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## **The Corporation of the City of Peterborough**

### **By-Law Number 22-088**

Being a By-law to define the Mandate and Meeting Procedures for Committees  
Established by the Corporation of the City of Peterborough

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**Whereas By-law 21-104 – Procedure By-law** establishes the rules and procedures under which Council and Committees of Council are to operate; and,

**Whereas** Council has established Committees that are comprised of both members of the public and members of Council;

**Now Therefore**, The Corporation of the City of Peterborough by the Council thereof hereby enacts as follows:

#### **1. Short Title**

This by-law may be referred to as the “Advisory Committee By-law”

#### **2. Definitions**

##### **Advisory Committee / Committee**

“Advisory Committee” or “Committee” means a Committee established to provide advice to Council and staff in accordance with the Committee’s Mandate.

##### **Advocacy Organization**

“Advocacy Organization” means an organization that works on behalf of or strongly supports a particular issue.

##### **Chair**

“Chair” means the presiding officer at the Meeting.

##### **Citizen Appointment Selection Committee**

“Citizen Appointment Selection Committee” means a Committee comprised of five (5) Members of Council established to provide recommendations for citizen appointments to Committees.

##### **City**

“City” means the Corporation of the City of Peterborough.

##### **City Website**

“City Website” means the uniform resource locator (URL) [www.peterborough.ca](http://www.peterborough.ca).

##### **Clerk**

“Clerk” means the Clerk or designate of the City and includes the persons from time to time acting as the Clerk.

##### **Closed Meeting**

“Closed Meeting” means a Meeting, or part of a Meeting which is closed to the public as permitted by the **Municipal Act, 2001**, as amended.

##### **Council**

“Council” means the Council of the City of Peterborough.

**Meeting**

“Meeting” means any Meeting of an Advisory Committee where a Quorum is present, and at which Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Committee.

**Motion**

“Motion” means a proposal by a Committee member to adopt, amend or otherwise deal with a matter at a Meeting.

**Other Business**

“Other Business” means the time at the Meeting to make announcements and to request direction from staff. Motions passed under Other Business for all other matters shall be made as a result of time sensitivity. To comply with requirements for public notice and transparency, new items of business will not be introduced under Other Business.

**Procedure By-law**

“Procedure By-law” means the By-law passed by the Council of the City of Peterborough to establish rules of Procedure for Meetings of Council and applicable Committees.

**Quorum**

“Quorum” means the number of members required to be present at a Meeting in order for business to be conducted and is 50% + 1 of the members of the Committee.

**Staff Liaison**

“Staff Liaison” means the staff member designated as the primary point of contact for the Committee.

**Sub-Committee**

“Sub-Committee” means a Committee comprised of at least three members, established by an advisory Committee that reports directly to the advisory or legislated Committee.

**3. General Provisions**

Except as otherwise provided for in this by-law, all Committees must conform to the rules governing the procedures of a Meeting of Council as outlined in the Procedure By-law.

All meetings of a Committee must be open to the public, unless the subject matter fits within one of the 14 exceptions identified in s. 239 of the **Municipal Act, 2001**.

**4. Purpose of Committees**

The purpose of an Advisory Committee is to obtain input on projects and programs brought forward by staff for Council’s consideration and to fulfil a role mandated by legislation, where required. Committees shall not be involved in any financial matters, budgeting or spending unless specifically budgeted by Council for the Committee.

Advisory Committees support staff and Council by providing current knowledge, critical thinking, and feedback to help decision makers understand community issues and make informed decisions. Advisory Committees may not direct staff. Any request, advice or recommendations of an Advisory Committee that require implementation, reports, or other action by staff, must be requested by Motion.

**5. Committee Terms of Reference**

Terms of Reference for Advisory Committees that operate under this by-law, attached hereto as Schedule “A”, form part of this by-law.

Schedule “A” may be amended, as required, by a Council approved recommendation of the applicable Advisory Committee.

## **6. Sub-Committees**

Advisory Committees may establish Sub-Committees, to enhance the efficiency of Meetings or to work on a specific project or event. Sub-Committees must be approved by the Advisory Committee and shall have a clear mandate. Sub-Committee Meetings are held separately as needed. The Clerk is not required to attend these Meetings, but a Staff member present must take notes. Sub-Committees report to the Committee and do not make independent decisions or take action that is not agreed upon by the Committee at a regular Meeting. The Committee shall appoint at least one member to each Sub-Committee. The Chair of each Sub-Committee shall be a member of the Advisory Committee.

