



Terms of Reference <Name of Advisory Body>

1.0 Background:

<Explain why the advisory body is being created. Did Council direct staff to create it? If so, why? Include any motions that were passed by Council in this regard or that relate to the purpose for having this advisory bod.>

2.0 Mandate:

<Explain the purpose of the advisory body. What is it expected to accomplish?>

<Explain how the advisory body's mandate aligns with Council's current Strategic Plan.>

3.0 Composition:

3.1 Membership will strive to reflect the diversity of the community, with experience, knowledge, and expertise applicable the <task group/committee>'s mandate taken into consideration.

3.2 Membership:

- Two non-voting members of City Council to be appointed by Council who will act as Chair and Co-Chair of the <task group/committee>
- <list voting member representation>
- <list voting member representation>
- <list voting member representation>
- <list voting member representation>

3.3 Chair Responsibilities:

- Facilitating meetings in accordance with rules of procedure outlined in the current Council Procedure Bylaw;
- Ensuring the <task group/committee> does not deviate from the agenda for the meeting;
- Maintaining decorum and respectful discussion;
- Encouraging participation in discussion topics and questions;
- Being open-minded and allowing for a variety of opinions to be heard;
- Calling for votes and/or seeking consensus as applicable;

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If a Committee use following wording (delete this wording):

- Working alongside the Staff Liaison to guide the committee towards fulfilling tasks/projects identified in the Annual Work Plan and presenting reports to Council, as applicable;

If a task group use following wording (delete this wording):

- Working alongside the Staff Liaison to guide the committee towards fulfilling tasks/projects identified in the Work Plan and presenting reports to Council, as applicable;

If a task group use following wording (delete this wording):

- Acting as spokesperson for the <task group/committee> to Council.

3.4 Member Responsibilities:

- Attending and actively participating in meetings as scheduled;
- Being prepared for meetings (reading agenda material prior to meetings)
- Engaging in collaborative, respectful discussions relating to topics on the agenda, including sharing thoughts, opinions, and recommendations;
- Maintaining an open mind and allowing for a variety of opinions to be heard;
- Voting on motions that are put forward by <task group/committee> members;
- Notifying the Staff Liaison in a timely manner if they are unable to attend a scheduled meeting.

3.5 In addition to chairing meetings in the absence of the Chair, the Co-Chair may assume chairing duties when deemed appropriate by the Chair.

3.6 Representative(s) from the affiliated agencies/organizations will be requested to provide expert advice when deemed appropriate to assist the <task group/committee> to fulfill its mandate.

4.0 Administration:

4.1 A Staff Liaison will be assigned by the Chief Administrative Officer to provide advice as necessary and assist the <task group/committee> in carrying out its mandate.

Staff Liaison Responsibilities:

- Arranging and/or providing annual orientation for the <task group/committee> members;

If a committee use wording in the following two bullets - delete this wording and two task group bullets):

- Coordinating preparation of the committee's Annual Work Plan for approval by Council in January of each year; ensuring Work Plan is in alignment with goals identified in Council's current Strategic Plan;
- Working with the committee to set timelines for deliverables identified in the Annual Work Plan;

If a task group use wording in the following two bullets - delete this wording and two committee bullets):

- Coordinating preparation of the task group's Work Plan for approval by Council; ensuring Work Plan is in alignment with goals identified in Council's current Strategic Plan;
- Working with the task group to set timelines for deliverables identified in the Work Plan;
- Scheduling the <task group/committee>'s meetings;
- Determining agenda items for each Committee meeting with the Chair and relaying to the Committee Clerk for agenda production purposes;
- Attending meetings to providing technical advice and assistance to the <task group/committee>;
- Preparing reports in coordination with the Chair to bring forward recommendations of the <task group/committee> to Council for consideration.

4.2 A Committee Clerk will be assigned by the Staff Liaison to provide administrative support to the <task group/committee>.

Committee Clerk Responsibilities:

- Coordinating and producing all meeting agendas in compliance with requirements of the current Council Procedure Bylaw as they relate to City Committees;
- Attending meetings to take minutes and providing procedural advice to the Chair when requested;
- Producing and circulating minutes of meetings in compliance with requirements of the Current Council Procedure Bylaw as they relate to City Committees;
- Maintaining the official files of the <task group/committee> including minutes, agendas, policies, terms of reference, correspondence and other file information, in accordance with the City's records management practices.

4.3 Additional staff and/or consultants may be invited to provide technical advice and assistance.

5.0 Meeting Procedures

Meetings will be conducted in accordance with the City's current Council Procedure Bylaw.

6.0 Reporting Structure:

The <task group/committee> will report to City Council through distribution of its minutes and by making recommendations to City Council.

7.0 Accountability:

7.1 The <task group/committee> is accountable to City Council.

If a Committee use this section (delete this wording):

7.2 In accordance with Council Policy CO-79 Advisory Bodies, the committee shall, in January of each year, prepare and submit to Council for approval, an annual Work Plan outlining the task(s) to be accomplished by the committee during the year. Any updates to the Work Plan shall be submitted to Council for approval.

If a Task Group use this section (delete this wording):

7.2 In accordance with Council Policy CO-79 Advisory Bodies, the task group shall prepare and submit to Council for approval, a Work Plan outlining the task(s) to be accomplished by the task group. Any updates to the Work Plan shall be submitted to Council for approval.

7.3 The <task group/committee> does not have the authority to give direction to staff or to commit to expenditures of funds. Action recommended by the <task group/committee> must be done so by resolution to City Council and with their approval prior to implementation.

7.4 The <task group/committee> may undertake multiple initiatives. However, the <task group/committee> shall undertake only one initiative at a time if staff resources are required.

8.0 Meetings:

The <task group/committee> will meet on a regular basis at the call of the Chair.

9.0 Quorum:

9.1 A quorum shall be a majority of the total voting membership.

9.2 In the event that a member or members leave(s) the <task group/committee>, during the period of time between when the position(s) is/are vacant and the position(s) is/are filled, quorum will be determined based on the total number of remaining voting members.

10.0 Terms:

*Choose appropriate <task group/committee>
<Task group>*

10.1 The terms of the task group shall cease on <last day of current year>. The terms may be extended by City Council to allow the <task group/committee> to fulfill its mandate.

<Select Committees>

10.1 The Committee's membership is ongoing and will be reviewed as required to fill vacancies and ensure effectiveness of the Committee.

<Standing Committees>

10.1 The Committee's membership is ongoing and any external membership on the Committee will be reviewed as required to fill vacancies and ensure effectiveness of the Committee.

10.2 Council may terminate appointments at its discretion.