

For Discussion

## **Terms of Reference Review**

The parent committee of an advisory committee is able to review the Terms of Reference on an ongoing basis. The Terms of Reference for the TAC was last reviewed in December 2013.

In several of our meetings, it has been suggested that some changes to our Terms of Reference could result in a more effective, active, and beneficial committee.

The following items might be included in such a review:

### **The number of Members-at-Large serving on the committee**

- currently 4 out of 13 on the TAC are member-at-large appointments filled through the application process open to the general public; 9 organizational appointments
- most committees are at least 75-80% citizen appointments
- a larger number of citizen appointments can be an advantage because
  - it means more volunteer resources on the committee because members acting as representatives for other committees or organizations already have significant commitments outside of TAC
  - it brings a broader set of views to the table

### **Composition of Members**

- “One Post-Secondary Student” is currently in the Non-Voting Resource Group, but perhaps it would be better to have a voting spot held on the committee for a post-secondary student and/or a person aged 18-25
- consider adding one spot reserved for a public transit user (there was, in the past, one reserved for a cyclist)
- Other representation we feel we’re lacking?
- Note: A similar recommendation regarding the composition of the committee went to Civic Works Committee on December 9, 2013, and was referred by Civic Works to an SPPC committee meeting on December 16, 2013. However, it doesn’t seem that the items appeared on the agenda, and the matter went no further.

If the committee wishes to pursue a Terms of Reference for Review, I recommend it be added to the Work Plan, and a working group be created with instructions to bring a proposal back to the committee no later than June 2017.

Thank you,  
Amanda Stratton