



MAYORAL DIRECTION PROTOCOL

Protocol Title: **Responsible Use of Powers Regarding Committees of Council**

Effective Date: 2025-09-18

Revised Date:

1.0 PURPOSE AND SCOPE

This protocol provides guidance for the responsible and transparent use of the Head of Council's authority under Section 284.8 of the *Municipal Act, 2001*, regarding the establishment, dissolution, and structuring of prescribed committees of council, including the appointment of committee leadership and the assignment of committee functions.

2.0 LEGISLATIVE CONTEXT

Under Section 284.8 of the *Municipal Act, 2001*, the Head of Council may:

- a) Establish or dissolve prescribed committees;
- b) Appoint the chairs and vice-chairs of such committees; and
- c) Assign functions to such committees.

This protocol provides a governance-based approach to how these powers are to be exercised in the municipality to ensure alignment with Council's strategic direction, operational clarity, and public accountability.

3.0 GUIDING PRINCIPLES

3.1 Consultation with Council

Prior to implementing any committee-related decisions under Section 284.8, the Head of Council will present the proposal to Council for discussion and input.

Consultation may be conducted through:

- a) A Council meeting agenda item;
- b) Circulation of a written proposal to all members; or
- c) A dedicated governance or committee working session; or
- d) Individual consultations with Council members.

3.2 Written Record and Transparency

All formal decisions made under Section 284.8 will be issued in writing. Written directives will be submitted to the Clerk for:

- a) Municipal recordkeeping; and
- b) Public disclosure, subject to any applicable confidentiality provisions.

3.3 Balanced Appointments

When establishing, dissolving, and structuring prescribed committees of council, when making committee leadership appointments, and when assigning committee functions, the Head of Council will consider.

- a) Equitable representation of council members;
- b) Skill sets and experience relevant to committee mandates;
- c) Appropriate balance between the need for continuity and renewal
- d) Inclusion of both majority and minority voices to reflect council as a whole.

3.4 Strategic and Legislative Alignment

Functions assigned to committees will:

- a) Align with Council's approved strategic priorities;
- b) Avoid duplication of administrative or existing Council roles;
- c) Support transparency and efficiency in decision-making.

3.5 Clerk and CAO Involvement

The Clerk will support the Head of Council in maintaining a clear and accessible record of committee decisions and appointments.

The CAO may be consulted to assess operational feasibility or resourcing implications of proposed committee mandates.

4.0 IMPLEMENTATION AND REVIEW

- a) This protocol is intended to guide the conduct of the Head of Council in a manner that fosters trust, collaboration, and transparency.
- b) The protocol will be reviewed following each municipal election or upon the request of Council.

5.0 PUBLIC AVAILABILITY

This protocol shall be made publicly available on the municipal website and upon request through the Clerk's Office to ensure transparency in governance and public understanding of the Head of Council's use of Strong Mayor Powers.

Appendix A: Council Approved Resolution -June 5, 2025

WHEREAS Section 284.8 of the Municipal Act, 2001 assigns to the Head of Council the authority to:

- Establish or dissolve prescribed committees;
- Appoint chairs and vice-chairs of prescribed committees; and
- Assign functions to such committees;

AND WHEREAS committees are essential tools for good governance, detailed review, and transparent decision-making;

NOW THEREFORE BE IT RESOLVED THAT Council respectfully requests that the Head of Council exercise their authority under Section 284.8 in consultation with Council, and that:

- Any proposal to create, dissolve, or restructure a committee be presented to Council for discussion prior to implementation;
- Appointments to committee leadership reflect a balanced and inclusive approach that encourages full Council participation;
- The assignment of committee functions aligns with Council's strategic goals and legislative mandates;

AND THAT the Head of Council consider establishing a governance protocol to guide how committee-related decisions will be made and communicated to Council and the public.

The protocol is designed to ensure:

- c) Any proposal to create, dissolve, or restructure a committee be presented to Council for discussion prior to implementation;
- d) Appointments to committee leadership reflect a balanced and inclusive approach that encourages full Council participation;
- e) The assignment of committee functions aligns with Council's strategic goals and legislative mandates.