



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Melissa Lawr, Deputy Clerk - Legislation

DATE: May 29, 2023

REPORT NO.: ADMIN-2023-020

SUBJECT: Advisory Committees of Council – Terms of Reference

RECOMMENDATION:

THAT Report No. ADMIN-2023-020 dated May 29, 2023 regarding Advisory Committees of Council – Terms of Reference be received;

AND FURTHER THAT Council approve the Terms of Reference as set out in Appendix A, B and C;

AND FURTHER THAT these Terms of Reference be enacted for the 2022-2026 term.

KEY POINTS:

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

- On March 6th Council approved Report No. ADMIN-2023-0005 regarding Advisory Committees of Council – Review
- A draft Terms of Reference template was approved as an appendix to Report No. ADMIN-2023-0005
- Each of the Town's Advisory Committees of Council must establish a Terms of Reference for the 2022-2026 term using the approved template
- Section 5 of the Town's Advisory Committees of Council – Administration Policy states that all Terms of Reference for ACOCs shall be approved by Council

BACKGROUND AND DISCUSSION:

Town Staff completed a review of the Advisory Committees of Council and on March 6th Council approved the ACOC Review report which included the following three appendices:

- [Administration Policy \(PLCY-2023-0001\)](#)
- [Public Appointment Policy \(PLCY-2023-0002\)](#)
- [Terms of Reference Template](#)

Section 5 of the Administration Policy states that all Terms of Reference for ACOCs shall be approved by Council and outlines the categories that must be included in each ACOCs Terms of Reference.

Terms of Reference are attached as appendices to this report for the following Advisory Committees of Council:

- Accessibility (Appendix A)
- Heritage (Appendix B)
- Site Alteration (Appendix C)

Terms of Reference for the following Advisory Committees of Council will be brought forward in a report at a future meeting date:

- Active Transportation
- Committee of Adjustment

Upon Council approval the Terms of Reference in Appendix A, B and C will be enacted for the current 2022-2026 term.

Each Terms of Reference submitted as Appendix A, B and C follow the Town's Terms of Reference Template to provide consistently throughout the Town's Advisory Committees of Council. The Terms of Reference will be reviewed each membership term.

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.

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.

PUBLIC ENGAGEMENT:

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

The draft Terms of Reference were discussed at the following Advisory Committee meetings:

- Accessibility – Wednesday April 26th
- Heritage – Wednesday April 19th
- Site Alteration – Thursday March 16th

INTERNAL CONSULTATION:

The staff involved with each Advisory Committee of Council were involved in drafting the Terms of Reference for their respective committees.

FINANCIAL IMPLICATIONS:

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Valerie Petryniak, Town Clerk & Director of Legislative Services

Chris Mills, Chief Administrative Officer