



Council Report

Report Number: CLK2025-004
Meeting Date: June 24, 2025
Title: **Advisory Committees, Boards and Task Forces – Follow-Up to Report CLK2025-003**
Description:
Author and Title: Sarah O’Connell, Deputy Clerk

Recommendation:

That Report CLK2025-004, **Advisory Committees, Boards and Task Forces – Follow-Up to Report CLK2025-003**, be received.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Regular Council Meeting of March 18, 2025, Council received Report CLK2025-003, Terms of Reference Update for Advisory Committees, Boards and Task Forces, and the following resolution was adopted:

CR2025-075

Moved By Councillor Perry

Seconded By Councillor Warren

That Report CLK2025-003, **Terms of Reference Update for Advisory Committees, Boards and Task Forces**, be received;

That the Terms of Reference for all Advisory Committees, Boards and Task Forces be updated to remove the establishment of working groups or sub-committees, and the holding of working meetings, from the mandate of each group;

That the Terms of Reference for the Kawartha Lakes Accessibility Advisory Committee, be amended to permit the holding of closed session, pursuant to s.239(2)(b) of the Municipal Act, 2001, for the consideration of nominations that are submitted for the Accessibility Awareness Recognition Awards Program;

That the Terms of Reference for the Kawartha Lakes Environmental Advisory Committee be amended to permit the holding of closed session, pursuant to s.239(2)(b) of the Municipal Act, 2001, for the consideration of nominations, that are submitted for the Bee A Hero Awards Program and the Environmental Hero Awards Program;

That the Term of Reference for the Kawartha Lakes Municipal Heritage Committee be amended to permit the holding of closed session, pursuant to s.239(2)(b) of the Municipal Act, 2001, for the consideration of nominations that are submitted for the Osprey Awards Program;

That the Terms of Reference for the Kawartha Lakes Accessibility Advisory Committee, the Kawartha Lakes Environmental Advisory Committee and the Kawartha Lakes Municipal Heritage Committee be amended to require that Staff report to Council, in closed session, to provide recommended award recipients to Council for consideration and approval with regard to the Accessibility Awareness Recognition Awards Program, the Bee A Hero Awards Program, the Environmental Hero Awards Program and the Osprey Awards Program; and

That Staff in the Clerk's Office be directed to report back to Council by the end of Q2, 2025, with the options that are available for working groups, sub-committees or working meetings held by Advisory Committees, Boards and Task Forces, within their terms of reference, and that the options be transparent, require membership to be accounted for and require appropriate record keeping.

Carried

This report is the report back to Council that was requested within resolution CR2025-075.

Rationale:

As was outlined in Report CLK2025-003, Staff recommended that the ability to form working groups or sub-committees be removed from the terms of reference for the City's Advisory Committees, Boards and Task Forces. This change was recommended due to working group or sub-committee meetings that did not meet the threshold for an open meeting as established by the Municipal Act, 2001. Working group or sub-committee meetings were held in the absence of an agenda and the date, time and location of those meetings were not made publicly available. Those meetings have and could be considered as closed meetings that would contravene the Municipal Act, 2001 as per guidance that has been provided by the Office of the Ombudsman for Ontario relating to closed meetings. A copy of the report that was provided by the Office of the Ombudsman for Ontario has been included as Appendix A for reference.

In the absence of working group or sub-committees, Advisory Committees, Boards and Task Forces can rely on the staff liaison that is appointed to each group for the actions that are needed to move business forward as deemed appropriate through Council.

Other Alternatives Considered:

Staff have received comments from the Environmental Advisory Committee and the Municipal Heritage Committee regarding the removal of working groups and sub-committees.

As an alternative to the formation of a working group or a sub-committee, Advisory Committees, Boards and Task Forces can assign a task to appointed member(s) for completion outside of a Meeting (i.e. research for or review of an issue being reviewed

by the Advisory Committee, Board or Task Force) with a requirement for those appointed member(s) to report back to the Committee at a future Committee Meeting.

Those tasks could only be assigned to appointed member(s) as the City's insurance policy extends coverage to appointed members of Advisory Committees, Boards and Task Forces only.

Advisory Committees, Boards and Task Forces are also able to hold special meetings that are dedicated to the review of a specific project, as long as that project is within their mandate, which would provide a mechanism for all members to consider the information and provide recommendations to Staff.

It is important to note that Community Groups, not affiliated with the City of Kawartha Lakes, are able to engage with Advisory Committees, Boards and Task Forces through the deputation process. Groups can make a deputation at Meetings to provide the Advisory Committee, Board or Task Force with an overview of the endeavours that they have undertaken which relate to or compliment the mandate of the Advisory Committee, Board or Task Force. The Advisory Committee, Board or Task Force can then make recommendations for Staff to forward information pertaining to a deputation to Council for consideration, as appropriate.

Should Council wish to implement the use of working groups or sub-committees, the terms of reference for Advisory Committees, Boards and Task Forces would need to be amended. The terms of reference must identify the scope for each working group or sub-committee. The membership of each working group or sub-committee would be confirmed (with membership limited to a minority of **appointed members** to avoid holding a "meeting" as defined in the Municipal Act, 2001) and recommendations from the working group or sub-committees would be reported to the Committee, Board or Task Force at a regular meeting.

Alignment to Strategic Priorities

Good Government - Open and Transparent

Reinforcing that the business of Advisory Committee, Board and Task Forces are conducted in open meetings reinforces the element of good government.

Financial/Operation Impacts:

There are no financial implications resulting from the approval of the recommended amendments to the terms of reference for Advisory Committees, Board and Task Forces, save and except volunteer, staff and Council time to support and attend meetings.

Servicing Implications:

There are no servicing implications.

Consultations:

City Clerk
Chief Administrative Officer
Director of Development Services

Attachments:

Appendix A – Ontario Ombudsman Report



Appendix A - Ontario
Ombudsman Report

Department Head email: critchie@kawarthalakes.ca

Department Head: Cathie Ritchie, City Clerk

Department File: