



ENVIRONMENT ADVISORY COMMITTEE

**Thursday, December 6, 2012
5:30 PM**

Larry Schneider Board Room, Main Floor, City Hall



Office of the City Clerk

**Public Agenda
Environment Advisory Committee
Thursday, December 6, 2012**

Approval of Public Agenda

Minutes of the meeting held on October 4, 2012.

Communications

- EAC12-25 Cloth Diaper Services
- EAC12-26 Preparation of Annual Report
- EAC12-27 Committee Structure Review
- EAC12-28 2013 Environment Advisory Committee Work Plan

Adjournment

AT REGINA, SASKATCHEWAN, THURSDAY, OCTOBER 4, 2012

AT A MEETING OF THE ENVIRONMENT ADVISORY COMMITTEE
HELD IN PUBLIC SESSION

AT 5:30 PM

Present: Councillor Fred Clipsham
Sarah Turnbull, in the Chair
Jason Ash
Lyle Benko
Sharon Rodenbush
Deanna Trowsdale-Mutafov
Chris Yost

Regrets: Michael Berry
Jocelyn Crivea
Norm Henderson
Kathleen Livingston

Also in Attendance: Committee Assistant, Mavis Torres

APPROVAL OF PUBLIC AGENDA

Chris Yost moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted.

ADOPTION OF MINUTES

Lyle Benko moved, AND IT WAS RESOLVED, that the minutes for the meeting held on September 6, 2012 be adopted, as circulated.

COMMUNICATION

E12-24 2012-2013 Environment Advisory Committee Work Plan

Recommendation

That this communication be received and filed.

Sharon Rodenbush moved, AND IT WAS RESOLVED, that a new category on education, communication and facilitation be considered, for all the deliverable topics, as a future workplan item for the Environment Advisory Committee.

ADJOURNMENT

Jason Ash moved, AND IT WAS RESOLVED, that the meeting adjourn.

The meeting adjourned at 6:55 p.m.

Chairperson

Secretary

December 6, 2012

To: Members,
Environment Advisory Committee

Re: Cloth Diaper Services

Over the past year and a half, the Environment Advisory Committee has heard several presentations from Karen Moore, Regional Director for the Saskatchewan Abilities Council, with respect to the Happy Nappy Cloth Diaper Service. A working group was formed to prepare a report that included recommendations to City Council with respect to alternatives to disposable diapers in order to reduce burden on landfills, as well as a proposal by Happy Nappy for a pilot program and reimbursement for their diaper starter kit.

The working group's report was considered by the committee and the following recommendations were approved for submission to the Public Works Committee:

1. That the proposal submitted by Happy Nappy Diapering Service, requesting the City of Regina to subsidize users of the Happy Nappy service, not be adopted by the City of Regina.
2. That the Public Works Committee request City Administration to include education about alternatives to conventional disposable diapers in current and future education, as well as recycling education programs and communications.

Before the recommendations were submitted to the Public Works Committee, a communication was received from Happy Nappy Diaper Service that read as follows:

“It is with regret and sadness that I announce the closure of Happy Nappy Diaper Service, our Social Enterprise that has been in operation since the Fall of 2010. We have worked very hard to grow the business and bring the concept of a cloth diapering service to the province; however, the growth that we anticipated and require simply hasn't occurred. As a result, the Board passed a motion to wind up operations by December 31, 2012. We will not be accepting new customers, effective immediately; however, the Happy Nappy team will continue to provide excellent support to our existing customers until closure.

Further deliberations with the Environment Advisory Committee will not be necessary, although I believe it is in the best interest of the City of Regina to champion the use of cloth diapers by parents in our city.

I would be pleased to respond to any inquiries you may have.”

In view of Happy Nappy's closure, the committee should review their recommendations to determine whether any revisions are needed before forwarding them to the Public Works Committee for consideration.

Respectfully submitted,



Elaine Gohlke, Secretary
Environment Advisory Committee

December 6, 2012

To: Members,
Environment Advisory Committee

Re: Preparation of Annual Report

On June 22, 2009, City Council established *The Committee Bylaw, 2009*. Table 12 of *The Committee Bylaw* sets out the Authority, Terms of Reference and Composition of the Environment Advisory Committee and states that the Committee “shall provide an annual report on its activities to the Public Works Committee.”

The purpose of this communication is to allow the Committee an opportunity to review and examine its activities during 2012 and discuss the development of an Annual Report summarizing those activities. A draft of the Annual Report should be available for review by the Committee at its January 2013 meeting. That will allow time for revisions so it can be presented for review and approval at the Committee’s February 2013 meeting, after which it would be forwarded to the Public Works Committee for approval.

