

DISTRICT OF  
**OAK  BAY**

**REPORT TO:** Mayor and Council

**FROM:** Warren Jones, Director of Corporate Services

**DATE:** May 2, 2019

**RE:** Review of Council Committees & Commissions Terms of Reference

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### **EXECUTIVE SUMMARY**

The purpose of this report is to recommend that the Committee of the Whole recommend to Council that the attached Terms of Reference for the Review of Council Committees and Commissions be approved.

### **BACKGROUND**

From a municipal government perspective it is best practice to regularly review governance structures, including committees and commissions. Most commonly these types of reviews are initiated following municipal elections and/or after adoption of strategic plans. The primary goals are to ensure (1) effective governance; and (2) that the time and efforts of volunteer community members and staff are respected and maximized. The purpose of Commissions and Committees are to assist Council and the community in providing good governance and accomplishing Council's strategic priorities and objectives. There are many different committee/commission models and a review of Oak Bay's structure is appropriate at this time.

Attachment "1" outlines the proposed Terms of Reference for this initiative. A small consulting budget is included in the Financial Plan to assist in the completion of this project.

### **STRATEGIC IMPACT**

The recommendation contained in this report support Council's goals of providing service excellence.

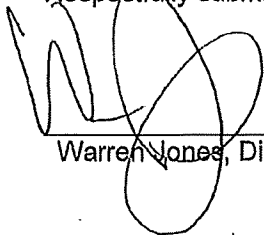
### **OPTIONS**

1. That the attached Terms of Reference for the Review of Council Committees and Commissions be approved.
2. Another option as directed by Council.

**RECOMMENDATION**

That the attached Terms of Reference for the Review of Council Committees and Commissions be approved.

Respectfully submitted,



Warren Jones, Director of Corporate Services

I concur with recommendation of the Director of Corporate Services



Lou Varela, Chief Administrative Officer

**The District of Oak Bay**  
**Review of Council Committees and Commissions**  
**Terms of Reference**

The District of Oak Bay is seeking to undertake a review and assessment of its current Council committee and commission structure to ensure effective governance and that the time and efforts of its volunteer community members and staff are maximized.

The review and assessment of the current Council committee and commission structure will include an analysis of the following:

- existing terms of reference and bylaws that outline the mandate of and delegate authority to the committees and commissions
- establishment history of current committees and commissions
- how the existing structure aligns with the Financial and Strategic Plans
- how existing policies, procedures and bylaws, e.g., Procedure Bylaw, support the existing structure
- committee/commission workplans
- committee/commission membership including appointment and recruitment processes
- member orientation and support
- meeting schedule and agenda items
- staff resources and support: agendas, reports, minutes, record keeping, follow-up
- Council liaison and how recommendations/decisions are reported back to Council
  - impact on Council decision-making process
- community engagement and public input
  - i.e., how the existing structure is utilized to receive public input
- committee and commission structures in similar sized municipalities

Consultation with all affected stakeholders, i.e. Council, staff, committee/commission members etc., is expected.

Upon completion of the review and assessment of the existing Council committee and commission structure, a report will be prepared for Council consideration recommending any changes to the existing structure, functions and processes that would allow Council to govern more effectively and support the organization as a whole.

DISTRICT OF  
**OAK  BAY**

**MEMORANDUM TO:** Council Committees and Commissions  
**FROM:** Warren Jones, Director of Corporate Services  
**DATE:** June 10, 2019  
**RE:** Council Committees and Commissions Questionnaire

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The District of Oak Bay recognizes and appreciates the time and efforts of its community members in sharing their expertise and knowledge to help advance the work of Council and the District as a whole. Council has asked staff to undertake a review of its Committees and Commissions to ensure they reflect the business and priorities of Council as well as ensuring your volunteer time is meaningful.

The attached questionnaire will help us gain a better understanding of how the committee or commission you serve on is operating and identify what is working well and areas for improvement. Your feedback will ensure that the District of Oak Bay appoints committees that are structured and run in an efficient and consultative manner.

Please note that it is not mandatory to respond to all of the questions. The feedback you provide will be kept confidential and will only be shared with Council, the CAO and the consultant involved in this review process.\*

Thank you for taking the time to complete this questionnaire. Your feedback is important to us.

Warren Jones, Director of Corporate Services

\*This collection of personal information is authorized under the *Local Government Act, Community Charter* and section 26(c) of FIPPA. The information will be used to complete a review of Council's Committee and Commissions. Questions can be directed to the District's Privacy Officer at 2167 Oak Bay Avenue, Victoria BC, V8R 1G2, or 250-598-3311, or [dhopkins@oakbay.ca](mailto:dhopkins@oakbay.ca).

DISTRICT OF OAK BAY

COUNCIL COMMITTEE AND COMMISSION QUESTIONNAIRE

Name (optional): \_\_\_\_\_

GENERAL

1. Which District of Oak Bay committee, commission and/or sub-committee are you currently a member of?

2. How long have you served on this committee, commission or sub-committee?

3. Have you served on any other committees or commissions for the District or any other local government? If yes, please specify.

No  Yes

4. Have you served as Chair or Vice Chair on this or any other commission or committee for the District? If yes, please specify.

No  Yes

**ROLE OF THE COMMITTEE OR COMMISSION**

5. Do you feel you have a good understanding of the committee or commission's mandate? Are the terms of reference or governing bylaws of the committee or commission clear, appropriate and relevant? Please explain.

No  Yes

6. Do you feel it would be valuable for the committee or commission to undergo an annual workplan exercise and year-end check-in? Please explain.

No  Yes

**MEMBERSHIP ROLE AND FUNCTION**

7. Do you have a good understanding of your role and responsibilities as a committee or commission member? Did you receive any orientation or training as a new member as to how the committee or commission operates, how decisions are made, how to make a motion etc.? If yes, was the orientation/training session helpful?

No  Yes

8. Do you feel the members have the necessary tools to fulfill their role successfully? Please explain.

No  Yes

9. Do the members come to the meeting prepared and ready to contribute?  
 No  Yes

**FUNCTION OF THE COMMITTEE OR COMMISSION**

10. Do you feel the committee or commission meets regularly enough? If no, please specify.  
 No  Yes

11. Are the length of the meetings appropriate and respectful of the agenda?  
 No  Yes

12. Do you feel the meetings run effectively? If no, please specify.  
 No  Yes

13. Do you feel your ideas and opinions are heard and valued at the meetings?  
 No  Yes

14. Do you receive the meeting agenda and materials in a timely manner in advance of the meeting to allow for appropriate review and preparation?

No  Yes

15. Do the meeting materials provide sufficient information and are they presented in a manner that allows for you to understand and assess the issues for discussion?

No  Yes

16. Does the committee or commission have adequate resources (e.g., budget, staff) to support its function?

No  Yes

17. Is it clear how staff supports the function of the committee or commission? Please specify.

No  Yes

18. Is it clear how decisions are made and implemented following the meeting?

No  Yes



19. Do you feel the recommendations of the committee or commission are listened to and valued by Council?

No  Yes

**GENERAL FEEDBACK**

20. What do you think works well with your committee or commission?

21. What do you think could be improved?