

# The Corporation of the City of Kawartha Lakes

## Council Report

Report Number CLK 2015-008

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**Date:** March 3, 2015

**Time:** 2:00 p.m.

**Place:** Council Chambers

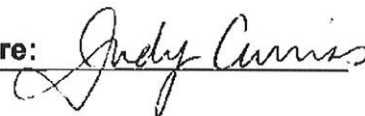
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**Ward Community Identifier:**

**Subject:** Review of Committees of Council

**Author/Title:** Judy Currins, City Clerk

**Signature:**



**Recommendation(s):**

**RESOLVED THAT** Report CLK 2015-008, **Review of Committees of Council**, be received;

**THAT** Coboconk Norland and Area Businesses Committee of Council, Aggregate Secondary Plan Steering Committee, City Property Disposition Task Force, Omemee Business Committee of Council, and the OCWA Contract Efficiency Working Group be dissolved as they have completed their mandate;

**THAT** the Transit Advisory Committee be dissolved in its present form and the Director of Public Works report back with revised terms of reference to establish a review committee with a scoped work plan as identified on Appendix A attached to this report;

**THAT** the Waste Management Committee be dissolved in its present form and the Director of Public Works report back with revised terms of reference to establish a task force to support the development of the Waste Strategy for the City as identified on Appendix A attached to this report;

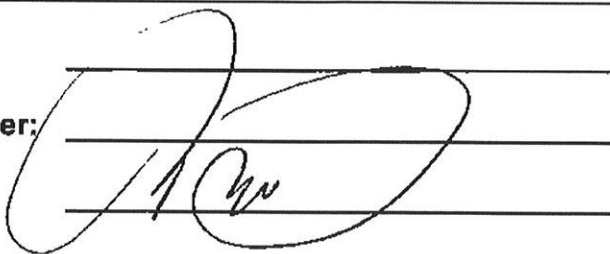
**THAT** the Agriculture Development Advisory Board continue and that staff develop and forward new terms of reference to Council;

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**Department Head:**

**Corporate Services Director / Other:**

**Chief Administrative Officer:**



**THAT** the Trails Advisory Committee be dissolved as it has completed its mandate;

**THAT** the Lindsay Parks Advisory Committee be dissolved in its present form as a Committee of Council and the Director of Community Services and staff continue to work with the existing membership in an advisory capacity to support the parks activities in Lindsay;

**THAT** the Joint Cemetery Board continue and that staff develop and forward new terms of reference to Council;

**THAT** the Fenelon Falls Museum Board continue and staff review alternatives to establish this Board as an independent body;

**THAT** the Wilson Estate Advisory Committee continue as it is a requirement of receiving funds from the Wilson Estate;

**THAT** the Victoria Manor Committee of Management continue as it is a legislated committee and staff bring forward any terms of reference amendments required;

**THAT** the Joint Social and Housing Services Advisory Committee continue as it is part of the approved agreement with the County of Haliburton.

## **Background:**

At the Council Meeting of June 24, 2014, Council adopted the following resolution:

10.3.1 **RESOLVED THAT** Report CLK2014-003, **Review of Committees of Council**, be received;

**THAT** a four step process to establish a Committee of Council, as outlined in Report CLK2014-003, be adopted;

**THAT** the Committee of Council Assessment Criteria Tool, appended to Report CLK2014-003, be adopted and completed by the Lead Department assigned by the CAO prior to the establishment of any Committee of Council;

**THAT** all existing Committees of Council be reviewed by their Lead Department using the Assessment Criteria Tool with results reported to Council by the end of October 2014;

**THAT** the Terms of Reference template for all Committees of Council, appended to Report CLK2014-003, be adopted;

**THAT** all Committees of Council be advised of the new Terms of Reference, including the requirements for an annual work plan and report to Council;

**THAT** staff amend existing Terms of Reference for Committees of Council using the new template and that any required by-laws be presented;

**THAT** Policy number 028 CAO 002 - Non-legislated Committees of Council be reviewed and a report back on any amendments to the policy by end of Q3;  
**THAT** a process to form a Task Force and a Terms of Reference template (for the Task Force) be established, with a report back by the end of October 2014;  
**THAT** the Acting Director of Community Services provide a report on Recreation Volunteer Management Committees;  
**THAT** the City Clerk schedule a training session in December for Councillors appointed to advisory committees relating to Committees of Council and the role of Councillor Liaison; and  
**THAT** the City Clerk develop an Orientation Program for all Committees of Council, Chairs and Secretaries for implementation in January 2015.

