



## **Committee of the Whole Report**

### **For the Meeting of October 28, 2021**

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**To:** Committee of the Whole

**Date:** October 15, 2021

**From:** Curt Kingsley, City Clerk

**Subject:** Governance Review – Phase 1 Public Stakeholder Group

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### **RECOMMENDATION**

That Council:

1. Approve the proposed public stakeholder group selection criteria, and
2. Delegate selection of the focus group participants to MNP.

### **EXECUTIVE SUMMARY**

Council's Strategic Plan includes Undertaking a Governance Review as an Action Item for 2021. At the April 1, 2021 Committee of the Whole meeting, staff reported on the approach for initiating the project and Council directed staff to initiate the procurement process and report back once the consultant was selected.

The successful proponent MNP LLP is ready to begin Phase 1 of the project, the objective of which is to determine the final scope of the Governance Review. It will consist of interviews with Mayor and Council, a group interview with senior staff, and a focus group(s) of stakeholder representatives. MNP have proposed selection criteria for the public stakeholder group for Council approval, and staff recommend Council delegate the selection process to MNP. This stakeholder engagement is solely for the purposes of determining the scope; additional consultation will be undertaken as part of the second phase.

The final scope for the Governance Review will be brought back to Council for approval after the completion of the work of Phase 1.

### **PURPOSE**

The purpose of this report is to seek Council approval for the selection criteria and processes for the stakeholder groups for Phase 1 of the Governance Review process.

### **BACKGROUND**

Council's Strategic Plan includes Undertaking a Governance Review as an Action Item for 2021. In November 2020, Council approved the general scope for the governance review. Subsequently Council approved funding to engage a consultant to conduct the governance review.

At the April 1, 2021 Committee of the Whole meeting, staff reported on the approach for initiating the project and Council adopted the following resolution:

*That Council direct staff to initiate the process for consultant services for a Governance Review and report back to council with the workplan once the consultant is selected.*

Staff have since concluded the procurement process and the successful proponent is MNP LLP. The consultant has gathered and reviewed background information and is ready to begin Phase 1 of the project. An overview of the project and the upcoming phases is attached as Appendix 1. The objective of the Phase 1 is to determine the final scope of the Governance Review. It will consist of interviews with Mayor and Council, a group interview with senior staff, and a focus group(s) of stakeholder representatives.

Discussion topics for Phase 1 interviews and focus groups will include goals and expectations for the Governance Review, governance systems and processes for the City. The consultant will also further explore the elements Council has already identified for the review and the reasons why they were identified. The final scope will be brought back to Council for approval after the completion of the work of Phase 1.

## **ISSUES & ANALYSIS**

### *Selection Criteria*

The consultant has developed selection criteria for the members of the public stakeholder group, attached as Appendix 2. Equity and anti-racism considerations were included in the terms of reference as a requirement for the consultant to consider in both their proposed approach and methods to engage Council, staff and stakeholders. The consultant has incorporated these considerations into their recommended selection criteria.

### *Selection Process*

The consultant proposes Council delegate the selection of members to the public stakeholder group to the consultant. A fully delegated selection process would be the most efficient for the project timeline, while allowing the consultant to carefully evaluate the equity principles when making selections to the group. If Council wishes to be involved in the selection process or make the selections itself, there will be delays in the current project timeline. The current project timeline is planned to have the project fully completed before the 2022 election process.

## **OPTIONS AND IMPACTS**

**Option 1 – Approve the proposed public stakeholder group selection criteria and delegate the selection process to MNP (*Recommended*)**

**Option 2 - Provide alternate direction to staff.**

### *Impacts on Financial Plan*

Funding for this project is included in the 2021 Financial Plan.

### *Accessibility Impact Statement*

Accessibility is included in the broader equity considerations noted in this report, specifically distributional and structural equity considerations.

## **CONCLUSIONS**

Phase 1 of the Governance Review consists of three stakeholder sessions to inform the final scope of the review, which will be subject to Council's approval. MNP has developed selection criteria

for the public stakeholder group. The consultant has incorporated equity and anti-racism principles into their recommended selection criteria. A delegated selection process would be the most efficient for the project timeline, while allowing the consultant to carefully evaluate the equity principles when making selections to the group.

Respectfully submitted,

Curt Kingsley  
CityClerk

Susanne Thompson  
Deputy City Manager/Chief Financial Officer

**Report accepted and recommended by the City Manager.**

**List of Attachments:**

**Appendix 1 – Governance Review Overview**

**Appendix 2 – Selection Criteria for Phase 1 Public Engagement**