



## Committee Report

**To:** Warden Mitch Twolan  
Members of the Executive Committee

**From:** Donna Van Wyck  
Clerk

**Date:** July 2, 2020

**Re:** Procedure By-law Amendments

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### Staff Recommendation:

That the Procedure By-law be amended as follows:

Section	Change/Addition
25.1	The Human Resources Committee was renamed to Workplace Engagement Services Committee
26.3 Corporate Services Committee	<p>Updated the wording for the Corporate Services Committee role:</p> <p>The Corporate Services Committee is responsible for the oversight of matters related to finance, purchasing, emergency management and facilities management. The Committee reviews both policy and operational matters and provides direction on the operations of the County.</p>
26.7 Information Technology Committee	<p>New addition to the by-law:</p> <p>The Information Technology Services Committee is responsible for all aspects of information technology including but not limited to end user computing, server, network, cloud infrastructure, software as a service vendor agreement, software licensing and voice and data communications.</p> <p>The Committee will review and approve IT-related projects and technology architecture initiatives, which require approval by the Committee. In considering</p>

Section	Change/Addition
	<p>such projects and initiatives, the Committee shall assess risk areas, including:</p> <ul style="list-style-type: none"> <li>- data quality and data governance</li> <li>- privacy and protection of personal information</li> <li>- data security and information technology system controls</li> <li>- disaster and recovery planning</li> <li>- financial, reputational, compliance risks</li> <li>- sustainability considerations</li> <li>- project and system implementation risks</li> </ul>
26.11 Transportation and Environmental Services Committee	<p>Updated the wording for the Transportation and Environmental Services Committee role:</p> <p>The Transportation and Environmental Services Committee is responsible for the oversight of permitting, year-round maintenance and for the capital improvements on the County road system and recreational trails. This Committee oversees environmental matters: waste management, County forests management, vegetation management, wildlife and fisheries management, and protected lands. The Committee also has oversight of public, specialized and active transportation. The Committee oversees land transactions for the County right of way.</p>
26.4 to 26.6 and 26.8 to 26.10 Executive, Homes, Human Services, Museum, Paramedic Services and Planning and Development Committees	Minor wording changes to Committee descriptions.

### Background:

A review of the Duties of the Committees section of the County's Procedure By-law was undertaken and a result some updating of the description of the Committee's mandate has been included in the attached draft by-law.

The Information Technology Services Committee description is a new addition to the by-law.

### Financial/Staffing/Legal/IT Considerations:

There is no financial, staffing, legal or IT considerations associated with this report.

**Interdepartmental Consultation:**

Directors reviewed the Duties of the Committee section of the procedure by-law as it relates to their Department.

**Link to Strategic Goals and Elements:**

None identified.

**Approved by:**A handwritten signature in black ink, appearing to read "Sandra Datars Bere". The signature is fluid and cursive, with the first name "Sandra" being the most prominent part.

Sandra Datars Bere  
Chief Administrative Officer