**CR2014-609**

This report addresses that direction.

### **Rationale:**

The Clerk's Office provided each Director with material for the Committees of Council (advisory) that they have the liaison responsibility. The material included, the present Terms of Reference, the new Terms of Reference Template, the Assessment Criteria Tool and the previous report to Council outlining the task.

Directors reviewed each Committee under their responsibility and the Assessment Criteria Tool for each Committee is attached as Appendix "A" to this Report.

The Assessment Criteria Tool provides information to Council with the conclusion of the assessment for each Committee. The Director has provided a recommendation for the future of the Committee along with possible alternatives.

During this review, a number of Committees and Task Forces were identified as having completed their mandate. It is recommended that these committees be dissolved at this time and if a need arises in the future, that they be established at that time with specific terms of reference. These committees include: Coboconk Norland and Area Businesses Committee of Council, Aggregate Secondary Plan Steering Committee, City Property Disposition Task Force, Omeme Business Committee of Council and the OCWA Contract Efficiency Working Group.

The Fenelon Falls Cemetery Board will be reviewed by separate report.

As noted on the Assessment Criteria Tool completed for the Fenelon Falls Powerlinks Committee, there is an opportunity to review the overall objectives of this committee and how the funds are dispersed. If Council wishes a review of

this committee mandate, then a resolution directing this to be done would have to be passed.

Due to the fact that the Victoria Manor Committee of Management and the Joint Social and Housing Services Advisory Committee were created as a result of legislation or a service agreement arrangement, they have been moved to be treated as legislated committees.

### **Other Alternatives Considered:**

The alternatives for each Committee are provided on the Assessment Criteria Tool. Council may wish a further review of any of the committees with the view of combining or changing the mandate.

### **Financial Considerations:**

The financial considerations for dollar savings are minimal, however, we anticipate with the overall change in committee reporting that many hours of staff time will be saved with the reduction in the number of agendas and minutes that will have to be produced. This was reported in the initial report to Council.

### **Relationship of Recommendation(s) To Strategic Priorities:**

Public Input is essential to any municipal government. The importance cannot be measured, however, the volunteer time and effort to provide input should be maximized which is the objective of this exercise.

### **Review of Accessibility Implications of Any Development or Policy:**

N/A

### **Servicing Comments:**

N/A

### **Consultations:**

CAO  
Directors



## Attachments:

Appendix A – Agriculture Development Advisory Board  
Environmental Advisory Committee  
Fenelon Falls Museum Board  
Joint Cemetery Board  
Lindsay Parks Advisory Committee  
Wilson Estate Committee  
Trails Advisory Committee  
Fenelon Falls Powerlinks Committee  
Transit Advisory Committee  
Waste Management Committee  
Victoria Manor Committee of Management  
Joint Social and Housing Services Advisory Committee



Appendix A -  
ADAB.docx



EAC Assessment  
Criteria Tool Form Up



FFM Committee  
Assessment.docx



JCB Committee  
Assessment.docx



LPA Committee  
Assessment.docx



WE Committee  
Assessment.docx



TAC Committee  
Assessment.docx



FFPL Committee  
Assessment.docx



Appendix A - Transit  
Committee Assessment



JAC - Committee  
Assessment Jan 2015



VMC - Committee  
Assessment Jan 2015



Appendix A - Waste  
Management Committ

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Department Head: Mark Fisher, CAO

Department File:

## Appendix A

Committee Name:	Agriculture Development Advisory Board
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Assessment Criteria Review	
Statutory Requirement	
Is the existence of this committee required by Federal/Provincial/By-law legislation or regulation?	No
If yes, list the Legislation/Order/By-law:	
Is there a clear committee mandate?	
Is the committee's mandate relevant?	
Is the committee's mandate achievable?	
Is the committee's mandate aligned with corporate goals?	
Is the committee operating effectively? (for year review	
No Statutory Requirement	
If there is no statutory requirement for the committee, the committee must fulfill five (5) of the following eight (8) criteria:	
The committee aligns with the strategic map and the strategic priorities (or other approved Master Plans or guiding principles)	Yes
The committee requires citizen voice(s) or external stakeholder expertise to develop public policy or fulfill corporate mandate	Yes
The committee addresses a broad subject matter that is handled by multiple internal divisions and/or external stakeholders	Yes
The committee handles emerging issues of clear importance to the municipality	Yes
The committee significantly helps stream-line discussion and decision making at Council	Yes
The committee handles work that staff do not perform	
The committee is needed for the long-term (minimum four years – term of council)	Yes
The committee's mandate and work plan can be clearly articulated	Yes

