

## **Report to Committee of the Whole**

**Date:** 3/10/2025  
**From:** Julia McCaugherty-Jansman, Clerk  
**Re:** Revised Committee Structure Report

### RECOMMENDATION

THAT the Committee of the Whole receive for information the report regarding the revised committee structure;

AND FURTHER THAT Committee provide direction to staff to bring back to the March 24<sup>th</sup> Regular Council Meeting for final consideration.

### BACKGROUND

The [first draft report](#) of the proposed restructuring of committees was brought to the February 10<sup>th</sup> Committee of the Whole Meeting for initial review and consideration. Feedback was given on the proposed new committee structure and staff continued to work on a revised structure based on the comments given.

### ANALYSIS

Below is a summary of the suggestions to work on that staff took away for further review:

- Consideration of making the meetings monthly, with no meetings in July, August or December
- Consideration of not doing afternoon meetings and keeping them to evening meetings
- Consideration of maintaining a Planning Committee – not a land-use planning committee, but more of a community social-based planning (ie. opportunities with the Health Centre, community program planning, long-term vision planning, etc.)

Meetings scheduled for two-month intervals (bi-monthly) can always be increased based on the need. Many activities where a committee would become involved take place during the summer.

With the introduction of staff attendance, evening meetings would require consideration of an increase in banked time-in-lieu or overtime, based on the administrative support required.

Another potential option for Council to consider if the consensus is to have evening meetings, is the consideration of having fully virtual meetings. Other municipalities have fully virtual committee meetings to accommodate for public members' schedules. This would allow Staff to be able to livestream and "host" the meetings remotely from home if

the meetings are to be in the evenings. This would be done through a Zoom meeting that Staff would be responsible for starting and livestreaming through the Village's YouTube Channel, the same way in which Council Meetings are livestreamed via a Zoom link.

Having the Land Use Planning component be the responsibility of Council is still the recommendation of staff to maintain consistency, with Council having the final decision and consensus on this recommendation though. Staff are proposing the introduction of a Community Development Coalition, similar to the approved Economic Development Coalition, which would provide an option to bring Community Stakeholders together in a less formal atmosphere, to identify opportunities/initiatives, and determine an overall strategy to present to Council. This would be initially organized by the CAO, with the scheduling of meetings endorsed by the members of the Coalition. A draft mandate for the Community Coalition is attached to this report as Schedule "A".

### BUDGET/LEGAL IMPLICATIONS

**Option 1:** Committee Meetings held within the regularly scheduled workday.

**Option 2:** Committee Meetings held from 3:00 p.m. – 5:00 p.m.

30 minutes flex time provided to Staff if required.

**Option 3:** Committee Meetings 6:00 p.m. – 8:00 p.m.

The impact of Staff attendance at Committee Meetings held after the normal workday in-person: Staff would accumulate 4.5 hours in lieu or 6.7 hours of overtime if the staff member is not on salary.

### CONCLUSION

Staff are recommending that Council endorse Option 1 or 2, with a staff member assigned to each committee to provide administrative support.

Staff are recommending that Committee Meetings be held bi-monthly, with the understanding that the Chair may always call additional meetings as required.

Staff are recommending that the Land Use Planning responsibilities rest with Council, and the introduction of a Community Development Coalition be given additional consideration.

### ATTACHMENTS

Schedule "A" – Draft Community Coalition Mandate

Submitted by:

Approved by:

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Julia McCaugherty-Jansman, Clerk

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Darlene Plumley, CAO