincial, Municipalities and First Nations with regard to the following strategic priorities:
 - In collaboration with the Province of PEI, other Municipal Partners and Community Stakeholders create an alternative body to replace CADC; if and when dissolved.
 - Inter-municipal co-operation with the integration of the water/wastewater management system;
 - Infrastructure renewal;
 - Lobby the Federal and Provincial Governments for one Employment Insurance zone for Prince Edward Island
- To oversee the creation and implementation of a Strategic Plan and Priority Setting for the City of Charlottetown in an effort to assist in developing the City's long-term vision and goals, and to develop the action plan to achieve those goals.
- To review and make recommendations to Council in regard to the study on fire protection
- Liaise with the Youth Engagement Committee
- Responsible for other priorities as assigned by Council
- Lobby other levels of government to secure revenue sources
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- A Bylaw to Repeal Certain Bylaws
- Council Size bylaw
- Election Bylaw
- Municipal Government Act (Proposed Amendments for Submission to Province)
- Procedural Bylaw

WATER & SEWER UTILITY

Committee Structure:

1. The Chair and Vice Chair
2. Two (2) Councillors
3. Mayor (voting)

Quorum requirement:

The Chair or designate and two (2) voting committee members

Staff Assignment:

Chief Administrative Officer
Manager of Water & Sewer Utility

TERMS OF REFERENCE:

- To develop a long-term Capital Works Program for sewer and water projects
- To develop plans and make recommendations for the construction and maintenance of water lines, sanitary sewer lines and related infrastructure
- To make recommendations regarding the tendering and purchasing for sewage and water projects
- To make recommendations to the Finance Committee in regard to water and sewer rates
- To implement plans for any new source(s) of water supply
- To review national programs and consider the benefits to the city
- To oversee policies for the provision of water and sewer services for the City of Charlottetown
- To be responsible for the maintenance of fire hydrants
- Collaborate and/or liaise with other City Committees and/or internal departments as required.

Responsible for the following:

- Water and Sewer Utility Bylaw
- Water and Sewer Utility, General Rules and Regulations