

DECISION/DIRECTION NOTE

Title: Terms of Reference – Advisory Committees, Experts Panels and Working Groups

Date Prepared: April 20, 2021

Report To: Committee of the Whole

Councillor and Role: Mayor Danny Breen, Governance & Strategic Priorities

Ward: N/A

Decision/Direction Required:

Council's approval is requested to revise Section 7.2 (Meetings and Schedules) of the Terms of Reference for advisory committees, experts panels and working groups to enable more flexibility around the additional scheduling of meetings should the need arise beyond the expected scope of frequency.

Discussion – Background and Current Status:

At present, Section 7.2 reads as follows:

Advisory Committees are to formally meet no less than three times and no more than six times on an annual basis. The exact frequency of advisory committee meetings will be determined by the Chair, Lead Staff and City Clerk.

Feedback received from some advisory committees has caused the Office of the City Clerk to review and clarify the wording surrounding the frequency of meetings. Extenuating circumstances may sometimes necessitate the holding of additional meetings beyond the maximum scope of six times per year. As such, there should be flexibility to allow more frequency from time to time as the need arises while maintaining a reasonable expectancy of commitment from volunteers.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: Committee Members and Representative Organizations
3. Alignment with Strategic Directions/Adopted Plans: An Effective City: A City that performs effectively and delivers results.
4. Legal or Policy Implications: N/A

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5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

Recommendation:

That Council revise Section 7.2 of the Terms of Reference of all advisory committees, working groups and experts panels as follows: Advisory Committees are to formally meet at least three times per year. The exact frequency of advisory committee meetings will be determined by the Chair, Lead Staff and City Clerk.

Report Approval Details

Document Title:	Revised Terms of Reference.docx
Attachments:	
Final Approval Date:	Apr 7, 2021

This report and all of its attachments were approved and signed as outlined below:

Elaine Henley - Apr 7, 2021 - 4:08 PM