

## Report to Governance Working Group

**To:** Chair and Members  
Governance Working Group  
**From:** Cathy Saunders, City Clerk  
**Subject:** Advisory Committee Review – Interim Report IV  
**Date:** January 11, 2021

## Recommendation

That, on the recommendation of the City Clerk, the following actions be taken with respect to the Advisory Committee Review:

- a) the report dated January 11, 2021 entitled “Advisory Committee Review – Interim Report IV”, BE RECEIVED; and,
- b) the Civic Administration BE PROVIDED with additional direction, as the committee deems appropriate, with respect to the potential implementation of a revised “Modified Status Quo” advisory committee structure.

## Executive Summary

The purpose of this interim report is to provide information with respect to consultation with the current Advisory Committee (AC) membership relating to proposed changes to the AC structure.

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

- Finance and Administrative Services Committee, February 27, 2012
- Strategic Priorities and Policy Committee, December 16, 2013
- Strategic Priorities and Policy Committee, March 17, 2014
- Civic Works Committee, June 19, 2018
- Corporate Services Committee, November 13, 2018
- Corporate Services Committee, March 19, 2019
- Governance Working Group, August 24, 2020
- Governance Working Group, November 10, 2020

#### 1.2 Previous Council Direction

The following was resolved at the November 24, 2020 meeting of the Municipal Council:

That the following actions be taken with respect to the 2nd Report of the Governance Working Group from its meeting held on November 10, 2020:

- a) the following actions be taken with respect to the Advisory Committee Review:
  - i) the report dated November 10, 2020 entitled "Advisory Committee Review - Interim Report III", BE RECEIVED;
  - ii) the City Clerk BE DIRECTED to report back to the Governance Working Group (GWG) with respect to the next steps required to implement the revised Advisory Committee Structure, as outlined in the report noted in a) above subject to the following modifications:
    - A) the proposed Environmental & Ecological Committee and Childcare Advisory Committee shall remain as Advisory Committees;
    - B) a minimum numbers of meetings will be provided for;

- C) Experts Panels are to be clarified; and,
- D) comments provided by the Governance Working Group with respect to the proposed revised Advisory Committee Structure be further considered;
- iii) the City Clerk BE DIRECTED to consult with the current Advisory Committees with respect to the proposals set out in the staff report subject to the modifications listed in b) above and report back to the GWG with the results of that consultation;
- iv) the communication, dated November 8, 2020, from D. Wake regarding this matter BE RECEIVED;
- b) the City Clerk BE DIRECTED to report back to the Governance Working Group (GWG) providing an overview of other municipalities' policies and processing with respect to the handling of unsolicited petitions, and to provide draft policies and procedures for the consideration of the GWG with respect to this matter; and,
- c) clauses 1.1 and 2.1 BE RECEIVED for information. (5.1/18/SPPC)

## **2.0 Discussion and Considerations**

### **2.1 Feedback from Current Advisory Committee Members**

Following the above-noted direction of the Municipal Council, all current members of ACs were provided with a questionnaire related to proposed structure changes. Members were encouraged to review the staff report but were also provided with information related to the discussion of the Governance Working Group, and the proposed modifications to the proposal contained in the previous report. The questionnaire was circulated to 132 AC members, 24 were returned including one from a previous, but not current, member. There was at least one submission from each committee, except for Cycling and Transportation. No submissions were made from members of these committees. The responses are included in the attached Appendix A.

## **3.0 Next Steps**

Based on the above feedback, and the previously approved “Modified Status Quo” approach, Civic Administration is looking to the Municipal Council for additional direction in terms of potential implementation of a revised AC structure.

## **4.0 Financial Impact/Considerations**

None at this time.

## **5.0 Conclusion**

The responses received from current advisory committee members, related to the previously considered structure varied significantly. This is not unlike the previous feedback that was provided in the report from March 2019, which included the previous AC membership. As such, the Committee may wish to provide additional specifics for staff, in order to be better positioned to present an implementation plan.

**Prepared, Submitted and Recommended by:**

**Cathy Saunders, City Clerk**

**Michael Schulthess, Deputy City Clerk**  
**Barb Westlake-Power, Deputy City Clerk**