

## **REPORT**

### ***Office of the Chief Administrative Officer***

**To:** Mayor Johnstone and Members of Council  
**Date:** May 29, 2023

**From:** Lisa Leblanc,  
Acting Chief Administrative Officer  
**File:** 05.1035.10

**Item #:** 2023-371

**Subject:** **Extension of Committee Member Terms**

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#### **RECOMMENDATION**

That Council:

- a. extends the term of existing Advisory Committee members to September 29, 2023;
  - b. extend the terms of the Grants Advisory Committees until December 31, 2023 and
  - c. directs staff to publish the Committee meeting dates to the end of September, 2023.
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#### **PURPOSE**

The purpose of this report is to address the pending expiry of current committee member terms and recommends interim action by Council.

#### **BACKGROUND**

At the May 8, 2023 Council Meeting, a report was presented to Council regarding Potential Changes to the City Advisory Committees Structure and Council endorsed staff continuing to explore the Advisory Assembly model as a proposed pilot project as part of the City's Advisory Committees structure, and engaging with current advisory committee members to get their feedback and input on the proposed Advisory Assembly model. At that time Council did not address the Grant Advisory Committees as their terms end on August 31, 2023.

#### **DISCUSSION**

The engagement and consultation with current committee members will take place on May 30<sup>th</sup> and June 1<sup>st</sup> with staff reporting back to Council at the June 12<sup>th</sup> Council

meeting. Depending upon Council direction, go-forward options are expected to take some time to implement; in the interim, previous Council extensions of Committee member terms will expire on June 1<sup>st</sup>. It is therefore recommended that those terms be extended to September 29, 2023 to ensure continuing functionality pending Council approval of a final Committee structure and that the Committee meeting calendars be posted publicly to that date.

Given the potential changes to committee structure, staff did not recruit for the Grant Committees this spring. This means that there are no new applicants to replace those whose term is expiring at the end of August. The 2024 Grant Review is due to take place in November. Any change to the new structure of the City's Advisory Committees and the Grant Committees would not allow for enough time to train before the Grant Review process will need to begin. Community groups rely on knowing the grant awards before Christmas so delaying the Grant Review would be problematic.

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

### **OPTIONS**

The following options are presented for Council's consideration:

1. That Council:
  - a. extends the term of existing Advisory Committee members to September 29, 2023;
  - b. extend the terms of the Grants Advisory Committees until December 31, 2023 and
  - c. directs staff to publish the Committee meeting dates to the end of September, 2023;
2. That Council provide alternate direction to staff.

Staff recommend option 1.

### **APPROVALS**

This report was prepared by:  
Peter DeJong, Corporate Officer  
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This report was approved by:  
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Lisa Leblanc, Acting Chief Administrative Officer