



Council Composition Review Committee Meeting Minutes

**Tuesday, November 5, 2024, 12:06 p.m.
McNaughton Room - 3rd Floor, City Hall**

1. Council Composition Review Committee Meeting 10-2024

Chair: Cody Fraser

2. Members

Wayne Bahlieda
Riley Burton
Cody Fraser
Heather McLeod

3. Officials

John Collin, City Manager
Krista Power, Director of Legislative Services & City Clerk
Cynthia Olsen, Director – Strategy & Engagement
Stacey Levanen, Supervisor – Corporate Communications & Community Engagement
Susan Henton, Lead Mapping Technician
Crystal DePeuter, Council & Committee Clerk

4. Resource Persons

Tina Larocque, Coordinator - Boards/Committees & Special Projects
Jeff Walters, Communications Officer

5. Disclosures of Interest

6. Agenda Approval

MOVED BY: Wayne Bahlieda
SECONDED BY: Heather McLeod

WITH RESPECT to the November 5, 2024 meeting of the Council Composition Review Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

7. Confirmation of Previous Minutes

The Minutes of Meeting 09-2024 of the Council Composition Review Committee, held on October 1, 2024, to be confirmed.

MOVED BY: Riley Burton
SECONDED BY: Wayne Bahlieda

THAT the Minutes of Meeting 09-2024 Council Composition Review Committee, held on October 1, 2024, be confirmed.

CARRIED

8. Phase Two: Public Engagement

Director of Legislative Services & City Clerk Krista Power and Supervisor - Corporate Communications & Community Engagement Stacey Levanen provided an update on Phase Two: Public Engagement initiatives including:

- an overview of engagements and interactions to date;
- survey uptake; and
- the level of visibility at events.

It was confirmed that data from public engagements including survey results would be presented to the committee at the December 3, 2024 meeting. Committee members determined that a longer meeting was necessary to receive the information and extended the December 3, 2024 meeting by one hour.

8.1 Special Committee - Public Deputations

Discussion relative to the design of a special committee meeting for public deputations as part of Phase Two Public Engagement.

Director - Legislative Services & City Clerk Krista Power provided an overview of the deputation process advising that the deadline to submit

requests is November 15, 2024 and that deputants will have 10 minutes to address committee members followed by an opportunity to field questions.

Supervisor - Corporate Communications & Community Engagement
Stacey Levanen confirmed that information on the deputation meeting will be shared with the public through social media.

8.2 Open House

Discussion relative to the inclusion of a concluding open house as part of Phase Two: Public Engagement plan.

Discussion was held to determine a course of action regarding an open house for public engagement. It was determined that public engagement on phase 2 has been exhaustive and that the public will have opportunity to engage further when the recommendation goes to council for decision. The committee would not move forward on an open house at this time.

9. Preparation of Committee Report

Director of Legislative Services & City Clerk Krista Power to present a template and sample report to the committee for consideration and discussion.

Director - Legislative Services & City Clerk Krista Power presented a sample report and an overview of the decision-making process for council once the recommendation is received from the committee.

Discussion was held regarding the timeline and format for the report and presenting to council. Director - Legislative Services & City Clerk Krista Power confirmed that the by-law will need to be passed by May 2025 to ensure application to the 2026 municipal election.

Discussion was held regarding the decision-making process and criteria for committee members in determining the final recommendation. Director - Legislative Services & City Clerk Krista Power advised that decisions in committee are determined through majority vote.

It was determined that the committee would determine decision criteria, report content and format, and timeline following the phase 2 public engagement data analysis presentation on December 3, 2024.

10. Timeline

Updated timeline, for information.

11. New Business

12. Next Meeting

The next scheduled meetings for 2024 to be held in the McNaughton Room, City Hall are as follows:

November 20, 2024 at 5:00 p.m.

December 3, 2024 at 12:00 p.m.

13. Adjournment

The meeting adjourned at 12:55 p.m.