

DATE OF MEETING JANUARY 7, 2019
AUTHORED BY SKY SNELGROVE, STENO COORDINATOR
SUBJECT COMMITTEE STRUCTURE

OVERVIEW

Purpose of Report

To provide Council with the historic and current structure of City of Nanaimo Committees.

Recommendation

That the Committee Structure report dated 2019-JAN-07 be received for information.

DISCUSSION

At the 2018-DEC-17 Special Committee of the Whole Meeting, Council identified a review of the current committee structure as a Council priority.

Currently, the only active committees are the Committee of the Whole, Finance and Audit Committee and the Community Engagement Task Force. Committees, excluding those noted, are on hold pending a review of the committee structure by Council. This session will be the first Council discussion regarding committee structure and further discussions may occur following the development of the Strategic Plan and input from the Community Engagement Task Force. Mr. George Cuff, local government expert, is expected to participate in the meeting electronically to discuss the concept of a Governance and Priorities Committee.

In the summer of 2016 the City hired a consultant to undertake a review of the committee structure, provide a comparison to other municipalities and provide general observations about the City's committees and commissions. The consultant's findings and a proposed committee structure were presented to Council at the July 11, 2016 Council Meeting (Attachment A). Council directed staff to proceed with the new committee structure (Attachment B) and directed staff to finalize operating guidelines and terms of reference for each committee. Terms of reference for each of the starred advisory committees below were brought to Council and approved at the November 28, 2016 Special Council Meeting (Attachment C). Committee membership is comprised of a member of Council as chair, various members at large from the community and a non-voting staff liaison.

Advisory Committees/Task Forces:

- Cannabis Task Force (mandate completed)
- Community Engagement Task Force (CETF), member at large chair
- Community Planning and Development Committee* (CPD)
- Community Vitality Committee* (CV)
- Design Advisory Panel* (DAP)
- Finance and Audit Committee* (F&A)

Nanaimo Youth Advisory Council* (NYAC)
Parks, Recreation and Wellness Committee* (PRW)
Public Safety Committee* (PS)
Public Works and Engineering Committee* (PWE)

Boards:

Board of Variance

Panel:

Parcel Tax Review Panel

The committee structure prior to July 2016 included the following committees, commissions and working groups, of which the terms of reference are attached for information (Attachment D). Various committees, such as the Nanaimo Economic Development Corporation Nominating Committee, were struck for a specific purpose and are no longer relevant. Each committee included a non-voting staff liaison, council representatives and members of the public.

Advisory Committees:

Advisory Committee on Environmental Sustainability
City Manager Selection Committee
Core Services Review Steering Committee
Design Advisory Panel
Grants Advisory Committee
Nanaimo Economic Development Corporation Nominating Committee
Nanaimo Youth Advisory Council
Planning and Transportation Advisory Committee
Red/Green Tape Committee
Safer Nanaimo Advisory Committee
Social Planning Advisory Committee
South Downtown Waterfront Committee
Terminal/Nicol Corridor Streetscape Project Technical Steering Committee
Water Supply Advisory Committee

Commissions:

Nanaimo Culture & Heritage Commission
Parks and Recreation Commission
Parks and Recreation Commission – Parks Sub Committee
Parks and Recreation Commission – Recreation Sub Committee

Boards:

Board of Variance

Review Panel:

Parcel Tax Review Panel

Liaison Committees:

Nanaimo First Nations (Snuneymuxw) Liaison Committee/Protocol Working Group
Tripartite (Port of Nanaimo, City, Snuneymuxw First Nation) Working Group

Sections 141 and 142 of Division 4 of the *Community Charter* provide for the categories of committees a municipality may create and utilize. There are two types of committees, standing committees and select committees. Standing committees are established by the Mayor for matters the Mayor considers would be better dealt with by committee. At least half the members of standing committees must be Council members. Select committees are

established by Council to consider or inquire into any matter and to report its finding and opinion to Council. At least one member of a select committee must be a council member.

Included in Attachment C are the approved Committee Operating Guidelines which provide guidance for staff and committee members related to roles and responsibilities. Section 42 of “Council Procedure Bylaw 2018 No. 7272” (Procedure Bylaw) provides regulations for the general duties of standing and select committees, excluding the Committee of the Whole:

“Duties of Standing Committees

42.1 This part applies, where applicable, to all Committees of the City, except for COW.

42.2 A Standing Committee will consider, inquire into, report and make recommendations to Council about all of the following matters:

- (a) matters that are related to the general subject indicated by the name of the committee;*
- (b) matters that are assigned by Council; or,*
- (c) matters that are assigned by the Mayor.*

42.3 A Standing Committee will report and make recommendations to Council at all of the following times;

- (a) in accordance with the schedule of the Standing Committee’s meetings; and,*
- (b) on matters that are assigned by Council or the Mayor,*
 - (i) as required by Council or the Mayor; or,*
 - (ii) as soon as possible if the Council or Mayor does not specify a time.*

Duties of Select Committees

43.1 A Select Committee will consider, inquire into, report and make recommendations to Council about all matters referred to the Select Committee by the Council.

43.2 The Select Committee will report and make recommendations to Council.”

Part VIII of the Procedure Bylaw provides for the procedures for Committee of the Whole Meetings. The intent of the Committee of the Whole is to provide Council with a less formal meeting where items brought to the table can be fully discussed prior to proceeding to a Council meeting to be voted on. Prior to the adoption of the Procedure Bylaw, the Committee of the Whole was delegated the authority of Council, through “Delegation of Council Powers Bylaw 2012 No. 7148” and made decisions on Council matters, excluding those exceptions listed in the *Community Charter*.

SUMMARY POINTS

- Committee Terms of Reference prior to July 2016 are provided for information.
- Current Committee Terms of Reference are attached for Council’s review.
- The only active committees at this time are the Committee of the Whole, Finance and Audit Committee and Community Engagement Task Force.

ATTACHMENTS

- Attachment A: Report to Council and consultant's report 2016-JUL-11
- Attachment B: Resolution Passed 2016-JUL-11 re: Committee Structure
- Attachment C: Report to Council 2016-NOV-28, current Committee Terms of Reference and Operating Guidelines.
- Attachment D: Historical Committee Terms of Reference
- Attachment E: George Cuff Documents

Submitted by:

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Concurrence by:

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