## **7. Duration of Appointments**

- a) Appointments will be four-year terms, concurrent with the term of Council.
- b) Committee members will continue to serve on a Committee past the expiration of their term until they are replaced.
- c) Members of the public will be eligible to serve for a maximum of eight consecutive years (two terms) on the same Advisory Committee.
- d) On the recommendation of the Citizen Appointment Selection Committee, a member of the public may, upon application, be appointed beyond eight years.
- e) Members of the public are encouraged to take at least one-term absence after serving on the same Advisory Committee for eight years. After the absence, the member of the public is eligible to re-apply to serve on the Advisory Committee.
- f) During the one-term absence from an Advisory Committee, a member of the public may apply to serve on a different Advisory Committee.
- g) A member of the public who has been appointed to fill a vacancy partway through the Advisory Committee term will be appointed for the balance of the existing term.
- h) There is no automatic renewal of membership on an Advisory Committee after one term is complete. Members who wish to serve for an additional term must reapply and may be confirmed by Council for re-appointment.

## **8. Council Representation - Amended By ByLaw 2024-096**

## **9. Attendance**

City staff will record the attendance of members in the minutes of the Meeting.

Members may participate electronically or in person, in accordance with the Procedure By-law.

If a member of a Committee is absent for three consecutive Meetings without an acceptable reason, or without sending regrets, they will be contacted by the Staff Liaison or Chair. The reasons for the absenteeism will be discussed and a determination will be made if the member wishes to remain on the Committee. If the member will no longer serve on the Committee, the vacancy will be filled.

If the member desires to continue to serve on the Committee, the member will be advised that attendance is required, or the member will be removed from the Committee.

## **10. Criteria to Serve on a Committee**

Citizen appointees must be at least 18 years or older, and a resident, business, or property owner in the City of Peterborough. Appointees cannot be an employee of the City, a partner or spouse of a Council member, or an employee of an Advocacy Organization that receives funding from the City.

The Citizen Appointment Selection Committee shall seek to appoint a diverse representation of Peterborough's evolving demographic and ensure their meaningful inclusion. Special attention shall be given to the recruitment of Black, Indigenous, and People of Colour (BIPOC), people with disabilities, as well as other underrepresented groups.

## **11. Expectations of Conduct**

### **11.1 Professional Conduct**

Committee members shall demonstrate respect for all fellow members, Council, and staff; refrain from using offensive or unparliamentary language; give fair consideration to diverse and opposing viewpoints; and contribute in a meaningful manner, offering constructive comments. Members must be aware that unprofessional behaviour may have a negative affect on others. For further information, refer to the City's Workplace Discrimination and Harassment Policy.

### **11.2 Conflict of Interest**

Members of advisory Committees must declare a conflict of interest when they or a member of their family have a direct or indirect financial (pecuniary) interest in a contract or proposed contract with the City and the Committee member could influence the decision being made with respect to the matter. The member must refrain from participating in any discussion and/or decision on the matter and avoid influencing the decision of other Committee members.

### **11.3 Gifts and Benefits**

Committee members must not accept or provide any gift, benefit, or favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment.

### **11.4 Use of City Resources**

No member shall use City property, assets, equipment, and/or staff resources for their own private purposes.

### **11.5 Confidential Information**

Committee members shall not disclose or release any confidential information acquired by virtue of their position. Confidential information includes any discussion that takes place between members of the Committee during a Closed Meeting.

### **11.6 Political Activity**

Advisory Committee members are discouraged from direct involvement in the campaign of any candidate in a City of Peterborough municipal election.

### **11.7 Media Relations**

All communications with media must be conducted in accordance with the City's Communications Policy and Media Relations Procedure.

## **12. Retention of Applications to Serve on Committees**

Applications from volunteers who are not appointed during the regular appointment process will be kept on file in the office of the City Clerk, for a period of up to one year. If a vacancy occurs on a Committee within twelve months, the applicants who applied to serve on that Committee and were not appointed may be contacted to determine if they are still interested in serving. Names of those who continue to have an interest in the Committee will be submitted to the Citizen Appointment Selection Committee for consideration to fill the vacancy. The Clerks office may also re-advertise the vacancy in the newspaper.

