



Staff Report

Administration

Report To: Committee of The Whole
Meeting Date: November 18, 2019
Report Number: FAF.19.165
Subject: Proposed Timetable for Committee of the Whole to Receive Committee of Council Status Reports
Prepared by: Sarah Merrifield, Executive Assistant Committees of Council

A. Recommendations

THAT Council receive Staff Report FAF.19.165, entitled “Proposed Timetable for Committee of the Whole to Receive Committee of Council Status Reports”;

AND THAT Council endorse bi-annual (twice-yearly) Committee of Council Status Reports from the following Advisory Committees of Council Chairs during regularly scheduled Committee of the Whole meetings:

1. Agricultural Advisory Committee
2. Community Communications Advisory Committee
3. Economic Development Advisory Committee
4. Grants and Donations Committee
5. Joint Municipal Physician Recruitment and Retention Committee
6. Sustainability Advisory Committee
7. The Blue Mountains Attainable Housing Corporation*
8. Transportation Committee

AND THAT Council endorse the following bi-annual reporting structure moving forward notwithstanding that the first scheduled Committee of Council Update, being the December 9, 2019 Committee of the Whole, will be to receive updates from all Committees of Council listed above, with the off-set schedule initiated in March 2020:

Bi-annual Reporting Structure:

1. **March and September Committee of the Whole** – updates from Agricultural Advisory Committee, Community Communications Advisory Committee, Economic Development Advisory Committee, and Grants and Donations Committee;
2. **June and December Committee of the Whole** – updates from Joint Municipal Physician Recruitment and Retention Committee, Sustainability Advisory Committee, The Blue Mountains Attainable Housing Corporation*, and Transportation Committee.

*NOTE: The Blue Mountains Attainable Housing Corporation is a separate Corporation wholly owned by The Corporation of the Town of The Blue Mountains.

AND THAT Council endorse the memorandum format included as Attachment 1 to this report with Committee Chairs having ten (10) minutes each to speak to matters included within the status report memorandum;

AND THAT Council direct staff to include reference to the bi-annual Committee updates in the Committee Terms of Reference documents.

B. Overview

This staff report seeks Council approval to allow for Committee Chairs to provide a bi-annual (twice-yearly) Committee of Council update at scheduled Committee of the Whole meetings and include reference to the bi-annual updates in the Committee Terms of Reference documents.

C. Background

At the June 24, 2019 Council meeting, Council passed the following resolution:

THAT Council direct staff, in conjunction with the Committee Chairs, to explore ways to develop a timetable for a Special Committee of the Whole Meeting for the purposes of receiving status reports from all Committees, Carried.

D. Analysis

Through internal discussions, staff determined it would be prudent to develop a memorandum template for use by Committee Chairs for the purposes of updating Council on specific Committee of Council activities. The template is provided as Attachment 1.

The updates are intended to be received through the Committee of the Whole schedule in March, June, September, and December of each calendar year. As previously noted, each Committee of Council will report in to Council on a six-month basis, with several Committees on a March/September reporting cycle, and others on a June/December reporting cycle, to alleviate any strain on the Committee of the Whole agendas.

Through the update sessions, Committee Chairs will have the opportunity to speak to matters included in the status updates through a ten (10) minute comment format. In the event a Committee Chair is unable to attend the designated Committee of the Whole meeting, an appropriate alternate meeting date will be arranged. Staff provided this information to Committee of Council Chairs for their feedback and this method of update has been endorsed by the members noted in the "In Consultation with" section of the report.

The Committee of Council Status Updates are not intended to replace the quarterly Committee of Council Update reports currently being received by Council, but will act as a supplement to that information.

E. The Blue Mountains Strategic Plan

Goal #2: Engage Our Communities & Partners

Objective #1 Improve External Communication with our Constituents

Objective #2 Use Technology to Advance Engagement

Objective #3 Strengthen Partnerships

Goal #4: Promote a Culture of Organizational & Operational Excellence

Objective #2 Improve Internal Communications Across our Organization

Objective #3 To Consistently Deliver Excellent Customer Service

Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

F. Environmental Impacts

N/A

G. Financial Impact

N/A

H. In consultation with

Shawn Everitt, Chief Administrative Officer

Corrina Giles, Town Clerk

Laurel Fortin, Administrative Assistant – Corporate Initiatives

Councillor Matrosovs, Agricultural Advisory Committee Chair

Andres Paara, Community Communications Advisory Committee Chair

Councillor Bordignon, Economic Development Advisory Committee and Grants and Donations Committee Chair

June Porter, Joint Municipal Physician Recruitment and Retention Committee Chair

Councillor Potter and Ken Mehi, Sustainability Advisory Committee Co-Chairs

Councillor Sampson, The Blue Mountains Attainable Housing Corporation Chair

Councillor Uram, Transportation Committee Chair

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Sarah Merrifield, Executive Assistant Committees of Council, committeesea@thebluemountains.ca.

J. Attached

1. Committees of Council Status Update Memorandum Template

Respectfully Submitted,

Sarah Merrifield
Executive Assistant Committees of Council

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
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Memorandum

Committee of Council Status Update

Date: Month Day, 20XX
From: Chair Name Chair, Committee Name
Subject: June 20XX/December 20XX Committee Name Status Update

Key Committee Focus from Previous Six Months

In this section, Committee Chairs can provide key areas of focus from the previous six months, and report on Action Items underway.

Key Committee Focus for Next Six Months

In this section, Committee Chairs can provide key areas of focus that will be prioritized in the future.

Respectfully submitted,

Chair Name
Chair, Committee Name