



For the Committee of the Whole Meeting August 3 2017

Date: Monday July 24 2017

From: Mayor Helps

Subject: Councillor Liaison Terms of Reference and Appointments

Background

In December 2014 Council met with the Neighbourhood Associations to determine terms of reference for Councillor Neighbourhood Liaisons. These terms of reference remained in draft form. In the meantime, through its strategic plan, Council directed staff to create a staff Neighbourhoods Team to work with community and neighbourhood associations. The purpose and work of the staff team is laid out in the staff report in the previous agenda item. In sum, the purpose is to inform and collaborate with community and neighbourhood associations and staff on City processes, expectations and opportunities and to build the capacity and social capital in neighbourhoods.

At the beginning of the work of the Neighbourhoods Team there was some thought that having a dedicated staff person in each neighbourhood might alleviate the need for Councillor Neighbourhood Liaisons. What has become clear over the past year and a half is that both roles are necessary. In order to ensure role clarity and to ensure that we take seriously the hopes, dreams and aspirations of neighbourhoods both operationally and from a governance perspective, I have revised the draft Terms of Reference (see Appendix A).

As per the Terms of Reference Councillor Neighbourhood Liaison appointments are to last for a two-year term and then be revisited. Given that we are two and a half years into the term, I will look for Council's guidance (see recommendation below) as to whether Council thinks the appointments should remain as they are for the remainder of the term or whether a shuffle should happen.

Recommendation

1. That Council adopt the Councillor Neighbourhood Liaison Terms of Reference as presented in Appendix A.
2. That Council determine whether each councillor will stay assigned to her/his current neighbourhood for the remainder of the term or will be assigned to a new neighbourhood.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Z. Helps", written over the printed name "Mayor Helps".

Mayor Helps

Appendix A

Terms of Reference for Councillor Neighbourhood Liaisons

Council appoints a councillor to act as a liaison to each community or neighbourhood association. These appointments are made at the beginning of a new term of council and are for a two year-period. Council will review the appointments at the end of the two-year period with an option to renew the appointment or to adjust according to neighbourhood needs and council discretion. The roles and responsibilities of a Councillor Liaison include:

Be Informed

1. Take the time to learn about the neighbourhood including its values and history and about the emerging issues, concerns and opportunities.
2. Be knowledgeable about neighbourhood priorities and the neighbourhood's relationship with City Hall.
3. Be informed and aware of trends and issues in other neighbourhoods that are relevant to the neighbourhood and of issues that border on two or more neighbourhoods.

Be Available

1. Attend Neighbourhood Association and Landuse Committee meetings at the request of the Neighbourhood Association and neighbourhood events as available and:
 - Take feedback from the Neighbourhood Association to Council
 - Find a replacement councillor when unable to attend
2. Be open, available and responsive as the initial point of contact for neighbourhood residents and direct them to their staff Neighbourhood Team member to get the service they need.

Communicate

1. Communicate the interests and concerns of the Neighbourhood Association to Council.
2. Be proactive on issues that matter to the neighbourhood and on neighbourhood priorities.
3. Support the Neighbourhood Association in advocating for and representing their priorities to Council in order to help maximize the potential of Neighbourhood Associations and to help them be creative and proactive in addressing neighbourhood challenges and opportunities.
4. In coordination with the Neighbourhood Team member, close the loop on communication and action items with the neighbourhood.

Create Linkages

1. Promote the Neighbourhood Association to other potential partners, businesses and other community and industry organizations and make connections beneficial to the Neighbourhood Association where possible.