



TOWN OF MINTO

MEETING DATE: June 17, 2025
REPORT TO: Mayor Turton and Council
SERVICE AREA: Administration Department
SUBJECT: CAO-2025-05 Committees of Council Review (Update)

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives Report # CAO-2025-05 Committees of Council Review, prepared by the Chief Administrative Officer, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves the elimination of the Community Services Advisory Committee (CSAC);

AND FURTHER THAT the Council of the Town of Minto approves that the Norgan Theatre Committee be now responsible to the Cultural Roundtable Committee;

AND FURTHER THAT the remaining Committees and Subcommittees continue to operate as 'Status Quo' as outlined in Bylaw 2024-071.

AND FURTHER THAT the Council of the Town of Minto directs staff to prepare a new Bylaw to be brought to Council at a subsequent Council meeting, that reflects the adopted changes, repealing Bylaw 2024-071.

BACKGROUND

As per Strategic Plan Goal # 5.3 (iv), staff were charged with the following:

"Review Council Committee and sub-committee structure and numbers of committees to ensure effective mandates."

On April 22, 2025, the Chief Administrative Officer prepared and presented Report # CAO 2025-002 Committees of Council Review to Council. The report was received with mixed feedback. Council passed the following motion:

MOTION: COW 2025-063

Moved by: Councillor Dirksen; Seconded by: Councillor Zimmerman

THAT Report # CAO-2025-02 Committees of Council Review, prepared by the Chief Administrative Officer be sent back to staff for further review with a further report come back to Council.

COMMENTS:

Based on the feedback received during the April 22, 2025, Council meeting, it is evident that Council is generally satisfied with the current structure of its Committees and Subcommittees, with the exception of the Community Services Advisory Committee (CSAC).

Staff continue to recommend the dissolution of the CSAC, as the committee has not met in over a year and there has been a notable decline in member engagement. Residents and Members of Council will continue to have full access to Community Services staff through established channels.

Should the CSAC be dissolved, the Norgan Theatre Committee will require a new reporting structure. Given its mandate and focus, it is recommended that the Norgan Theatre Committee now report to the Cultural Roundtable Committee.

These proposed changes will be reflected in an amending bylaw for Council's consideration.

FINANCIAL CONSIDERATION:

There will be no impact on the current 2025 Operating Budget

STRATEGIC PLAN

Goal #5: Responsible Government
5.3: Ensuring organizational capacity to support our growing community
lv: Review Council committee and subcommittee structure and numbers of committees to ensure effective mandates.

PREPARED BY: Gregory Furtney, Chief Administrative Officer (CAO), Deputy Clerk