

THE CORPORATION OF THE CITY OF THE CITY OF IQALUIT

BYLAW No. 790

AMENDMENT TO COUNCIL PROCEDURES BY-LAW NO. 526

BEING a by-law of the Municipal Corporation of the City of Iqaluit to regulate proceedings in Council meetings and to establish the Terms of Reference for its Standing and Ad Hoc Committees pursuant to Sections 29-33 inclusive of the *Cities, Towns, and Villages Act*, R.S.N.W.T., 1998, c. C-8;

WHEREAS it is in the public interest to make rules respecting procedures of Council;

NOW THEREFORE PURSUANT to the provision of the *Cities, Towns and Villages Act*, the Council of the City of Iqaluit, in regular session duly assembled, enacts as follows:

1. That the Committees Section of By-law No. 526 reflects the following addition:

87. Members at Large on Standing and Ad Hoc Committees shall serve a 3 year term; terms shall commence upon appointment after each general election and will end prior to the next general election. In the event that there are insufficient applications, members may be appointed for an additional 3 year term at the discretion of the particular Standing or Ad Hoc Committee Chair.

2. That Schedules A and B of By-law 526 are replaced with the following Schedules A to G.

THIS BY-LAW READ a First Time this 14 day of July, 2015 AD.



Romeyn Stevenson
Deputy Mayor

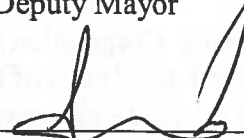


Muhamud Hassan
Chief Administrative Officer

THIS BY-LAW READ a Second Time this **14** day of **July**, 2015 AD.



Romeyn Stevenson
Deputy Mayor

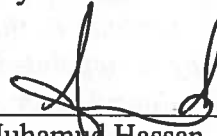


Muhamud Hassan
Chief Administrative Officer

THIS BY-LAW READ a Third and Final Time this **11** day of **August**, 2015 AD.



Mary Wilman
Mayor



Muhamud Hassan
Chief Administrative Officer

Schedule "A"

By-law No. 790

Terms of Reference
Niksiit Committee

I. PURPOSE OF THE COMMITTEE

To guide the Municipality's support of health, wellness and community and social development based on Council's general direction; and to work in partnership with the Government of Nunavut's Public Health department to implement the Public Health Strategy.

II. DUTIES OF THE COMMITTEE

- 1) To advise Council regarding the distribution of various funding programs including but not limited to Brighter Futures and Community Wellness.
- 2) To proactively support and assist various community and social development projects and programs by forming partnerships with and providing support to various groups that serve the community and social development needs of Iqaluit; directly applying for funding and other proposals to various agencies and governments. All such direct funding proposals shall require Council approval.
- 3) To provide a monthly report to Council regarding the committee's activities and plans.

III. COMPOSITION OF THE COMMITTEE

- 1) Composition of the Committee
 - 1) The committee shall be composed of the following:
 - Two Members from Council plus the Mayor as an ex-officio
 - One Public Health representative
 - One RCMP Representative
 - One Antipoverty Secretariat representative
 - One Nunavut Housing Corporation representative
- 3 members at large from organizations or areas of expertise such as but not limited to
- QIA
 - CLEY
 - Education

- Mental Health
 - NTI
 - QC
 - Health and Social services
 - Kakivak
 - Homelessness
- 2) The Committee shall have resource people to assist with the Committee's administration and to provide technical advice. These persons may include but are not limited to the following:
- Chief Administrative Officer (CAO)
 - Community Wellness Coordinator
- 3) Per Council Procedures By-law, committee membership term shall be three years; appointments shall be conducted after each general election.

IV. OTHER

- 1) The committee shall decide the order of business and administration of the committee unless otherwise directed by Council.
- 2) If there are any inconsistencies, Council Procedures By-law takes precedence over these terms of reference.

Schedule “B”

By-law No. 790

Terms of Reference **Disabilities Advisory Committee**

I. PURPOSE OF THE COMMITTEE

The Disabilities Advisory Committee advises City Council on promoting access to City of Iqaluit services for persons with disabilities. The committee also suggests solutions to identified gaps and barriers that impede persons with disabilities from fully participating in all aspects of city life and actively promotes full participation in society for Iqalumiut with disabilities

II. DUTIES OF THE COMMITTEE

- 1) Provide input to City Council and staff about issues of concern, including matters that require action by the City of Iqaluit.
- 2) The Committee shall make recommendations to Council to promote universal access to buildings, public spaces programs, services and activities within the City of Iqaluit.
- 3) Exchange information with person with disabilities and the general public about relevant programs and issues of interest.
- 4) Engage in outreach to persons with disabilities to disseminate information and encourage participation.
- 5) Work cooperatively with other civic departments, agencies and boards whose activities affect persons with disabilities.
- 6) Work within the scope provided by the *Cities, Towns and Villages Act* and any other applicable legislation and City of Iqaluit by-law(s).
- 7) The committee shall make recommendations to Council to promote universal access to buildings, public spaces, programs, services and activities within the City of Iqaluit.

