

DECISION/DIRECTION NOTE

Title: Terms of Reference – Advisory Committees/Working Group/Experts Panel

Date Prepared: September 26, 2019

Report To: Committee of the Whole

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

Ward: N/A

Decision/Direction Required:

Seeking approval for proposed changes to the Terms of Reference for the existing advisory committees/working group and experts' panel. ***This Decision Note has been updated to reflect the revision outlined at the September 18th Committee of the Whole meeting in relation to recommendation # 1.***

Discussion – Background and Current Status:

The three recommended changes proposed are to be applied to the Terms of Reference for the following committees:

1. Inclusion Advisory Committee
2. Youth Advisory Committee
3. Seniors Advisory Committee
4. Arts and Culture Advisory Committee
5. Affordable Housing Working Group
6. Built Heritage Experts Panel

In addition to the proposed changes below, each of the six terms of reference have been updated to reflect the new Strategic Plan (Our City, Our Future) adopted by Council at its Regular Meeting of March 25, 2019.

Terms of Reference / Proposed Changes

1. Purpose

Current: The (committee) provides information and advice to the Committee of the Whole on matters of (based on committee) as they relate to City programs, policies and services, as referred to it by committees of Council, or as initiated by the Advisory Committee itself.

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Recommendation #1

It is recommended that “or as initiated by the Advisory Committee itself” be reworded to state the following “***Items initiated by the Advisory Committee itself would be subject to review and approval of Council, that such items are within the Committee’s legislative authority***”.

2. Public Members

Current: 3.1.1 Public Members

Nexter Representation: In accordance with the Next Up! Program, at least one **Nexter** (public member, aged 19-35) will be appointed to each advisory committee. **Nexter** representatives must be between 19-35 at the time their application is submitted.

Recommendation #2

It is recommended that the above wording be replaced, as per CD # R2018-03-05/18 where Council approved replacing the term “nexter” representative to “individuals between the ages of 19-35”, with the following:

Individuals between the ages of 19-35 Representation: At least one public member will be appointed to each advisory committee between 19-35 at the time their application is submitted.

3. Roles and Responsibilities

Current: 4.1 Roles and Responsibilities

Attendance and Participation

Active participation in advisory committee meetings is expected of all public members. An effort should be made to attend meetings in person or remotely. **Members who do not actively participate in more than 3 consecutive meetings without justified absence may be retired from the committee at the discretion of the City Clerk.**

Recommendation #3

Active participation in advisory committee meetings is expected of all public members. “Active participation” may refer to both meeting attendance and/or engagement. An effort should be

made to attend meetings in person or remotely. Based on the same, it is recommended that the wording be changed as follows:

If a member declines three consecutive attempts to schedule a meeting or is unable to attend three consecutive scheduled meetings without justified absence, that member may be retired from the committee at the discretion of the City Clerk.

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders:
 - Council
 - Staff
 - Members of the committees noted
3. Alignment with Strategic Directions/Adopted Plans: N/A
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations:
 - Communicate changes to members of the affected committees
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

Recommendation:

It is recommended that Council approve the proposed changes to the Terms of Reference for the existing advisory committees/working group and experts' panel.

Prepared by/Approved by: Elaine Henley, City Clerk

Attachments: Terms of Reference cited above