Conclusion
<p>If the committee meets the criteria, outline the mandate of the committee from the approved terms of reference and a recommendation to bring back revised Terms of Reference for approval:</p> <p><b>Mandate:</b>  The Agriculture Development Advisory Board is a volunteer board appointed by City Council. ADAB will provide advice and assistance to Council and Economic development "to optimize economic opportunities available to and within the City by aggressively working towards the implementation of activities focused on the continued growth and prosperity of the rural areas and agricultural sector of the City of Kawartha Lakes."</p> <p>The Board shall provide advice, guidance and assistance to Council and the Manager of Economic Development, in areas by which the Board's involvement can benefit the overall agricultural prosperity of the City.</p> <p>The following are the activities and responsibilities of the Board:</p> <ul style="list-style-type: none"> <li>(a) Consider and advise Council upon the objectives and strategies for incorporation within Council's agricultural development policy which the Board deems most likely to optimize economic growth and the advancement of the agricultural sector</li> <li>(b) Review and advise Council and the Manager of Economic Development on matters related to the farm and the agricultural industry as they relate to the overall rural community</li> <li>(c) Advise City Council on long and short term planning regarding Agricultural Development within the City of Kawartha Lakes</li> <li>(d) Review and report to Council annually upon the effectiveness of Council's agricultural development policy and the execution thereof and on all activities and operations of the Board</li> <li>(e) Provide such other initiative, assistance, and advice to Council and to the Manager of Economic Development as they or the Manager may request or the Board considers appropriate for the provision, through agricultural development, of diverse and secure employment opportunities as well as the assessment necessary to support in a vital and attractive economic environment the highest possible quality of community life.</li> <li>(f) The Board may establish "special task forces or sub-committees" to investigate certain matters or carry special tasks for projects. The Board may appoint volunteers to serve on these task forces or committees;</li> </ul> <p>If the committee does not meet the criteria provide alternatives.</p>
Alternatives
<p>Provide alternatives to strengthen the committee's mandate (i.e. merge committees, create an issue task force, etc.</p>

Alternatives:

## Appendix A

<b>Committee Name:</b>	Environment Advisory Committee (EAC)	
<b>Assessment Criteria Review</b>		
<b>Statutory Requirement</b>		
Is the existence of this committee required by Federal/Provincial/By-law legislation or regulation?	No	
If yes, list the Legislation/Order/By-law:	No	
Is there a clear committee mandate?	No	
Is the committee's mandate relevant?	Yes	
Is the committee's mandate achievable?	Yes	
Is the committee's mandate aligned with corporate goals?	Yes	
Is the committee operating effectively? (for year review)	Yes	
<b>No Statutory Requirement</b>		
If there is no statutory requirement for the committee, the committee must fulfill five (5) of the following eight (8) criteria:		
The committee aligns with the strategic map and the strategic priorities (or other approved Master Plans or guiding principles)	Yes	
The committee requires citizen voice(s) or external stakeholder expertise to develop public policy or fulfill corporate mandate	No	
The committee addresses a broad subject matter that is handled by multiple internal divisions and/or external stakeholders	Yes	
The committee handles emerging issues of clear importance to the municipality	Yes	
The committee significantly helps stream-line discussion and decision making at Council	Yes	
The committee handles work that staff do not perform	No	
The committee is needed for the long-term (minimum four years – term of council)	Yes	
The committee's mandate and work plan can be clearly articulated	Yes	

Conclusion
<p>If the committee meets the criteria, outline the mandate of the committee from the approved terms of reference:</p> <p>Mandate: To provide advice to Council and staff on various environmental matters, with a focus on implementation of the City's sustainability Plan.  To assist staff and Council in moving forward on various community projects.  Aligns with "Healthy Environment" Strategic Priority and various priorities on city's Strategy Map.  Aligns with sustainability plan and its' implementation. New sustainability plan identifies important environmental issues.</p>
<p>If the committee does not meet the criteria provide alternatives.</p>

Alternatives
<p>Provide alternatives to strengthen the committee's mandate (i.e. merge committees, create an issue task force, etc).</p>
<p>Alternatives:  This committee was reassigned to Development Services in 2015 with refreshed mandate and alignment with various City projects, programs and priorities.  Recommendation is to provide new more focussed terms of reference.</p>