III. COMPOSITION OF THE COMMITTEE

- 1) The committee shall be composed of the following:
 - Three Members from Council
 - Up to five members at large (should have relevant experience, knowledge or skills related to the committee's mandate)
 - The Executive Director of the Nunavummi Disabilities Makinnasuaqtiit Society
- 2) The Committee shall have resource people to assist with the Committee's administration and to provide technical advice. These persons may include but are not limited to the following:

Director of Recreation
Recreation staff as appointed by the Director
Chief Administrative Officer
Sustainability Coordinator
Community Wellness Coordinator
- 3) Per Council Procedures By-law, committee membership term shall be three years; appointments shall be conducted after each general election.
- 4) The Chair and Co-Chair of the committee shall be a Councillor.
- 5) The Committee shall appoint a member of the committee as its secretary for the recording of minutes.

IV. OTHER

- 1) The committee shall meet six times per year.
- 2) The committee is advisory only; all requests and recommendations shall be presented to Council.
- 3) Committee communications may include email, regular mail, internet, surveys/questionnaires, in person (presentations before the committee), phone in show, public events.
- 4) The Chair is the official spokesperson of the committee, no other member of the committee speaks for it, unless designated officially by the committee.

- 5) **Members may miss no more than three (3) consecutive meetings without obtaining a leave of absence from the committee. Membership shall be terminated after the third unapproved absence.**

Schedule "C"

By-law No. 790

Terms of Reference
Public Safety Committee

I. COMMITTEE PURPOSE

Community safety is an identified priority for the City of Iqaluit and the community. A safe community has been identified as a community where citizens and visitors feel safe while at home, work or play.

This Committee is to provide strategic direction and leadership on matters relating to public safety in Iqaluit within the parameters of the *Cities, Towns and Villages Act*. The Committee will develop a Community Safety Plan and act as a conduit for informally relaying information from the Committee to the local community in relation to the plan and other community safety projects and to promote inter-agency cooperation.

II. OBJECTIVES

- a) To work in partnership with the RCMP, Emergency and Protective Services and other agencies having jurisdiction with various public safety related issues.
- b) To promote and recognize existing crime prevention, fire and life safety programs and initiatives already being undertaken and encourage new initiatives where gaps are identified.
- c) To remain current on safety trends and changes to emerging issues, opportunities and challenges in the community.
- d) To consult with the residents of Iqaluit on a regular basis to determine the needs of the community as it relates to Public Safety.
- e) To direct safety concerns raised by Iqalumiut to the appropriate agency and/or body that have jurisdiction in resolving such matters;
- f) To oversee the development, implementation and review of the Iqaluit Community Safety Plan; and
- g) To encourage and educate the "whole community" to take ownership of community safety and various initiatives by involving them in the development of the plan.

III. MEMBERSHIP

- A. The Committee shall be composed of:
 - 1. Up to five members at large;
 - 2. Three members of council;
 - 3. Representation from the City of Iqaluit Administration (Emergency & Protective Services)
 - 4. Representative from the RCMP or designate;
 - 5. Ex-officio member: Mayor
- B. Council will advertise for members at large, applicants will be screened and appointed by Council.
- C. Per Council Procedures By-law, committee membership term shall be three years; appointments shall be conducted after each general election. The Committee will retain independent advice from subject matter experts as and when required;
- D. The Chair of the Committee will be a City Councilor approved by Council;
- E. The Secretary to the Committee shall be appointed by the Committee;

IV. MEETINGS

- A. Meetings of the Committee are to be held monthly, or more frequently if needed;
- B. Agenda items are to be forwarded to the Chairperson a minimum of one week prior to the meeting. Additional agenda items will be raised through the Chairperson at the meeting and voted on by the Committee. Agendas will be translated and circulated to Committee Members three days in advance of the meeting along with the minutes and any documents required for discussion;
- C. A quorum will be comprised of no less than half (50%) Committee members not including ex-officio members listed above;
- D. Meetings will be held in Council Chambers and simultaneous translation must be available;
- E. Meetings of the Committee are open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of Council protocols. The public may observe and with permission of the Committee make representation on matters of concern;
- F. Delegations or public presentations must be arranged through the Chairperson in time for the agenda;
- G. The Committee shall report its discussions to Council as required.

V. CHAIRPERSON

- A. The Chairperson will be a member of Council appointed by Council. In the absence of the Chairperson, another member of Council will chair the meeting;
- B. The Chairperson's role is to chair the meeting, coordinate and provide oversight of the Committee operations, report on progress and take recommendations to Council, and to guide the Committee through Council and administrative processes;
- C. The Chairperson is the media spokesperson for the Committee.

VI. RECORD OF MEETINGS

The Administration is responsible for the preparation of minutes of Committee meetings; however, the Committee may at its discretion appoint a recording secretary for each meeting who will submit draft minutes to the Chairperson for processing by the Administration.

VII. LIMITATIONS

The Committee does not have any power or authority to spend public funds.

Schedule "D"

By-law No. 790

Terms of Reference **Recreation Committee**

I. PURPOSE OF THE COMMITTEE

To provide feedback, direction and advice to the Recreation Department and/or City Council on recreational initiatives, infrastructure and activities that may benefit the community.

II. DUTIES OF THE COMMITTEE

- 1) Provide feedback to the Recreation Department or Council on citizen's views on recreational concerns, needs, infrastructure, etc.
- 2) Provide direction to the Recreation Department or Council on methods or means of achieving recreational goals or objectives.
- 3) Provide advice to the Recreation Department or Council on recreational initiatives, trends and ideas that may benefit the community.
- 4) Gather and research information that enables a better understanding of the community issues and provide feedback on solutions and/or possible courses of action to the Recreation Department and/or Council for consideration.
- 5) Provide recommendations to Council on recreational concerns, needs and issues.

III. COMPOSITION OF THE COMMITTEE

- 1) Composition of the Committee

The committee shall be composed of the following:

- Three Members from Council plus the Mayor as an ex-officio
- Up to five members at large

- 2) The Committee shall have resource people to assist with the Committee's administration and to provide technical advice. These persons may include but are not limited to the following:

Director of Recreation
Recreation staff as appointed by the Director
Chief Administrative Officer

- 3) Per Council Procedures By-law, committee membership term shall be three years; appointments shall be conducted after each general election.

IV. OTHER

- 1) The committee shall meet monthly.
- 2) The committee is advisory only.
- 3) Committee communications may include email, regular mail, internet, surveys/questionnaires, in person (presentations before the committee), phone in show, public events.
- 4) The Chair is the official spokesperson of the committee, no other member of the committee speaks for it, unless designated officially by the committee.

Schedule "E"

By-law No. 790

Terms of Reference

Community Economic Development Committee

PURPOSE OF THE COMMITTEE

To advise the City Council on short, medium and long term issues related to CED.

DUTIES OF THE COMMITTEE

- 1) The general role of the CED Committee shall be to:
 - a) Report to City Council on matters of economic development activity in the city and to recommend such actions as may be deemed necessary and;
 - b) Advise on the economic development projects that are not considered the primary responsibility of the CED Committee.
- 2) The CED Committee will advise the City Council regarding any city economic development nature taking into consideration the Government of Nunavut's guiding principles:
 - a) Increase economic growth and business opportunities for individuals and locally based businesses;
 - b) Increase business appeal for new and existing businesses;
 - c) Build and encourage use of local resources;
 - d) Improve community infrastructure;
 - e) Support and strengthen Inuit culture;
 - f) Improve quality of life;
 - g) Support all other initiatives related to economic development:
- 3) The CED Committee will determine a schedule for consulting with stakeholders and the city to ensure that activities and project implementation are prioritized with their interests in mind.
- 4) The CED Officer will work closely with the CED Committee in implementing the Iqaluit CED plan as may be approved for implementation by the City Council.
- 5) The CED Committee will evaluate the progress of initiatives associated with implementation of the Iqaluit CED plan annually, making revisions and improvements accordingly for City Council review and approval.

- 6) The CED Committee will evaluate all applications for funding under the Government of Nunavut - Department of Economic Development & Tourism's programs and make recommendations for approval and/or further action.
- 7) All reports and recommendations of the CED Committee shall be in writing and must be translated.

