

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CAO2018-006

Date: December 11, 2018

Time: 2:00 p.m.

Place: Council Chambers

Ward Community Identifier: All

Title: Committees/Boards Terms of Reference

Description: To establish clear terms of reference and scope of work for various legislated and non-Legislated Committees and Boards created by Council.

Author and Title: Ron Taylor, Chief Administrative Officer

Recommendation(s):

That Report CAO2018-006, **Committees/Boards Terms of Reference**, be received;

That the proposed terms of reference for various legislated and non-legislated Committees and Boards of Council, as outlined in Appendix B and C to Report CAO2018-006 be approved, and replace all predecessor versions of terms of reference; and

That staff bring forward to Council any necessary amendments to by-laws, where required, to implement Council legislated and non-legislated Committees and Boards.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of July 17, 2018, Report CAO2018-005 – Update – Review of City and Agency Boards and Committees, was considered. Council adopted the following resolution at that time:

CR2018-461

Moved By Councillor Elmslie

Seconded By Councillor Seymour-Fagan

That Report CAO2018-005, **Update – Review of City and Agency Boards and Committees**, be received;

That staff be directed to update the terms of reference for various Committees and Boards as generally outlined in Appendix A to Report CAO2018-005 in advance of the next term of Council for approval and subsequent recruitment; and

That the City Clerk include regular monthly Committee of the Whole meetings in future annual meeting calendars beginning the next term of Council.

CARRIED

This report addresses the direction in the above resolution, to provide updated terms of reference for various Council Committees and Boards.

Attached to this report as Appendix A is the complete listing of all proposed Legislated and Non-Legislated Committees and Boards of Council.

Attached to this report as Appendix B (B1 to B10) are the proposed terms of reference for various legislated Committees and Boards.

Attached to this report as Appendix C (C1 –C13) are the proposed terms of reference for various non-legislated advisory Committees and Boards.

Rationale:

Committees and Boards provide a vital function and support to Council in advancing City priorities and business, while providing local knowledge and expertise to best inform Council decisions. Volunteers on these Boards and Committees also provide a local voice and perspective into City decision-making.

All Council Committees and Boards were reviewed by the previous Council, in consultation with volunteers and City staff.

It is recommended that Council approve those terms of reference for legislated and non-legislated Committees and Boards, as provided in Appendix B and C, respectively, to this report.

Legislated Committees and Boards

Terms of reference are not provided for the Community Emergency Management Program Committee (CEMPC). The composition and scope of work for that Committee is established in the City's Emergency Plan. There are no public appointments to this Committee.

Terms of reference are not provided for the Kawartha Lakes-Haliburton Housing Corporation. The composition and scope of work for that Committee is established in the associated service agreement. There are no public appointments to this Committee.

Terms of reference are not provided for the Municipal Election Compliance Audit Committee. The composition and scope of work for that Committee was already approved by the previous Council.

Terms of reference are not provided for the Lindsay Downtown Business Improvement Area (LDBIA) Board. The composition and scope of work for that Board is established by them.

Non-Legislated Committees and Boards

Proposed terms of reference are provided for the Bobcaygeon Legacy CHEST Fund Grant Committee (see Appendix C2). At the time of writing this report, additional comments were received from the current committee through Councillor Seymour-Fagan, unanimously recommending a maximum of 7 public committee members, a minimum of 5, plus one Council representative, for a maximum of 8 total committee members. The proposed terms of reference enclosed reflect this revised recommendation.

Proposed terms of reference are provided for the Lindsay Legacy CHEST Fund Grant Committee (see Appendix C3). The current committee provided recommendations to the previous Council respecting composition and appointment terms. Those recommendations were deferred by the previous Council. The proposed terms of reference enclosed reflect the recommended composition endorsed by the previous Council and former Executive Committee. Appended to this report as Appendix E is Report CS2018-013 – Revised Terms of Reference for the Lindsay Legacy C.H.E.S.T. Fund Grant Committee that went to the August 14, 2018 Session of Council. Council adopted the following resolution:

CR2018-510

Moved By Councillor Dunn

Seconded By Councillor Junkin

That Report CS2018-013, Revised Terms of Reference for the Lindsay Legacy C.H.E.S.T. Fund Grant Committee, be received and referred to staff to report back in the new Term of Council.

Terms of Reference are not provided for the Fenelon Falls Cemetery Board. The previous Council recommended that this Board consolidate with the Kawartha Lakes Cemetery Board. Correspondence was received from the Board, dated November 29, 2018 (see Appendix D) requesting that Council maintain the current Board to allow time for them to review and provide recommendations to Council on this Board. They have committed to a report back to Council in Q1 2019. Councillor Elmslie is recommended for reappointment to this Board (under their current terms of reference) to oversee and assist in this review and report back.

Terms of Reference are not provided for the Joint Social & Housing Services Advisory Committee. The composition and scope of work for that Committee is established in the associated service agreement. There are no public appointments to this Committee.

Terms of Reference are not provided for the Kinmount Committee for Planning & Economic Development. This Committee remains under review with recommendation for composition and scope of work for that Committee to come to Council in Q1 2019 (and in consultation with that group and Council appointees).

