



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall  
1229 Esquimalt Road  
Esquimalt, B.C. V9A 3P1

## Staff Report

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**File #:** 17-109

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### REQUEST FOR DIRECTION

**DATE:** March 3, 2017

Report No. ADM-17-005

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Anja Nurvo, Director of Corporate Services

**SUBJECT:**

Council Liaison Role - Policy Review

**ESSENTIAL QUESTION:**

Do the existing Council Policies need to be revised to clarify the role of the Council Liaison to community groups; and does Council wish to appoint a Council Liaison to the three community groups receiving in-kind support that currently do not have a Council Liaison?

**RECOMMENDATION:**

That the Committee of the Whole receive Staff Report ADM-17-005 for information, provide any additional direction to staff as the COTW considers advisable relating to the current Council Policies and the role of the Council Liaison to community groups and committees, and direct staff to prepare a report for Council's consideration.

**BACKGROUND:**

During the Strategic Planning session held by Council on January 21<sup>st</sup>, 2017, Council discussed local community and special interest groups and those organizations that receive local grant funding. Council directed staff to:

1. Review all community groups that are considered "established" and those that receive local grant funding, to consider appointment of a Council Liaison; and
  2. Add to COTW to review the current Council Policy relating to the role of the Council Liaison to Advisory Committees, to determine its applicability to the role of the Council Liaison to other community groups to clarify the groups' expectations of the Council representative/appointment.
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1. Role of Council Liaison

Council Policy ADMIN-45 'Operational Guidelines for Council Committees and Commissions', a copy of which is attached for information, contains a section on Roles. For Council Liaison, it states as follows:

“The role of Council Liaison(s) of a committee/commission shall be to:

- assist the committee/commission with focus and clarity regarding Council's Strategic Plan;
- represent the interests of Council based on existing policies, budget and Strategic Plan.”

Council Policies setting out the Terms of Reference of the existing Advisory Committees state that the membership may include up to four non-voting members, including the Staff Liaison, Recording Secretary and up to two Council Liaisons. Non-voting members are not included in the determination of quorum for any committee.

The Advisory Planning Commission Bylaw, 2012, No. 2792 states that all meetings of the APC and the Design Review Committee (DRC) shall be open to the public, and that the public will be given the opportunity to speak to the application at a Council meeting but will not be given an opportunity to speak to an application during an APC or DRC meeting. The Bylaw also contains the following clause:

s. 21 Resource persons may attend APC and DRC meetings as follows:

- a. Any Council member, employee or officer of the Township, or the Approving Officer for the Township, may attend a meeting in a resource capacity and may be invited to speak by the Chair.
- c. Persons attending meetings in a resource or advisory capacity shall not vote on matters under consideration.

The role of the Council Liaison to Advisory Committees as well as to the APC and DRC is clearly addressed in Council Policy ADMIN-45, in Council Policies setting out the Terms of Reference of Advisory Committees, and in Bylaw No. 2792.

Council Policy ADMIN-32 is the Local Grants Policy. This Policy was amended on October 3, 2016, to include provisions to deal specifically with Established Events and In Kind Support. It states as follows:

“For any community event receiving in kind support, Council may:

- elect a Councillor to act in an advisory and liaison capacity with the Committee and attend committee meetings; and
- request that a staff representative attend committee meetings.”

It is clear from the revised Local Grants Policy that the role of the Council representative to community organizations is intended to be the same as that of Council Liaison appointments to the Township's Advisory Committees and Commissions. The Council Liaison's role for both types of committees is to attend meetings, to act in an advisory and liaison capacity, and to assist the organization as required with clarity regarding existing Township policies, the current budget and Council's Strategic Plan.

It is not intended that the Council Liaison's role is to take an active part in the deliberations or in the formulation of the committee's or organization's decisions or recommendations to Council. Their opportunity for influence comes at the Council table when Council is considering the committee's recommendations, and not at the committee table when the committee is formulating them. In addition to providing clarity when requested or as appropriate around the Strategic plan, policies and budget, the Council Liaison should attend meetings to observe the discussion and be in a position to assist Council in explaining the rationale and reasoning behind a committee's recommendations to Council.

