



MANAGEMENT REPORT

Date: October 10, 2023
To: Mayor and Council
From: Joan Thomson, Chief Administrative Officer
Report Number: COU23-120
Attachments: None

Title: Appointments to Ad Hoc Grand Trunk Renewal Committee and Consideration of Working Groups

Objective: To consider appointments to the Ad Hoc Grand Trunk Renewal Committee and to consider establishing Working Groups and making Chair appointments.

Background: The Ad Hoc Grand Trunk Renewal Committee consists of thirteen (13) representatives including the Mayor to serve for a two-year term to September, 2025.

The Chair of the Ad Hoc Grand Trunk Renewal Committee has been appointed by City Council. The membership of the Ad Hoc Grand Trunk Renewal Committee is comprised of the following positions:

- Citizen at large
- Economic Development
- Development
- Accounting
- Stratford Lakeside Active Adults Association Member
- Youth
- Education
- Theatre
- Design
- Legal
- Land Use Planning

There was strong interest in being part of the work of the Ad Hoc Grand Trunk Renewal Committee. To tap into this interest and to assist the work of the Committee in completing its mandate in the two-year time frame, Council is asked to consider establishing 5 Working Groups and creating 2 Working Group Coordinator positions.

The outline of the 5 Working Groups are:

A) **Partnerships Working Group** - finding and working with various groups that will be involved in the project, the University, the Y, the City, the Provincial and Federal governments, housing developers, heritage groups, environmental groups, and other special interest groups as may be identified or appear. *Who does what.*

B) **Vision, Planning & Architecture Working Group** - mapping out what makes the best use of the whole site and the surrounding neighbourhoods. Incorporating this new precinct into the Official Plan and Zoning. *What goes where.*

C) **Real Estate, Legal & Finance Working Group** - identifying the scope of the project. Looking at every possible source of funding for the project including support from all three orders of government, P3's, private and corporate investment, municipal bonds, etc. Establishing a living budget for the project. *How and Who pays for what.*

D) **Communications, Advocacy & Civic Engagement Working Group** - engaging with all the stakeholders in the project will be important from the very beginning. Involving the public in the city building will ensure less conflict and better cooperation depending on what is proposed for the site. Keeping all parties informed.

E) **Infrastructure & Environmental Working Group** - primary function to identify risks and opportunities and provide input and plan for the development(s) and to ensure they take part with a lease on green practices, sustainability, eco friendly construction and materials and where possible renewable energy sources.

Each of the Working Groups would have a Chair appointed by Council and would be accountable to the Ad Hoc Grand Trunk Renewal Committee. There would also be opportunity for joint meetings between the Ad Hoc Grand Trunk Renewal Committee and the 5 Working Groups.

Working Group communications would be coordinated through 2 Working Group Coordinators / Liaison positions that are accountable to the Ad Hoc Committee. The Ad Hoc Grand Trunk Renewal Committee would be updated on a regular basis on the activities of the Working Group by the respective Chairs.

Terms of Reference for the Working Groups will be prepared to outline the specific outputs that the Working Groups need to deliver and the timeframe to undertake the Work. The ToFR will also clarify how actions and decisions will be made, communications strategy and the requirement to follow City Policies and Procedures and By-laws, including the Council Code of Conduct and Respectful Workplace Policy.

The CAO will determine appropriate administrative support to be provided by the City.

Analysis: City Council, when making appointments to City advisory and ad hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration the following factors:

- Experience and/or skill set of an applicant that may help to guide the work of the committee or board;
- Awareness of the community and local issues on the agenda by an applicant;
- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant positions on a committee or board;
- years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

Financial Implications:

Financial impact to current year operating budget:

The costs for recruitment for the Ad Hoc Grand Trunk Renewal Committee is included in the annual budget.

All members of the Ad Hoc Grand Trunk Renewal Committee, the Coordinators and the members of the Working Groups are voluntary positions.

Financial impact on future year operating budget:

There will be an amount included in the Draft 2024 City Budget to cover the work of the Ad Hoc Committee and will be subject to Council approval at that time.

Alignment with Strategic Priorities:

Strengthening our Plans, Strategies and Partnerships

Partnering with the community to make plans for our collective priorities in arts, culture, heritage and more. Communicating clearly with the public around our plans and activities.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Equity and Local Economy

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

Staff Recommendation: THAT direction be given on the appointment of 11 applicants to the Ad Hoc Grand Trunk Renewal Committee for two-year terms to September 30, 2025;

THAT direction be given on the establishment of 5 Working Groups to support the work of the Ad Hoc Committee and on the appointment of 5 applicants as Chairs for the Working Groups for two-year terms to September 30, 2025;

THAT direction be given on the appointment of 2 applicants to the Working Group Coordinator positions for two-year terms to September 30, 2025;

THAT the Chair of the Ad Hoc Grand Trunk Renewal Committee consult with the Chairs of the Working Groups and bring recommendations for Council's consideration of appointment of applicants to the Working Groups;

AND THAT the Chief Administrative Officer be authorized to action administrative support for the Ad Hoc Grand Trunk Renewal Committee, the Working Group Coordinators and the Working Groups.

Prepared by: Joan Thomson, Chief Administrative Officer

Recommended by: Joan Thomson, Chief Administrative Officer