Terms of Reference are not provided for the Lindsay Nayoro Twinning Committee. This Committee remains under review with recommendation for composition and scope of work for that Committee to come to Council in Q1 2019 (and in consultation with that group and Council appointees).

Terms of Reference are not provided for the High Water Bill/Mandatory Connections Appeals Committee. The composition and scope of work for a High Water Bill Appeals Committee was already approved by the previous Council. Recommendations for revised terms of reference to hear Mandatory Connection appeals to come to Council in Q1 2019 (and in consultation with Council appointees). There are no public appointments to this committee.

Proposed terms of reference are provided for the Downtown Revitalization Advisory Committee (see Appendix C12). This Committee also supports formal Working Groups within various communities, and has existing terms of reference to guide those Groups. Those Working Group terms of reference are under

review with recommendations to come to Council in Q1 2019 (and in consultation with the Committee and Council appointees).

Other Alternatives Considered:

The proposed terms of reference are based on extensive consultations with the previous Council, previous Committees and Boards (including the former Executive Committee) and staff. Should Council wish to amend or review any of the proposed terms of reference, then the following additional resolution should be passed:

That the proposed terms of reference for the (insert Committee/Board name) provided in Appendix (insert B or C) and identified as (insert B1-B10 or C1-C13) in report CAO2018-006 be referred back to staff to (insert direction for revisions), with a report back no later than by end of Q1, 2019.

Financial/Operation Impacts:

There are no financial implications resulting from the approval of these Committee and Board terms of reference, save and except volunteer, staff and Council time to support and attend meetings.

Relationship of Recommendation(s) to the 2016-2019 Strategic Plan:

Committees and Boards of Council are important groups that provide advice, expertise and recommendations to achieve Council's strategic goals, namely:

- Goal 1 – A Vibrant and Growing Economy
- Goal 2 – An Exceptional Quality of Life
- Goal 3 – A Healthy Environment

Review of Accessibility Implications of Any Development or Policy:

Terms of Reference are provided in Appendix B (B1) for the Kawartha Lakes Accessibility Advisory Committee. As well, all of the terms of reference set out include a requirement for meetings to be held in public and accessible facilities.

Servicing Implications:

There is no direct impact on City servicing resulting from approval of Committee and Board terms of reference. Many of the Boards and Committees do include in their scope of work review and recommendations for the operation and management of various City structures, land, services and infrastructure.

Consultations:

All Directors
Liaison Department Staff
Risk Management
City Clerk
Deputy Clerk
Former Executive Committee

Attachments:

Appendix A – Listing of Legislated Committees and Boards, and Non-Legislated Advisory Committees and Boards



App A Listing of
Legislated and Non Le

Appendix B – Proposed Terms of Reference for Legislated Committees and Boards:

B1: Kawartha Lakes Accessibility Advisory Committee



KL Accessibility
Advisory Committee T

B2: Committee of Adjustment



Committee of
Adjustment Terms of

B3 Drainage Board



Drainage Board.docx

B4 Kawartha Lakes Municipal Heritage Committee



Municipal Heritage
Committee Terms of F

B5 Planning Advisory Committee



Planning Advisory
Committee Terms of F

B6 Fenelon Landfill PRC



Fenelon Landfill PRC
Terms of Reference F

B7 Lindsay Ops Landfill PRC



Lindsay Ops Landfill
PRC.docx

B8 Municipal By-law Appeals Committee



MLE Appeals
Committee Terms of F

B9 Public Library Board



KL Public Library
Board Terms of Refer

B10 Victoria Manor Committee of Management



Victoria Manor
Committee of Manage

Appendix C – Terms of Reference for Non-Legislated Advisory Committees and Boards:

C1: Agricultural Development Advisory Committee (ADAC)



Agricultural
Development Advisor

C2: Bobcaygeon Legacy C.H.E.S.T. Fund Grant Committee



Bobcaygeon Legacy
C.H.E.S.T. Fund Grant

C3: Lindsay Legacy C.H.E.S.T. Fund Grant Committee



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

C4: Kawartha Lakes Environmental Advisory Committee (KLEAC)



KL Environmental
Advisory Committee

C5: Kawartha Lakes Cemetery Board



Kawartha Lakes
Cemetery Board.docx

C6: Fenelon Falls Museum Board



Fenelon Falls
Museum Board.docx

C7: Fenelon Falls Powerlinks Committee



Fenelon Falls
Powerlinks Committee

C8 Kawartha Lakes Parks Advisory Committee



KL Parks Advisory
Committee.docx

C9 Transit Advisory Committee



Transit Advisory
Committee Terms of F

C10 Wilson Estate Advisory Committee



Wilson Estate
Advisory Committee.c

C11 Kawartha Lakes Airport Advisory Committee



Kawartha Lakes
Airport Advisory Com

C12 Downtown Revitalization Advisory Committee



Downtown
Revitalization Advisor

C13 Waste Management Advisory Committee



Waste Management
Advisory Committee 1

Appendix D – Correspondence from the Fenelon Falls Cemetery Board



Corresp Fenelon
Falls Cemetery Board

**Appendix E – Report CS2018-013 – Revised Terms of Reference for the
Lindsay Legacy C.H.E.S.T. Fund Grant Committee**



CS2018-013.pdf

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Department Head: Ron Taylor

Department File: