

Priorities Committee Meeting_Nov21_2017

REPORT FOR INFORMATION**Boards and Committees - Mandate Process Update****Report Purpose**

To provide the Priorities Committee with an update on the progress of the Mandate Letter Process and to provide the list of activities prepared for certain Council Committees.

NOTE:

The intention was to provide Priorities Committee with a presentation on the mandate process for boards and committees; however, due to time constraints related to the November 21, 2017 Priorities Committee agenda, the report and presentation (see Enclosure 1) are being provided as an Information Item.

Council History

April 25, 2017 - Council directed that the Mandate Letter process, as outlined in the April 25, 2017 Governance Advisory Committee report, Further Review of Boards and Committees, be approved.

April 11, 2017 - Priorities Committee referred to Council for debate and decision the April 11, 2017 Governance Advisory Committee report, Further Review of Boards and Committees.

Strategic Plan Priority Areas

Economy: n/a

Governance: The Boards and Committees Bylaw 46-2015 provides that Council Committees are to provide a forum for examining timely issues relevant to their mandates by considering topics from sources including requests or suggestions from Council.

Social: n/a

Culture: n/a

Environment: n/a

Other Impacts

Policy: n/a

Legislative/Legal: n/a

Interdepartmental: n/a

Summary**History**

In April 2017, Council directed Administration to work with each Council Committee to develop a list of activities that each Council Committee could perform in 2018 and 2019. The lists were to include how each activity would support and facilitate the achievement of the Strategic Plan, vision and priorities.

Draft Activity Lists

Since that time, those lists have been developed, and the draft lists of activities are attached to this Report as Enclosure 2. These lists are included as part of the Priorities

Committee agenda so that they may be considered at Council's strategic planning sessions in January 2018.

Each Council Committee activity list identifies the strategic plan goals to which the committee's activities align. Aligning Council Committee work to strategic goals will ensure that the County is continuing its efforts in priority based budgeting and business planning, while demonstrating efforts in advancing Council's Strategic Plan, and achieving the ultimate vision of becoming Canada's most livable community.

Next Steps

Following Council's next strategic planning session, Administrative will present Council with the proposed Mandate Letters for the Council Committees. The letters will detail the proposed 2018 and 2019 Council Committee activities based on the initial draft lists of activities and feedback from Council's strategic planning session.

Provided the Mandate Letters are approved, Council Committees will then have more direction for work to be done in 2018 and 2019. Accordingly, the Mandate Letters will inform the 2018 and 2019 work plans for each Council Committee and will, in turn, inform the annual committee updates to the Priorities Committee.

Enclosure

- 1 Mandate Letter Process Presentation
- 2 Draft Lists of Activities for Council Committees