



**OFFICE OF THE CHIEF
ADMINISTRATIVE OFFICER**
Staff Report

REPORT NO: CAO-2025-02
TO: Council
SUBMITTED BY: Greg Clark, Acting CAO
PREPARED BY: Greg Clark, Acting CAO
REVIEWED BY: Greg Clark, Acting CAO
DATE: February 3, 2025
SUBJECT: Prime Ministers Path – Working Group Terms of Reference

RECOMMENDATION:

THAT Report CAO-2025-02 be received, and;
THAT the PMP Working Group – Terms of Reference as in Attachment 1 be approved.

SUMMARY:

The PMP Working Group have completed a DRAFT Terms of Reference as directed by Council.

BACKGROUND:

At the September 23, 2024 Council meeting, report COR-2024-49 Award of Contract for RFP 2024-16 Consulting Services – Public Engagement Process for the Future of the PMP was presented.

Council directed staff to bring the Terms of Reference for the Working Group back to Council for approval once they had been drafted by the Working Group.

REPORT:

The PMP Working Group has met twice and have drafted the Terms of Reference (TOR) as per Attachment 1. This TOR establishes the framework within which the Working Group will function as follows:

1. Purpose and Mandate
2. Group Composition and Membership
3. Guiding Principles
4. Roles and Responsibilities
5. Objectives and Deliverables
6. Community Engagement and Transparency
7. Decision-Making Process
8. Group Meetings
9. Communication Agreements
10. Resources and Support
11. Group Dynamics and Conflict Resolution
12. Group Ending

With Councils approval the Working Group will move forward with their work, with the expectation to bring recommendations to Council in April/May 2025.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Healthy Community

FINANCIAL CONSIDERATIONS:

There are no current financial impacts from this report.

ATTACHMENTS:

Attachment 1 – PMP Working Group – DRAFT Terms of Reference