



City of Port Moody

Report/Recommendation to Council

Date: November 5, 2024
Submitted by: Legislative Services Division
Subject: Advisory Bodies of Council – Update and Terms of Reference for Review

Purpose

To report back with updates requested by Council and provide an opportunity to review the City's terms of references for advisory bodies.

Recommended Resolution(s)

THAT the terms of references for the following advisory bodies, included as Attachments 1-10, be approved as recommended in the report dated November 5, 2024, from the Legislative Services Division regarding Advisory Bodies of Council – Update and Terms of Reference for Review:

- **Arts, Culture, and Heritage Committee;**
- **Climate Action Committee;**
- **Economic Development and Tourism Committee;**
- **IDEA Committee;**
- **Land Use Committee;**
- **Parks and Environment Committee;**
- **Seniors Focus Committee;**
- **Transportation Committee;**
- **Youth Focus Committee; and**
- **City/CPKC Community Advisory Panel;**

AND THAT the draft Council Committee System Policy, included as Attachment 11, be approved.

Background

At the Governance and Legislation Committee meeting held on February 21, 2023, Council passed the following resolution:

GLC23/009

THAT staff report back regarding a policy for the provision of stipends to members of committees with expertise.

At the Governance and Legislation Committee meeting held on May 21, 2024, Council passed the following resolution:

GLC24/020

THAT staff be directed to bring back TORs for each committee for review of membership and ensure broad representation as outlined in Policy 1.1 is included prior to the next recruitment period.

Discussion

Broad Representation and Terms of Reference Review

The definition of broad representation can be interpreted differently based on the context in which it is applied. For example, when applied to the IDEA Committee “broad representation” could be interpreted as “diversity” or “accessibility”. For the Land Use Committee, it could be interpreted as “geographic location” (e.g.: neighbourhood area).

With respect to applying section 1.1 (Diversity) of the Council Committee System Policy to the City’s various terms of reference, it is suggested that a general statement of broad criteria be added as a new subsection. With this addition, Council may then, if they wish, amend or expand memberships to address express qualifications of criteria or demographic they wish to have represented on the advisory body. A proposed general statement is outlined through tracked changes in **Attachment 11** of this memo.

The terms of reference for the City’s volunteer advisory bodies are also included as **Attachments 1-9** for Council’s review.

It should be noted that the City/CPKC Community Advisory Panel (formerly City/CP Rail Community Advisory Panel) has not been active since mid-2016. Should Council wish to re-establish this committee (terms of reference, which include housekeeping updates required since 2016, are included as **Attachment 10**), staff will include the City/CPKC Community Advisory Panel in the recruitment process commencing in November 2024.

Stipends

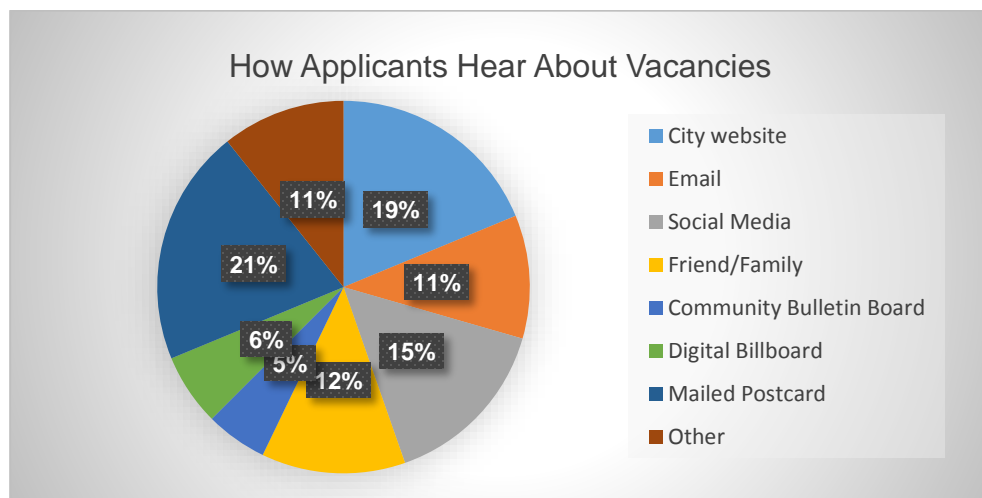
Staff do not recommend implementing stipends to the City’s Advisory Bodies of Council. Through a Lower Mainland municipal scan of fourteen municipalities, it was found that this is not a practice engaged by other municipalities. If stipends were implemented, there are implications to consider regarding the perception of a volunteer vs professional member on the advisory body.

