

TO: MEMBERS OF COUNCIL

1996 JANUARY 16

FROM: MAYOR COPELAND

SUBJECT: **UPDATED TERMS OF REFERENCE FOR THE  
EDMONDS AREA ADVISORY COMMITTEE**

PURPOSE: To seek Council approval for updated terms of reference for the  
Edmonds Area Advisory Committee.

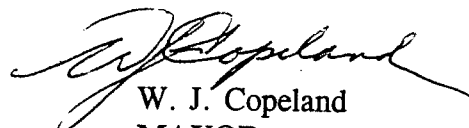
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**RECOMMENDATION:**

1. **THAT** Council approve the updated terms of reference for the Edmonds Area Advisory Committee as contained in *Attachment 1*.

**R E P O R T**

The Council Agenda of 1996 January 22 included a report from the Edmonds Area Advisory Committee summarizing its successful work over the course of last year, including several suggestions for improvement. It is desirable that the Committee continue its valuable work in assisting in the implementation of the Edmonds Town Centre Plan, and advising Council with respect to various items referred to it from time to time. To this end, it is recommended that Council approve the updated terms of reference for the Edmonds Area Advisory Committee as contained in *Attachment 1*.

  
W. J. Copeland  
MAYOR

Attachment

copy: City Manager  
Deputy City Manager - Corporate Services  
Director Planning and Building

## **ATTACHMENT 1**

### **EDMONDS AREA ADVISORY COMMITTEE**

#### **TERMS OF REFERENCE**

1. The Chair of the Committee will be the appointed member of Council, with the Vice-Chair being from the Parks and Recreation Commission.
2. The Committee's role shall be advisory to City Council; any public consultation processes deemed necessary to fulfill the committee's mandate shall have the prior approval of the City Council.
3. The Committee is to comment on specific issues or proposals for the areas as requested by Council.
4. The Committee may undertake specific studies or projects as requested by Council.
5. The Committee is to liaise with other Committees, Commissions and Boards with jurisdiction in the Edmonds area to ensure effective implementation of the adopted Edmonds Town Centre Plan.
6. The Committee shall submit a report to Council each September identifying priorities for implementation of recommendations contained in the adopted Edmonds Town Centre Plan.
7. The Committee shall submit a status report to the Mayor each December regarding the workings of the Committee.
8. The Committee may form working groups as required to assist in defining priorities and implementation actions.
9. The Committee may draw on the staff resources of City departments as required in the preparation of its recommendations to Council; however, implementation proposals requiring significant City staff resources shall require the approval of Council prior to their initiation. The determination of what is "significant" shall be at the judgement of the Chair of the Committee.