



Memorandum

Legal and Legislative Services

Prepared for: Regular Council

Meeting Date: Monday, March 31, 2025

Title: Chair and Vice-Chair of Business Subdivisions for the 2022-2026 Council Term

Section 18.7 of the Council Rules of Procedure By-law, as amended, prescribes the selection process and timeline for Chairs and Vice-Chairs of Business Subdivisions. The Council term is divided into three 16-month periods, with Chairs and Vice-Chairs switching positions at the 8-month mark of each 16-month portion. Initially, the Chair and Vice-Chair of each Subdivision are appointed by by-law at the Inaugural Meeting of Council. Subsequent selections of Chairs and Vice-Chairs for Business Subdivisions are executed by resolution of Council in the last month of the 16 months. No formal resolution is required when Chairs and Vice-Chairs switch roles.

The table below outlines the prescribed timelines, along with the timelines that have occurred thus far in the term.

Prescribed Timeline (16 Months)	Actual Timeline	Number of Months	Meeting Date and Resolution
November 2022 to February 2024	November 21, 2022, to March 14, 2024 Roles should have switched in June 2023	17 Months	November 21, 2022 Recommendations 2, 3 and 8
March 2024 to June 2025	March 14, 2024, to July 27, 2025 Roles should have switched in October 2024	17 Months	February 26, 2024 Resolution 7
July 2025 to October 2026	To be determined		

Council has closely followed the 16-month prescribed timelines for appointing Chairs and Vice-Chairs of Business Subdivisions. However, the first switch of the Chair and Vice-Chair roles did not take place at the 8-month mark, in part due to transitions within Legislative Services. For the current 16-month period, Council has not yet switched Chair and Vice-Chair roles.

Council is currently operating from the following Resolution passed on February 26, 2024, which expires on **July 27, 2025**:

Resolution 7

Moved by: Councillor McDermott

Seconded by: Councillor Christensen

Whereas: Section 18.8 of Council's Rules of Procedure By-law states that Prior to April 1 in the second year of the term, Council meets in open session and selects the Chair and Vice-Chair for each Business Subdivision for the second sixteen-month period of the term.

Now, therefore, be it resolved,

That: Council appoints the following Chair and Vice-chair for the Business Subdivisions of Council-in-Committee for the period of March 14, 2024, to July 27, 2025:

Planning and Development Services

Councillor Christensen, Chair

Councillor Dubanow, Vice-Chair

Infrastructure Services

Councillor Lewis, Chair

Councillor Noyes, Vice-Chair

Corporate and Community Services

Councillor Flagg, Chair

Councillor McDermott, Vice-Chair

On the November 18, 2024, Regular Council Meeting Agenda, the selection of Chairs and Vice-Chairs for Business Subdivisions from November 18, 2024, to July 21, 2025, was included under New Business. This item was to inform Council of switching the Chair and Vice-Chair roles according to the Rules of Procedure and not to reselect new Chairs and Vice-Chairs of each Business Subdivision. Council deferred the item to the December 2, 2024, meeting.

At the December 2, 2024, Special Council Meeting, Council deferred the item to the March 31, 2025, Regular Council Meeting.

The table below outlines the selection of Business Subdivision Chairs and Vice-Chairs thus far for the 2022-2026 Council term.

Timelines	Subdivision	Members of Council
November 2022, to March 14, 2024 Councillors did not switch roles until March 2024 (start of the new 16-month timeline)	Corporate and Community Services	Chair: Councillor McDermott Vice-Chair: Councillor Flagg
	Infrastructure Services	Chair: Councillor Noyes Vice-Chair: Councillor Lewis
	Planning, Building and By-law Services	Chair: Councillor Dubanow Vice-Chair: Councillor Christensen
March 14, 2024, to July 27, 2025 Councillors did not switch roles in October 2024	Corporate and Community Services	Chair: Councillor Flagg Vice-Chair: Councillor McDermott
	Infrastructure Services	Chair: Councillor Lewis Vice-Chair: Councillor Noyes
	Planning, Building and By-law Services	Chair: Councillor Christensen Vice-Chair: Councillor Dubanow

Options

Council retains full discretion in determining the most effective approach for Chair and Vice-Chair appointments while ensuring alignment with the Rules of Procedure. Staff are requesting direction from Council on their desired approach for managing the Chair and Vice-Chair roles for Business Subdivisions for the remainder of the term.

Council could choose to remain in their current roles within their current subdivisions for the remaining four months of the current 16-month period; this decision would balance out the fact that roles were not switched for the first 16-month period and is most in line with Council's Rules of Procedure. No resolution from Council is required for this action.

Council could choose to switch the Chair and Vice-Chairs' roles for the remaining 4 months instead of the usual 8 months. No resolution from Council is required for this action.

Council could appoint new Chairs and Vice-Chairs early and establish the last term period for 19 months instead of 16. A Resolution from Council would be required for this action, selecting Chairs and Vice-Chairs for April 1, 2025, to October 13, 2026.

Council could split the final 19 months of the term into two 9.5-month periods and select new Chairs and Vice-Chairs for both periods. A Resolution from Council would be required for this action, selecting Chairs and Vice-Chairs for April 1, 2025, to December 5, 2025. The selection of Chairs and Vice-Chairs for the final 9.5-month period would return to Council in November 2025 for the final resolution.

Prepared by:
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