

REPORT OF THE DIRECTOR OF CLERKS AND PLANNING SERVICES

OBJECTIVE

Re: Advisory Committee and Board Makeup

RECOMMENDATION

THAT the proposed changes to the Advisory Committee Structure be forwarded to Council for approval;

And that Council appointments be made to Advisory Committees and Boards;

And that the Clerk be directed to advertise for Advisory and Board members.

BACKGROUND

Council appoints committees to examine and review topics or issues that impact citizens and make recommendations.

There are currently 4 levels of Committees of Council:

Standing Committee - facilitate the decision making process for council. They are comprised of Council members who participate in discussions and review recommendations from the various Municipal Departments who then forward their recommendations to Council for final decision.

The five Standing Committees of Council are:

- Finance & Administration
- By-law and Planning
- Public Services
- Recreation and Culture
- Economic Development

Quasi-Judicial Committees – are appointed by Council to make decisions on matters related to City by-laws, local improvements or election campaign finances.

- Committee of Adjustment
- Property Standards
- Compliance Audit Committee

Advisory Committees – make recommendations related to specific topics and/or areas of interest. Most advisory committees have Council members and citizen representatives. The recommendations of an advisory committee are considered by its parent Standing Committee and then sent to Council for final decisions.

The City currently has over 12 Advisory Committees and Boards. When researching other municipalities, this is more than most municipalities our size. Each committee has one to two council members and the number of citizen members varies by each committee's mandate.

- Accessibility Advisory Committee*
- Parks and Recreations Advisory Committee
- Youth Advisory Committee
- Arts and Culture Advisory Committee
- Economic Advisory Committee
- Senior's Advisory Committee
- Shared Use Trail's Committee
- Public Library Board
- Emergency Management Program Committee*
- Event Review Committee
- Elliot Lake Nuclear and Mining Museum Board
- Environmental Stewardship Committee
- Elliot Lake Residential Development Commission
- Miner's Memorial Name Selection Committee



Other Committees – ad-hoc, subcommittees or other similar entities comprised of all of Council or Council and Citizen Members established to carry out specified tasks, from time to time, as the need arises, for a set period of time, ending when the specified task is complete. Other Committees make recommendations and report back to Council and/or to an assigned Standing Committee as per its mandate.

- Ad hoc Budget Committee
- Ad hoc Community Health Committee
- Ad hoc Procedural By-Law Review Committee

Council members are also appointed to sit on a number of External Committees and Boards (13). These meeting dates have not been considered in this report when calculating the number of monthly meetings. Attached to this report is a sample month detailing Council, Standing and Advisory/Board meetings (excluding external boards and committees).

ANALYSIS

Between regular meetings of Council, Standing Committees and Advisory Committees, 14-17 meetings per month are taking place. Aside from time spent attending meetings by both Council and city staff, consideration needs to be given to the time required of staff to prepare agendas, reports and minutes to facilitate each meeting. There is little turnaround time for staff to complete the work assigned by committees in order to meet the deadline to which the item is referred i.e. standing committee or Council.

Through meetings with Department Heads, the following issues have been identified:

- Struggling to meet quorum to hold advisory meetings
- Lack of new items being brought forward
- Preparation time for meetings is time consuming. Time needed to complete work assigned is insufficient.
- Lack of knowledge of mandates of the committee/blurred lines between staff work vs committee work.
- Advisory committees having to follow strict procedures of the procedural bylaw leaves no room for “round table” or “idea generating”
- Members of public expected to draft staff reports for agendas is unrealistic.

It is being recommended that more efficient and effective mandates are needed to meet the needs of each department and committee. It is further being recommended that the number of advisory committees be combined and/or reduced as well as the meeting frequency amended to quarterly. In the event that a committee needs to meet more frequently or a matter arises that requires the attention of the committee, the chair may call a meeting outside of the quarterly meeting schedule.



| CITY OF ELLIOT LAKE ADVISORY COMMITTEES AND BOARDS All Members appointed by City Council, Mayor is ex officio member | |
|---|--|
| | |
| Accessibility Advisory Committee *mandated committee | Meet quarterly (if more meetings are required, Clerk's Office will ensure support is provided) |
| Public Library Board | No change |
| Parks and Recreation Advisory Committee | Combine with Arts & Culture to form one advisory Committee for the Department "Recreation and Culture Advisory" Meet quarterly (if more meetings are required, Clerk's Office will ensure support is provided) |
| Arts and Culture Advisory Committee | |
| Seniors Advisory Committee | Combine with Youth advisory to form one advisory committee for the Department "Age Friendly Committee" Meet quarterly (if more meetings are required, Clerk's Office will ensure support is provided) |
| Youth Advisory Committee | |
| Economic Development Advisory Committee | Eliminate. Initially created when the City did not have an Economic Development Department. Now fully functioning office with three staff. No longer required. |
| Miners Memorial Name Selection Committee | Move to ad-hoc. This committee only has one function and meets once per year. |
| Shared Use Trails Committee | Not a committee of Council – members not appointed by Council. Can be a working group of the Recreation and Culture Advisory Committee |
| Emergency Management Program Committee *mandated committee | No Change. Committee meets 1-2 times/year as per mandate. |
| Elliot Lake Residential Development Commission | Until the Elliot Lake Act is repealed or amended the RDC must remain albeit in a caretaker mode meeting maybe 1-2 a year. |
| Event Review Committee | Eliminate. Applications streamlined through new process led by staff for the community grant program. Even if process changes re. the grant, a committee is not necessary. |
| Environmental Stewardship Committee | Eliminate. Committee never formalized. Never assigned to a department. Issues can be brought forward to Public Services if needed. |
| Elliot Lake Nuclear and Mining Museum Board | Meet quarterly (if more meetings are required, Clerk's Office will ensure support is provided) |

If approved, the new advisory structure would require Councillor appointments, updated mandates and direction to the Clerk's department to advertise for memberships.



Through the Procedural By-Law Review process, staff would like to amend the requirement for advisory committees to follow all of the requirements of Standing Committee meetings and Council meetings. This would allow for a less formal setting where members can share their voices, ideas and input to better the community in partnership with the efforts of staff and Council. This will also remove the requirement for the public to know and understand the Procedural By-law and the rules and regulations that go along with that. This would be facilitated through an updated Advisory Committee Policy/Procedure.

FINANCIAL IMPACT

n/a

LINKS TO STRATEGIC PLAN

This proposal aligns with the City's Strategic Plan through:

- Development of Strong Partnerships
- Strong Municipal Corporate Administration and Governance

SUMMARY

It is being recommended that the committee approve and forward the proposed changes to the Advisory Committee Structure to Council for adoption and that council appoint the Council representatives to the advisory committees and direct the clerk to advertise for committee members.

