



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Melissa Lawr, Deputy Clerk – Legislation

DATE: March 24, 2025

REPORT NO.: ADMIN-2025-006

SUBJECT: Advisory Committees of Council – Terms of Reference

RECOMMENDATION:

THAT Report No. ADMIN-2025-006 dated March 24, 2025 regarding Advisory Committees of Council – Terms of Reference be received;

AND FURTHER THAT Council approve the Terms of Reference for the Committee of Adjustment as set out in Appendix A;

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

KEY POINTS:

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

- On March 6th, 2023 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
- Section 5 of the Town's Advisory Committees of Council – Administration Policy states that all Terms of Reference for Advisory Committees of Council shall be approved by Council
- The Committee of Adjustment draft Terms of Reference are attached as Appendix A

BACKGROUND AND DISCUSSION:

The Town has two policies related to the Advisory Committees of Council:

- [Administration Policy \(PLCY-2023-0001\)](#)
- [Public Appointment Policy \(PLCY-2023-0002\)](#)

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 Committee's Terms of Reference.

Advisory Committees of Council are concurrent with the term of Council. Upon Council approval the Committee of Adjustment Terms of Reference (Appendix A) will be enacted for the remainder of the 2022-2026 term. The Terms of Reference will be reviewed at the beginning of each new Council term.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on 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.

PUBLIC ENGAGEMENT:

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

The draft Terms of Reference have been reviewed by members of the Committee of Adjustment.

INTERNAL CONSULTATION:

The Terms of Reference were drafted by the Secretary-Treasurer, Committee of Adjustment & Consent Official and the Director of Development Review.

FINANCIAL IMPLICATIONS:

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

Reviewed and approved by,

Jeff Markowiak, Director of Development Review

Valerie Petryniak, Town Clerk & Director of Legislative Services

Chris Mills, Chief Administrative Officer