### **13. Remuneration**

Members of the Advisory Committees shall serve without remuneration. Members may be reimbursed for direct and appropriate expenses incurred in the fulfillment of their Advisory Committee responsibilities if they have been provided with preapproval by City staff.

### **14. Agenda**

The business of the Committee shall in all cases, be taken up in the following order unless otherwise amended by Motion:

Call to Order  
Land Acknowledgement  
Confirmation of Minutes  
Disclosure of Pecuniary Interest  
Consent Agenda  
Presentations  
Reports  
Other Business  
Next Meeting  
Adjournment

In accordance with requirements for public notice, transparency and disclosure, new items should not be introduced on the Agenda under Other Business.

Agendas for Committee Meetings shall be made available to Members of the Committee and the members of the public on the Friday preceding the Meeting.

### **15. Meeting Closed to Public**

A Meeting or part of a Meeting of an advisory Committee may be closed to the public if the subject matter being considered is in accordance with Section 239 of the **Municipal Act, 2001**.

### **16. Election of Officers**

At the first Meeting of the year, each Committee shall elect from its members, a Chair and Vice-Chair who will hold office for a one-year term and will be eligible for re-election. The first Meeting each year of a Committee, or the first Meeting of a new Committee, will be called and chaired by the Clerk until a Chair and Vice Chair are appointed.

### **17. Roles and Responsibilities**

#### **17.1 Role of Committee Members**

The role of Committee members includes but is not limited to the following responsibilities:

- attend all Meetings
- prepare for Meetings by reading agendas, reports, and background information
- notify staff of their availability to attend Meetings
- understand the Committee's advisory relationship to Council, including respecting the decisions made by Council
- stay focused on the items of business listed on the agenda
- represent the public interest
- understand and work within the Advisory Committee's Terms of Reference
- elect a Chair and Vice-Chair
- disclose any conflicts of interest with respect to items before the Committee prior to discussion of the items

- participate as an active and voting Member, asking questions, and seeking clarification through the Chair
- conduct themselves in accordance with the Expectations of Conduct

### **17.2 Role of the Committee Chair**

The role of the Committee Chair includes but is not limited to the following responsibilities:

- preside over all Committee Meetings in accordance with the City's Procedure By-law
- undertake any necessary work, including special projects and research between Meetings
- participate as an active and voting Member, encouraging active participation by all Committee Members
- serve as the spokesperson for the Committee, liaising with General Committee, Council and /or the public at large
- sit as "Ex Officio" member on all Sub-Committees
- as required, be a signing officer for the Committee concerning business such as, but not limited to, minutes, correspondence, and grant applications
- when speaking publicly as Chair of the Committee, represent the views of the Committee, not personal views
- ensure Members do not speak on any subject other than the subject in debate

### **17.3 Chair - Participation**

If the Chair desires to move a Motion, the Chair shall designate the Vice Chair or an Acting Chair to chair the Meeting until such time as the Motion is disposed of. The Chair may summarize the Chair's position on a matter prior to the vote, only after all Members have had an opportunity to speak.

### **17.4 Role of the Vice-Chair**

In the absence of the Chair, the Vice Chair shall have all the powers and duties of the Chair.

### **17.5 Role of the Staff Liaison**

The role of the Staff Liaison includes but is not limited to the following responsibilities:

- coordinate, develop and deliver the Orientation Session for the Advisory Committee during the first Meeting of the new term, in collaboration with the Clerk's staff
- work with the Chair to ensure they understand the actions required for reports (eg. Information only, decision required, etc.)
- prepare and submit the annual schedule of Meetings for review and approval by the Committee
- incorporate input and requests from the Advisory Committee into staff reports where appropriate, consistent with TOR and staff work plans
- identify matters for consideration by Advisory Committees, which may include presentations from community groups and agencies
- where required, staff will bring forward to Council, matters from Advisory Committees, through a staff report to General Committee
- coordinate attendance and participation of City staff from other divisions, as required
- communicate Advisory Committee recommendations to the appropriate City staff

### **17.6 Role of the Council Representative - Amended by ByLaw 2024-096**

### **17.7 Role of the Clerk's Office**

The role of the Clerks Office includes but is not limited to the following responsibilities:

- publish agendas and attend Meetings to record the official minutes
- provide the Committee with procedural advice
- facilitate and support the recruitment and appointment process
- provide advice and support to the Staff Liaisons

## **18. Scheduling of Meetings**

### **18.1 Regular Schedule**

Committees Meetings may be held during the months of January through June and September through November, at locations within the City of Peterborough.

