

2018-2022 DISTRICT OF HOUSTON COUNCIL ORIENTATION

If you Dream it... You can Achieve it!
Community Planning & Development

October 30, 2018

Session #7



Council Orientation Agenda

TIME	MONDAY	TUESDAY	WEDNESDAY
8:30 – 10:00	Local Government 101	Municipal Service Delivery & Planning	Asset Management
10:00 – 10:15	Refreshment Break	Refreshment Break	Refreshment Break
10:15 – 11:45	Governance & Ethics	Budgeting, Taxation, and Financial Affairs	Risk Management & Dispute Resolution
11:45 – 12:45	Lunch (Provided)	Lunch (Provided)	Lunch (Provided)
12:45 – 2:15	Setting Priorities, Delivering Outcomes	Community Planning & Development	Human Resource Management
2:15 – 2:30	Refreshment Break	Refreshment Break	Refreshment Break
2:30 – 4:00	Council Meeting Simulation	Municipal Facility Tour (Will Run to 5pm)	Public Relations



Outline

- Governance v. Government
- Who Does What? (And What is a CAO?)
- Being Strategic, Setting Goals, Achieving Objectives
- Legislate This – Bylaws & Policies
- The “Monkey Wrenches”
- Review



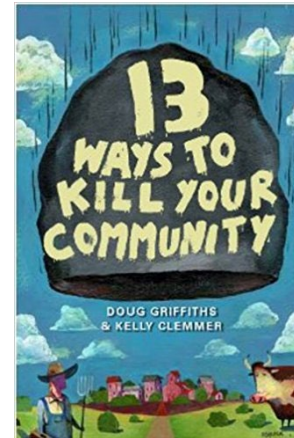
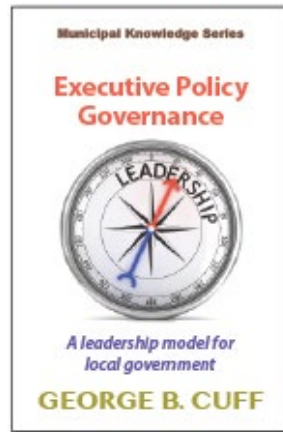
Role of Local Government

- A municipality is **a corporation of the residents of its area... governed by its Council...** established per Provincial Law.
- Provide for Good Governance of the community
- Provide services, laws and other matters for community benefit;
- Provide for stewardship of the public assets of the community;
- Fostering the economic, social and environmental well being of the community.



Houston v. Omegatown

- Houston – That's us!
- Omegatown – We don't want to be them!



Governance v. Government



Governance v. Government

- Governance – How We Govern (Process, Philosophy & Vision)
 - I.e. roles & responsibilities, authority, decision making
- Government – Who/What Governs (Parliament, Legislative Assembly, Council)
 - I.e. legislation, delegated authority, etc.
- Government is determined as much by Governance as it is by laws, regulations and expectations.



Government v. Governance: Why It's Important (Case in Point)

- Omegatown
 - Individual Councillors making agreements on behalf of municipality
 - Council In-Fighting, partisanship
 - Council-Staff / Council-Mayor / Mayor-Staff Conflict
 - Committees for the sake of Committees
 - Doing Staff's Job
 - Staff Doing Council's Job



Governance v. Government: Why it's Important

- Poor governance symptomatic of perception that government is not working
- Best understood by its absence, not its presence
- Impacts both the organization and the community



Who Does What: Governance Role of Council

“Municipal Government is based on the principle of ensuring that residents have a voice in the affairs of their community that impact their well-being. This requires the election of people who are prepared to serve in leadership positions, and who are willing to exercise their best judgments on issues impacting the lives of other.”

- George Cuff

*Cuff's Guide for Municipal Leaders – A Survival Guide
for Elected Officials*



Who Does What: Governance Role of Council

- Governing & Representative Body
- Statutory Roles & Responsibilities
- Approves Bylaws & Policies
- Financial Controls & Oversight
- Establishes Service Levels, Types of Service
- Advocates on behalf of Residents
- Creates Vision for Community
- Holds Administration Accountable



Governance Models

- Council-Commission
 - Services overseen by independent commissions
 - Commissions report to Council and provide direction to staff
 - i.e. Recreation / Works Commissions
 - Abandoned for Council-CAO Model
- **Council-CAO**
 - CAO is sole employee of Council
 - Services, policy development, staff etc. managed by CAO
 - CAO holds responsibility for all operational matters
 - Council holds responsibility for policy & direction of community



Fundamental Powers

(By Bylaw)

- Municipal Services
- Public Places
- Trees
- Firecrackers, fireworks, explosives
- Bows and arrows, knives and other weapons except firearms
- interment and disposition of the dead and places for such
- Health, safety and protection of persons or property
- Protection and enhancement of the well-being of its community by prevention of nuisance, disturbances
- Public health
- Protection of environment
- Animals
- Buildings & other structures
- Removal and deposit of soil and other materials
- Signs and other advertising
- Discharge of firearms
- Business
- Land use planning & development
- Heritage Conservation
- Traffic Control & Roads
- **Taxation, User Fees, Fines & Financial Matters**



Fundamental Powers

A Cautionary Tale

- **May not regulate matters which the province has precedence over.**
- Health, protection of environment, animals, removal and deposit of soil and other materials
- May adopt bylaw for such matters with approval of the Province
- **A provision of a municipal bylaw has no effect if inconsistent with a Provincial Enactment (i.e. We cannot say red means go!)**



Schedule A-3

Business Licenses

- Consolidate Retail class; three fees (\$100 / \$175 / \$250) based on total area of business (Floor & Ground)
- Add special event licence; allow organizer to hold licence and have vendors onsite
- Mobile Vendor: increase from \$92 to \$250; add seasonal (\$125) and monthly (\$25) rates



Schedule A-5

Misc. Administration Fees

- Add fee for municipal pins (\$0.75/pin), but allow community groups to obtain up to 20 free of charge.



Schedule B-1

Development & Land Use Permits

- Increase Rezoning/OCP Amendment to \$400 (from \$250), add joint amendment rate (\$600)
- Increase variance applications to \$200 (from \$100)
- Add rates for Strata Subdivision, mirror Fee Simple Subdivision



Schedule B-2 Building Permits

- Revise Estimated Value Guidelines (consolidate)
- Meant to provide guide for estimating value in absence of engineer's / architect's estimate of value



Schedule C-5

Airport Usage

- Add maximum fee for special events at airports (\$500)
- Add Moderate Risk damage deposit (\$400)



Schedule C-6

Utilities & Operations Misc. Fees

- Barricade rental - \$5 per day per barricade, plus deposit of \$50/\$100 depending on number used



Schedule D-3

Community Hall Rates

- Add \$400 deposit for alcoholic events



Schedule D-5

Leisure Services Misc. Fees

- Clarify policy of chair rental. Can rent from Community Hall if none available through Public Works.
- Council Authorization required for renting chairs at Community Hall.

