

Update - Council Governance Systems

(Revised March, 2011)

As reviewed and approved in principle by Council on November 24th, 2010.

1.0 General Terms of Reference – Revised Executive Committee Structure

Finance & Administration	Planning & Econ. Development.	Community & Protective Services	Public Works & Environmental Services
<ul style="list-style-type: none"> • Budgetary (levies/rates) • Budget Chief • Corporate Communications/ P.R. • Website • Mayor and Council support • Policies & Bylaws • Human Resources Management • Employee Relations • Occupational Health & Safety • Legal services • Corporate services • Licencing • Accessibility • Shared Service Agreements • Transportation services • Municipal Property matters • Asset Management • MFIPPA • Vital Statistics 	<ul style="list-style-type: none"> • Budgetary • PAC • C of A • Economic Development programs • Open Space development • Watershed planning • Beautification strategy and Committee activities • Housing • Trails Advisory Committee • Drinking Water Source Protection planning 	<ul style="list-style-type: none"> • Budgetary • Fire & Emergency Services • Emergency Planning & Mgmt. • Bylaw Enforcement • Animal Control • Property Standards • Parks and Facility Programming • Seniors and Youth Programming • Recreation planning and programming • Special Events services • Recreation Committee • Property Stds. Committee • Policing • Library • Museum • DSSAB • Land Ambulance services 	<ul style="list-style-type: none"> • Budgetary • Utility coordination • Roads • Fleet & fleet Maintenance • Infrastructure maintenance and Repair • Infrastructure capital projects • Bridges and culverts • Storm Water management • Water and Sewer Operations • OCWA • Solid Waste management • Recycling • NBMCA programs • Facilities & Parks Maintenance • Municipal Dock • Sidewalks • Beautification operations and maintenance • Sustainable Community Committee
<p>Staff: CAO/Clerk/Treasurer, Deputy Clerk, other staff</p>	<p>Staff: CAO/Clerk, Dep. Clerk, Planning Admin., Econ.Dev. Coordinator,</p>	<p>Staff: CAO/Clerk, Dep. Clerk, Fire Chief, CBO, BLEO, Rec.&</p>	<p>Staff: CAO/Clerk, Dep. Clerk, Supt. Of Roads & Public Works, other staff</p>

Finance & Administration	Planning & Econ. Development.	Community & Protective Services	Public Works & Environmental Services
(on request)	other staff (on request)	Comm.Events Coordinator (Curator, Librarian, Supt.Rds.& P.Wks.. on request)	(on request)

<i>Office of the Mayor</i>
<ul style="list-style-type: none"> • Intergovernmental Affairs • Municipal Action Group • Regional Boards and Commissions • General marketing/promotion of the community/Public Relations • Strategic Planning/ SPC Committee
Staff: CAO/Clerk, Dep. Clerk, Econ. Dev. Coordinator, (Receptionist/LLO on request)

Notes:

- 1) Revised model has one (1) member of Council in charge of each Committee. Each Committee Chair meets with staff on a regular basis and retains primary political accountability for the 'business' of the respective Committee. Mayor retains ex officio powers to participate in special circumstances.
- 2) Office of the Mayor is proposed to take on the following tasks:
 - Intergovernmental Affairs
 - Participation/Advocacy on regional Boards and Commissions
 - General promotion and marketing of the community in economic development sphere
 - Strategic Planning and the operations of the SPC.
- 3) Matters are dealt with within the sphere of a given Executive Committee and are brought to Committee of the Whole for discussion with the rest of Council. Current practice of 'cross filing' items of business to more than one Executive Committee stops.
- 4) Procedural Bylaw - Council Committee of the Whole Meeting Agendas revised to reflect fewer/re-named Committees – all meeting nights shifted exclusively to Tuesdays.
- 5) Council Liaisons to Boards and Committees will be established. Liaisons will not be required to attend every meeting of a Board or Committee.

Boards and Committees will be required to 'speak' to Council via formal Resolutions.

- 6) Meetings of Executive Committees proposed for Wednesdays in the first two weeks of each month.