Meeting schedules shall be approved by Committees in an annual report.

### **18.2 Notice of Meetings**

Public notice of all regular and Special Meetings of Advisory Committees will be provided by posting the agenda or Special Meeting notice to the City Website.

Notice shall not be required to be given of regular Meetings of the Committee unless the day of Meeting is other than that provided by the approved schedule.

### **18.3 Meeting Cancellation / Postponement**

A Meeting may be cancelled or postponed by the Clerk in consultation with the Staff Liaison where Quorum, cannot be achieved, when a Meeting is no longer required or in the event of an emergency.

Notice of a Meeting cancellation or postponement will be given by the Clerk as soon as possible by providing notice to Members electronically, by posting a notice on the City Website and by posting a notice on the entrance to the Meeting location, if applicable. In the event of an emergency such as extreme weather, a cancellation notice will be provided as soon as possible in a manner deemed appropriate by the Clerk.

## **19. Special Meetings**

Advisory Committees may hold special Meetings to deal with a specific issue or meet a deadline.

Each member will be given at least 48 hours notice, in writing, specifying the purpose, time and location for the special Meeting. Notice will be provided on the City Website.

At a special Meeting of the Committee, Committee shall not consider or decide upon any matter unless specified on the special agenda. Regular items of business such as adoption of minutes or regular updates shall not be undertaken.

## **20. Closed - Resolution**

Prior to holding a Meeting, or part of a Meeting, which is closed to the public, the Committee shall pass a resolution stating the reason for holding of the Closed Meeting and including the general nature of the matter to be considered at the Closed Meeting.

## **21. Meeting Records - Minutes**

The Clerk's staff or assigned City staff, shall record in the minutes: the date, time and place of the Meeting; the attendance of Members; correction and adoption of the minutes of prior Meetings; Declarations of Pecuniary Interest, and all other proceedings of the Meeting without note or comment, in accordance with the **Municipal Act, 2001**.

### **21.1 Previous Meeting Minutes**

The minutes of the last regular Meeting and all special Meetings will be submitted to Committee for confirmation or amendment at the next regular Meeting.

### **21.2 Amendment**

Minutes and other Committee documentation may be amended for technical, typographical, or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of the proceedings.

### **21.3 Posting**

Minutes of Committee Meetings will be posted, either in draft or approved format, on the City Website within seven business days of the Meeting.

## **22. Declarations of Pecuniary Interest**

Members must provide a verbal declaration of the Member's pecuniary interest(s), if any, in accordance with the **Municipal Conflict of Interest Act**. The statement shall include a description of the general nature of the pecuniary interest(s) and a reference to the agenda item(s) to which the statement relates.

Staff will record declarations of pecuniary interest made by a Member at the Meeting in the Meeting minutes, noting the general nature of the interest.

## **23. Consent Agenda**

Prior to the consideration of reports and recommendations, the Committee shall determine which such items require separate consideration. All items not requiring separate consideration shall be approved by one Motion prior to consideration of individual reports.

## **24. Presentations**

Presentations will not exceed ten (10) minutes and will be limited to presentations by City Staff, consultants retained by the City or others as may be invited by the Staff Liaison. An Advisory Committee may, by resolution, invite specific persons, experts, organizations or groups to make a presentation on a matter within its mandate.

## **25. Procedural Matters at Meetings**

The City's Procedure By-law shall direct the Chair and Committee on Meeting procedural matters.

In all unprovided cases in the proceedings of a Meeting, Robert's Rules of Order (11<sup>th</sup> edition) shall provide guidance on the question, and in such cases, the decision of the Chair shall be final.

## **26. Repeal**

By-laws 07-041, 16-027, 15-003, 19-052, 12-152, and 11-149 shall be repealed upon passage of this By-law.



**27. Effective date**

By-law passed this 12<sup>th</sup> day of December, 2022.

Sgd.Jeff Leal, Mayor

Sgd.John Kennedy, City Clerk

## **Schedule A-1**

### **Accessibility Advisory Committee (AAC) Terms of Reference**

#### **1. General**

A municipality in Ontario with a population over 10,000 shall have an Accessibility Advisory Committee with a majority of members who have a disability. Members with disabilities share their lived experience to help the City understand what it's like to experience particular barriers.

