

GOVERNANCE ADVISORY COMMITTEE**Revised Mandate Letter for the Community Living Advisory Committee****Report Purpose**

To seek Council's approval on a revised mandate letter for the Community Living Advisory Committee.

Recommendation

THAT the revised Community Living Advisory Committee mandate letter, as set out in enclosure 1 of the March 26, 2019 Governance Advisory Committee report, be approved.

Report**History of Mandate Letter Process:**

In 2017, Council approved a mandate letter process as a way of providing direction to its various advisory committees. The mandate letters were intended to supplement the broader Terms of Reference, provided in the Boards and Committees bylaw, by explaining in greater detail the issues or matters that Council wanted its Council Committees to address over a two-year period.

Next Iteration of Mandate Letters:

Accordingly, Council issued a mandate letter to each of its Council Committees in early 2018. The letters specified tasks or matters to be advanced in 2018 and throughout 2019. For this reason, mandate letters for the 2020-2021 timeframe will be required. In order to move this process along, the Governance Advisory Committee and administration are currently reaching out to each of the Council Committees to seek their input on what should or could be included in their next mandate. The Governance Advisory Committee will use this input to direct Administration on preparing the draft mandate letters for Council's approval. It is expected that this process will unfold over the next few months and that Council will be presented with the new mandates in the third quarter of 2019 for approval.

New Council Committees Established:

It should be noted that Council established four new Council Committees in 2018 (i.e. Youth, Accessibility, Seniors, and Traffic. As part of establishing these committees, Council also reviewed and approved a mandate letter for each committee with a timeframe of 2019-2020.

Impact of New Council Committees on Community Living Advisory Committee:

Since some of the newly established Council Committees, in particular the Youth, Accessibility, and Seniors, focus on matters which overlap with the existing focus of the Community Living Advisory Committee (CLAC), there was some concern about the future of CLAC.

When CLAC attended the January 29, 2019 Priorities Committee for the purpose of providing its annual update for 2018, the committee made a number of suggestions related to its future work:

- Continue with the mandate, specifically through input with master plans, the community hub development, and steps on achieving the actions identified in Canadian Coalition of Municipalities Against Racism and Discrimination
- Work alongside the three new committees, supporting each other for success

- Plan an annual meeting with the three new committees to discuss cross cutting issues
- Provide input into Connection and Inclusion initiatives

The Governance Advisory Committee has spent some time considering the future of CLAC and has taken the input of the committee into consideration. Although work is ongoing to prepare new mandate letters for council committees, the Governance Advisory Committee believes that it is prudent to address the future of CLAC in a timely fashion. With this in mind, the Governance Advisory Committee has directed Administration to prepare a revised draft mandate for CLAC which is included as enclosure 1. If Council approves this revised mandate, then the letter may be issued to CLAC for the period of 2019 to the end of 2020.

Enclosure

- 1 Draft Revised Mandate Letter for the Community Living Advisory Committee