

Priorities Committee Meeting_Apr17_2018

REPORT FOR INFORMATION**Annual Review of Council Committees' Terms of Reference – Governance Advisory Committee Report****Report Purpose**

To report on the Governance Advisory Committee's annual review of Council Committees' Terms of Reference.

Background

Section 4.3 of the Boards and Committees Bylaw (46-2015) requires the Governance Advisory Committee (GAC), on an annual basis, to advise the Priorities Committee as to the continued need for the Committees and, if required, whether: (1) the Terms of Reference are appropriate and meet the objectives of Council; and (2) the Committee is fulfilling its Terms of Reference.

Additionally, the Terms of Reference of the Governance Advisory Committee state that it is responsible for ensuring that the mandates and terms of reference for Council-established boards and committees are reviewed to ensure alignment with Council's Strategic Plan.

Report

In 2016, the Governance Advisory Committee recommended changes to the terms of reference for the Agricultural Services Board and the Energy Exploration Advisory Committee. These changes were approved by Council on July 19, 2016.

In 2017, the Governance Advisory Committee recommended that Council adopt a "mandate process" in order to ensure that there was better communication between Council and its committees on priorities and tasks. This process has recently been implemented and it is premature to evaluate its effectiveness at this time.

Finally, Council has given Administration direction to prepare bylaws for four new Council Committees: traffic safety, youth, seniors, and accessibility. The bylaws are expected to be drafted by the end of the third quarter of 2018.

In light of the points noted above, the Governance Advisory Committee did not find that there was a need to make substantive changes to the current council committees' Terms of Reference with the exception of removing the requirement to be a current or former rural resident from the Terms of Reference of the Energy Exploration Advisory Committee (EEAC). In order to make this change, an amending bylaw will need to be approved by Council. Accordingly, an amending bylaw will be presented to Council for debate and decision at the April 24, 2018 Council meeting.

Overall, the GAC is satisfied that the current Council Committees are fulfilling their respective Terms of Reference and aside from the change to the terms of reference for the EEAC noted above, the GAC has no further recommendations for changes at this time.