Respectfully submitted,



Elaine Gohlke, Secretary
Environment Advisory Committee

December 6, 2012

To: Members,
Environment Advisory Committee

Re: Committee Structure Review

On November 19, 2012, City Council considered report #CR12-165 with respect to a Committee Structure Review and adopted the following resolution:

That the Office of the City Clerk, under the direction of the Deputy City Clerk, be directed to complete a Committee Structure Review in 2013.

A copy of the report is attached as Appendix A and provided for the information of the committee and for discussion purposes.

Respectfully submitted,



Elaine Gohlke, Secretary
Environment Advisory Committee

November 19, 2012

To: His Worship the Mayor
and Members of City Council

Re: Committee Structure Review

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- NOVEMBER 14, 2012**

That the Office of the City Clerk, under the direction of the Deputy City Clerk, be directed to complete a Committee Structure Review in 2013.

EXECUTIVE COMMITTEE – NOVEMBER 14, 2012

The Committee adopted a resolution to concur in the recommendation contained in the report.

Councillors: Sharron Bryce, John Findura, Jerry Flegel, Shawn Fraser, Bob Hawkins, Terry Hincks, Wade Murray, Mike O'Donnell and Barbara Young were present during consideration of this report by the Executive Committee.

The Executive Committee, at its meeting held on November 14, 2012, considered the following report from the City Clerk:

RECOMMENDATION

That the Office of the City Clerk, under the direction of the Deputy City Clerk, be directed to complete a Committee Structure Review in 2013.

CONCLUSION

Subsection 35 of City Council's Procedure Bylaw 9004 and the Committee Bylaw 2009-40 provides for the Executive Committee to facilitate a review of Council's Committee Structure in the year following each General Election. Options are provided in the report for conducting the review.

BACKGROUND

The last substantive review of the Committee Structure for conducting city business was done in 2009. At that time, an external consultant was engaged to conduct a comprehensive review of Council's structure and significant changes were made based on this advice. In addition, evaluation techniques were developed that has led to further changes in the structure throughout the last three years.

The delegated authority for the main committees of Council were changed to allow them to make decisions on behalf of City Council related to their assigned mandates and to have advisory committees report to Council through the main committees. The objective of the changes was to delegate City Council authority for dealing with general matters to the Administration and main committees and to have the main committees consider public input on matters that were delegated to the committee or prior to making recommendations to City Council for the disposition of matters. Further, all advisory committees were required to develop a work plan that supports Council's direction in the area of strategy, policy and major projects.

Over the years additions, deletions and changes to the structure, terms of reference and delegated authorities of the committees have been made as required.

Each year in November, the City Clerk facilitates a process for making appointments to boards, commissions and committees for the following year. The reports provided to the Executive Committee on appointments often include recommendations from the Administration or the committees of Council on changes to the structure, terms of reference or delegated authority for committees.

The current City Council Committee Structure (as referenced in the Boards, Commissions and Committees Book published annually by the City Clerk's Office) includes the following committees for conducting city business:

Main Committees (6)

Emergency Measures Committee
Executive Committee
Community & Protective Services Committee
Finance and Administration Committee
Public Works Committee
Regina Planning Commission

Quasi-Judicial Committees (3)

Board of Revision
Development Appeals Board
Regina Appeals Board

Advisory Committees (9)

Accessibility Advisory Committee
Arts Advisory Committee
Community Leaders' Advisory Committee
Community Services Advisory Committee
Crime Prevention Advisory Committee
Environment Advisory Committee
Municipal Heritage Advisory Committee
School Boards/City Council Liaison Committee
Youth Advisory Committee

City Council annually appoints members of Council and/or the Administration to an additional 27 committees in the community. The review of the Council Committee Structure will focus on the above committees created by City Council for conducting City business along with the Regina Downtown and Regina's Warehouse Business Improvement Districts, Regina Regional Opportunities Commission and the Regina Exhibition Association Limited. Administrative support to these committees is provided for by a combination of staff from the City Clerk's office and relevant operating divisions. Arms length Boards are supported by their own administrative staff.

The purpose of this report is to provide options to the Executive Committee for reviewing the Council Committee Structure as provided in under Subsection 35 of City Council's Procedure Bylaw No. 9004 and the Committee Bylaw 2009-40.

DISCUSSION

The annual reports from advisory committees and the annual report from the City Clerk on appointments as well as any amendments that may be raised in reports from the main committees to Council provide for an ongoing fine tuning of the Committee Structure for doing city business. The intent of the Committee Structure review in the year following each general election is to provide an opportunity to review the Committee Structure from an overall perspective to assess its effectiveness in conducting city business.

As noted above, at the present time there are 18 Council committees for conducting city business. Management and support for this many committees becomes costly. From past surveys of other cities of a similar size it has been found that Regina has improved, however in general has more ongoing committees than other cities. It is beneficial to review the Committee Structure to assess its effectiveness and to identify whether or not there may be other more effective options for promoting public engagement in conducting city business.

