

April 27, 2015

Fellow Members of the Transportation Advisory Committee,
RE: ANNUAL REPORT SUB-COMMITTEE / WORKING GROUP

The City of London's General Policy for Advisory Committees includes the following:

20. Annual Report and Objective Setting Advisory

Committees shall submit an annual report to its parent standing committee outlining the previous year's accomplishments and to seek direction as to major initiatives that the standing committee may wish the advisory committee to focus on in the coming year.

Noting that a review of the Civic Works Committee's agendas and minutes over the past year do not reveal any annual report from the Transportation Advisory Committee,

and that no direction has been sought regarding major initiatives since adjusting the committee's Terms of References,

and in light of the fact that there are several new committee members interested in exploring how they can best contribute to the city through their service on the committee,

I would like to suggest forming an Annual Report Working Group of as many committee members as are interested to

- prepare a report outlining the accomplishments of the Transportation Advisory Committee during the past year by reviewing the TAC reports and, if deemed necessary, by discussing the TAC's performance with past committee members, the Civic Works Committee, and/or staff;
- review and report on which areas of the mandate have been the committee's strengths, and where the committee's effectiveness may require some improvement;
- explore transportation advisory committee practices in other communities;
- prepare suggested major initiatives and objectives that the advisory committee might focus on in the coming year and term; and
- create a draft Annual Report containing these findings that, subject to the approval of the committee, will be submitted to the Civic Works Committee in the form of an annual report prepared by the recording secretary.

If an annual report has in fact been submitted to the Civic Works Committee in the past year, I would like to suggest that the Transportation Advisory Committee nonetheless form a working group to review these topics for the committee's own edification.

Sincerely,
Amanda Stratton