

Revised Mandate Letters for the Accessibility, Seniors, and Youth Advisory Committees**Report Purpose**

To seek Council approval of the revised mandate letters for various council committees.

Recommendation

THAT the revised mandate letters, as set out in enclosure 1 of the February 26, 2019 Legislative and Legal Services report, be approved.

Our Prioritized Strategic Goals

Goal 1 - Build strong communities to support the diverse needs of residents

Goal 7 - Provide opportunities for public engagement and communication

Report

In the fall of 2018, Council established three new council committees: Seniors Advisory Committee, Youth Advisory Committee, and Accessibility Advisory Committee. The Council report providing the bylaws for the new committees also included the draft mandate letters for these new committees. Council wanted to see revisions made to the draft letters and referred the letters back to Administration for further work. Council also directed that Administration to work with the Governance Advisory Committee (GAC) and Priorities Committee on the letters.

Accordingly, the GAC provided input on possible revisions to the letters and the updated drafts were then presented to the Priorities Committee on January 29, 2019. The Priorities Committee did not request any further changes to the draft letters and thus they are now being presented to Council for formal approval and are provided as enclosure 1 of this report.

Recruitment for the new committees started on January 14, 2019 and the application period closes on February 22, 2019. It is expected that Council will consider appointments in March 2019 and that the first round of committee meetings will take place in the second quarter of 2019.

Council and Committee History

January 29, 2019	Priorities Committee was presented with updated drafts of the mandate letters based on input from the Governance Advisory Committee.
December 7, 2018	The Governance Advisory Committee provided input on the draft mandate letters and referred the updated versions to the Priorities Committee.
September 25, 2018.	THAT the mandate letters for the Accessibility and Youth Advisory Committees, as set out in Enclosure 4 of the September 25, 2018 Legislative and Legal Services Council report, be referred to Administration to work with the Governance Advisory Committee and the Priorities Committee and report by end of Q1 2019 with advice on how Council could enhance the mandates, including through comparisons with the mandate of other municipalities' similar committees and input from Council's strategic planning process.
October 16, 2018	THAT the draft Seniors Advisory Committee mandate letter, as set out in Enclosure 2 of the October 16, 2018 Legislative and Legal Services

report, be referred back to Administration to work with the Governance Advisory Committee and the Priorities Committee and report by end of Q1 2019 with advice on how Council could enhance the mandate, including through comparisons with the mandate of other municipalities' similar committees and input from Council's strategic planning process.

Other Impacts

Policy: N/A

Legislative/Legal: Each council committee has been established by bylaw as required by section X of the Municipal Government Act.

Interdepartmental: Legislative and Legal Services has worked with Family and Community Services.

Master Plan/Framework: N/A

Communication Plan

Once the letters have been approved by Council, they will be issued to the respective committees following their formal appointments.

Enclosure

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Proposed Mandate Letters for Accessibility, Seniors, and Youth Advisory Committees