



Meeting Date: September 7, 2022

Submitted by: Scott Mairs, Director of Community Services

Report No: CMS-13-2022

Subject: Advisory Committee's Terms of Reference

Recommendation:

THAT Report CMS-13-2022 re: Advisory Committees Terms of Reference be received;

AND THAT the Terms of Reference for the Community Services Advisory Committee attached as Appendix 'A1' be approved;

AND FURTHER THAT the Terms of Reference for the Youth Advisory Committee attached as Appendix 'A2' be approved.

Purpose:

The purpose of this report is to seek Council's approval of the Terms of Reference (TOR) for both the Community Services Advisory Committee (CSAC) and the Youth Advisory Committee (YAC).

Background:

The CSAC has been actively meeting through the last three terms of Council. In February of 2021, Council adopted the Terms of Reference for its first Youth Advisory Committee. As we approach a new term of Council, staff have updated both TOR's to be utilized during the next term of Council.

Analysis:

The attached TOR's will guide the committee on the following items:

- Purpose and mandate
- Strategic alignment
- Membership criteria
- Membership composition
- Chair and vice-chair roles
- Selection and appointment of members

- Meeting Schedule
- Quorum
- Code of conduct
- Conflict of interest

Financial Implications:

There are no financial implications associated with this report.

Strategic Plan:

This matter aligns with following strategic priorities:

- Engaged Community
- Responsive Municipal Government

Attachments:

A1 – Terms of Reference – Community Services Advisory Committee

A2 – Terms of Reference – Youth Advisory Committee