COMPOSITION OF THE COMMITTEE

- 1) The CED Committee shall be composed of the following:
 - a) Three (3) councillors from the City Council and;
 - b) Three (3) members at large;
 - c) Chief Administration Officer - Ex-officio member;
 - d) A Representative of Iqaluit Chamber of Commerce - Ex-officio member.
- 2) The Community Economic Development Officer will act as secretary to the CED Committee.
- 3) The CED Committee shall have resource people to assist with the city administration and to provide technical advice, these persons may include but are not limited to the following:
 - a) Chief Administrative Officer (CAO)
 - b) Acting CAO
 - c) Chambers of Commerce based in Iqaluit
 - d) Designated Inuit Organizations
- 4) Per Council Procedures By-law, committee membership term shall be three years; appointments shall be conducted after each general election.
- 5) Quorum shall be half of the CED Committee members and the Chair must be an elected Councillor.

MEETING SCHEDULE

- 1) The CED Committee shall meet monthly and/or by call of the Chairperson.

SCHEDULE "F"

By-law No. 790

Terms of Reference **Taxi Review Board**

I. COMMITTEE PURPOSE

The purpose of the Taxi Review Board will be to review, on an annual basis, the tariffs and fees as well as a formal review of By-law 590 and make recommendations for amendments to Council as required.

II. COMPOSITION AND OPERATIONS

- a) The board shall consist of voting members, the Mayor, two (2) Councillors, three (3) members at large and non-voting members, one (1) Administrative representative (Chief Municipal Enforcement Officer), one (1) member of the RCMP and one (1) Motor Vehicles Enforcement Officer.
- b) Per Council Procedures By-law, committee membership term shall be three years; appointments shall be conducted after each general election.
- c) No member of the taxi industry shall be appointed as a member of the Taxi Review Board.
- d) The Chair of the board shall be a Councillor.
- e) The co-chair of the board shall be a Councillor.
- f) Quorum will be comprised of half of the board members and shall include the Councillor.
- g) All meetings shall be held in a Public Forum.
- h) The board shall meet on a quarterly basis.
- i) The Board may from time to time retain independent advice from internal departments and external agencies.
- j) Special Meetings may be held as necessary at the discretion of the Board chair.

III. DUTIES AND RESPONSIBILITIES

- a) The first meeting shall take place within the first 90 days of a new fiscal year to review both the fare and tariff schedule.
- b) Review of By-law 590.
- c) Set goals and objectives.
- d) Respond to appeals from applicants and individuals within the taxi industry.
- e) Ensure that business conducted by the Taxi Review Board and any sub-committee(s) falls within the provisions established in the *Cities, Towns and Villages Act*.

IV. CONFIDENTIALITY

Appeals and other business shall be held in camera as deemed necessary the Taxi Review Board.

V. ACCOUNTABILITY

The Chair of the Taxi Review Board shall submit reports to Council pertaining to board business.

SCHEDULE "G"

By-law No. 790

Terms of Reference **Taxi Advisory and Complaints Committee**

I. COMMITTEE PURPOSE

The purpose of the committee will be to review, respond to and address public concerns and complaints respecting the taxi industry in a fair and impartial manner. The committee will make recommendations to and will report to the Taxi Review Board.

II. COMPOSITION AND OPERATIONS

- k) The committee shall consist of voting members that will include one (1) member of the Taxi Review Board and five (5) Members at Large.
- l) There are no membership criteria for this committee.
- m) Per Council Procedures By-law, committee membership term shall be three years; appointments shall be conducted after each general election.
- n) The Chair of the Committee shall be the Chair of the Review Board.
- o) The co-chair of the Committee shall be decided via vote.
- p) Quorum will be comprised of half of the committee members and shall include the Councillor.
- q) All meetings shall be held in a Public Forum.
- r) The committee shall meet on a bi-monthly basis if necessary and as necessary.

III. DUTIES AND RESPONSIBILITIES

- f) The co-chair shall be selected by vote at the committee's first meeting.
- g) The committee must develop a standardized complaint process which must include a Log of Received Complaints, a standardized Complaint form as well as an Outcome/Recommendation to Council form
- h) The committee shall deal with any and all complaints in a timely and unbiased manner.

IV. CONFIDENTIALITY

No matters of this committee shall be dealt with In Camera.

V. ACCOUNTABILITY

The Chair of the Taxi Advisory and Complaints Committee shall submit recommendations and reports to the Taxi Review Board. All recommendations shall receive Council approval.

