

MUNICIPALITY OF CHATHAM-KENT

CORPORATE SERVICES

LEGAL SERVICES

TO: Mayor and Members of Council

FROM: Steve Matheson, B.A., LL.B.
Director, Legal Services

DATE: February 19, 2008

SUBJECT: Committees of Council - Terms of Reference

RECOMMENDATION:

It is recommended that:

1. The terms of reference for the following Committees of Council be approved:
 - a) BIA (for Blenheim, Chatham, Dresden, Tilbury and Wallaceburg)
 - b) Blenheim Landfill Liaison Committee
 - c) Drainage Board
 - d) Chatham-Kent Board of Health
 - e) Chatham-Kent Municipal Accessibility Advisory Committee
 - f) Chatham-Kent Museum Advisory Board
 - g) Chatham-Kent Public Library Board
 - h) Committee of Adjustment
 - i) Court of Revision
 - j) Heritage Chatham-Kent
 - k) Municipal Youth Council
 - l) Property Standards Committee
 - m) Ridge House Museum Advisory Committee
 - n) Ridge Landfill Liaison Committee

BACKGROUND:

On May 28th, 2007 Council approved mandated content for the terms of reference for all committees of Council. Legal Services provided each committee with a sample which included the following Council approved components:

1. Mandate of Committee

The mandate should contain the committee's mission statement and aims. It is often in a bullet point format and covers all of the goals of the committee. The mandate of all Chatham-Kent committees of Council shall include relevant references to Council's strategic directions and the Community Strategic Plan.

2. Composition of Committee

This section shall set out the membership of the committee and Council representation on the committee. Explanation shall also be provided here for any specific composition requirements, i.e. representatives from each Ward, Provincial representation, etc. This section should also include reference to any enabling legislation or legislative requirements for specific composition.

3. Membership Eligibility and Term of Membership

This section shall outline any specific requirements for membership on a committee (i.e. clear police background search is a requirement for membership on the Police Services Board). The term of membership for the committee should address Council's direction that it is preferable to have staggered term lengths for committee members to ensure continuity in leadership. This section shall also address the committee's process in dealing with vacancies.

4. Role of Members

This section should outline any specific meeting procedures for each committee. An example would be the frequency of meetings and the time/location at which meetings will take place.

5. Staff Support

This section should specify which divisions/departments provide support staff to assist the committee or have staff members who sit on the committee.

6. Reports to Council

It was recommended that each committee of Council be required to prepare reports for the information of Council, on an annual or bi-annual basis. These reports will summarize the activities of the committee in the previous year and suggest a work plan for the coming year. The preparation of these reports will allow the committee to ensure that it is meeting its goals and adhering to its terms of reference. The reports will also allow Council the opportunity to monitor the progress of each committee and to appropriately allocate resources, etc.

Council requested that all committees have their revised terms of reference in place by the end of 2007. Due to the size of the various documents the terms of reference are not being included as attachments to this report. For Council's ease of review, copies will be available electronically by contacting Legal Services and hard copies will also be available in the Council Administrator's office. Additionally, copies will be available at the Council meeting of March 31st. Upon the approval of Council, all Terms of Reference will be available on the Chatham-Kent community web portal.

COMMENTS:

In addition to the committees listed in the recommendation, the following committees did not submit revised Terms of Reference. The relevant reasons for this are listed below.

- a) Audit Committee – internal working group;
- b) Budget Committee – Committee of the Whole;
- c) Chatham-Kent Energy Board – exempt due to legislation;
- d) Chatham-Kent Police Services Board – exempt due to legislation;
- e) Chatham-Kent Public Utilities Commission – exempt due to legislation;
- f) Corporate Review Committee – internal working group;
- g) Fire Advisory Committee – exempt due to legislation;
- h) Lower Thames Valley Conservation Authority – exempt due to legislation;
- i) St. Clair Region Conservation Authority – exempt due to legislation.

It should also be noted that both the Wallaceburg Community Council and the Chatham Kent Community Strategic Planning Committee previously had their terms of reference approved by Council.

CONSULTATION:

The staff members identified as liaison persons for each committee of Council were contacted with regard to the status and content of the terms of reference for each committee.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

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