



**DISTRICT OF SECHELT  
COMMITTEE OF THE WHOLE MEETING**

**Community Meeting Room, 5797 Cowrie Street, Sechelt, BC  
Wednesday, November 14, 2018  
3:00 pm**

**AGENDA**

---

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. BUSINESS ITEMS**

3.1 Committee of the Whole Terms of Reference Pg 2 - 4

- Report from the Corporate Officer dated November 7, 2018

3.2 Planning and Engineering Development Activity and Status Verbal

- Presentation from the Director of Planning & Development Services and Director of Engineering and Operations

**4. ADJOURNMENT**



## REQUEST FOR DECISION

---

**TO:** Committee of the Whole

**REPORT DATE:** November 7, 2018

**TARGET DECISION DATE:** November 14, 2018

**FROM:** Corporate Officer

**RE:** Draft Terms of Reference for Committee of the Whole

**FILE NO:** 0540

---

### RECOMMENDATION:

1. That the report from the Corporate Officer dated November 7, 2018 with attached draft Committee of the Whole Terms of Reference be received.
2. That the Committee of the Whole Terms of Reference be adopted as presented, and replace any previous Committee of the Whole Terms of Reference adopted by Council.

### PURPOSE

To consider adopting Terms of Reference for Committee of the Whole.

### OPTIONS

1. Endorse the above recommendations.
2. Direct amendments be made to the Terms of Reference before adopting.

### DISCUSSION

#### Context/Background

The attached Terms of Reference are proposed for Committee's consideration and recommendation to Council.

#### Strategic Plan

Goal #1 – Effective Governance

#### Policy Implications

Committee's recommendation regarding the Terms of Reference will be forwarded to Council for endorsement.

**Financial Implications**

There are no direct financial implications.

**Communications**

The adopted Terms of Reference will be published on the District's web site.

Respectfully submitted,

Jo-Anne Frank  
Corporate Officer

Attachment: Draft Terms of Reference

DISTRICT OF SECHELT  
COMMITTEE OF THE WHOLE

**TERMS OF REFERENCE**

**Purpose/Mandate:**

The Committee of the Whole will consider, inquire into, report, and make recommendations to Council on matters such as, but not limited to, the following:

- Land use, development, and community planning;
- Financial objectives and policies including annual budget deliberations;
- Municipal public works and community services objectives and policies related to sewer, solid waste, parks, trails, and other District of Sechelt owned community and recreation property;
- Any other governance and policy matters that fall within the mandate of the District of Sechelt Council.

**Membership:**

Committee of the Whole members are the Mayor and all members of Council.

**Quorum:**

A simple majority of the membership will constitute a quorum.

**Rules of Procedure:**

The Committee of the Whole will follow the Council Procedure Bylaw in the conduct of its business.

The Acting Mayor will be the Chair of the Committee.

Committee of the Whole meetings shall be scheduled at 3 p.m., on the second and fourth Wednesday of each month.

Meetings shall be open to the public except for those topics that fall within Section 90 (“Meetings that may or must be closed to the public”) of the Community Charter.

**Resources:**

Agendas will be prepared and distributed by Corporate Services. Staff liaisons will attend as appropriate. A Recording Secretary will attend all meetings for the purpose of recording the minutes.