

THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 21-052

Being a by-law to amend By-law 133-18, being a by-law to define the mandate and meeting procedures for Advisory Committees

WHEREAS Council has established Advisory Committees that are comprised of both members of the public and Members of Council;

WHEREAS By-law 133-18 defines the mandate and meeting procedures for Advisory Committees;

AND WHEREAS it is deemed expedient to amend By-law 133-18 to update its provisions pertaining to various roles, responsibilities and advisory committee activity in a Municipal Election year,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. **THAT** Section 4.8 “The responsibilities of the Clerk’s Division” be amended to add the following:
 - (d) To coordinate consolidated annual and/or bi-annual reports to Council highlighting the accomplishments and work plans of all advisory committees
 - (e) To provide annual training to advisory committee Chairs and Vice Chairs
 - (f) To provide procedural advice and code of conduct training to newly appointed advisory committee members and to assist staff liaisons in yearly refreshment training for all members
 - (g) To facilitate and coordinate Terms of Reference reviews, as required
 - (h) To coordinate an annual volunteer recognition event for volunteers on the City’s advisory committees
 - (i) To conduct a review of advisory committees at the beginning of each Council Term and make recommendations to Council on proposed changes
 - (j) To monitor the Boards and Committees section of the City’s website, including updating recruitment information and other committee details, as required.
 - (k) To ensure advisory committee meetings are conducted in accordance with the requirements of the Municipal Act, 2001 and that members adhere to the Code of Conduct for Local Board and Committees and the Municipal Elections Act, 1996, as applicable.
2. **THAT** following new Section 7 entitled “Advisory Committee Activity During an Election Year” be added with remaining sections to be renumbered accordingly:
 - 7.1 With the exception of legislated committees, all advisory committee activity shall be paused in the year of a Municipal and School Board Election effective from September 1 – December 31.

3. **AND THAT** this by-law shall come into full force and effect on the day it is passed.

Enacted and Passed this 27th day of July, 2021.

MAYOR

CLERK