



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Legislation Text

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### REQUEST FOR DECISION

**DATE:** January 28, 2022

Report No. ADM-22-002

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

**FROM:** Deb Hopkins, Manager of Corporate Services

**SUBJECT:**

Policy Amendments to implement Notice of Recommendation process for Environmental and Parks and Recreation Advisory Committees

**RECOMMENDATION:**

That Council approve the amendments to Policies ADMIN-45, ADMIN-47, and ADMIN-51 as attached to Staff Report No. ADM-22-002 to implement the Notice of Recommendation process for the Environmental Advisory Committee and the Parks and Recreation Advisory Committee.

**RELEVANT POLICY:**

ADMIN-45 Operational Guidelines for Council Committees and Commissions

ADMIN-47 Terms of Reference Environmental Advisory Committee

ADMIN-51 Terms of Reference Parks and Recreation Advisory Committee

*Community Charter*

*Local Government Act*

**STRATEGIC RELEVANCE:**

Excellence in Public Service - Engage, respect and respond to the needs of our community.

**BACKGROUND:**

At the annual Strategic Planning review session held December 7, 2021, the Committee of the Whole requested that staff develop a process for members of the Environmental Advisory Committee and the Parks and Recreation Advisory Committee to be able to propose initiatives that fall within the respective advisory body mandates that will help Council to achieve the goals contained within its Strategic Plan.

The proposed process resembles the process that Council members follow for proposing Notice of Motion. Members wishing to propose projects or initiatives will be required to complete the Notice of Recommendation template that is attached to Policy ADMIN-45, Operational Guidelines for Council Committees and Commissions. The template is to be completed by the member(s) proposing the activity or project. No staff resources are to be requested at this preliminary stage in the process. The

completed template is then provided to staff for inclusion on the next meeting agenda for the purpose of introducing the recommendation to the committee members and not for discussion. This serves to inform the Committee members that this proposal will be discussed at the next meeting and will provide members with time to conduct their own research and formulate discussion points on the matter.

The matter will then be placed on the following meeting agenda for discussion by committee members. If the committee, by majority vote, recommends that this matter be forwarded to Council for consideration, then it will be placed on an upcoming Council agenda for direction.

If Council approves the process as proposed, policy amendments are required for ADMIN-45, ADMIN-47, and ADMIN-51 to implement the Notice of Recommendation for both the Environmental and the Parks and Recreation Advisory Committees. Proposed changes to the applicable policies are indicated in red text for Council's review and consideration (Attachments 1-3).

## **ISSUES:**

### **1. Rationale for Selected Option**

The proposed Notice of Recommendation process responds to Council's request that staff develop a process for the Environmental and the Parks and Recreation Advisory Committees to propose projects and activities consistent with their respective mandates that may assist Council in achieving its identified strategic priorities, and to review the applicable Terms of Reference and policy documents to include provisions for the new process to be implemented.

### **2. Organizational Implications**

As the preliminary stages of the process do not authorize the use of staff resources, there are no organizational implications associated with these proposed policy changes.

### **3. Financial Implications**

There are no financial implications with this request for decision.

### **4. Sustainability & Environmental Implications**

There are no sustainability and environmental implications with this request for decision.

### **5. Communication & Engagement**

Staff will advise members and liaisons of the Environmental Advisory Committee and the Parks and Recreation Advisory Committee of the Notice of Recommendation Process and will provide access to the template. The revised policies will be made available online.

## **ALTERNATIVES:**

1. That Council approve the amendments to policies ADMIN-45, ADMIN-47, and ADMIN-51 as attached to Staff Report No. ADM-22-003 to implement the Notice of Recommendation process for the Environmental Advisory Committee and the Parks and Recreation Advisory Committee.

2. That Council request additional information from staff.
3. That Council provide alternate direction to staff.