The following options have been identified for the Executive Committee to consider related to conducting a Committee Structure Review.

Option 1 - Recommended

Direct the City Clerk's Office to undertake a review of the Committee Structure and to provide a report with recommendations to the Executive Committee for consideration. The review would include the following elements:

- Conduct a survey of other cities of similar size to determine the following:
 - the number and types of committees being used by other cities for public engagement
 - whether or not limited terms, sunset mandates for committees or other approaches are being used as a method for managing the Council Committee Structure
 - Other methods being used for public engagement
- Interview members of Council
- Interview/survey the Administration
- Interview/survey Committee members

This approach will assess and compare what is being done for public engagement by other cities, seek input from the members of Council, the Administration and the Committee members on opportunities for improving the Committee Structure and public engagement practices for the City of Regina.

This approach is similar to the way in which previous Committee Structure Reviews have been conducted in past years. The disadvantage of this approach is staff would need to be reassigned to the project potentially causing a resource shortage in other areas of Council support.

Option 2

Engage a consultant to work with the City Manager and City Clerk to conduct the review of the Regina Committee Structure and to prepare a report with recommendations on opportunities for improving the structure and how the City manages public engagement. The review would include the following elements:

- Conduct a survey of other cities of similar size to determine the following:
 - the number and types of committees being used by other cities for public engagement
 - whether or not limited terms, sunset mandates for committees or other approaches are being used as a method for managing the Council Committee Structure
 - Other approaches being used for public engagement
- Interview members of Council
- Interview/survey the Administration
- Interview/survey Committee members

The advantage of this approach is that the engagement of a consultant with experience in the area of municipal governance models would contribute to frank and objective advice for the City of Regina on opportunities for improving the effectiveness of the Committee Structure and public engagement.

As a substantive review was recently conducted in 2009, it is anticipated that any recommended changes will be relatively minimal. As such, incurring up to \$50,000 in consultant fees is not seen as a prudent use of resources.

Option 3

Recommend City Council that a Committee Structure Review not be done and that the Procedure and Committee Bylaw be amended to delete the requirement for periodic reviews of the Committee Structure.

This approach would result in the City of Regina relying on information provided in the annual advisory committee reports and other reports that may be brought forward from time to time to propose changes to the Council Committee Structure. This does not provide for a holistic review of the governance model for the City of Regina or whether it is effectively working in providing for public engagement.

RECOMMENDATION IMPLICATIONS

Financial Implications

- Options 1 - Would be conducted by city staff and would not have an impact on the budget, aside from lost opportunity costs associated with staff from the Clerk's office being re-assigned from regular duties or other projects.
- Option 2 - It is estimated that the engagement of a consultant to undertake the Committee Structure Review would cost between \$25,000 and \$50,000. If this option is selected a consultant will be engaged before the end of the year using 2012 funds.
- Option 3 - No cost.

Environmental Implications

None with respect to this report.

Strategic Implications

We must operate effectively and efficiently, and adopt a culture of continuous improvement. Ensuring organizational capacity and effectiveness is a very clear priority of the City of Regina. Regular reviews of the committee structure supports good governance and potentially streamlines processes and create accountability in clear terms of reference, and offers measures to evaluate effectiveness annually.

Accessibility Implications

None with respect to this report.

Other Implications

None with respect to this report.

COMMUNICATION PLAN

None for this report.

DELEGATED AUTHORITY

The disposition of this report requires City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



Joni Swidnicki, Secretary

December 6, 2012

To: Members,
Environment Advisory Committee

Re: 2013 Environment Advisory Committee Work Plan

Members of the Environment Advisory Committee have been discussing changes to the committee's Work Plan and a new Work Plan was drafted. At the October 4 meeting, a resolution was passed to consider a new category for all deliverable topics with respect to education, communication and facilitation. A copy of the Work Plan is attached for review and revision by committee members before being forwarded to the Executive Committee for approval.

Respectfully submitted,



Elaine Gohlke, Secretary
Environment Advisory Committee

Environment Advisory Committee 2012/13 Work Plan

<i>Deliverable (What)</i>	<i>Action(How)</i>	<i>Resources (Who)</i>	<i>Participate /Lead</i>	<i>Budget</i>	<i>Start/Complete Date (When)</i>
1. Provide advice and recommendations on reducing Regina's carbon footprint	Be a stakeholder in the Official Community Plan with particular focus on transportation.	All			Ongoing
2. Provide advice and recommendations on solid waste reduction and management	Encourage alternative disposal methods for waste. Encourage packaging reduction.	All			Ongoing
3. Provide advice and recommendations on practices to improve the overall health of the watershed	Investigate options for improving water quality. Investigate options for water conservation.	All			Ongoing
4. Provide advice and recommendations on pesticide use	Environmental due diligence of best practices for pesticide management.	All			Ongoing