

**GOVERNANCE ADVISORY COMMITTEE****Updated Mandate Letters for Council Advisory Committees****Report Purpose**

To provide Council with proposed mandate letters for council advisory committees that have mandates expiring in 2021.

**Recommendation**

THAT proposed mandate letters, set out in enclosure 1 of the December 8, 2020 Governance Advisory Committee report, be approved; and

THAT Administration provide the approved mandate letters to the committees on behalf of Council.

**Report**

The Terms of Reference of the Governance Advisory Committee (GAC) direct the GAC to ensure that the mandates and terms of reference for Council established boards and committees are reviewed and in alignment with Council's strategic priorities. In order to meet this obligation, the GAC seeks input from the various council committees on their respective mandates. Ultimately, Council is the deciding body for council committee matters, including establishing council committees, establishing committee mandates, and assigning other tasks to committees, but the GAC is the body that leads the work that produces the recommendations to Council on committee matters.

**Mandate Letter History:**

While all council committees are established by bylaw which includes its terms of reference and mandate, council advisory committees often need more direction in terms of Council's expectations. Committees want to know how they can support Council. In order to address this need, in 2017 Council introduced a mandate letter process whereby council advisory committees received further direction regarding what Council wanted to have the committees consider, investigate, and report on. The mandate letters establish priorities for each committee on a two-year timeframe. The committee mandates are staggered so that not all committee mandates need to be refreshed at the same time.

**Updates to Mandate Letters – 2021-2022:**

Several council committees have mandates which are set to expire at the end of 2020 and thus these committees require a new mandate letter. These committees include:

- Accessibility Advisory Committee (AAC)
- Community Living Advisory Committee (CLAC)
- Seniors Advisory Committee (SAC)
- Traffic Safety Advisory Committee (TSAC)
- Youth Advisory Committee (YAC)

In preparing the draft mandate letters for these committees, the GAC sought input from the committees, subject matter expert departments that are responsible for supporting the respective committees, and Legislative and Legal Services.

Enclosure 1 provides the draft letters for Council's consideration. In addition to updating the priorities for each mandate, further detail on committee logistics and expectations are also included in the letter. The intention is to provide greater clarity on what the working parameters are for the committees to help them understand what resources are available to them and what resources require council approval.

**Enclosure**

1 Draft 2021-2022 Mandate Letters – AAC, CLAC, SAC, TSAC, YAC