



City of  
**Peterborough**

---

**To: Members of the General Committee**

**From: John Kennedy, City Clerk**

**Meeting Date: December 5, 2022**

**Subject: Citizen Advisory Committees – Terms of Reference, Report CLSCLK22-024**

---

## **Purpose**

A report to recommend that a by-law be adopted for the Citizen Advisory Committees in the City of Peterborough.

## **Recommendation**

That Council approve the recommendation outlined in Report CLSCLK22-024, dated September 12, 2022, of the City Clerk as follows:

That the By-law, attached as Appendix A to Report CLSCLK22-024, for Citizen Advisory Committees, be approved.

## **Budget and Financial Implications**

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

## **Background**

The City of Peterborough has established citizen advisory committees over many years, and each has their own Terms of Reference (TOR) as a By-law. The City currently has the following committees which operate under the proposed by-law:

AAC – Accessibility Advisory Committee  
ACAC – Arts and Culture Advisory Committee  
APRAC – Arenas, Parks and Recreation Advisory Committee  
MAAC – Museum and Archives Advisory Committee  
PACAC – Peterborough Architectural Conservation and Advisory Committee  
PEAC – Peterborough Environmental Advisory Committee  
Community Investment Grants Advisory Committee

One of the main purposes of an advisory committee is to obtain input from members of the public and the committees at the City of Peterborough have been established for a variety of reasons. Some are required by legislation (such as AAC and PACAC), others have been established to address changing issues in the community (such as PEAC), and to address specific areas of interest/activities (such as ACAC, APRAC and MAAC).

These TORs have been created over many years and as a result, lack consistency. The proposed By-law (Appendix A) establishes the requirements and overall guidelines which will apply to the above advisory committees. The information specific to each committee (i.e. membership, meeting dates) are attached as schedules to the By-law. Upon approval of the new By-law, By-laws 07-041, 16-027, 15-003, 19-052, 12-152, and 11-149 will be repealed.

Staff from the Clerk's Office and staff associated with the various advisory committees collaborated to review the existing by-laws and TOR and to propose the changes as outlined in Appendix A of the attached draft by-law.

### **Key Updates**

The purpose of the City's advisory committees is to provide input from Peterborough residents to staff and Council. Clarification is provided regarding this role "...to provide current knowledge, critical thinking, and feedback to increase the confidence of the decision makers."

Recognizing the importance of citizen engagement on advisory committees, section 8 of the By-law suggests that "Council members should not serve as Chair on an Advisory Committee."

The rationale behind this suggestion is two-fold. First, the chair and vice chair roles empower citizens by encouraging them to become more involved in the workings of the committee. Through these roles, they would work with City staff to understand the processes and actions required for reports and recommendations to move forward to Council and assist in following up on issues of interest to the committee.

Secondly, chair and vice chair roles create important leadership opportunities for citizen members and give members the opportunity to establish relationships with all members of Council through delegations and discussion on topics of concern to the committee. In their leadership capacity, chairs and vice chairs become well positioned to be the

---

spokespersons for the committee, which may include making a presentation to Council and to engage with their counterparts on other advisory committees.

### **Committee Composition**

For most committees the number of members has been reduced to seven for consistency and efficiency. Maintaining a manageable committee composition with members that have expertise in their respective fields can allow for more accessible communication and decision-making, so a small committee of advisors has a better chance of staying focused and efficient. As part of this recommended change, the number of Council representatives would also be reduced to one Member of Council per Committee, which can serve to both ease Councillor workload, and align with the citizen driven advisory committee model.

### **Terms**

Committee appointment timelines vary between committees. Some committee term appointments align with the Council term, meaning that the new Council appoints all of the members, and some are staggered. It is recommended in the new By-law that all appointments be made at the start of the Council term by the new Council. The Citizen Appointment Selection Committee will be able to receive all the applications at the same time and decide the committee compositions. Committee vacancies during the term will be handled by the Citizen Appointment Selection Committee as required. Appointing all members at the same time for four-year terms will ensure that committee training and orientation can be provided to all committee members at the same time, again to ensure that all members receive the same information.

An additional benefit of doing all the recruitments at the same time is that following a municipal election interest in volunteering on committees is typically greater. It has been observed that filling vacancies for staggered terms is more difficult as there is less interest in committee volunteering as the Council term progresses.

### **Timing and Next Steps**

This report is being brought forward for consideration at the start of the new term of Council to ensure that members of the public who are interested in volunteering on a committee are aware of the new By-law. The 2022-2026 Council will therefore be able to appoint all members of the advisory committees. The appointment process and training of the new volunteers will likely result in the advisory committees becoming active towards the end of the first quarter of 2023.

To allow for continuity and a more gradual transition of existing committee member terms, staff recommend that existing committee members with term end dates of 2023 or 2024 be maintained.

## Summary

Staff have collaborated to update the Terms of Reference for specific advisory committees. The proposed changes are intended to bring consistency to the committees, in terms of their membership and operation and to promote public engagement from the citizens of Peterborough.

Submitted by,

John Kennedy  
City Clerk

### **Contact Name:**

Natalie Garnett  
Deputy City Clerk  
Phone: 705-742-7777 Ext. 1818  
Toll Free: 1-855-738-3755  
Fax: 705-742-4138  
E-Mail: [ngarnett@peterborough.ca](mailto:ngarnett@peterborough.ca)

Attachment:

Appendix A – Draft By-law Number 22-0xx