

GRAAC

Draft Terms of Reference

Discussion

March 27<sup>th</sup> 2025

## Current State:

- Current Terms of Reference was last reviewed in 2016, and there are various versions that are in use by each of the participating municipalities
- The current Terms of Reference and proposed draft Terms of Reference has been included in the GRAAC agenda package for consideration at the March meeting
- GRAAC is a unique committee, it is the only advisory Committee within the Region that has 7 municipalities participating - the proposed Terms of Reference has been prepared by the joint staff committee to reflect the needs of each of the municipalities legislated requirements, as well as the varying resource capacities and expectations

# Committee Consultation Process:

- The Committee will have a minimum of two opportunities to discuss the proposed Terms of Reference. Today, the Committee will have an opportunity to review and discuss the draft Terms of Reference and provide feedback
- Staff will consider any feedback received in March to further discuss in April
- Following approval from the Committee, the Terms of Reference will be forwarded to all Participating Council's for approval, anticipated in June 2025
- All current Committee appointments will conclude in November 2026 to align the future terms with the Term of Council

# Highlights of Proposed Changes:

- Grammatical Changes and the use of Plain Language
- Additional definitions
- Clarifying Committee Membership / Expanding Membership to participating municipalities Council's
- Standardizing the Committee Term to match the term of Council
- Committee Appointment Process
- Clarifying Meeting format
- Committee Honourariums and Reimbursement

# GRAAC Feedback Process:

- This time is reserved to receive feedback from the Committee members, this is really staffs time to listen
- The Terms of Reference are intended to be high level, but provide clarity around the Committee's Mandate, Purpose, as well general expectations related to roles and responsibilities
- The proposed Honourariums and Reimbursements have been considered and agreed upon by the CAO's of the participating municipalities and cannot be amended
- While all feedback is appreciated, consensus of all the municipalities may be required to make any significant changes

# Discussion Questions:

1. Do you feel like the draft adequately represents the work of the Committee?
2. Are there any gaps in the Terms of Reference that members feel need additional clarification?
3. When reading the document, do any items need additional clarification?

# Next Steps:

- The feedback received will be reviewed and the Terms of Reference will be updated as necessary to be recirculated for the April GRAAC meeting for further discussion
- Committee Members are encouraged if they have questions to call or email Lori prior to the April meeting if additional clarification is needed advance of the Committee meeting