## Appendix A

<b>Committee Name:</b>	Fenelon Falls Museum	
<b>Assessment Criteria Review</b>		
<b>Statutory Requirement</b>		
Is the existence of this committee required by Federal/Provincial/By-law legislation or regulation?	No	
If yes, list the Legislation/Order/By-law:	N/A	
Is there a clear committee mandate?	Yes	
Is the committee's mandate relevant?	Yes	
Is the committee's mandate achievable?	Yes	
Is the committee's mandate aligned with corporate goals?	Yes	
Is the committee operating effectively? (for year review)	Yes	
<b>No Statutory Requirement</b>		
If there is no statutory requirement for the committee, the committee must fulfill five (5) of the following eight (8) criteria:		
The committee aligns with the strategic map and the strategic priorities (or other approved Master Plans or guiding principles)	Yes	
The committee requires citizen voice(s) or external stakeholder expertise to develop public policy or fulfill corporate mandate	Yes	
The committee addresses a broad subject matter that is handled by multiple internal divisions and/or external stakeholders	No	
The committee handles emerging issues of clear importance to the municipality	Yes	
The committee significantly helps stream-line discussion and decision making at Council	Yes	
The committee handles work that staff do not perform	Yes	
The committee is needed for the long-term (minimum four years – term of council)	Yes	
The committee's mandate and work plan can be clearly articulated	No	



Conclusion
<p>If the committee meets the criteria, outline the mandate of the committee from the approved terms of reference and a recommendation to bring back revised Terms of Reference for approval:</p>
<p>Mandate: <b>MISSION:</b> To manage the Fenelon Falls Museum Board facility with volunteers and in the most cost-effective way.</p> <p><b>OBJECTIVES:</b> The Board shall be responsible for the management and operations of the Fenelon Falls Museum including collection management, staffing, promotion, and events for the facility. The Board will also manage the various artifacts in accordance with the City's adopted policies relating to artifacts, maintain officer and director liability insurance for its volunteers and staff, oversee grant funding related initiatives and manage the day-to-day finances of the facility.</p> <p>The Board will abide by any terms and conditions which may be set out by the City's Solicitor, Auditor and/or Insurer for any activities relating to Board business including but not limited to special events as well as financial information.</p> <p>If the committee does not meet the criteria provide alternatives.</p>

Alternatives
<p>Provide alternatives to strengthen the committee's mandate (i.e. merge committees, create an issue task force, etc.</p>
<p>Alternatives: This Committee could become more of a Management Board/Advisory Board and not continue as a Committee of Council.</p>

## Appendix A

Committee Name:	Joint Cemetery Board
<b>Assessment Criteria Review</b>	
<b>Statutory Requirement</b>	
Is the existence of this committee required by Federal/Provincial/By-law legislation or regulation?	Yes
If yes, list the Legislation/Order/By-law:	Cemeteries Act R.S.O. 1990, c. 4.
Is there a clear committee mandate?	Yes
Is the committee's mandate relevant?	Yes
Is the committee's mandate achievable?	Yes
Is the committee's mandate aligned with corporate goals?	Yes
Is the committee operating effectively? (for year review)	Yes
<b>No Statutory Requirement</b>	
If there is no statutory requirement for the committee, the committee must fulfill five (5) of the following eight (8) criteria:	
The committee aligns with the strategic map and the strategic priorities (or other approved Master Plans or guiding principles)	Yes
The committee requires citizen voice(s) or external stakeholder expertise to develop public policy or fulfill corporate mandate	No
The committee addresses a broad subject matter that is handled by multiple internal divisions and/or external stakeholders	Yes
The committee handles emerging issues of clear importance to the municipality	No
The committee significantly helps stream-line discussion and decision making at Council	Yes
The committee handles work that staff do not perform	No
The committee is needed for the long-term (minimum four years – term of council)	Yes
The committee's mandate and work plan can be clearly articulated	Yes

Conclusion
<p>If the committee meets the criteria, outline the mandate of the committee from the approved terms of reference and a recommendation to bring back revised Terms of Reference for approval:</p> <p><b>Mandate: MISSION:</b>  Provide advice and input on City of Kawartha Lakes cemetery services and support related local community initiatives such as annual Decoration Days. Promote the sale of cemetery lots; and guidance on the provision of cemetery maintenance (includes foundations, setting of markers, staking, grass cutting, and general upkeep).</p> <p><b>OBJECTIVES:</b>  To work towards being a self-sustaining operation. The Committee will abide by any terms and conditions which may be set out by the City's Council, CAO, Clerk, Solicitor, Auditor and/or Insurer for any activities relating to Committee business.</p>
<p>If the committee does not meet the criteria provide alternatives.</p>

