

Memorandum

Date: March 23, 2021

To: Members of Council

From: Laura Hall, Director, Corporate Services / Town Clerk

Subject: Response re: Notice of Motion on a Request for a Change in Meeting Procedures for the Heritage Committee

This memorandum is being provided as additional information to compliment the Notice of Motion regarding a request to amend the rules of procedure for advisory committees, specifically to permit urgent business, enquiries and notices of motion.

Advisory Committees of Council follow a designated mandate through an established Terms of Reference. For example, the Heritage Committee is responsible to provide assistance and advice to Council on matters relating to designation under Part IV and Part V of the *Ontario Heritage Act*, R.S.O. 1990 c. O. 18; promote heritage awareness/education, planning, stewardship and conservation, establish effective partnerships with local, regional, provincial and national historical and heritage groups; and recognize excellence in the heritage community.

Agendas for advisory committees are developed based on the mandate and in consultation with the Chair and the resource staff assisting such committees. Council may also refer matters to advisory committees for advice.

A core principle of Council is to act as the primary decision maker. Providing advisory committees with the same or similar jurisdiction as Council has the ability to become problematic because matters of urgency or importance should always be funnelled down from Council to bodies that report into them. It should not be the other way around. Permitting Notices of Motion and, Urgent Business puts advisory committees in a position to permit discussion, debate and decision making on items that may be outside of their jurisdiction, mandate and expertise, it gives such committees powers that should only be powers of Council.

Staff respectfully request that the rules and procedures of advisory committees remain the same. Alternatively, Council could refer the Notice of Motion to the Procedural By-law Review Committee to consider the request as part of the review. Staff will be scheduling a meeting in April to kick-start the review which was previously on hold due to the pandemic.