



LEGISLATIVE AND INTERGOVERNMENTAL SERVICES

TO: Council
DATE: October 11, 2022
FILE: N/A
SUBJECT: Terms of Reference for the Governance Committee (GC)

DIVISION: All
APPLICATION: N/A

POLICY DIRECTION:

Section 203 of the *Municipal Government Act* allows Council to delegate its powers, duties, and responsibilities to a committee, the Chief Administrative Officer, or a designated officer.

EXECUTIVE SUMMARY:

At the September 27, 2022 Council meeting, Council directed Administration to bring forward a Terms of Reference to create a Council Committee of the Whole, known as the Governance Committee (GC).

A Terms of Reference has been prepared by Administration for Council's consideration. The proposed Terms of Reference, as noted in Attachment 'A', outlines the frequency of meetings, agenda requirements, roles and membership, and quorum, as well as the governance responsibilities that would be delegated to the proposed Governance Committee.

The proposed Governance Committee will provide a public forum for more fulsome discussion on matters not requiring a decision. This would provide Administration a venue for Council to hear updates, presentations, and receive guidance and direction on a variety of matters. The proposed Governance Committee provides Council the ability to approach these matters with governance and strategic direction in mind.

The Public Presentation Committee (PPC) would continue to accommodate public presentations.

As noted in Administration's September 27, 2022 report, the Governance Committee is not intended to be a steppingstone that is required prior to an item being brought to Council. Items are not required to come to the committee if they do not require additional guidance or direction prior to going to Council for a decision.

ADMINISTRATION RECOMMENDATION:

Administration recommends Option 1.

BACKGROUND:

At the July 26, 2022, Council meeting, Council approved nine project charters, one of which was the Governance Improvement Charter. The purpose of this project is to improve the County's governance process by creating a forum for Council to receive updates and discuss strategic and governance matters in a more informal setting.

Throughout the year, Administration presents reports to Council on a variety of topics including emerging and ongoing projects, initiatives within the County, and upcoming bylaws for review and comment. Certain items require a Council decision, while others seek Council direction or provide information to update Council.

Administration Resources

Michelle Mitton, Legislative and Intergovernmental Services



Through delegation of responsibilities to the proposed Governance Committee it will assist with managing the volume at Council meetings and allow Council additional time to have a robust discussion or debate on governance and strategic related items.

Administration, through the research of other municipalities and past Council Committees, along with consideration of recent agenda items, recommends the following responsibilities be delegated to the Governance Committee:

- (1) monitoring progress towards the achievement of Council's strategic goals;
- (2) providing guidance on Council policies;
- (3) providing guidance on governance-related bylaws;
- (4) receiving department reports as information;
- (5) receiving updates and providing feedback and direction to Administration on projects and initiatives;
- (6) receiving updates from Administration regarding changes to federal, provincial, and municipal legislation;
- (7) providing clarification and direction to Administration when additional clarity and direction is necessary; and
- (8) any other governance or strategic matter that warrants further discussion or direction from the Governance Committee.

Examples of items that could be brought to the Governance Committee include, but are not limited to:

- updates and request for input on the annual budget process;
- requests for direction or guidance on a proposed Council policy or bylaw that is being prepared, ie. Importation of Topsoil onto Agricultural Lands, Procedure Bylaw, Code of Conduct Bylaw, etc.;
- updates and requests for direction on statutory plans; and
- presentations of technical information such as solar farms, offsite levies, or stormwater management systems.

While the Governance Committee would be delegated governance responsibilities by Council, its powers will be limited to directing Administration, referring matters to Administration or another body, and receiving matters as information. All decision-making authority will continue to rest with Council.

Administration recommends that the proposed Governance Committee meetings occur monthly starting in January of 2023. The proposed meeting dates will be included in the Council and Committee Dates Calendar for 2023 which will be presented to Council at the Organizational Meeting on October 25, 2022. The Governance Committee's membership will include all members of Council.

As with Council meetings, Governance Committee meetings will take place in Council Chambers, be open to the public and livestreamed on the County's website.

If the proposed Terms of Reference is approved by Council, the Boards and Committees Bylaw (*Bylaw C-7840-2018*) will need to be amended to include the addition of the committee. Administration has prepared these amendments and they are included in Attachment 'B'.

Should the proposed Terms of Reference be approved, a Chair will be appointed at the Organizational Meeting on October 25, 2022. As per the terms of reference, a Vice-Chair for the Governance Committee will be appointed at the inaugural meeting of the Committee in January of 2023.



IMPLEMENTATION:

Should the proposed Terms of Reference be approved, and the Governance Committee created, Administration will begin a process of implementation prior to the first meeting in 2023. This will involve creating processes for Administration to support the committee, preparing communications to notify the public on the purpose of the committee, and preparing information for Council to assist them with incorporation of the committee.

BUDGET IMPLICATIONS:

The implementation of the Governance Committee will require additional staff resources across departments. The preparation and execution of the Committee meetings includes report and presentation preparation, fulfilling advertising requirements, agenda preparation and review, and other general meeting preparation. There is an anticipated increase in Administration hours to support this committee which may have resource impacts on other work, Administration will monitor and track these impacts and report back to Council in 2023.

STRATEGIC OBJECTIVES:

The proposed Governance Committee would align with Council's Strategic Plan to provide Service Excellence and responsible governance.

OPTIONS:

- Option #1: Motion 1: THAT the Governance Committee Terms of Reference be approved as presented in Attachment 'A'.
- Motion 2: THAT Bylaw C-8342-2022 be given first reading.
- Motion 3: THAT Bylaw C-8342-2022 be given second reading.
- Motion 4: THAT Bylaw C-8342-2022 be considered for third reading.
- Motion 5: THAT Bylaw C-8342-2022 be given third and final reading.
- Option #2: THAT alternative direction be provided.

Respectfully submitted,
"Amy Zaluski"

Concurrence,
"Dorian Wandzura"

Director,
Legislative and Intergovernmental Services

Chief Administrative Officer

MM/jb

ATTACHMENTS:

Attachment 'A' – Governance Committee Terms of Reference
Attachment 'B' – Bylaw C-8342-2022