While staff do not recommend implementing stipends to individual advisory bodies, Council did indicate that there may be a desire to investigate ways of addressing potential barriers of entry for interested volunteers. These barriers could include accessibility needs, child/elder care, etc. For the next recruitment period, the application form has been updated to include the question “Do you have any specific accessibility needs or other support requirements?”.

Recruiting and Marketing

The City's recruitment process will commence shortly with the intent of appointing members to vacancies before the end of the year.

Vacancies are currently advertised through the City's website and social media channels. Prior to 2023, staff also included advertisements in the Tri-City News as part of the communication plan. However, with print editions ceasing publication in 2023, the City advertised the annual recruitment season with an Engage Port Moody initiative to maximize cost savings. Staff added a question to the application form about how applicants heard about committee vacancies and results demonstrated that most applicants learned through a mailed postcard delivered to households with a Port Moody postal code. Staff will be including mailed postcard advertisements in the committee recruitment communication plan starting in 2024.



Staff are also working to expand the reach of recruitment efforts and engage in targeted recruitment advertising to broaden the applicant pool. The 2024 communication plan includes reaching out to community organizations and advocacy groups for underrepresented demographics to increase awareness of committees and their role, as well as to inform and attract motivated, skilled, and qualified applicants from a broad range of backgrounds.

Other Option(s)

THAT the report dated November 5, 2024, from the Legislative Services Division regarding Advisory Bodies of Council – Update and Terms of Reference for Review be received for information.

Financial Implications

There are no financial implications associated with the recommendations in this report.

Communications and Public Engagement Initiatives

There are no communications or public engagement initiatives associated with the recommendations in this report.

Council Strategic Plan Goals

The recommendations in this report align with the following Council Strategic Plan Goal(s):

- Strategic Goal 1.3 – Lead with Good Governance; and
- Strategic Goal 3.3 – Enhance Community Wellbeing.

Attachment(s)

1. Terms of Reference – Arts, Culture, and Heritage Committee.
2. Terms of Reference – Climate Action Committee.
3. Terms of Reference – Economic Development and Tourism Committee.
4. Terms of Reference – IDEA Committee.
5. Terms of Reference – Land Use Committee.
6. Terms of Reference – Parks and Environment Committee.
7. Terms of Reference – Seniors Focus Committee.
8. Terms of Reference – Transportation Committee.
9. Terms of Reference – Youth Focus Committee.
10. Terms of Reference – City/CPKC Community Advisory Panel.
11. Draft Council Committee System Policy.

Report Author

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City Clerk and Manager of Legislative Services

Report Approval Details

Document Title:	Advisory Bodies of Council – Update and Terms of Reference for Review.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 - Terms of Reference - Arts Culture and Heritage Committee.pdf- Attachment 2 - Terms of Reference - Climate Action Committee.pdf- Attachment 3 - Terms of Reference - Economic Development and Tourism Committee.pdf- Attachment 4 - Terms of Reference - IDEA Committee.pdf- Attachment 5 - Terms of Reference - Land Use Committee.pdf- Attachment 6 - Terms of Reference - Parks and Environment Committee.pdf- Attachment 7 - Terms of Reference - Seniors Focus Committee.pdf- Attachment 8 - Terms of Reference - Transportation Committee.pdf- Attachment 9 - Terms of Reference - Youth Focus Committee.pdf- Attachment 10 - Terms of Reference - City-CPKC Community Advisory Panel.pdf- Attachment 11 - Council Committee System Policy.pdf
Final Approval Date:	Oct 29, 2024

This report and all of its attachments were approved and signed as outlined below:

Jennifer Mills, Legislative Services Advisor - Oct 28, 2024

Stephanie Lam, City Clerk and Manager of Legislative Services - Oct 28, 2024

Angie Parnell, General Manager of Corporate Services - Oct 29, 2024

Anna Mathewson, City Manager - Oct 29, 2024