



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Valerie Petryniak, Town Clerk & Director of Legislative Services
Melissa Lawr, Deputy Clerk - Legislation

DATE: January 20, 2023

REPORT NO.: ADMIN-2023-0005

SUBJECT: Advisory Committees of Council - Review

RECOMMENDATION:

THAT Report No. ADMIN-2023-0005 dated January 20, 2023 regarding Advisory Committees of Council – Review be received;

AND FURTHER THAT Council approve the Policies and Terms of Reference for the Advisory Committees of Council;

AND FURTHER THAT these practices and policies be implemented for the new Advisory Committee term, concurrent with the new term of Council.

KEY POINTS:

The following are key points for consideration with respect to this report:

- Advisory Committee terms are concurrent with the term of Council
- The proposed Advisory Committee policies are meant to help streamline processes and improve committee efficiencies
- An Advisory Committee review has not been done since 2014
- Members for the 2022-2026 term for the Town's Advisory Committees were appointed at the January 23rd, 2023 Council meeting

BACKGROUND AND DISCUSSION:

The Town's Advisory Committees of Council (ACOC) are established as a way for residents to provide input and make recommendations on matters that affect the entire community, and which help to fulfil the mandate of the Town. The current Advisory Committees of Council and local boards that the Town has established are:

- Accessibility
- Active Transportation
- Committee of Adjustment
- Downtown Acton BIA
- Downtown Georgetown BIA
- Heritage
- Library Board
- Site Alteration

Clerks staff have reviewed the current structure and the Terms of Reference associated with each committee. The intent of this review was to find ways to streamline the committee procedures and Terms of Reference, realizing that while all committees have varying mandates and reasons for existence, they will all follow the same guidelines and processes to administer them.

Website Updates – ACOC Webpage

An [Advisory Committees of Council](#) webpage was created which lists all current Advisory Committees in one location on the Town's website, providing easier access for the public to locate. The webpage has links to all current Advisory Committees and will include notices to advertise any vacancies that may occur on the committees with a link to an application form. The Committee Code of Conduct is currently posted on this webpage, and the Administration Policy and Public Appointment Policy will also be posted on the webpage upon Council approval.

Website Updates – Committee Webpages

From the main Committee webpage, each Advisory Committee of Council will branch out to its own webpage on the Town's website. Each Committee webpage will be reviewed and updated upon approval of this report and upon appointment of committee membership for this term.

Policies

Two new policies (Appendix A & B) have been created and upon approval of this report will begin to be implemented in relation to the Town's ACOC.

Administration Policy (Appendix A)

The Administration policy has been created to provide consistent and transparent framework for the establishment, operation, procedures, dissolution and reporting of the Town's ACOC. This policy details what an advisory committee is, terms of reference, working groups and meeting procedures.

In developing this policy, Town staff and members of the public are able to fully understand the purpose and structure of an ACOC.

Public Appointment Policy (Appendix B)

The Public Appointment policy has been created to provide consistent and transparent framework for public appointments to the Town's ACOC. This policy details vacancies, eligibility, resignations, term of appointment, unexplained absences, temporary leaves of absence and remuneration.

In developing this policy, members of the public who are interested in becoming a member or who already are a member of an ACOC, will be able to fully understand the process of how they are appointed and the commitment that is involved when joining an ACOC.

Upon approval of this report both of these policies will be posted to the Town's [Advisory Committees of Council](#) webpage and will be distributed to all ACOC members.

Terms of Reference

Terms of Reference for each ACOC are usually reviewed each membership term. A new template for the Terms of Reference for Advisory Committees of Council (Appendix C) has been created to streamline the process for each committee. The following categories will be included in the Terms of Reference for the Town's ACOC.

- Mandate of Committee
- Goals & Objectives
- Guiding Principles
- Membership
- Recruitment, Selection of Committee Members & Member Qualifications
- Remuneration
- Responsibilities of Committee Members
- Chair
- Meeting Dates & Proceedings
- Quorum
- Vacancy
- Call to Order
- Voting – Motions
- Agenda & Minutes
- Town Policies, Guidelines and Procedures
- Sunset Clause

Upon approval of this report, each committee will begin updating their current Terms of Reference using the new template. Upon completion, the Terms of Reference for each committee will be brought to Council through a staff report.

Notable Changes

Terms of Reference

The current Terms of Reference for the Town's ACOC do not follow a template and therefore the structure of the Terms of Reference vary by committee. Establishing this template will ensure that all ACOC of the Town follow the same structure and procedures while still allowing for some variation based on specific committee needs or legislation.

Term of Appointment

There is currently no maximum duration that a member can sit on an ACOC. As outlined in the Public Appointment policy, members may sit on a committee for a maximum duration of two full successive terms of Council with some exceptions (also outlined in the Public Appointment policy).

Absences or Removals

The Public Appointment policy details the removal of a member based on unexplained absences or breaches of the Town's Code of Conduct for Council and Local Boards. Staff felt it was important to include this in the policy to ensure that ACOC members are attending the meetings and participating in an effective and respectful manner.

Working Groups

Working groups will be introduced, replacing the former "sub-committee" and may be formed at the request of the Chair to facilitate the planning of events or projects that the main committee wishes to undertake. Any meetings of the working groups will be informal meetings where minutes will not be necessary. Any decisions or recommendations stemming from a working group must be approved by the main committee.

STRATEGIC PLAN ALIGNMENT:

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

The decisions and discussions during committee meetings will be guided by the priorities and focus areas outlined in the Strategic Plan. As outlined in the Terms of Reference for Advisory Committees of Council (Appendix C), each committee's guiding principles will align with the Town's Strategic Plan.

The ACOC- Administration Policy (Appendix A) outlines that one of the factors to be considered when establishing a new ACOC is whether the proposed committee supports the priorities contained in the Town's Strategic Plan.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

Although this report does not directly impact climate change and the Town's Net Zero target, some of the Town's ACOC may address this topic through their initiatives or discussion.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

Senior Management staff were consulted during the Committee Review and Policy writing.

FINANCIAL IMPLICATIONS:

This report will be funded through an existing approved budget source.

Certain Advisory Committees of Council do provide remuneration for committee members, which is outlined in the Committee's Terms of Reference.

Reviewed and approved by,

Chris Mills, Chief Administrative Officer