

## **Boards & Committees Policy – Proposed Amendments**

### **Comments Received**

#### **Mayor Rochefort:**

**Recommendation:** Direct the Clerk to bring forward a revised Boards & Committees Policy.

**Background:** On December 12<sup>th</sup>, 2018, Council approved by Resolution a policy to govern the activities of municipal boards and committees that fall under its jurisdiction. It was agreed to review the policy prior to the 2022 – 2026 term of Council. Informed by Council's experience with committees and boards from 2018 to 2021, the following modifications to the policy are recommended.

- Definitions and Purpose of Policy
  - Add to the section entitled Advisory Committee Definition and the section on Purpose of Policy wording to the effect that Municipality of East Ferris has established advisory committees to ensure opportunities for public input into community decision-making.
  - Add wordings to the Local Agency definition to specify that the agency may opt to remunerate its members and if so that it is subject to their governance and oversight but will be included as part of the Council's annual report on remuneration.
- Citizen Appointments to Boards and Committees
  - Examine establishing a Striking or Nominating Committee with Terms of Reference to recommend to Council appointments to committees and boards including the naming of the Committee Chair.
  - Add a section restricting the appointment of immediate family of Council Members or staff members to boards and committee (spouses/conjugal relationship partners, children, siblings and parents).
- Committee Terms of Reference
  - Add to each Terms of Reference a brief summary of preferred qualifications and background experience to be selected as a Committee member.
  - Add reference to the Committee's mandate to be aligned to the Council's Strategic Plan as specified by a "mandate letter" or other form of communiqué as issued by Council. Specify that unless decision-making authority has been delegated to a committee by bylaw, the committee functions solely as an advisory body that provide recommendations to Council.
  - Specify that Advisory Committee Meetings are open to the public.
- Board and Committee Governance
  - Seek legal advice to clarify whether an Advisory Committee is subject to the Municipal Conflict of Interest Act.
- List of Board and Committees
  - Planning Advisory

- Examine making the Planning Advisory a Standing Committee to be appointed by Council versus an Advisory Committee. It would serve to recognize the distinction of this Committee that while advisory in nature it also serves to alleviate Council work by engaging with staff and the public in in-depth discussion and analysis of policy issues and options in its area of responsibility and thereby ensuring quality decision-making process at the Council table. To capture the efficiency afforded by such a committee, Council recognizes that it does not repeat the detailed discussion and analysis conducted by the Standing Committee as part of its Council sessions. It is implicit to this model of governance that those appointed Committee Members will be diligent in fulfilling their roles.
- Public Works & Infrastructure Committee
  - Remove the Public Works Foreman for the Committee Composition.
- Parks, Recreation & Culture Committee
  - Until approved by Council and it is determined where to position the active transportation mandate, recognize the Active Transportation Task Force as a sub-committee to Parks, Recreation & Culture.
- Fire and Emergency Management
  - Currently the Community Safety and Well-Being Advisory Committee is positioned as a sub-committee of the Police Services Board. With anticipated changes to Police Services Board that would serve more than one community, consider converting the Fire and Emergency Management Advisory Committee to the East Ferris Community Safety and Well-Being Advisory Committee with its composition to include police, fire and emergency services representation.
- Emergency Management
  - Add to the committee title the word planning to be “Emergency Planning Management Statutory Committee”.
- Police Services Board
  - Add Terms of Reference for the East Ferris Police Services Board to include the fact that it is subject to the Comprehensive Police Services Act.
- Ad Hoc Committees
  - Add end dates to Ad Hoc Committees.
  - It is acknowledged that the Ad Hoc Committees established by resolution in 2018 have a December 2022 end date at which time other Ad Hoc Committees may be established to serve a new term of Council.

### **Councillor Lougheed:**

- Addition of ‘Council Appointments to Boards and Committees’, detailing a mutually agreed on selection process
- Council member(s) as chair of planning and advisory committees
- ‘Terms of Reference’ to include local agency committees, incl remuneration

- Where no site visits were made for planning, is remuneration required/expected/acceptable?
- Length of terms on committees

### **Staff:**

#### **Economic Development Committee:**

##### *Remove:*

Meeting Procedures: The meeting procedures shall follow Council's Procedural By-Law No. 2019-03, a by-law to govern the proceedings of Council, Local Boards and Committees. The Committee shall meet once per month generally the third Wednesday of the month at the East Ferris Community Centre at 1:00 p.m.

##### *Add:*

Meeting Procedures: The meeting procedures shall follow Council's Procedural By-Law No. 2019-03, a by-law to govern the proceedings of Council, Local Boards and Committees, with the exception that the committee may choose to conduct their meetings through a virtual meeting service (Zoom, Teams, etc.). The Committee shall meet quarterly on the third Wednesday of January, April, July, and October at 1:00 pm. These meetings will generally last 1.5 hours. Additional meetings may be held as necessary, at the call of the Chair. Meeting dates and times may be altered at the request of the majority of the committee, provided that a minimum of 4 meetings are held each year.

#### **Committee of Adjustment (COA):**

Replace Committee Composition section with the following (copied from the PAC committee composition since it's the same now):

##### Committee Composition:

The Committee shall be formed of seven (7) members for duration of the term of Council:

- two (2) members of Council; and
- five (5) members of the public.

The following members are non-voting members/resource persons:

- Manager of Planning & Economic Development; and
- a municipal staff member as recording clerk.

The Mayor is an "ex-officio" member. The Mayor has a right to vote but has no right in quorum.

##### Circulation of Materials:

Committee members shall be provided with a tablet by the municipality for the purpose of receiving meeting agendas and packages through the municipal agenda software. All circulations will generally be done only in digital format and not hard copy (Include in PAC Terms of reference as well).

### **All Committees:**

- Review “meeting procedures” section of all terms of references. The procedures vary by committee/board in the current policy. There should be some language that is common for all committees but
- Review “The Committee will not be responsible for the following” sections of all terms of reference. These sections currently vary by committee/board in the current policy.
- Review and define voting procedures or other measure for advancing recommendations to Council.
- Define how agendas are established. Currently, this varies by board/committee.
- Meeting location
  - All committee and board meetings are open to the public and are to be held at the Corbeil Park Hall, East Ferris Community Centre or Council chambers?
  - Virtual meetings?
- Quorum issues – need a defined process for dealing with committee/board members that have poor attendance
- Review committee composition #s and members - too many members seems to lead to reduced productivity
- For the Draft Amended Policy that comes forward to Council at a future meeting, we will have some language/wording changes as well to include and will ensure that any references to other Acts or legislation are updated for any amendments that have occurred.
- The Clerk or Deputy Clerk shall be the recording clerk for all committees and boards. No other staff member will be a recording clerk. This will ensure consistency with minutes, agendas, and decorum of meetings.