

# Committee Presentation

City of Nanaimo

July 11, 2016

# Outline

- Committee Review
- Council's Authorities
- Purpose of Committees
- Excluded Committees
- Existing Committee Structure
- Proposed Integrated Committee Structure
- Terms of Reference
- Operating Guidelines
- Next Steps

# Committee Review Process

- The Watson report committee recommendations
  - review structure for relevance to strategic plan, develop a framework to link committees to council's decision making, reformat ToRs, develop an appointment process, develop orientation program, review delegated authorities to make sure consistent with overall governance structure, ensure committees report regularly to enable council to monitor performance
- Council made adjustments to committees in 2015
- In April 2016 a survey was sent to all committee members to seek their opinions
- Senior management reviewed the committee structure in the context of operations and the core services review report to prepare terms of reference and committee models
  - legal review and consultant review
- Next step is to consult committee members before finalizing committee structure in September 2016

# Council's Authorities

- Council has the authority to establish committees under the *Community Charter*
  - Section 141 Standing Committees by Mayor 50% council members,
  - Section 142 Select Committees by Council at least 1 council member,
  - Section 143 Municipal Commission by Council
  - Section 144 Authority to Rescind Appointments
  - Section 145 Procedure Bylaw applies
- Council has no s. 143 “Commissions” despite use of the term “Commission” for two “Select Committees”
- Mayor may be full participant of any Committee (procedure bylaw)

# Purpose of Committees

- Committees
  - are accountable to Council
  - enable public and experts to provide Council with advice, ideas and feedback
  - align with Council's vision, values and strategic priorities
  - deal with matters that are more appropriately dealt with at a committee level
  - do not direct staff without Council approval
- Committees support Council to carrying out its governance duties under the *Community Charter*, Bylaws and policies

# Excluded Committees

- Committee of the Whole to be reviewed separately as part of the Procedures Bylaw review
- Committees established by third parties
  - RDN, MIA, VIRL, Chamber, NAC, NPA
- Committees established with third parties
  - City & NPA, City & SFN, City, SFN & NPA
- Mandatory
  - Board of Variance (bylaw no. 7213)
  - Parcel Tax Review Panel
- Others by Consent
  - Water Supply Advisory Committee (bylaw) – requires further review
  - Design Advisory Panel – was not recessed
  - Nanaimo Youth Advisory Council – was not recessed

# Existing Committee Structure

- Advisory Committee on Environmental Sustainability
- Grants Advisory Committee
- Nanaimo Culture & Heritage Commission (bylaw 7208 repealed)
- Parks & Recreation Commission (bylaw 7209 repealed)
- Planning and Transportation Advisory Committee
- Safer Nanaimo Advisory Committee
- Social Planning Advisory Committee
- Economic Development Commission (bylaw no. 7098)
- NEDC Nominating Committee
- City Manager Selection Committee
- Core Services Committee
- Red/Green Tape
- South Downtown Waterfront Committee
- Terminal/Nicol Corridor Streetscape Project Technical Advisory Committee
- Note: a comprehensive review of the minutes needs to be conducted to determine if there are any other committees on the books (suggested 1996 to 2016)

# Existing Committee Structure

- Council allocates funds to most committees
  - \$2,400 to \$3,200 to each committee, larger committees get \$12,000+
- At least two staff members attend each Committee meeting, sometimes more
  - most meetings take place outside of office hours = over-time
- For every 1 hour of committee meeting approximately 4 hours of preparation and follow are required
  - 2 hour meeting means 10 hours of staff time
- No estimates have been done on the time staff spend carrying out work assigned to them by Committees
  - to be addressed in operating guidelines, should be authorized by Council
- Corporate Officer is responsible for coordination of Committees
  - to be addressed in operating guidelines



# Proposed Committee Structure

- Staff recommendation #1 rescind appointments and eliminate the following committees:
  - *NEDC Nominating Committee*: more appropriate for shareholder to assess and appoint directors to its corporation
  - *City Manager Selection Committee*: completed
  - *Core Services Committee*: completed
  - *Red/Green Tape*: never met
  - *South Downtown Waterfront Committee*: completed
  - *Terminal/Nicol Corridor Streetscape Project Technical Advisory Committee*: expires July 2016/completed
  - *Economic Development Commission*: rescind bylaw no. 7098

# Proposed Committees

- Staff recommendation #2:
  - keep all appointed committee members for the remaining committees
- Staff recommendation #3:
  - *Advisory Committee on Environmental Sustainability*: eliminate and integrate members into new committees
  - *Grants Advisory Committee*: make subcommittee Finance & Audit
- Next recommendation will do the following:
  - *Nanaimo Culture & Heritage Commission*: amalgamate with SPAC
  - *Parks & Recreation Commission*: add ACES members
  - *Planning and Transportation Advisory Committee*: add ACES members
  - *Safer Nanaimo Advisory Committee*: enhance mandate
  - *Social Planning Advisory Committee*: amalgamate with NCHC

# Proposed Integrated Committees

- Staff recommendation #4, establish the following select committees, with Terms of Reference:
  - Public Safety Committee
    - enhanced Safer Nanaimo Committee, integrate social planning, expanded scope EM, policing and fire services, integrate environmental sustainability
  - Finance & Audit Committee (consider s. 141 standing committee)
    - new forum for Council on all finance, enterprise risk, investments, subsidiary companies, service agreements, and grants/funding decisions (subcommittee Grants Advisory)
  - Culture, Heritage & Social Planning Committee
    - amalgamate NCHC and SPAC, integrate strategic plan values and strategic priorities, supported by culture, heritage & social planning group
  - Parks, Recreation & Wellness Committee
    - enhance, integrate environmental sustainability, new strategic plan value
  - Public Works & Engineering Committee
    - new forum for related policies and planning work (asset management, facilities management, APL) integrate environmental sustainability
  - Community Planning & Development Committee
    - enhanced, integrate environmental sustainability, strategic plans update priorities

# Terms of Reference

- Staff recommendation #6 direct Committee Members to review draft Terms of Reference report back to Council with feedback
  - Purpose: set clear precise mandate
  - Membership: 3 Council + a min. 7 other
  - Eligibility: preference of skills and expertise
  - Term: 2 year, max. cumulative terms
  - Accountability: council sets priorities each year, committee reports back quarterly
  - Meeting Frequency: monthly recommended
  - Staff Support: integrated departmental approach

# Operating Guidelines

- Staff recommendation #7 prepare Operating Guidelines for Council to consider:
  - roles of Council, Committees and Staff
  - annual process for Council to set priorities for each committee
  - delegation of decision-making, limitations
  - accountability process
  - funding and staff support
  - appointment process
  - eligibility criteria, including issues diversity, inclusion
  - terms
  - voting rights
  - number of members
  - subcommittees, procedure bylaw requires council approval
  - reporting
  - link to new procedures bylaw
  - attendance
  - removal

# Next Steps

- Adopt Staff's recommendations
  - #1 rescind appointments and eliminate committees
  - #2 keep committee members of remaining committees
  - #3 eliminate ACES and make Grants Advisory Committee subcommittee of Finance & Audit Committee
  - #4 adopt integrated committee structure which includes amalgamating SPAC and NCHC, appointing ACES members to new committees, and enhancing mandates of existing committees
  - #5 direct committee members to review Terms of Reference and report back to Council (Sep 15), requires consultation with RDN for PRW Committee
  - #6 direct staff to prepare Operating Guidelines, consult committees (Sep 15)
  - #7 direct staff to come back with a Report on Committees for final adoption by Council of Terms of Reference and Operating Guidelines (Sep 30)