Alternatives
<p>Provide alternatives to strengthen the committee's mandate (i.e. merge committees, create an issue task force, etc.</p> <p>Alternatives: Should remain status quo due to legislation and by-law.</p>

# Appendix A

Committee Name:	Lindsay Parks Advisory
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Assessment Criteria Review	
Statutory Requirement	
Is the existence of this committee required by Federal/Provincial/By-law legislation or regulation?	No
If yes, list the Legislation/Order/By-law:	N/A
Is there a clear committee mandate?	Yes
Is the committee's mandate relevant?	Yes
Is the committee's mandate achievable?	Yes
Is the committee's mandate aligned with corporate goals?	Yes
Is the committee operating effectively? (for year review)	Yes
No Statutory Requirement	
If there is no statutory requirement for the committee, the committee must fulfill five (5) of the following eight (8) criteria:	
The committee aligns with the strategic map and the strategic priorities (or other approved Master Plans or guiding principles)	Yes
The committee requires citizen voice(s) or external stakeholder expertise to develop public policy or fulfill corporate mandate	Yes/No
The committee addresses a broad subject matter that is handled by multiple internal divisions and/or external stakeholders	No
The committee handles emerging issues of clear importance to the municipality	Yes
The committee significantly helps stream-line discussion and decision making at Council	Yes
The committee handles work that staff do not perform	No
The committee is needed for the long-term (minimum four years – term of council)	Yes/No
The committee's mandate and work plan can be clearly articulated	Yes

Conclusion
<p>If the committee meets the criteria, outline the mandate of the committee from the approved terms of reference and recommendation to bring back revised Terms of Reference for approval:</p> <p>Mandate: <b>MISSION:</b> The mandate of the Lindsay Parks Advisory Committee is to: Advise on the provision of parks services in the Town of Lindsay, including input to parks policy, and promoting and maintaining communication with the public on local parks needs.</p> <p><b>OBJECTIVES:</b> To provide input for the City in regards to the Lindsay Parks system, particularly related to its policies for parkland use, development and maintenance. To allow for open communication between the City and the stakeholders of the Lindsay Parks system and act as a sounding board for potential projects.</p>
<p>If the committee does not meet the criteria provide alternatives.</p>

Alternatives
<p>Provide alternatives to strengthen the committee's mandate (i.e. merge committees, create an issue task force, etc.</p> <p>Alternatives: It would be preferable to staff to leave this as an active Advisory Committee which is not a Committee of Council. However, this may come with some objection from the Councillors on the Committee.</p>

## Appendix A

Committee Name:	Wilson Estate
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Assessment Criteria Review	
Statutory Requirement	
Is the existence of this committee required by Federal/Provincial/By-law legislation or regulation?	No
If yes, list the Legislation/Order/By-law:	N/A
Is there a clear committee mandate?	Yes
Is the committee's mandate relevant?	Yes
Is the committee's mandate achievable?	Yes
Is the committee's mandate aligned with corporate goals?	Yes
Is the committee operating effectively? (for year review)	Yes
No Statutory Requirement	
If there is no statutory requirement for the committee, the committee must fulfill five (5) of the following eight (8) criteria:	
The committee aligns with the strategic map and the strategic priorities (or other approved Master Plans or guiding principles)	Yes
The committee requires citizen voice(s) or external stakeholder expertise to develop public policy or fulfill corporate mandate	Yes
The committee addresses a broad subject matter that is handled by multiple internal divisions and/or external stakeholders	Yes
The committee handles emerging issues of clear importance to the municipality	Yes
The committee significantly helps stream-line discussion and decision making at Council	Yes
The committee handles work that staff do not perform	Yes
The committee is needed for the long-term (minimum four years – term of council)	Yes
The committee's mandate and work plan can be clearly articulated	Yes

Conclusion
<p>If the committee meets the criteria, outline the mandate of the committee from the approved terms of reference and recommendation to bring back revised Terms of Reference for approval:</p> <p>Mandate: The Committee should remain status quo as its existence and mandate is dictated by the Will of Mr. Wilson.</p>
<p>If the committee does not meet the criteria provide alternatives.</p>

Alternatives
<p>Provide alternatives to strengthen the committee's mandate (i.e. merge committees, create an issue task force, etc.</p>
<p>Alternatives:</p>



