



Committee of the Whole Report

For the Meeting of August 10, 2017

To: Committee of the Whole
From: Chris Coates, City Clerk
Subject: Advisory Bodies to Council

Date: January 9, 2016

RECOMMENDATION

1. That Council approve the Overarching Committee Policy.
2. That staff review Terms of Reference for Advisory Bodies and bring forward recommended changes if needed to ensure consistency with the Overarching Policy.

EXECUTIVE SUMMARY

In January 2017, Council directed staff to bring forward policy options to address process enhancements for Advisory bodies to Council to address. A copy of the July 12, 2017 Committee of the Whole Report is attached as Appendix A. The Draft Policy is attached as Appendix B.

Attached for Council's consideration is a draft Policy that addresses a number of issues relating to these Advisory Bodies with the objective to provide:

- clear definitions of the roles and responsibilities of committee members, council liaisons and staff support;
- a strong connection to Council's strategic plan by initiating an annual work plan approved by Council;
- sequencing the work plan completion with the City's budget cycle to address all financial implications during the budget process;
- consistent criteria for meeting procedures and minute taking practices;
- a clear process for moving Committee recommendations forward for Council to consider

The proposed policy is intended to focus committee activities to maximize effectiveness, as well as manage the time commitment of the participants. Should Council approve the Policy, Terms of Reference for Advisory Bodies should be reviewed, and revised where necessary to ensure consistency with the new Policy.

PURPOSE

The purpose of this report is to provide a draft policy covering Advisory Bodies to Council to clarify a number of issues to enhance functionality and create stronger linkages to the Strategic and Financial Plans and to create a more fulfilling experience for members of Committees in the City.

BACKGROUND

Council has established a number of Advisory Bodies that provide a valuable contribution to the City. On January 26, 2017 Council passed the following motion:

“That Council direct Staff to bring forward policy options to address process enhancements for Advisory Bodies to Council”.

ISSUES AND ANALYSIS

Council has established a number of Advisory Bodies to Council where citizen participants provide a wide range of expertise and advice to Council on a variety of subject areas. These include such things as Accessibility, Active Transportation, Land Use applications, heritage matters etc.

These committees each have varying terms of reference that address some issues, predominantly area of focus related. There are a number of other issues that Council may consider addressing in an overarching policy that could assist with meeting functionality, reporting procedures and creating a stronger connection to Council, and Council's Strategic and Financial Plans. Primary objectives of the proposed policy include consistency city-wide for all groups which in turn provides Council with consistency in terms of how Committee information comes forward for consideration.

Most importantly to sustain an engaged citizen based group functional clarity can create efficiencies that will create a more productive committee and be thoughtful of the time commitments of the committee members.

The draft Policy:

- confirms that members are at the Policy level providing advice to Council;
- Identifies conflict of interest provisions similar to those applicable to council members
- clarifies the supportive role of the council liaison;
- identifies the role of staff supporting committees;
- clarifies meeting and minute taking procedures;
- establishes a reporting process for Council to consider recommendations from Committees.
- establishes the requirement for a Work Plan approved by Council to create the important connections with Financial and Strategic Plans.

Accessibility Impacts

There are no specific impacts of this Policy in terms of Accessibility issues.

2015– 2018 Strategic Plan

Council's Strategic Plan in Objective 1 Innovate and Lead, identifies an outcome to “Introduce focused advisory committees and taskforces to build capacity and include public input within specific projects and timelines. Focus mandate and meeting frequency of broad topical advisory committees”. The proposed policy is developed to meet this objectives.

Impacts to Financial Plan

There are no impacts on the Financial Plan that result from his Policy. If approved it will establish a better connection with the Financial Plan process and address the Committee's resourcing and financial requirements.

CONCLUSIONS

Advisory Bodies provide valuable advice and information to Council. Focused advisory groups are identified in Council's strategic Plan. Having clear procedures in place can greatly enhance the experience for the residents of the City who participate in these groups.

Respectfully submitted,



Chris Coates
City Clerk



Jocelyn Jenkyns
Deputy City Manager

Report accepted and recommended by the City Manager:



Date: August 4, 2017

List of Attachments:

Appendix A: January 19, 2017 Committee of the Whole Report
Appendix B – Draft Overarching Advisory Bodies Policy