

LTAC 2016 ANNUAL UPDATE TO COUNCIL

SUMMARY

The Communication, Engagement and Research subcommittee met on 2017 March 20 to discuss the content and two options for presenting the 2016 Livery Transport Advisory Committee Annual Report to Council.

In Option 1, Administration authors the Council cover report to which the LTAC-authored annual report would be attached. In Option 2, LTAC authors its own cover report to go with the LTAC-authored annual report and manages the submission process with City Clerks directly.

BACKGROUND INFORMATION

Through its Terms of Reference, LTAC is mandated to report annually to Council on submissions received and actions taken by the committee.

INVESTIGATION

Administration presented the following two options for presenting the 2016 LTAC Annual Report to Council:

Option 1 – Shared LTAC and Administration Report (Recommended by Administration)

- *Recommendation Box will read “Administration and LTAC Recommend that the SPC on Community and Protective Services recommend that Council receive this report for information”*
- *Footer will read “LTAC Chair and Kurt Hanson concur with this report, Authors: LTAC and Carmen Hindson*
- *Investigation will include a short summary of the LTAC highlights and the status update on bylaw 12M2016*
- *Attachment to include LTAC’s 2016 Highlights, with LTAC having full “ownership” of the content in the attachment. Administration will have no editing authority over the attachment.*
- *LTAC Chair to receive the cover report by April 20 to ensure adequate time to review prior to the April 25 deadline to clerks.*
- *LTAC Chair (or other representative from LTAC) makes the presentation to Committee with Carmen on the panel to answer questions of Administration*
- *Clerks has advised that this approach is the most simple for Council as it bundles the 2 reporting requirements (2016 Highlights and Status Update on Bylaw12M2016) and Council only receives one report*

Option 2 – LTAC prepares their own 2016 Highlights Cover Report and Attachment and submits directly to clerks

- *If LTAC chooses this option, clerks will provide the report template to LTAC and the report can be submitted directly to clerks without circulating through Administration*
- *Administration will be unable to provide any content for the report*

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- *A second (unbundled) report will have to be written by Administration on the Status Update on Bylaw 12M2016, to be circulated to the LTAC Chair as per normal process*
- *Not recommended by Administration as it results in two separate reports to Council and does not allow Administration to provide support to LTAC on the report process*

It is a trade-off between LTAC's independence and convenience, which is currently being discussed in the LTAC Governance Review Subcommittee.

STAKEHOLDER ENGAGEMENT OR RESEARCH CONDUCTED

Oral submissions for or against the recommendations in this report are welcome during the 2017 March 29 regular meeting of LTAC.

CURRENT AND FUTURE FINANCIAL IMPACTS

None.

RECOMMENDATIONS FOR LTAC TO CONSIDER

That LTAC

1. ADOPT the recommendation of the LTAC Communication, Engagement and Research Subcommittee to present the 2016 Livery Transport Advisory Committee Annual Report to Council via Option 1.
2. Approve the Attachment, 2016 Livery Transport Advisory Committee Annual Report.

ATTACHMENT

2016 Livery Transport Advisory Committee Annual Report

SUBMISSIONS PRESENTED BY: Cheryl McLaughlin, Chair, LTAC Communication, Engagement and Research Subcommittee