



City of  
**Peterborough**

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**To:** Members of the General Committee

**From:** David J. Potts, Commissioner, Legislative Services

**Meeting Date:** December 2, 2024

**Report:** Amendments to Committee Terms of Reference, Report LSCLK24-017

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## **Subject**

A report to amend various advisory committee Terms of Reference in response to Council's direction on November 4, 2024 respecting report COU24-002.

## **Recommendation**

That Council approve the recommendation outlined in Report LSCLK24-017, dated December 2, 2024 of the Commissioner of Legislative Services as follows:

That Council pass a by-law in the form attached as Appendix A to Report LSCLK24-017 to amend various committee Terms of Reference.

## **Executive Summary**

- Council, at its meeting of November 4, 2024, respecting Report COU24-002, Governance of Advisory Committees and Councillors' Participation on Local Boards, Municipal Corporations and Third Party Organizations and Corporations, made changes to the political representation on various advisory committees, boards and third party organizations.
- As a matter of housekeeping, this report responds to Council's direction to amend the Terms of Reference of the affected committees and certain boards to be consistent with Council's direction.

- As per Council's direction, the amendments to the various Terms of Reference take effect January 1, 2025.

## Background

Respecting Report COU24-002, Governance of Advisory Committees and Councillors' Participation on Local Boards, Municipal Corporations and Third-Party Organizations and Corporations, Council at its meeting of November 4, 2024 resolved as follows:

- a) That the recommendations outlined in Report COU24-002 of Mayor Jeff Leal be approved effective January 1, 2025, with the exception that Councillors Duguay and Lachica be assigned as Council representatives on the Peterborough Environmental Advisory Committee.
- b) That a by-law be passed on November 4, 2024 to amend Portfolio Chairs By-law 24-017 to establish two Portfolio Chair positions for each of the five City Departments, with an additional two Portfolio Chairs for Homelessness, in the form of amending by-law comprising Appendix C to this report.
- c) That, effective November 4, 2024, each member of Council be appointed as a Portfolio Chair for each of the Portfolios as follows:
  - i) Community Services (except Homelessness): Councillors Bierk and Parnell);
  - ii) Community Services (Homelessness): Councillors Bierk and Riel;
  - iii) Finance and Corporate Support Services: Councillors Beamer and Haacke;
  - iv) Infrastructure, Planning and Growth Management: Councillors Duguay and Lachica;
  - v) Legislative Services: Councillors Baldwin and Crowley;
  - vi) Municipal Operations: Councillors Riel and Vassiliadis.
- d) That, effective November 4, 2024, Councillor Parnell be appointed as the Presiding Officer for public meeting matters comprising the Planning Act at General Committee.
- e) That staff be directed to provide to Council electronically, agendas for those advisory committee meetings that staff attend, which are listed on pages three and four of Report COU24-002.

- f) If approved, the governance of advisory committees and council's participation on local boards, municipal corporations and third-party organizations be reviewed at the end of 2025 for possible recommendations for consideration.
- g) Beginning January 1, 2025 those committees without council membership are invited to submit a summary update memorandum to the clerk's office every six months for dissemination to all members of council.

Political representation has been rescinded on the following committees, Accessibility Advisory Committee, Arenas, Parks and Recreation Advisory Committee, Arts and Culture Advisory Committee, Citizen's War Memorial Advisory Committee, Community Investment Grants Advisory Committee, Museum and Archives Advisory Committee, Peterborough Architectural Advisory Committee, Planning Advisory Committee and Transit Liaison Committee. The draft by-law attached as Appendix A to the report amends the membership in the Terms of Reference for these committees by removing a Council representation and adding an additional member of the public.

Political representation was also removed from the following local boards, municipal corporations and other third-party organizations and corporations, Art Gallery of Peterborough, The Canadian Canoe Museum, East City Ashburnham Village Business Improvement Area, Greater Peterborough Chamber of Commerce, Market Hall Performance Centre, Multicultural Canada Day Committee, Peterborough Downtown Improvement Area, Peterborough Green-Up Association, Showplace Peterborough Performance Centre. One member of Council was removed from the Peterborough Public Library Board.

Paragraph 4.2 of the Peterborough Housing Corporation Shareholder Declaration identifies the Mayor's position as a member of the board. As per the Mayor's October 28, 2024 report and as ultimately approved by Council, the Mayor's position on the board was rescinded and substituted by Councillor Parnell. The amendment to the Shareholder Declaration is captured in Report CSSS24-025, entitled Peterborough Housing Corporation Annual General Meeting. Report CSSS24-025 is a companion report included in the December 2 General Committee agenda.

The Mayor's report (COU24-002) stated, "For Advisory Committees that are supported by staff in the Clerk's Office, it is recommended that their meeting start times change to 4:00 p.m.". The amending by-law, attached as Appendix A to the report amends the start time in the Terms of Reference for the following committees, Arenas Parks and Recreation Advisory, Arts and Culture Advisory Committee, Museum and Archives Advisory, Peterborough Architectural Conservation and Advisory Committee and Peterborough Environmental Advisory Committee.

Staff have notified representatives of the above local boards, municipal corporations and other third-party organizations and corporations of Council's decision respecting political representation involving these groups.

## **Strategic Plan**

Strategic Pillar: Governance & Fiscal Sustainability

Strategic Initiative: Pursue service excellence in governance to support long-term fiscal sustainability of the city while respecting the impact of decisions on taxpayers.

This report responds to Council's direction respecting the participation of members of Council on advisory committees and on local boards, municipal corporations and third-party organizations and corporations.

## **Engagement and Consultation**

City staff associated with affected committees were involved in the amendments to the Terms of Reference. Staff have notified representatives of the above local boards, municipal corporations and other third-party organizations and corporations of Council's decision respecting political representation involving these groups.

## **Budget and Financial Implications**

There are no budget or financial implications as a result of the adoption of the recommendations of this report.

## **Conclusion**

As a matter of housekeeping, this report responds to Council's direction to amend the Terms of Reference of the affected committees, boards and third-party organizations to be consistent with Council's direction respecting governance and political representation on various committees, local boards, municipal corporations and other third party organizations and corporations.

## **Attachments**

Appendix A: By-law to amend the Terms of Reference membership for various committees.

Submitted by,

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Commissioner, Legislative Services and City Solicitor

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