## Appendix A

Committee Name:	Trails Advisory Committee	
<b>Assessment Criteria Review</b>		
<b>Statutory Requirement</b>		
Is the existence of this committee required by Federal/Provincial/By-law legislation or regulation?	No	
If yes, list the Legislation/Order/By-law:	N/A	
Is there a clear committee mandate?	No	
Is the committee's mandate relevant?	No	
Is the committee's mandate achievable?	No	
Is the committee's mandate aligned with corporate goals?	No	
Is the committee operating effectively? (for year review	No	
<b>No Statutory Requirement</b>		
If there is no statutory requirement for the committee, the committee must fulfill five (5) of the following eight (8) criteria:		
The committee aligns with the strategic map and the strategic priorities (or other approved Master Plans or guiding principles)		Yes
The committee requires citizen voice(s) or external stakeholder expertise to develop public policy or fulfill corporate mandate		No
The committee addresses a broad subject matter that is handled by multiple internal divisions and/or external stakeholders		Yes
The committee handles emerging issues of clear importance to the municipality		No
The committee significantly helps stream-line discussion and decision making at Council		No
The committee handles work that staff do not perform		No
The committee is needed for the long-term (minimum four years -- term of council)		No
The committee's mandate and work plan can be clearly articulated		No

Conclusion
<p>If the committee meets the criteria, outline the mandate of the committee from the approved terms of reference and recommendation to bring back revised Terms of Reference for approval:</p> <p>Mandate:</p>
<p>If the committee does not meet the criteria provide alternatives.</p>

Alternatives
<p>Provide alternatives to strengthen the committee's mandate (i.e. merge committees, create an issue task force, etc.</p> <p>Alternatives: The Committee has not met for over 2 years and should be disbanded.</p>

## Appendix A

Committee Name:	Fenelon Falls Powerlinks
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Assessment Criteria Review	
Statutory Requirement	
Is the existence of this committee required by Federal/Provincial/By-law legislation or regulation?	No
If yes, list the Legislation/Order/By-law:	N/A
Is there a clear committee mandate?	Yes
Is the committee's mandate relevant?	Yes
Is the committee's mandate achievable?	Yes
Is the committee's mandate aligned with corporate goals?	Yes
Is the committee operating effectively? (for year review)	Yes
No Statutory Requirement	
If there is no statutory requirement for the committee, the committee must fulfill five (5) of the following eight (8) criteria:	
The committee aligns with the strategic map and the strategic priorities (or other approved Master Plans or guiding principles)	Yes
The committee requires citizen voice(s) or external stakeholder expertise to develop public policy or fulfill corporate mandate	Yes
The committee addresses a broad subject matter that is handled by multiple internal divisions and/or external stakeholders	Yes
The committee handles emerging issues of clear importance to the municipality	Yes
The committee significantly helps stream-line discussion and decision making at Council	Yes
The committee handles work that staff do not perform	No
The committee is needed for the long-term (minimum four years – term of council)	Yes
The committee's mandate and work plan can be clearly articulated	Yes

Conclusion
<p>If the committee meets the criteria, outline the mandate of the committee from the approved terms of reference and recommendation to bring back revised Terms of Reference for approval:</p> <p>Mandate: MISSION' To make recommendations concerning financial assistance for capital projects that lead to the physical improvement, enhancement, beautification, sustainable tourism and for the benefit of Village of Fenelon Falls residents.</p> <p>OBJECTIVES: To make recommendations to Council on the expenditure and/or investment of the Powerlinks Fund within Fenelon Falls and within the Fund Disbursement Policy approved by Council. Funding will be available to the City, community-based organizations and individuals for initiatives that meet the program objectives of improving public property in any one of the following areas of focus:</p> <ul style="list-style-type: none"> <li>- Beach Park - Fenelon Falls Museum - Docking</li> <li>- Water Street Promenade - west of Colborne</li> <li>- Oak Street Improvements . Water Street - east of Colborne</li> <li>- Flume parkette (Upl)</li> <li>- Fallsview and Heritage Gorge Walkway o Bass Street Park area south of Railway Bridge</li> </ul> <p>The Committee will abide by any terms and conditions which may be set out by the City's Council, CAO, Clerk, Solicitor, Auditor and/or Insurer for any activities relating to Committee business.</p> <p>If the committee does not meet the criteria provide alternatives.</p>

Alternatives
<p>Provide alternatives to strengthen the committee's mandate (i.e. merge committees, create an issue task force, etc.</p>

Alternatives: Should continue as is due to funding components unless Council decides to alter how funds are dispersed and used.