#### **2. Composition**

##### **2.1. Members**

The AAC shall consist of the following nine (9) members:

- a minimum of Six (6) people who disclose they have a disability and who represent various types of disabilities (the one member of Council can contribute to this count)
- A maximum of three (3) people who may not have a disability but are interested in issues related to people with disabilities

##### **2.2. Staff**

The staff liaison for the Committee shall be the Communication Coordinator or their designate.

#### **3. Mandate**

The Advisory Committee helps the City meet accessibility legislation in Ontario, including the:

Ontarians with Disabilities Act (ODA);  
Accessibility for Ontarians with Disabilities Act (AODA);  
Integrated Accessibility Standards Regulation (IASR);  
Human Rights Code;  
Building Code (OBC);  
Municipal Act; and  
Planning Act.

The work of the Committee helps the City identify, remove and prevent barriers for people with disabilities. The Committee provides advice to Council and staff on a wide range of municipal processes. Their advice is used to build inclusion into City goods, services and facilities.

## Schedule A-1

### 4. Responsibilities

4.1 The Advisory Committee shall perform the functions specified in the AODA, not limited to:

a) advise Council about:

- the requirements and implementation of accessibility standards;
- the preparation of accessibility reports; and,
- such other matters for which the Council may seek its advice.

b) review site plans and drawings described in section 41 of the Planning Act, in a timely manner;

c) advise Council on the accessibility for people with disabilities to a building, structure or premises, or part of a building, structure or premises;

- that Council purchases, constructs or significantly renovates;
- for which Council enters into a new lease;
- that Council designates as a municipal capital facility under an agreement entered into with Council in accordance with Section 110 of the Municipal Act, 2001;

4.2 The Advisory Committee shall perform the functions specified in the Integrated Accessibility Standards Regulation (IASR), not limited to:

- advise on the review and update of the accessibility plan;
- advise on details of new, renovated or replacement bus stops and shelters.
- advise on the proportion of on-demand accessible taxicabs required in Peterborough.
- advise on new or redeveloped recreational trails to help determine slope and the need for ramps, rest areas, passing areas, viewing areas, amenities, and any other related feature.
- advise on the needs of children and caregivers with various disabilities for new or redeveloped outdoor play spaces.
- advise on design and placement of rest areas along new or redeveloped exterior paths of travel.
- Advise on the need, location and design of accessible on-street parking spaces for new or redeveloped on-street parking.

4.3 Where staff seek feedback, the Advisory Committee shall:

- advise on the review and update of Corporate accessibility policies and procedures.
- advise how to incorporate accessibility into the development, review and update of applicable corporate policies, procedures, standards, strategic plans, practices, by-laws, guidelines and budgets.
- advise on how to make information accessible and communicate in a way that is accessible for people with various disabilities.

## **Schedule A-1**

- advise on how to incorporate accessibility across all stages of the employment life cycle and provide an accessible workplace.
- advise on how to incorporate accessibility into transit related services, vehicles, facilities, infrastructure, and taxicab licensing.
- advise how to incorporate accessibility into various features of the built form, including roads, on-street parking, traffic signals, public spaces, transit infrastructure, buildings, parking lots, accessible parking, municipal sidewalks, trails, parks, playgrounds, private walkways and related amenity spaces.
- advise how City projects and Planning applications can incorporate guiding accessibility principles of the Official Plan, as they apply to accessible housing, special needs housing, pedestrian-oriented development, and complete street designs.
- Advise how to incorporate accessibility into municipal elections.

### **4.4 Other functions:**

- Manage and approve distribution of funds from the Access Fund.
- Promote awareness of the City's accessibility priorities to the general public.
- Collaborate with external organizations for special events, such as National AccessAbility Week and International Day of Persons with Disabilities.
- Participate in special events, prepare speeches, and present to the public and media on a volunteer basis.
- Prepare letters to support corporate applications for accessibility funding opportunities.

## **5. Meetings**

Meetings, when convened, shall be held at 4:00 p.m. on the first Wednesday of the month or, where necessary, on an alternate date and time agreed upon by the Committee.

## **Schedule A-2**

### **Arenas, Parks, and Recreation Advisory Committee (APRAC) Terms of Reference**

#### **1. Composition**

##### **1.1. Members**

The APRAC shall consist of the following seven (7) members:

- Seven (7) citizens of the City of Peterborough

When choosing citizen appointments preference shall be given to members with an interest and/or experience in or knowledge of parks, open spaces, indoor or outdoor recreation, community-based programming including aquatics, fitness, sport, recreation and leisure activities.

