



TOWN OF  
**HALTON HILLS**  
*Working Together Working for You!*

## MEMORANDUM

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**TO:** Mayor Bonnette and Members of Council

**FROM:** Valerie Petryniak, Town Clerk & Director of Legislative Services

**DATE:** September 6, 2022

**MEMO NO.:** ADMIN-2022-0016

**SUBJECT:** Advisory Committee Review

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### PURPOSE OF THE MEMORANDUM:

The Town of Halton Hills has a variety of committees that provide input into the decision making of projects within the Town. With the new term of Council approaching, staff are undertaking a review of all committees to confirm their relevance and to bring a more consistent approach to their composition and procedures. The two standing committees of Council are not included in this review.

### BACKGROUND:

With the new term of Council approaching, it also marks the time when current committees of Council change membership. Staff felt this an opportune time to review the current committees we have in place and recommend suggested changes to be implemented when the new term begins. Discussion has taken place with senior management on various changes that could be made to enhance the current committees and for those that may be developed for specific projects.

Staff will bring a recommendation report to the December 12<sup>th</sup> Council meeting which will outline changes that will streamline and bring a more consistent approach to the committee structure.

Staff will also be aligning the term of the committees to match that with the term of Council. Past practices have seen the advertisements for new committee members take place in the January following a municipal election year leaving the committees to have their first meetings towards the end of the 1<sup>st</sup> quarter. This timeframe can make it challenging for staff to continue with projects they require committee input from. This year staff will be advertising for new Advisory Committee members in October, with the intent to review all applications with the new Council members and prepare for

committee interviews at the beginning of December. This will allow all Advisory Committees to begin meeting in January.

**CONCLUSION:**

Staff will prepare a recommendation report for the December 12<sup>th</sup> Council meeting outlining changes to the committee structure. Applications for the existing Advisory Committees will begin in October with interviews taking place early December 2022.

Reviewed and approved by,

Chris Mills, Chief Administrative Officer