

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CS2018-013

Date: August 14, 2018

Time: 2:00 p.m.

Place: Council Chambers

Ward Community Identifier: Lindsay

Title: Revised Terms of Reference for the Lindsay Legacy C.H.E.S.T. Fund Grant Committee

Author and Title: Lisa Peimann, Executive Assistant, Community Services

Recommendation(s):

That Report CS2018-013, Revised Terms of Reference for the Lindsay Legacy C.H.E.S.T. Fund Grant Committee, be received; and,

That the Lindsay Legacy C.H.E.S.T. Fund Grant Committee Terms of Reference as appended to the Report be approved and replace any predecessor Terms of Reference for the Lindsay Legacy C.H.E.S.T. Fund Grant Committee.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Lindsay Legacy C.H.E.S.T. Fund Grant Committee met on May 17, 2018, to discuss a number of items, most notable a review of the Terms of Reference and operational procedures for the Committee.

This report has been prepared to seek Councils approval in the Committees recommendations.

Rationale:

The Committee felt a review of the Terms of Reference was in order to determine if any changes were required. Each section was reviewed and discussed (attached as Appendix A with track changes, as well as a few other minor housekeeping items), resulting in the following motions being made for Council's consideration:

Name:

Add "Grant" to the Committee name (housekeeping item)

Roles and Responsibilities:

Format title to Heading 1; add the word "fund" to bullet 3 (housekeeping item)

Composition:

The current composition was discussed as a result of the restructuring of Council. Questions rose in regards to keeping the composition the same size by increasing the public members or reduce the composition by the decrease in Council representatives.

RECOMMEND THAT the composition remain at a maximum of nine (9) members by increasing the public members to seven (7) and decreasing the Council representatives by two (2). **CARRIED LEG18-03**

Term of Appointment:

Dialogue ensured with respect to the terms of appointment, in regards to maintaining status quo or change to the public appointments to the term of Council.

RECOMMEND THAT the public members varying appointments to a maximum of a three (3) year term, be changed to a term concurrent with the term of Council, and;

THAT the initial appointment will be three (3) members for a two (2) year term, and four (4) members for a four (4) year term, and successive appointments thereafter will be for a four (4) year term. **CARRIED LEG18-04**

RECOMMEND THAT the term of appointment be further updated to include “Members/Successors are eligible for re-appointment/appointment to the Committee to a maximum of two (2) consecutive four (4) year terms”. **CARRIED LEG18-05**

Administration:

Add “Grant” to the Committee name (housekeeping item)

Appointment of Officers:

A brief discussion took place regarding the appointment of officers. The word “Grant” has been added to the Committee name (housekeeping item).

RECOMMEND THAT “at its first meeting **in each** year” be changed to “at its first meeting **every second** year”, and that the last sentence in the paragraph be removed. **CARRIED LEG18-06**

Meetings:

The Committee requested specific timeframes for the two (2) meetings each year

RECOMMEND THAT the first sentence be changed to include: The Committee shall hold a minimum of two (2) meetings **in the Spring and Fall** in each calendar year. **CARRIED LEG18-07**

Agendas And Minutes:

Add “Grant” to the Committee name (housekeeping item)

Reports:

Add “Grant” to the Committee name (housekeeping item)

Meeting Attendance:

Previously identified in the Meetings section it notes the Committee shall hold at a minimum two (2) meeting in each calendar year. Therefore it is being recommended to change the meeting attendance from three (3) to two (2)

RECOMMEND THAT “Any member of the Committee who misses **three (3)** consecutive meetings”, be changed to “Any member of the Committee who misses **two (2)** consecutive meetings”. **CARRIED LEG18-08.**

Other Alternatives Considered:

Council could choose not to make the recommended changes to the Terms of Reference; however, this is not recommended as the changes are positive for the future of the Committee.

The recommended changes are in keeping with those endorsed by Council in July of 2018 respecting Council representation on this Committee.

Financial/Operation Impacts:

There are no financial considerations.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

This Terms of Reference report does not directly impact or align with a specific Strategic Priority.

Review of Accessibility Implications of Any Development or Policy:

There are no accessibility implications associated with this report.

Servicing Implications:

Not applicable.

Consultations:

Lindsay Legacy C.H.E.S.T. Fund Grant Committee

Attachments:

Appendix A – Revised Terms of Reference for the Lindsay Legacy C.H.E.S.T. Fund Grant Committee



Proposed ToR
Legacy CHEST.docx

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Department Head: Craig Shanks, Director of Community Services