



Date 19 September 2012

City Council Committee Report

To: Mayor Canfield & Members of Council

Fr: Karen Brown

Re: Council Portfolios, Appointments and Release of Reports

Recommendation:

That Council hereby approves an amendment to Part 11 of the City's Procedural By-law to reflect the following:

- The use of Standing Committees of the Committee of the Whole shall be eliminated and replaced with a Portfolio structure within the Committee of the Whole;
- Each Portfolio shall be comprised of all Members of Council, with one Lead appointed to oversee the mandate of the Committee Portfolio, together with one Alternate;
- A realignment of the new Portfolio Structure as of December 1, 2012 to reflect the following Portfolios:
 - Business Administration;
 - Community Services;
 - Economic Development;
 - Emergency Services;
 - Operations;
 - Property & Planning; and

That the following Members of Council be hereby appointed as Lead and Alternate for these Portfolios for the period December 1, 2012 to November 30, 2014:

Portfolio:	Lead:	Alternate:
Business Administration	R. Lunny	R. McMillan
Community Services	R. McMillan	R. Lunny
Economic Development	S. Smith	L. Roussin
Emergency Services	C. Drinkwalter	R. McKay
Operations	R. McKay	C. Drinkwalter
Property & Planning	L. Roussin	S. Smith

and;

That Council hereby approves an amendment to Part 12.2 of the by-law to reflect that reports will be made available to the public, at the latest, on the business day immediately preceding the applicable Committee or Council meeting; and further

That Council hereby directs the Clerk to prepare these amendments to the City's new Procedural By-law, together with other identified housekeeping changes in a separate report, to be brought forward for Council approval and which will take effect and come into force on December 1, 2012.

Background:

When the current Council was elected, the City also restructured the various Standing Committees of Council under Part 11 of the City's Procedural By-law. At that time, the decision was made to appoint Members of Council to the realigned Standing Committees for a period of two years. The intent was twofold. Firstly, it would allow Members of Council to determine whether or not there was interest in changing areas of responsibility half way through the term. Secondly, it would allow the City the opportunity to review the new Standing Committee structure and determine if any changes should be made.

Standing Committee Structure:

Part 11 of the City's Procedural By-law appoints three Members of Council to each of the City's Standing Committees, in the role of Chair, Vice-Chair and Member. Despite this, for the past two years, the City has operated as though all Members of Council are Members of the various Standing Committees, in effect operating as a Committee of the Whole as referenced within the City's procedural by-law. This structure has worked well, allowing each Member of Council to participate fully in the various decisions and discussions related to each area of responsibility. It is recommended that the procedural by-law be updated to clearly reflect that the Standing Committees of Council work as a Committee of all of Council, and are not restricted to only three Members of Council.

In conjunction with this change, it is recommended that the City shift from the use of Standing Committees to Portfolios, which would represent the various areas of responsibility for each Member of Council. A Lead and an Alternate would be appointed to each Portfolio.

Portfolio Realignment:

The alignment of the previous Standing Committees that occurred in December 2010 has worked well over the past two years. It is recognized, however, that this Council is actively working towards new opportunities under the Community Services umbrella related to the City's recreational facilities. In particular, the proposed rehabilitation of the Keewatin Memorial Arena project for which funding was recently applied for as the City's number one priority under the Community Infrastructure Improvement Fund (CIIF) program. In addition, the recent creation of the newly formed Events Centre Committee is anticipated to result in a more active review of opportunities related to the twinning of the Kenora Recreation Centre. As such, it is recommended that consideration be given to separating out Community Services to its own Portfolio. The previous areas of Corporate Services and Finance could readily be combined into one portfolio and would represent the same combination of responsibility that was in place prior to December 2010.

