



Dissolution of the Policy Review Advisory Committee

Electoral Division: All

File: N/A

Date:	March 25, 2025
Presenter:	Drew Melvin, Policy Coordinator
Department:	Legislative Services

REPORT SUMMARY

The purpose of this report is to provide Council with the means to dissolve the Policy Review Advisory Committee, as per the direction provided by Council at its January 21, 2025 meeting. This report also provides options for Council's consideration to ensure the routine review of Council policies in accordance with *Policy on Council Policies C-700*.

ADMINISTRATION'S RECOMMENDATION

THAT Council repeal the Policy Review Advisory Committee Terms of Reference, as presented in Attachment A.

THAT Council approve the amended Governance Committee Terms of Reference, as presented in Attachment B.

BACKGROUND

This report concerns the evaluation and approval of Council policies, which are governed by the *Policy on Council Policy C-700* and are approved by Council. Council Policies:

- Govern the roles and responsibilities of Council;
- Guide Administration on the delivery and implementation of County programs and services; and
- Address external or sensitive matters for which Council has authority.

On June 18, 2024, the Governance Committee received an update on the County's corporate policy program for information. The report provided information on the history of the program, while highlighting some of the challenges and opportunities identified by Administration.

This discussion prompted a notice of motion that was introduced at the July 9, 2024 Council meeting directing Administration to explore re-establishing a Policy Review Committee. At the July 23, 2024 Council meeting, Council directed Administration to evaluate the potential for re-establishing a Policy Review Committee and report back with findings and recommendations.

At the September 17, 2024 Governance Committee meeting, Administration recommended that Council proceed with establishing an advisory policy review committee. This recommendation was intended to align with the view of some members who expressed interest in creating an informal advisory body in lieu of a formal standing Council committee.

Dissolution of the Policy Review Advisory Committee

On October 8, 2024, Council was presented with options on the creation of a policy review committee. Responding to the previous discussions held by the Governance Committee, Administration recommended that Council pursue an informal policy review committee instead of a formal standing Council committee.

Following the approval of its terms of reference on October 8, 2024, the Policy Review Advisory Committee reviewed five policies over three meetings held between November 2024 and January 2025.

On January 21, 2025, Council held a closed session discussion on the Policy Review Advisory Committee and subsequently directed Administration to prepare a report on the dissolution of the Committee.

ANALYSIS

Administration's recommendation provides Council with the means to dissolve the Policy Review Advisory Committee, as directed by Council at its January 21, 2025 meeting. Due to the informal and advisory nature of the Committee, there are no bylaw amendments required to dissolve the Committee as would be the case with a formal standing committee of Council. The Committee will be dissolved once the Committee's terms of reference are repealed.

The dissolution of the Policy Review Advisory Committee would leave a gap in the Council policy review process that has historically been filled by a Council committee. To ensure the continued comprehensive review of Council policies by Council, Administration recommends that Council consider establishing the Governance Committee as the alternative to the Policy Review Advisory Committee. This proposal would have Council policies reviewed by the Governance Committee and incorporate any resulting recommendations and feedback before proceeding to Council for approval.

An amendment to the Governance Committee's terms of reference, as provided in Attachment B, is required to implement this process change. The amendment would add the review of Council policies to the Governance Committee's functions.

COMMUNICATIONS / ENGAGEMENT

No communication or engagement is required.

IMPLICATIONS

Advantages

Directing Council policies to be reviewed by the Governance Committee prior to proceeding to Council for final approval would provide a less formal setting for questions and input and would improve efficiencies for Administration to prepare policy amendments before they are brought to Council for consideration of approval.

Disadvantages

Governance Committee review of Council policies before they proceed to Council would result in an additional step for department policy owners.

STRATEGIC ALIGNMENT

Developing and evaluating policies is a core duty of Council under section 153(b) of the *Municipal Government Act*.

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ALTERNATE DIRECTION

Alternate Direction 1

THAT Council repeal the Policy Review Advisory Committee Terms of Reference, as presented in Attachment A.

THAT Council direct Administration to proceed with bringing Council policies directly to Council for review and approval.

Advantages

Bringing Council policies directly to Council for approval would allow for a faster review process than with an intermediary Committee step.

Disadvantages

Bringing Council policies directly to Council for approval would remove the intermediary forum for elected officials to review and provide feedback on Council policies, preventing the opportunity for details and issues to be resolved prior to their presentation to Council for a decision.

ATTACHMENTS

Attachment A: Policy Review Advisory Committee Terms of Reference

Attachment B: Proposed Governance Committee Amended Terms of Reference

APPROVALS

Manager:	Tyler Andreasen, Acting Manager, Legislative Services
Executive Director/Director:	Jesse Sopko, Executive Director, Corporate Services
Chief Administrative Officer:	Reegan McCullough, Chief Administrative Officer