In staff's opinion, there are no revisions required to the existing Council Policies to clarify the role of the Council Liaison to committees and community organizations. However, staff will ensure that the appropriate role of the Council Liaison to committees is adequately reviewed at the annual committee orientation for committee members, members of Council and staff liaisons. In addition, when preparing letters to community organizations advising them of the Council appointments, staff will include a clause regarding the role of the Council Liaison in order to clarify the group's expectations.

## **2. Council Liaison Appointments to Community Groups**

Each year, Council makes appointments of Council members to act as Council Liaison to several community organizations. For 2017, appointments were made to the following organizations receiving Local Grant funding or in kind support from the Township:

- Buccaneer Days Committee
- Celebration of Lights Committee
- Esquimalt Ribfest
- Esquimalt Together Against Graffiti
- Township Community Arts Council

The following three additional organizations, which do not currently have a Council Liaison, were identified as "Established Events" in the Report dealing with 2017 Local Grants Allocation (Staff Report FIN-17-003 considered by Council at its meeting held on March 6<sup>th</sup>, 2017):

- Esquimalt Lantern Festival Society (\$8,000)
- Victoria Nikkei Society (\$1,000)
- Esquimalt Farmers Market Society (\$12,000)

## **ISSUES:**

Of the seven local groups noted as Established Events receiving Local Grant support from the Township of Esquimalt, Council has appointed a Council Liaison to four, leaving three currently without a Council Liaison. Council should consider whether, in accordance with Policy ADMIN-32 'Local Grants', Council wishes to appoint a Council Liaison to any of the three identified community organizations.

It is staff's opinion that the existing Council Policies adequately address the role of the Council Liaison to Advisory Committees, Commissions and community groups, and that no revisions are recommended at this time.

**ALTERNATIVES:**

1. That the COTW receive Staff Report No. ADM-17-005 for information, provide any additional direction to staff relating to the current Council Policies and the role of the Council Liaison to committees as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### COUNCIL POLICY

<b>TITLE: Operational Guidelines for Council Committees and Commissions</b>			<b>NO. ADMIN- 45</b>	
<b>POLICY</b>				
Council may, at its pleasure, establish committees and/or commissions (“committees”) assigned the review of clearly defined areas of concern and interest to Council, as set out in the approved Terms of Reference or Bylaw, as applicable.				
<b>PURPOSE</b>				
The purpose of such committees is to assist Council to accomplish its goals and objectives as outlined in Council’s Strategic Plan, and to provide focused public input for Council’s consideration on matters referred to the committee by Council, and for staff’s consideration on matters referred by staff.				
<b>OUTPUT</b>				
The output of committees will take the form of one of the following:				
1. Recommendations to Council: <ul style="list-style-type: none"><li>▪ Advice for Council to consider on particular issues referred to the committee by Council;</li><li>▪ Suggested policies for Council to consider, provided such fall within the Terms of Reference of the committee;</li><li>▪ Request to Council to refer a specific project to the committee; however, prior to such a recommendation proceeding to Council, staff will prepare a report outlining the impact the request would have on budget, staff time, departmental workload and Council’s Strategic Plan.</li></ul>				
2. Recommendations and input to Staff: <ul style="list-style-type: none"><li>▪ As requested by staff, provide observations regarding community perspectives for staff to consider when seeking a decision by Council.</li></ul>				
<b>BUDGET</b>				
Committees may submit a request to Council for approval of funding to cover specific costs. If such funds are allocated to a committee, the Staff Liaison will provide a regular status update of the budget to the committee, and the committee shall provide a report to Council on the use of such funds.				
<b>PROCEDURAL REQUIREMENTS</b>				
1. <b>Open Meetings</b> All meetings of committees will be open to the public except as provided for in Section 90 of the <i>Community Charter</i> and as determined by either:				
<b>EFFECTIVE DATE:</b> May 25, 2015	<b>APPROVED BY:</b> Council	<b>REFERENCE:</b> ADM-15-021	<b>AMENDS NO.</b> February 4, 2013	<b>PAGE 1 OF 2</b>