##### **1.2. Staff**

The staff liaison for the Committee shall be the Recreation Services and Sport and Wellness Centre Director or their designate.

#### **2. Mandate and Responsibilities**

The Advisory Committee shall:

- Advise and support the roles and responsibilities of the Divisions as requested by Council and/or staff
- Inform and advise Council and/or staff on matters relating to arenas, parks, urban forestry, horticulture, open spaces, trails and recreational programs, facilities, and services (hereinafter referred to as Arenas, Parks, and Recreation)
- Act as a public forum when requested by Council and/or staff to engage and receive public input relating to Arenas, Parks, and Recreation matters
- Assist with the development, implementation and evaluation of long term/strategic plans and operational policies to direct the development and delivery of Arenas, Parks, and Recreations activities in Peterborough
- Encourage and recognize initiative and excellence in sports, recreation and leisure pursuits through programs like the Civic Awards
- Encourage and promote community awareness, appreciation, and support of Arenas, Parks, and Recreation activities and pursuits

## **Schedule A-2**

- Undertake other projects and activities of a similar nature as specifically directed by Council

### **3. Meetings**

Meetings, when convened, shall be held at 4:00 p.m. on the third Tuesday of the month or, where necessary, on an alternate date and time agreed upon by the Committee.

## **Schedule A-3**

### **Arts and Culture Advisory Committee (ACAC) Terms of Reference**

#### **1. Composition**

##### **1.1. Members**

The ACAC shall consist of the following seven (7) members:

- One (1) representative from the Art Gallery of Peterborough Board of Directors
- One (1) representative from the Electric City Culture Council (EC3) Board of Directors
- Five (5) citizens of the City of Peterborough

When choosing citizen appointments preference shall be given to members with experience in, or knowledge of; lived experience as an artist, experience in cultural industry, indigenous and municipal affairs.

##### **1.2. Staff**

The staff liaison for the Committee shall be the Arts, Culture and Heritage Director or their designate.

#### **2. Mandate**

The Committee is an avenue of communication and consultation between the arts and culture community (art, music, dance, performance, literature, film, craft and other arts) and the municipal government.

The Committee should have a focus on issues and opportunities that are relevant across the entire municipality.

#### **3. Responsibilities**

The Advisory Committee shall:

- provide input and feedback from a cultural perspective on major planning initiatives and capital construction projects
- inform and advise Council on arts and culture matters as required
- advise and support the Arts, Culture and Heritage Division as requested by Council and/or staff
- encourage and recognize initiative and excellence in artistic and cultural pursuits through Civic Awards and other means

## **Schedule A-3**

- act as a public forum when requested by Council and/or staff to engage and receive public input relating to the Municipal Cultural Plan and Arts and Culture matters
- The Arts and Cultural Advisory Committee has no delegated decision making power from Council or Financial Budget
- review policies, plans, and strategies in order to make recommendations to staff and achieve excellence in Art in the public realm

### **4. Meetings**

Meetings, when convened, shall be held at 4:00 p.m. on the second Thursday of the month or, where necessary, on an alternate date and time agreed upon by the Committee.



## **Schedule A-4**

### **Community Investment Grant Advisory Committee Terms of Reference**

#### **1. Composition**

##### **1.1. Members**

The Community Investment Grant Advisory Committee shall consist of the following eight (8) members:

- Eight (8) citizens of the City of Peterborough, with specialized expertise and direct working experience within the arts, culture, heritage, environment and social services sectors

##### **1.2. Staff**

The staff liaison for the Committee shall be the Arts, Culture and Heritage Director or their designate, who shall be responsible for preparing and distributing the meeting agenda.

#### **2. Mandate**

To provide recommendations to staff and Council on funding allocations for applications, based on proposal merits; identified community need; fit with City priorities; funding or in-kind support from other organizations/sectors and measurable outcomes.

#### **3. Responsibilities**

- Before assessment, members of the Advisory Committee will be expected to become familiar with the program, assessment criteria; read all applications and support material; review support material and discuss applications; identify funding priorities
- During the review process, committee will assess the assigned applications and make a recommendation to City staff will review the assessors' comments and ranking and prepare final grant recommendations for staff
- Final decisions on funding will be made by Council

#### **4. Meetings**

Meetings are typically held during the months of January and February of each year, but Committee members will receive grant applications to be review in December.

