



# REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: Advisory Bodies Policy CO-79

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From: Kelly Kenney  
Corporate Officer

Date: November 24, 2021

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## RECOMMENDATION:

THAT

1. Advisory Bodies Policy CO-79 be approved.
2. Committees and Working Groups Policy CO-22 be repealed.
3. Annual Reports for Committees Policy CO-28 be repealed.

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## PURPOSE:

The purpose of this report is to bring forward for Council's consideration of approval Advisory Bodies Policy CO-79 and to repeal Policies CO-22 and CO-28 that are made redundant by Policy CO-79.

## POLICY:

Community Charter definitions:

"council committee" means

- (a) a select committee of a council,
- (b) a standing committee of a council, or
- (c) any other body established by a council that is composed solely of council members;

#### Standing committees of council

- 141 (1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.
- (2) At least half of the members of a standing committee must be council members.
- (3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.

#### Select committees of council

- 142 (1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.
- (2) At least one member of a select committee must be a council member.
- (3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.

The City has numerous policies that, either directly or indirectly, apply to various advisory bodies, some of which have not been reviewed or updated in some time:

Policy CO-22 - Committees and Working Groups - Purpose of policy is to differentiate a "committee" from a "working group" and require "working groups" to provide annual report to Council

Policy CO-28 - Annual Reports for Committees - Establishes which committees must provide annual report to Council

Policy CO-36- Event & Parade Committees - Terms of Reference

Policy CO-42 - Terms of Reference for Joint School District No. 35 Municipal Liaison Committee

Policy CO-51 - Community Grants

Policy CO-55 - Youth Advisory Committee - Terms of Reference

Policy CO-59 - Creation of Task Groups - Guiding Principles

Policy CO-64 - Use of Corporate Identity and Brand

Policy GE-10 - Travel and Expense Policy

#### **COMMENTS/ANALYSIS:**

Council members spend a good deal of time serving on various committees/task groups, boards and working groups. Each type of group is distinct from the others, some in slight ways and others in significant ways.

Because of this, there can be confusion as to what rules apply to which groups, for example how, when, and to whom the work of the group should be reported out, how the effectiveness of the group in achieving its mandate is evaluated.

This policy was established with the following goals in mind:

- Legislative compliance
- Clarity
- Consistency
- Transparency
- Effectiveness
- Accountability

The rules established in the policy for each type of advisory body are intended to help achieve these goals.

At its November 1, 2021 Regular Council meeting, Council passed the following resolution:

THAT Council direct staff liaisons, Chairs, Vice Chairs and Co-Chairs of the City's task groups to review their respective task group's Terms of Reference and membership composition to ensure more inclusive membership and alignment with the City's current Strategic Plan.

In support of this resolution, should this policy be approved by Council, the following next steps are proposed to be undertaken:

1. staff will continue to conduct a review of City policies that pertain to various advisory bodies and bring forward proposed updates to align with the overarching Advisory Bodies Policy or recommend certain policies be rescinded if no longer required.
2. staff will prepare a standardized Terms of Reference Template for Council Committees.
3. staff will develop a policy to assist in determining when an external board, committee, or working group's initiatives or campaigns should be posted on the City's social media platform; and when an external board, committee, or working group is permitted to identify that they are supported/endorsed by the City.

#### **BUDGET IMPLICATIONS:**

N/A

**ALTERNATIVES:**

Council may request amendments to the policy prior to approval.

Respectfully Submitted,



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Kelly Kenney  
Corporate Officer

Attachments:

1. Advisory Bodies Policy CO-79
2. Committees and Working Groups Policy CO-22
3. Annual Reports for Committees Policy CO-28

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

I support the recommendation.



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Francis Cheung, P. Eng.  
Chief Administrative Officer