

DATE OF MEETING FEBRUARY 14, 2022

AUTHORED BY NATALIE SPONAUGLE, LEGISLATIVE COMMUNICATIONS CLERK

SUBJECT COMMITTEE OPERATING GUIDELINES

OVERVIEW

Purpose of Report

To obtain Council's approval of the updated Committee Operating Guidelines.

Recommendation

That the Governance and Priorities Committee recommend that Council approve the updated Committee Operating Guidelines as presented in Attachment B of the February 14, 2022 report titled "Committee Operating Guidelines".

BACKGROUND

The City of Nanaimo's Committee Operating Guidelines were first adopted by Council at a Special Council Meeting held on November 28, 2016 (see Attachment A). Developed by local government consultant Lisa Zwarn, the Committee Operating Guidelines were originally based on Watson Report recommendations, *Community Charter* and Council Procedure Bylaw requirements, and best practices among local governments.

While each committee has a unique Terms of Reference which outlines a committee's purpose, membership composition and other logistical information specific to a committee, the Committee Operating Guidelines outline terms and conditions which are common to all committees.

In 2021, Legislative Services staff reviewed the Committee Operating Guidelines and identified a number of updates required to reflect current practices and provide an opportunity for improvement. These updates include:

- Updating language to be more inclusive and less gender-specific;
- Reflecting current practice of two members of Council acting as the Chair and Co-Chair;
- Reflecting current practice of committee recommendations being brought forward for consideration and endorsement at a Council meeting;
- Removing Corporate Officer making appointment recommendations and replacing it with Corporate Officer bringing applications to Council for discussion and appointment;
- Streamlining the process for reporting to Council, with each committee now presenting one annual report to Council in January of each year, which includes the Committee's work plan (previously referred to as the Annual Strategic Directions); and,
- Highlighting a desire for diverse representation when making appointments, to ensure that committees reflect a broad cross-section of individuals.

The updated Committee Operating Guidelines are included in this report as Attachment B.

DISCUSSION

The proposed updates better reflect the processes that have been in place since the beginning of this Council's term. In addition, the updates reflect a commitment to encouraging inclusivity and diversity in regards to committee membership.

The process of reporting to Council has been streamlined into one annual report, to be presented to Council in January of each year.

OPTIONS

1. That the Governance and Priorities Committee recommend that Council approve the updated Committee Operating Guidelines as presented in Attachment B of the February 14, 2022 report titled "Committee Operating Guidelines".
 - Advantages: Adopting the updated Committee Operating Guidelines will refresh this guiding document to better reflect current practices, encourages greater diversity in the appointment process and ensures the language used is inclusive to all.
 - Disadvantages: None.
2. That the Governance and Priorities Committee provide alternate direction.

SUMMARY POINTS

- The Committee Operating Guidelines were first adopted in November 2016.
- The Committee Operating Guidelines outline terms and conditions which are common to all committees.
- Proposed changes have been made to better reflect current practices, streamline the reporting process, encourage greater diversity in the appointment process and ensure the language used is inclusive to all.

ATTACHMENTS:

ATTACHMENT A: Committee Operating Guidelines (2016 version)

ATTACHMENT B: Updated DRAFT Committee Operating Guidelines

Submitted by:

Sheila Gurrie
Director, Legislative Services

Concurrence by:

Jake Rudolph
Chief Administrative Officer