The following table represents the Standing Committees as they exist today, and the proposed Portfolio structure as of December 1, 2012. This table also shows the

transition from the current grouping of responsibilities under the standing committees to the new portfolios:

Standing Committees to Nov /12:	Portfolios Effective Dec / 12:
Finance	Business Administration
Corporate Services	
Community & Protective Services	Community Services
	Emergency Services
Operations	Operations
Property & Planning	Property & Planning
Economic Development	Economic Development

It should be noted that the table has been colour coordinated for the new portfolios. Given the shift to a Lead and an Alternate for each portfolio from the previous three Member standing committee structure, it is recommended that these portfolios be grouped in two so that the Lead and the Alternate are the same Council Members in that group. This is being recommended simply to provide consistency in cover off between Council Members. For example, the Chair of Business Administration would be the Alternate on Community Services, and vice versa.

With regards to changing portfolios, overall Council Members have indicated that they are happy with their existing portfolios and would prefer to remain as lead on those portfolios. Councillor McMillan has agreed, however, to step forward as the Lead for Community Services, given the proposed combination of Corporate Services and Finance. As such, and based on the other Leads remaining in their current positions, the following appointments are being recommended in this report effective December 1, 2012, for the balance of the term of Council:

Portfolio:	Lead:	Alternate:
Business Administration	R. Lunny	R. McMillan
Community Services	R. McMillan	R. Lunny
Economic Development	S. Smith	L. Roussin
Emergency Services	C. Drinkwalter	R. McKay
Operations	R. McKay	C. Drinkwalter
Property & Planning	L. Roussin	S. Smith

The existing Standing Committee appointments have been included at the end of this report for your reference. There is no proposed change to Council appointments to any other Committee or Board as a result of the changes as recommended within this report.

Release of Reports:

There has been some discussion about making changes to the timing of when Committee reports will be released to the public. As you know at this time, we ensure reports only are uploaded to the Portal following the Committee meetings and before the Council meeting; only those reports going forward to Council are released not those that may be deferred or rejected. In keeping with Accountability and Transparency policies and with the soon to be integrated eScribe Meeting Management

system, the reports and background documentation will eventually be attached to the actual agenda that is circulated to Council under the same timelines as is the practice today. It remains to be seen how the eScribe system will manage only reports being released to the public with an agenda, versus status quo on the Portal (but only after they have first been released to Council). Hopefully we can avoid two separate agendas having to be prepared; one for our needs and one for the public. It could be we may continue in the same fashion of uploading reports to the Portal for the information of the public until we get into the eScribe system and its Report Manager function. Since we are not in the eScribe world as yet, we simply are recommending that reports will be made available to the public, at the latest on the business day immediately preceding the applicable Committee or Council meeting (this of course would apply to regular and special meetings). Once up and running with eScribe, this section of the by-law will have to be re-visited for more defined wording, at the same time Section 12.3 will also require to be amended as it relates to agenda preparation and distribution in the eScribe system.

Budget:

There is no budget impact related to this change in the City's portfolio structure and procedural by-law.

Communication Plan/Notice By-law Requirements:

The required amendments to the City's Procedural By-law will be developed through the Clerk's office.

City Council Standing Committees – To November 30, 2012

Finance

Chair	R. Lunny	Nov 30/12
Vice	L. Roussin	Nov 30/12
Member	S. Smith	Nov 30/12

Operations

Chair	R. McKay	Nov 30/12
Vice	C. Drinkwalter	Nov 30/12
Member	R. McMillan	Nov 30/12

Corporate Services

Chair	R. McMillan	Nov 30/12
Vice	S. Smith	Nov 30/12
Member	L. Roussin	Nov 30/12

Community & Protective Services

Chair	C. Drinkwalter	Nov 30/12
Vice	R. McMillan	Nov 30/12
Member	R. McKay	Nov 30/12

Economic Development

Chair	S. Smith	Nov 30/12
Vice	R. McKay	Nov 30/12
Member	R. Lunny	Nov 30/12

Property & Community Planning

Chair	L. Roussin	Nov 30/12
Vice	R. Lunny	Nov 30/12
Member	C. Drinkwalter	Nov 30/12