## Appendix A

Committee Name:	<i>Transit Advisory Board (TAB)</i>	
<b>Assessment Criteria Review</b>		
<b>Statutory Requirement</b>		
Is the existence of this committee required by Federal/Provincial/By-law legislation or regulation?	No	
If yes, list the Legislation/Order/By-law:	n/a	
Is there a clear committee mandate?	n/a	
Is the committee's mandate relevant?	n/a	
Is the committee's mandate achievable?	n/a	
Is the committee's mandate aligned with corporate goals?	n/a	
Is the committee operating effectively? (for year review	n/a	
<b>No Statutory Requirement</b>		
If there is no statutory requirement for the committee, the committee must fulfill five (5) of the following eight (8) criteria:		
The committee aligns with the strategic map and the strategic priorities (or other approved Master Plans or guiding principles)		partially
The committee requires citizen voice(s) or external stakeholder expertise to develop public policy or fulfill corporate mandate		no
The committee addresses a broad subject matter that is handled by multiple internal divisions and/or external stakeholders		no
The committee handles emerging issues of clear importance to the municipality		no
The committee significantly helps stream-line discussion and decision making at Council		no
The committee handles work that staff do not perform		no
The committee is needed for the long-term (minimum four years – term of council)		no
The committee's mandate and work plan can be clearly articulated		no

Conclusion
<p>If the committee meets the criteria, outline the mandate of the committee from the approved terms of reference and recommendation to bring back revised Terms of Reference for approval:</p> <p>Mandate:</p> <p>Each member of the Committee shall:</p> <ol style="list-style-type: none"> <li>1. exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances</li> <li>2. take such measures as necessary to ensure that the corporation complies with all requirements under this Act (Municipal Act 2001) as it applies to a transit system;</li> <li>3. become knowledgeable of Public Transit in Ontario;</li> <li>4. be committed to achieving and maintaining the vision, mission and values of Kawartha Lakes Transit Board; and</li> <li>5. promote Transit Services and communicate with passengers, employees and stakeholders in a positive manner concerning the Kawartha Lakes Transit Board and the board Vision.</li> </ol> <p>If the committee does not meet the criteria provide alternatives.</p>

Alternatives
<p>Provide alternatives to strengthen the committee's mandate (i.e. merge committees, create an issue task force, etc.</p> <p>Alternatives:</p> <p>Staff recommend that the TAB be reorganized as a review committee with a scoped work plan, that would meet a minimum 2 times per year, have four members (one Councillor and three residents of the CKL and have a revised terms of reference.) The Board may make recommendations to Council on the following matters:</p> <ol style="list-style-type: none"> <li>1. The annual capital and operating budgets;</li> <li>2. Transit initiatives</li> </ol>



## Appendix A

Committee Name:	<i>Waste Management Committee</i>
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Assessment Criteria Review	
Statutory Requirement	
Is the existence of this committee required by Federal/Provincial/By-law legislation or regulation?	no
If yes, list the Legislation/Order/By-law:	n/a
Is there a clear committee mandate?	n/a
Is the committee's mandate relevant?	n/a
Is the committee's mandate achievable?	n/a
Is the committee's mandate aligned with corporate goals?	n/a
Is the committee operating effectively? (for year review)	n/a
No Statutory Requirement	
If there is no statutory requirement for the committee, the committee must fulfill five (5) of the following eight (8) criteria:	
The committee aligns with the strategic map and the strategic priorities (or other approved Master Plans or guiding principles)	yes
The committee requires citizen voice(s) or external stakeholder expertise to develop public policy or fulfill corporate mandate	no
The committee addresses a broad subject matter that is handled by multiple internal divisions and/or external stakeholders	no
The committee handles emerging issues of clear importance to the municipality	occasionally
The committee significantly helps stream-line discussion and decision making at Council	no
The committee handles work that staff do not perform	no
The committee is needed for the long-term (minimum four years – term of council)	Subject to new task force mandate
The committee's mandate and work plan can be clearly articulated	no

Conclusion
<p>If the committee meets the criteria, outline the mandate of the committee from the approved terms of reference and recommendation to bring back revised Terms of Reference for approval:</p> <p>Mandate:</p> <p>The committee mandate, as per existing TOR is to provide recommendations to Council on strategy, policies and procedures and public education. Also to review other governmental reports/programs and advise/make recommendations to Council.</p> <p>The committee has typically not focused on the above mandate and has been involved at a more grass roots level; commenting on operations and day to day activities. That said, most recently the Committee has been engaged in participating in the development of a Waste Management Strategy.</p>
<p>If the committee does not meet the criteria provide alternatives.</p>

