



# Municipality of Port Hope

## Staff Report

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### Report Title: Annual Local Board and Committee Reports for 2021

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**Report to:** Corporate Services Committee

**Date of meeting:** March 1, 2022

**Report Author:**

Tania Wilson, Administrative Assistant

**Department responsible:**

Corporate Services

**Report Number:** CS-02-22

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#### Recommendation:

Receive for information.

#### Highlights:

- This report includes the 2021 Local Board and Committee Annual Reports, as required by By-law 05/2021.
- Local Board and Committee Reports assist Council in better understanding the progress that Local Boards and Committees have made with respect to their mandates, and how Council can assist them in furthering their goals.

#### Background:

By-law 05/2021, adopted by Council in February of 2021, defined the mandate and meeting procedures for Boards / Committees established by the Municipality of Port Hope. By-law 05/2021 further outlined a requirement for all advisory bodies to report to Council annually with respect to the following:

- A summary of the committee's focus areas for the following year including an estimated monthly time-line to assist in resource allocation of volunteers and to set Council expectation; and
- A concise summary of the activities and accomplishments of the committee for the past year.

#### Discussion:

As per By-law 05/2021, Council requests Annual Reports (Attachment 1) from all Local Board and Committees in order to identify attendance, a summary of activities and accomplishments and a summary of the committee's focus areas for the upcoming year.

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The objective of the Annual Report is to assist Council in their evaluation of the effectiveness of Local Boards and Committees and to assist in resource allocation of volunteers and to set expectation by furthering Council's knowledge, facilitate discussion on the roles and responsibilities of Committees in conjunction with Council's mandates.

Further, one of the learnings of the 2020-2021 Comprehensive Committee Review was to ensure the terms of reference, purpose and mandates of each committee aligned with the priorities identified by Council in the Strategic Plan. Therefore, the annual report for committees was updated to include an opportunity for committees / boards to identify a work plan for the upcoming year while recognizing the accomplishments of their committee and the volunteers. This updated annual report will provide Council with measures of success for each committee and will assist in identifying gaps and needed volunteer resources to meet the mandates assigned to each committee.

**Financial Considerations:**

There are no financial considerations for this report.

**Communication and Public Engagement:**

Not Applicable.

**Conclusion:**

The Municipality of Port Hope encourages resident involvement through a variety of advisory committees and local boards to advise and make recommendations to Council and appreciates the dedication and commitment from the members.

This report includes the annual reports from all boards and committees for the 2021 year and is provided to Council for their review and consideration.

**Attachments:**

Attachment 1 - Local Board and Committee Annual Reports - 2021