## **Schedule A-5**

### **Museum & Archives Advisory Committee (MAAC) Terms of Reference**

#### **1. Composition**

##### **1.1. Members**

The MAAC shall consist of the following seven (7) members:

- One (1) representative from the Peterborough Historical Society (PHS) Board of Directors
- One (1) representative from Trent University
- One (1) representative from Sir Sandford Fleming College
- Four (4) citizens of the City of Peterborough

When choosing citizen appointments preference shall be given to members with experience in, or knowledge of heritage and culture industries.

##### **1.2. Staff**

The staff liaison for the Committee shall be the Museum Director or their designate.

#### **2. Mandate and Responsibilities**

The Museum & Archives Advisory Committee shall:

- Advise City Council, Senior Municipal Administration, and the Arts, Culture and Heritage Division by identifying and responding to issues, concerns and government policies that may affect the Museum & Archives
- Assist with the governance of the Museum & Archives by establishing and monitoring governance, framework (Mission / Statement of Purpose, Values and Belief Statements), and operational policies; and by directing the development and implementation of strategic long-term plans
- Liaise with the community including individuals, groups, and organizations to get input and encourage support for the Museum & Archives
- Promote the activities and programs of the Museum & Archives
- Ensure that the Museum & Archives' activities promote the advancement of education or other purposes of a charitable nature beneficial to the community as a whole

## **Schedule A-5**

### **3. Meetings**

MAAC shall hold regular meetings on the second Thursday of the month at 4:00 pm, at the Peterborough Museum & Archives, four times per year, and at such other times as considered necessary.

## Schedule A-6

### **Peterborough Architectural Conservation Advisory Committee (PACAC) Terms of Reference**

#### **1. General**

Section 28(1) of the **Ontario Heritage Act** (the Act), provides that the Council of a Municipality may, by by-law, establish a municipal heritage committee, of not less than five members, to advise Council in respect of the **Ontario Heritage Act**, Parts IV and V and such other matters as the Council may specify by by-law.

#### **2. Composition**

##### **2.1. Members**

The PACAC shall consist of the following seven (7) members:

- One (1) representative from the Peterborough Historical Society (PHS) Board of Directors, who will act as a liaison between the two organizations, and who shall be ineligible to serve as PACAC's Chair or Vice Chair.
- Six (6) citizens of the City of Peterborough

When choosing citizen appointments preference shall be given to members with experience in, or knowledge of; heritage conservation practice, municipal affairs, environmental sustainability and resiliency, architectural history and design, geography and landscape design and indigenous perspectives.

##### **2.2. Staff**

The staff liaison for the Committee shall be the Heritage Resources Program Manager or designate.

#### **3. Mandate**

PACAC's role is supportive of The City of Peterborough's Heritage Preservation Office mandate to manage and coordinate certain activities which encourage and enhance the protection of the City's heritage.

PACAC shall provide its opinion to Council relating to heritage matters as required by the **Ontario Heritage Act**.

#### **4. Meetings**

Meetings, when convened, shall be held at 4:00 p.m. on the first Thursday of the month or, where necessary, on an alternate date and time agreed upon by the Committee.

## **Schedule A-7**

### **Peterborough Environmental Advisory Committee (PEAC) Terms of Reference**

#### **1. Composition**

##### **1.1. Members**

The PEAC shall consist of the following eight (8) members:

- One (1) Council representative
- Seven (7) citizens of the City of Peterborough

When choosing citizen appointments preference shall be given to members with experience in, or knowledge of; the environment, sustainability and resiliency, climate change, water and wastewater, ecology, biology, natural resources, geography, landscape design, and indigenous perspectives.

##### **1.2. Staff**

The staff liaison for the Committee shall be the Director - Asset Management and Capital Planning or their designate.

#### **2. Mandate**

To provide advice to staff and Council on environmental matters.

PEAC shall:

- consider environmental matters in relation to the Corporation of the City of Peterborough's larger projects and initiatives as identified by staff and/or Council with the City of Peterborough
- Provide feedback and recommendations to Staff developing environmental policies, plans and practices
- Encourage Corporate activities in environmental matters
- Support Corporate initiatives in the area of sustainability and Climate Change

#### **3. Meetings**

Meetings, when convened, shall be held at 4:00 p.m. on the third Wednesday of the month or, where necessary, on an alternate date and time agreed upon by the Committee.