



City of  
**Peterborough**

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**TO:** Members of the Museum and Archives Advisory Committee

**FROM:** Nancy Wright-Laking, City Clerk

**MEETING DATE:** November 12, 2009

**SUBJECT:** Report CPCLKMAAC09-001  
The Provision of Legislative Support to Advisory Committees of Council

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## **PURPOSE**

A report to provide Committee with an overview of the provision of legislative support by the Clerk's Office to the Advisory Committees of Council.

## **RECOMMENDATION**

That Committee approve the recommendation outlined in Report CPCLKMAAC09-001, dated November 12, 2009, of the City Clerk, as follows:

That the presentation by the Deputy City Clerk, with respect to the provision of legislative support to Advisory Committees of Council, be received for information.

## **BUDGET AND FINANCIAL IMPLICATIONS**

There are no direct budget or financial implications as a result of the recommendation.

## **BACKGROUND**

Commencing November 2009, the Clerks Office will provide legislative support to the following Advisory Committees of Council; the Waste Management Committee; Arenas Parks and Recreation Advisory Committee; Arts, Culture and Heritage Advisory

Committee; Museum and Archives Advisory Committee and the Peterborough Architectural Conservation Advisory Committee. Legislative support entails, attending meetings, preparing agendas, recording minutes and providing guidance to the Committee regarding meeting procedures. As the Clerk's Office will provide legislative support changes to Advisory Committee documents must be conducted to standardize the way that all Advisory Committees conduct business, and to ensure compliance with the procedure by-law.

The proposed procedure by-law includes sections specific to Advisory Committees and provides a framework for how committee meetings should occur. On September 14, 2009 the proposed procedure by-law was tabled and is currently being discussed by Council.

On August 19, 2009 a preliminary version of the Advisory Committee presentation was delivered to staff representatives associated with the Advisory Committees. Based on the discussion that occurred, a refashioned presentation was delivered to the Chairs and Vice-Chairs of the Advisory Committees, on October 27, 2009.

At the request of the staff involved with the Advisory Committees, the presentation and a high level overview, will be tabled at all Advisory Committees, the first meeting that the Clerk's Office attends in a legislative capacity.

Nancy Wright-Laking, BA, CMO, CMMIII  
City Clerk

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