



REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: Updated Terms of Reference for City Committees
and Task Groups

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From: Kelly Kenney
Corporate Officer

Date: February 7, 2022

RECOMMENDATION:

1. THAT the updated Terms of Reference for the Economic Development Task Group be approved.
2. THAT the updated Terms of Reference for the Advisory Design Panel be approved.
3. THAT the updated Terms of Reference for the Performing Arts and Cultural Centre Task Group be approved.
4. THAT the Arts and Culture Task Group be disbanded.
5. THAT the Terms of Reference for the new Arts, Recreation, Culture and Heritage Committee be approved.
6. THAT the current members of the Arts and Culture Task Group be invited to serve on the new Arts, Recreation, Culture and Heritage Committee.
7. THAT the Environmental Task Group be disbanded.
8. THAT the Terms of Reference for the new Environmental Sustainability Committee be approved.
9. THAT the current members of the Environmental Task Group be invited to serve on the new Environmental Sustainability Committee.

PURPOSE:

The purpose of this report is to provide updated Terms of Reference for various City committees and task groups in accordance with Council Policy CO-79.

POLICY:

Council Policy CO-79 Advisory Bodies defines the characteristics of advisory bodies including City committees and task groups and requires that City committees' and task groups' Terms of Reference be approved by Council.

COMMENTS/ANALYSIS:

At its November 1, 2021 Regular Council meeting, Council passed the following resolution:

THAT Council direct staff liaisons, Chairs, Vice Chairs and Co-Chairs of the City's task groups to review their respective task group's Terms of Reference and membership composition to ensure more inclusive membership and alignment with the City's current Strategic Plan.

In support of this resolution, staff liaisons have been working with the Chairs and Co-Chairs of City task groups and committees to review and update their terms of reference. A terms of reference template was prepared to assist in this process and to create more consistency in format and content of each of the terms of reference.

Following are the first five advisory bodies that have reviewed their respective terms of reference. Further updated terms of reference will be brought forward as advisory bodies undertake reviews of their terms of reference.

Advisory Design Panel

The terms of reference for the Advisory Design Panel has been updated to the new terms of reference format. No changes to the mandate or composition of the Panel were identified. (Attachment 1)

Arts and Culture Task Group

The Chair and Co-chair of the Arts and Culture Task Group recommend that the task group be replaced with the Arts, Recreation, Culture and Heritage Committee. The rationale for this change is as follows:

- The Task Group has functioned as a committee over the past several years;
- The art projects are ongoing and will provide recommendations to Council moving forward;
- There will be a focus on heritage that was identified as missing with the previous task group; and
- A recreation focus will be added to ensure continued growth, diversity, and inclusivity.

As the Committee membership makeup is very similar to the Task Group and since the Task Group has, in essence, functioned similar to that of a committee, it is proposed that if the Terms of Reference for the Arts, Recreation, Culture and Heritage Committee is approved by Council, the current members of the Task Group be invited to serve on the new Committee. Any vacant positions will follow the standard call for applications with recommended appointments submitted for Council's approval. It is noted that a First Nations representative has been added to the membership which would follow the noted application process. (Attachments 2)

Economic Development Task Group

The Terms of Reference for the Economic Development Task Group was approved by Council at the November 1, 2021 Regular Council Meeting.

The Chair and Co-Chair of the Economic Development Task Group have decided to keep the Economic Development Task Group as a task group. The terms of reference for the Economic Task Group has been updated under the new terms of reference format but without changes to the mandate or composition of the task group. (Attachment 3)

Environmental Task Group

The Chair and Co-chair of the Environmental Task Group recommend that the Environmental Task Group be replaced with the Environmental Sustainability Committee. The rationale for this change is as follows:

- The Task Group has largely functioned as a committee already over the past two years;
- There are many ongoing environmental sustainability issues that this committee will review and consider and provide input to Council;
- There will be a focus on environmental awareness, education and best practices which is better matched to a committee structure rather than one-off tasks.

As the Committee membership makeup is very similar to the Task Group and since the Task Group has, in essence, functioned similar to that of a committee, it is proposed that if the Terms of Reference for the Environmental Sustainability Committee is approved by Council, the current members of the Task Group be invited to serve on the new Committee. Any vacant positions will follow the standard call for applications with recommended appointments submitted for Council's approval. It is noted that a First Nations representative has been added to the membership which would follow the noted application process. (Attachments 4)

Performing Arts and Cultural Centre Task Group

The terms of reference for the Performing Arts and Cultural Centre Task Group has been updated to the new terms of reference format. No changes to the mandate or composition of the task group were identified. (Attachment 5)

BUDGET IMPLICATIONS:

None identified.

ALTERNATIVES:

Council may provide direction for further changes to these committee/task groups' terms of reference .

Respectfully Submitted,



Kelly Kenney
Corporate Officer

Attachments:

1. Updated Advisory Design Panel Terms of Reference
2. New Arts, Recreation, Culture and Heritage Committee Terms of Reference
3. Updated Economic Development Task Group Terms of Reference
4. New Environmental Sustainability Committee Terms of Reference
5. Updated Performing Arts and Cultural Centre Task Group

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.



Francis Cheung, P. Eng.
Chief Administrative Officer