

GOVERNANCE ADVISORY COMMITTEE**Revised Mandate Letters – Agricultural Service Board and the Economic Development and Tourism Advisory Committee****Report Purpose**

To seek Council's approval on revised mandates letters for the Agricultural Service Board and the Economic Development and Tourism Advisory Committee.

Recommendation

THAT the revised Agricultural Service Board and the Economic Development and Tourism Advisory Committee mandate letters, as set out in enclosure 1 of the December 10, 2019 Governance Advisory Committee report, be approved.

Background

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. Council issued the first iteration of the mandate letters to each of its Council Committees in early 2018. The letters specified tasks or matters to be advanced in 2018 and throughout 2019. As Council added new advisory committees, those committees were likewise provided with a mandate letter.

Mandate Process and the Governance Advisory Committee

The Governance Advisory Committee (GAC) is responsible for ensuring that the mandates and terms of reference for Council Committees are reviewed to ensure alignment with Council's Strategic Plan. For this reason, the GAC has been involved in the mandate process by working with administration and reviewing feedback from the committees on updates to the mandates. The GAC makes recommendations to Council on proposed mandates for advisory committees but Council is the body that approves the various mandates.

Since there are three advisory committees expiring at the end of 2019 and some committees have mandates that are not expiring until the end of 2020, the only outstanding mandates that require updating are for the Agricultural Services Board and the Economic and Tourism Advisory Committee.

The GAC reviewed the comments and suggestions from Administration, as well as the Board and Committee members and have prepared revised mandate letters, set out in enclosure 1. The mandates address the 2020-2021 time period. If Council approves the revised letters, they will be issued to the respective body.

Enclosure

- 1 Agricultural Service Board Mandate Letter 2020-2021
Economic Development and Tourism Advisory Committee Mandate Letter 2020-2021