<b>TITLE: Operational Guidelines for Council Committees and Commissions</b>	<b>NO. ADMIN- 45</b>
<div data-bbox="240 302 1209 436"> <ul style="list-style-type: none"> <li>▪ The Corporate Officer;</li> <li>▪ The Chief Administrative Officer;</li> <li>▪ The Staff Liaison or senior staff person in attendance at the meeting; or</li> <li>▪ The Council.</li> </ul> </div> <div data-bbox="191 470 521 506"> <p><b>2. Meeting Procedures</b></p> </div> <div data-bbox="240 506 1458 569"> <p>All procedures of committees shall comply with the <i>Council Procedure Bylaw, 2009, No. 2715</i>, as amended.</p> </div> <div data-bbox="191 602 834 638"> <p><b>3. Notices of Meetings, Agendas and Minutes</b></p> </div> <div data-bbox="240 638 1458 915"> <ul style="list-style-type: none"> <li>• A copy of all notices of meetings and agendas shall be provided to the Corporate Officer for posting on the Township's website at least 2 days before the meeting.</li> <li>• Minutes shall be recorded by staff at all meetings of committees.</li> <li>• Draft minutes shall be provided to the Corporate Officer at the earliest opportunity, for inclusion in a Council agenda for Council's information.</li> <li>• Minutes shall be adopted by the committees and the original adopted minutes shall be signed by the Chair/Acting Chair and provided to the Corporate Officer for the corporate records and for posting on the Township's website.</li> </ul> </div> <div data-bbox="191 949 394 982"> <p><b>ORIENTATION</b></p> </div> <div data-bbox="191 1008 1458 1176"> <p>Committee members appointed by Council will be provided with an orientation session from senior staff to be scheduled annually following Council's appointments to committees. Council members may participate in the orientation. Staff will seek to arrange specific training in conducting effective meetings for those committee members appointed as the Chair and Vice-Chair.</p> </div> <div data-bbox="191 1209 293 1243"> <p><b>ROLES</b></p> </div> <div data-bbox="191 1268 943 1304"> <p>1. Chair - the role of the Chair of a committee shall be to:</p> </div> <div data-bbox="240 1304 1458 1640"> <ul style="list-style-type: none"> <li>▪ chair and call meetings;</li> <li>▪ together with the Staff Liaison, create the meeting agendas;</li> <li>▪ be well informed on activities and issues within the assigned area, and provide leadership and relevant information to assist the committee in meeting its mandate</li> <li>▪ establish subcommittees as may be required for specific projects that have been directed to the committee by Council;</li> <li>▪ attend Council meetings to present any report of the committee where a specific recommendation is being made to Council for its consideration;</li> <li>▪ mentor the Vice-Chair to assist with leadership succession and to act as the alternate chair in the Chair's absence at any meeting or event.</li> </ul> </div> <div data-bbox="191 1667 1354 1703"> <p>2. Council Liaison – the role of Council Liaison(s) of a committee/commission shall be to:</p> </div> <div data-bbox="240 1703 1458 1770"> <ul style="list-style-type: none"> <li>▪ assist the committee/commission with focus and clarity regarding Council's Strategic Plan;</li> <li>▪ represent the interests of Council based on existing policies, budget and Strategic Plan.</li> </ul> </div>	

<b>EFFECTIVE DATE:</b> May 25, 2015	<b>APPROVED BY:</b> Council	<b>REFERENCE:</b> ADM-15-021	<b>AMENDS NO.</b> February 4, 2013	<b>PAGE 2 OF 2</b>
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