



Committee of the Whole Report

For the Meeting of January 19, 2016

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

Date: January 9, 2016

RECOMMENDATION

That Council direct staff to bring forward policy options to address process enhancements for advisory bodies to Council.

EXECUTIVE SUMMARY

Council's Strategic Plan 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".

Advisory bodies to a local government can be very effective and provide valuable information to Council. In order for these types of committees to function efficiently and effectively, Terms of Reference should establish:

- a clear mandate;
- a connection with Council's Strategic Plan;
- appropriate staff support; and,
- a clear reporting process to have the recommendations come forward to Council for consideration.

Council has established a number of citizen based Advisory Committees, Task Forces and Working Groups to assist the City and to ultimately provide recommendations to Council. Committees have been established by Council resolution along with the Terms of Reference for them. In reviewing the existing committees, it has come to light that in some cases, the Terms of Reference do not include reporting back provisions or a provision for staff review of the recommendations from financial and operational perspectives. Another consideration currently missing is, the appropriate resourcing of the Committee to formulate recommendations with resource implications consistent with Strategic Objectives and City plans and activities. Finally, and perhaps even more importantly, focus and process for advisory bodies should produce the added benefit of focusing and assisting citizen based groups with their mandate in providing input to the City.

There is currently no standardized approach for the issues noted above and bringing forward multiple amendments to the Terms of Reference for each existing Committee would be cumbersome.

In keeping with the City's ongoing continuous improvement process, Council may wish to consider enacting an overarching Policy covering the Advisory Bodies. A policy of this nature would provide clarity and certainty for Committee members and for Council. Such a policy would also provide for an informed discussion when recommendations do come forward to Council for consideration.

Respectfully submitted,



Chris Coates
City Clerk



Jocelyn Jenkins
Deputy City Manager

Report accepted and recommended by the City Manager:

Date:


