



Corporation of the Municipality of Temagami

Memo No.
2015-M-014

Memorandum to Council

Staff
 Committee

Subject:	Draft Terms of Reference for Municipal Committee Structure Review
Agenda Date:	February 19, 2015
Attachments:	(1) Draft Terms of Reference (2) Memo 2015-M-001 (3) Comments

RECOMMENDATION

That Council consider the following motions:

- 1) BE IT RESOLVED THAT Council receive Memo 2015-M-014; AND FURTHER THAT Council adopt the Draft Terms of Reference for the Ad Hoc Municipal Committee Structure Review Committee in principle, subject to the direction given in subsequent resolutions stemming from said Memo, and with the following general context and scope items checked as Yes included:
[followed by a list as itemized in Draft T of R]
- 2) *[If Council wants to consider public input]* BE IT RESOLVED THAT Council hereby directs that public input into the Municipal Committee Structure Review shall be sought; AND FURTHER THAT the following method(s) shall be used to solicit public input for the committee's consideration: _____.
- 3) BE IT RESOLVED THAT Council hereby directs that the following additional topics checked as Yes shall be included in the scope of the Terms of Reference for the Municipal Committee Structure Review Committee:
 - Y N - Whether or not "Councillor Portfolios" should continue to be used.
 - Y N - If "Councillor Portfolios" are recommended to be used, how they should be selected.
 - Y N - How appointments of Councillors to other Boards are selected.
 - Y N - How the Deputy Mayor is selected.
- 4) BE IT RESOLVED THAT the members of the Ad Hoc Municipal Committee Structure Review Committee shall be: All members of Council sitting as a Committee of the Whole; AND FURTHER THAT the Committee Chair shall be _____.

BACKGROUND

At the January 15, 2015 regular council meeting, Council received Memo 2015-M-001 (included with this memo as Attachment 1) and also passed Resolution 15-056 to direct staff to draft a Terms of Reference for a Municipal Committee Structure Review (MCSR) Committee. Members of Council were encouraged to submit comments to staff for consideration in creating the Terms of Reference (T of R).

ANALYSIS

Staff has drafted the T of R (see Attachment 2) with a number of items to be debated at the council meeting and to be decided by resolution of Council, because there was a wide variety of comments with differing opinions from members of Council (see Attachment 3).

The attached DRAFT T of R includes a number of multiple choice items *[indicated by a check box style bullet point]*. These fall into the following categories: general context and scope; consideration of public input; additional topics; and MCSR committee members. It is recommended that Council consider four separate resolutions (as shown above) directing staff to amend the draft in each of these four categories, giving clear direction for the final T of R. Additional staff comments / recommendations by category are given below.

General Context and Scope

This category should be addressed first in order to determine the general framework that the committee will work under and ensure that Council is clear on the overall purpose and direction of the ad hoc committee, before addressing the other details. The proposed motion above would include the checklist in the DRAFT T of R and Council should discuss each of these items in order to give clear direction on the matter.

Consideration of Public Input

Council should direct what type of public input, if any, is desired. Input could take various forms, such as holding a “town hall” type meeting, sending out a survey or questionnaire, advertising for written comment from the public, etc. Staff has not made a recommendation on this matter, as no previous comments or direction from Council was received on this topic and it is a matter of political preference. The proposed motion above, to be considered if Council wants to include public input, includes a blank to be completed at the council meeting for the method(s) to be used and the frequency of input desired.

Additional Topics

Four additional topics were identified based on comments received from individual members of council, which could either be considered as being related to or as being not related to the topic of a municipal committee review. There was no clear consensus from the comments of individual members on these items. Therefore, these four topics have been identified separately in the attached DRAFT T of R for a discussion at the council meeting as to whether or not to include these additional items in the scope of the review. The proposed motion above has been drafted to list all four, again with check boxes, so Council can decide this matter at the council meeting.

MCSR Committee Members

Because there has been significant interest of all members of Council in this matter, it is recommended that the format for the MCRS Committee be that of a Committee of the Whole. By definition this means all members of Council sitting as a committee. [This is NOT the definition meaning a Town Hall type meeting for which this term “Committee of the Whole” has been used in Temagami in the past.] Using this type of committee means that when council members sit as a committee, they are discussing issues and potential solutions in a less formal setting than at a council meeting. It also means that they would act as a committee in making recommendations that would then be passed at a subsequent council meeting. When Council sits as committee, it is customary to have a different Chair than the Head of Council, to help distinguish this from the normal more formal setting. Council should determine who the Chair of the committee should be.

Following Council’s decisions on the above motions, staff will finalize and circulate the Terms of Reference to the committee. It is recommended that all of Council consider when the first meeting might be scheduled, taking into consideration the timelines set for completion (by the end of May) and the time needed for staff to provide materials to the committee.

Prepared by:

Reviewed and approved by:

Elaine Gunnell, Municipal Clerk

Patrick Cormier, CAO

On behalf of: N/A

Name of committee if applicable