Alternatives
<p>Provide alternatives to strengthen the committee's mandate (i.e. merge committees, create an issue task force, etc.</p>
<p>Alternatives:</p> <p>Staff recommend (in concert with the current WMC Chairperson Brian Junkin), that the WMC be reorganized as a task force. The first order of business will be to provide support and guidance through the development of the Waste Strategy. Once this has been finalized and approved by Council, the task force mandate will again be reviewed and perhaps aligned with recommendations in the Waste Management Strategy.</p> <p>A resolution was received from the Lindsay PRC that reads as follows:</p> <p><u>Waste Management Committee Resolution made July 16, 2014</u></p> <p>There was discussion by members of the PRC regarding the merit of having members of the public sit on the Waste Management Committee.</p> <p>Moved by: Lloyd Robertson</p> <p>Seconded by: Ken Trodd</p> <p><b>RESOLVED THAT</b> the PRC recommends to the present Waste Management Committee</p>

and Council that when a new Waste Management Committee is appointed after the 2014 election, that it consist of both Councillors and interested members of the public.

**CARRIED**

Staff do not recommend at this time that the recommended task force include members of the public.

Committee Name:	<b>Victoria Manor Committee of Management</b>
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Assessment Criteria Review	
Statutory Requirement	
Is the existence of this committee required by Federal/Provincial/By-law legislation or regulation?	Yes
If yes, list the Legislation/Order/By-law:	<p><i>Long-Term Care Homes Act, 2007</i>  <b>132. (1)</b> The council of a municipality establishing and maintaining a municipal home or the councils of the municipalities establishing and maintaining a joint home shall appoint from among the members of the council or councils, as the case may be, a committee of management for the municipal home or joint home. 2007, c. 8, s. 132 (1).</p> <p>Regulation O. Reg. 79/10 under the Act states:  <b>284.</b> A committee of management appointed under section 132 of the Act shall,          (a) in the case of a municipal home, be composed of not fewer than three members;</p>
Is there a clear committee mandate?	Yes
Is the committee's mandate relevant?	Yes
Is the committee's mandate achievable?	Yes
Is the committee's mandate aligned with corporate goals?	Yes
Is the committee operating effectively? (for year review)	Yes
No Statutory Requirement	
If there is no statutory requirement for the committee, the committee must fulfill five (5) of the following eight (8) criteria:	
The committee aligns with the strategic map and the strategic priorities (or other approved Master Plans or guiding principles)	
The committee requires citizen voice(s) or external stakeholder expertise to develop public policy or fulfill corporate mandate	
The committee addresses a broad subject matter that is handled by multiple internal divisions and/or external stakeholders	



Committee Name:	Joint Social & Housing Services Advisory Committee
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Assessment Criteria Review
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Statutory Requirement
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Is the existence of this committee required by Federal/Provincial/By-law legislation or regulation?	Yes: Resolution to approve agreement with the County, including the JAC Agreement (which includes the terms and conditions of the JAC Committee): CR2011-812
If yes, list the Legislation/Order/By-law:	By-law #: <b>2011-135</b>
Is there a clear committee mandate?	Yes
Is the committee's mandate relevant?	Yes
Is the committee's mandate achievable?	Yes
Is the committee's mandate aligned with corporate goals?	Yes
Is the committee operating effectively? (for year review)	Yes

No Statutory Requirement
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If there is no statutory requirement for the committee, the committee must fulfill five (5) of the following eight (8) criteria:	
The committee aligns with the strategic map and the strategic priorities (or other approved Master Plans or guiding principles)	
The committee requires citizen voice(s) or external stakeholder expertise to develop public policy or fulfill corporate mandate	
The committee addresses a broad subject matter that is handled by multiple internal divisions and/or external stakeholders	
The committee handles emerging issues of clear importance to the municipality	
The committee significantly helps stream-line discussion and decision making at Council	
The committee handles work that staff do not perform	
The committee is needed for the long-term (minimum four years – term of council)	
The committee's mandate and work plan can be clearly articulated	

Conclusion
<p>If the committee meets the criteria, outline the mandate of the committee from the approved terms of reference and we will put a recommendation to bring back the Terms of Reference for approval:</p> <p>Mandate:</p>
<p>If the committee does not meet the criteria provide alternatives.</p>

Alternatives
<p>Provide alternatives to strengthen the committee's mandate (i.e. merge committees, create an issue task force, etc.)</p> <p>Alternatives:</p>