

**Recommendation:**

That the Clerk's Office-2023-07 report, dated March 23, 2023 regarding a framework for Township Committees be received,

- That Council direct staff to begin a recruitment for members of the Events Committee with a term to run concurrent with Council and create a Terms of Reference to outline the roles and responsibilities of the Committee; and
- That Staff be directed to bring forward a standard Terms of Reference document that will act as the foundation for all future Committees that Council may create.

**Overview:**

At the September 20, 2022, Council meeting the following Resolution was passed by Council:

**Resolution Number 285-2022**

Moved by: Councillor Watt

Seconded by: Councillor Watson

That the report, dated September 20, 2022 regarding Township Boards and Committees End of Term Review be received; and

That recruitment for all Committees be place on hold until the new Council has provided direction on its strategic goals; and

That the recruitment for the 2022-2026 Library Board and Committee of Adjustment/Planning Committee take place with appointments to be made in December 2022; and finally

That the term of the Santa Claus Parade Committee citizen appointments be extended until December 1, 2022.

Carried

Since the passing of the above Resolution, the recruitment for the Committee of Adjustment/Planning Committee and the Library Board was completed. The Future Arena Facilities Ad-Hoc Committee and the Short-Term Rental Committee are continuing to meet as per their respective Term of References approved by Council. The Police Services Board is not a committee of Council but a Board under the Police Services Act

In the past the Township has had the following Committees of Council:

Canada Day Parade Committee

Historical Committee

Parks and Recreation Master Plan Implantation Committee

Santa Claus Parade Committee

There was also the Mayor's Committee on Road Issues and the Remembrance Day Parade Committee which used Township staff and resources but were not Township Committees.

In the past, most Committees did not have a term of reference to provide direction and a framework for the Committees to operate within. Council members were appointed to the Committees but did not always act as the Chair. Many Committees did not have a staff person assigned to them to act as a resource person taking minutes, creating agendas and bringing information to Council.

**Conclusion:**

As Council begins the work to create a new Strategic Plan and to put new goals and objectives in place, now would be an opportune time to take stock of the work completed by past Committees and develop a framework for all future Committees to work within. This new framework would consist of a standard Terms of Reference that could be the foundation for all Committees moving forward while allowing Council the flexibility to assign different tasks and responsibilities to the Committee based on the context and needs of Council and the Community. The framework would also ensure that each new Committee formed had the resources required such as a staff person or Council appointee to assist with agendas, minutes and an annual report to ensure that Council has oversight of the work of Committees and to ensure transparency for the community.

The development of the framework for future committees will take time as best practices and research is completed. In the meantime, Council may want to strike an Events Committee which would consolidate the Canada Day Parade, Remembrance Day and the Santa Clause Parade into one Committee. In the past it has been hard to find volunteers for all three events and assign sufficient staff resources. By combining all three events into one Committee, Council can ensure that volunteers are not overburdened with responsibilities and can ensure that the required resources are provided.

**Financial Impact:**

None at this time but future Committees created by Council may require resources to be assigned to them to complete their mandate.

**Strategic Plan Applicability:** To ensure and enable an effective and efficient municipal administration.



### Report Approval Details

Document Title:	Framework for Township Committees.docx
Attachments:	
Final Approval Date:	Mar 20, 2023

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Elana Arthurs was completed by workflow administrator Martina Chait-Hartwig**

Elana Arthurs