

# Agenda

## Governance Working Group

9th Meeting of the Governance Working Group

March 25, 2024, 10:00 AM

Committee Room #5

The City of London is situated on the traditional lands of the Anishinaabek (AUh-nish-in-ah-bek), Haudenosaunee (Ho-den-no-show-nee), Lūnaapéewak (Len-ah-pay-wuk) and Attawandaron (Add-a-won-da-run).

We honour and respect the history, languages and culture of the diverse Indigenous people who call this territory home. The City of London is currently home to many First Nations, Métis and Inuit today.

As representatives of the people of the City of London, we are grateful to have the opportunity to work and live in this territory.

### Members

Councillors S. Lewis (Chair), H. McAlister, P. Cuddy, S. Stevenson, J. Pribil, S. Trosow, C. Rahman, A. Hopkins, S. Franke, D.Ferreira, S. Hillier

The City of London is committed to making every effort to provide alternate formats and communication supports for meetings upon request. To make a request specific to this meeting, please contact [abush@london.ca](mailto:abush@london.ca).

Pages

1. **Call to Order**
  - 1.1 Disclosures of Pecuniary Interest
2. **Consent Items**
3. **Items for Discussion**
  - 3.1 Council Members' Expense Account Policy - Further Updates 2
  - 3.2 General Policy for Advisory Committees - Update 5
4. **Deferred Matters/Additional Business**
  - 4.1 2023 GWG Deferred Matters List, as at March 18, 2024 19
5. **Adjournment**

## Report to Governance Working Group

**To:** Chair and Members  
Governance Working Group  
**From:** Michael Schulthess  
**Subject:** Council Members' Expense Account Policy – Further Updates  
**Date:** March 25, 2024

## Recommendation

That, on the recommendation of the City Clerk, the Governance Working Group provide direction for updates to the Council Members' Expense Account Policy to be considered by the Strategic Priorities and Policy Committee.

## Executive Summary

At its November 27, 2023 meeting, the Governance Working Group directed Civic Administration to report back on funding travel and related expenses for the annual general conferences of the Federation of Canadian Municipalities (FCM) and Association of Municipalities of Ontario (AMO) for Members, outside the annual expense account allotment; and community engagement expenses. Currently, the registration costs for these annual conferences fall outside the annual sum allocated to each Council Member.

This report provides insight into travel and related conference expenses as well as community engagement expenses to assist in consideration and seeks direction to bring forward a by-law to enact the policy changes.

## 1.0 Background Information

### 1.1 Previous Reports Related to this Matter

[Governance Working Group – July 27, 2023](#)

[Governance Working Group – November 6, 2023](#)

[Governance Working Group – November 27, 2023](#)

### 1.2 Summary of Changes and Considerations

At its meeting on November 27, 2023, the Governance Working Group referred the revised "Council Members' Expense Policy" to this meeting for the following additional considerations:

that the Civic Administration BE DIRECTED to report back on funding travel-related expenses for the annual general conference of Federation of Canadian Municipalities (FCM) and Association of Municipalities of Ontario (AMO) for Members outside the annual expense account allotment; and

that, the revised 'Council Members' Expense Policy' BE REFERRED to the next meeting of Governance Working Group for consideration of community engagement expenses.

This report includes options for consideration related to funding travel-related expenses and community engagement expenses outside of the annual allotment. Expense estimations are drawn from the tax-adjusted values on the internal ledger, excluding HST.

## 2.0 Additional Considerations

### 2.1 Current Use of Expense Accounts

In 2023, of the \$15,000 expense account limit, the average amount spent by a councillor was approximately \$8,500. Six members spent more than \$11,000, but no member exceeded \$13,500.

### 2.2 FCM and AMO Annual Conference Travel and Related Expenses

Accounting for variability in the data available and the increased cost of travel, the approximate average spent on travel and related expenses (per diems, travel, accommodation) is \$1,500 for the annual AMO conference, and \$2,500 for the annual FCM conference due to the need for air travel to other provinces. If these expenses are to be funded outside of the annual expense account, a capped allowance amount may provide consistency.

#### Proposed Options for Travel and Related Expenses

	Proposal	Additional Cost Per Councillor	Total Cost
<b>Travel Option 1</b>	Status Quo	\$0	\$0
<b>Travel Option 2</b>	Fund AMO travel expenses up to \$1,500 annually	\$1,500	\$21,000
<b>Travel Option 3</b>	Fund FCM travel Expenses up to \$2,500 annually	\$2,500	\$35,000
<b>Travel Option 4</b>	Fund both AMO and FCM travel expenses up to \$4,000 annually	\$4,000	\$56,000

**Travel Option 1)** Maintain the travel and related expenses to AMO and FCM's annual conferences within the expense account.

**Travel Option 2)** Direct Civic Administration to fund the travel and related expenses associated with the AMO annual conference, up to \$1,500 per member annually, for a budget of \$21,000.

**Travel Option 3)** Direct Civic Administration to fund the travel and related expenses associated with the FCM annual conference, up to \$2,500 per member annually, for a budget of \$35,000.

**Travel Option 4)** Direct Civic Administration to fund both the travel and related expenses associated with the AMO and FCM annual conferences, up to \$4,000 per member annually, for a budget of \$56,000.

### 2.3 Ward Engagement: Meetings and Events

Councillors often book spaces in the community to use for meetings and engagement events. Noting that options available include libraries, which are free; and community centres that average approximately \$200 in space rental charges per meeting. Many councillors have also made use of recreation centres for engagement events by renting a pool or ice rink. An engagement event carries an approximate rental cost of \$500.

#### Proposed Options for Ward Meeting and Engagement Event Expenses

	Proposal	Additional Cost Per Councillor	Total Cost
<b>Ward Option 1</b>	Status Quo	\$0	\$0
<b>Ward Option 2</b>	Fund one meeting space rental up to \$200 annually	\$200	\$2,800
<b>Ward Option 3</b>	Fund one event space rental up to \$500 annually	\$500	\$7,000
<b>Ward Option 4</b>	Fund both a meeting space and event space rental expense up to a combined \$700 annually	\$700	\$9,800

Noting that different wards have different amenities available, a capped dollar value has been considered.

**Ward Option 1)** Maintain the meeting and engagement expenses within the expense account.

**Ward Option 2)** Direct Civic Administration to cover the rental cost of space for one ward meeting per councillor per calendar year, up to \$200, for a budget of \$2,800.

**Ward Option 3)** Direct Civic Administration to cover the rental cost of space for one ward event per councillor per calendar year, up to \$500, for a budget of \$7,000.

**Ward Option 4)** Direct Civic Administration to fund one ward meeting and one engagement event per councillor per calendar year, up to \$700, for a budget of \$9,800.

## **3.0 Financial Impacts/ Considerations**

### **3.1 Budget Implications**

As part of the 2024 – 2027 Multi Year Budget that was recently approved by Municipal Council, no additional funding was allocated towards funding the additional costs identified in the above proposals.

Based on the above proposals, the following options could be accommodated within existing funding:

- Travel Option 1 and Ward Option 1 have no financial impact.

In order to identify funding to implement Options 2, 3, or 4, Civic Administration would need to be directed to bring forward a business case to the Multi-Year Budget update. If the case is approved through that update, then these changes would take effect in 2025.

### **3.2 Annual Reporting**

These expenses would be posted publicly alongside the other additional expenses funded outside of the expense accounts such as the one annual ward-wide mailout. This reporting is as per the requirements in the *Municipal Act, 2001* and the *Public Sector Salary Disclosure Act, 1996*.

## **4.0 Conclusion**

The Council Members' Expense Account policy was most recently updated at the December 19, 2023 meeting of Council. This report provides additional information about travel and related expenses for the two annual general conferences of the FCM and the AMO, as well as ward engagement meetings and events, as requested. This report seeks direction as to which of the foregoing options should be formally recommended to the SPPC as proposed changes to the Council Members' Expense Account Policy. Option 1 represents the status quo, while Options 2, 3, or 4 would require a business case in the next Budget Update, to be funded in 2025.

**Prepared by:** Elizabeth Hunt, Manager, Legislative Services

**Submitted by:** Michael Schulthess, City Clerk

## Report to Governance Working Group

**To:** Chair and Members  
**Governance Working Group**  
**From:** Michael Schulthess, City Clerk  
**Subject:** General Policy for Community Advisory Committees - Update  
**Date:** March 25, 2024

## Recommendation

That, on the recommendation of the City Clerk, the following actions be taken with respect to the City of London Community Advisory Committees:

- a) the updated General Policy for Community Advisory Committees **BE APPROVED**;
- b) Civic Administration **BE DIRECTED** to bring forward a by-law to a future meeting of Municipal Council to amend CPOL.-381-506, as amended, to reflect the proposed amendments; and
- c) Civic Administration **BE DIRECTED** to bring forward a by-law to a future meeting of Municipal Council to amend Council Procedure By-law A-50 to remove the requirement of the Striking Committee to make recommendations for appointments to Community Advisory Committees.

## Executive Summary

The purpose of this report is to provide Governance Working Group with a proposed updated General Policy for Community Advisory Committees to reflect the updated and approved General Terms of Reference for all Community Advisory Committees.

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

- Finance and Administrative Services Committee, February 27, 2012
- Strategic Priorities and Policy Committee, December 16, 2013
- Strategic Priorities and Policy Committee, March 17, 2014
- Civic Works Committee, June 19, 2018
- Corporate Services Committee, November 13, 2018
- Corporate Services Committee, March 19, 2019
- Governance Working Group, August 24, 2020
- Governance Working Group, November 10, 2020
- Corporate Services Committee, April 19, 2021
- Governance Working Group, May 17, 2021
- Governance Working Group, November 15, 2021
- Governance Working Group, January 5, 2022
- Governance Working Group, January 17, 2022

#### 1.2 Previous Council Direction

On February 15<sup>th</sup>, 2022, the Municipal Council directed that the Civic Administration report back to the Governance Working Group with respect to an updated General Policy for Community Advisory Committees to support the approved new structure, including but not limited to, the feedback collected from the Advisory Committee consultation with respect to recruitment, term, flexibility in procedure, and reporting.

On November 28, 2023, Municipal Council directed that the Civic Administration extend the current membership of all Community Advisory Committee member appointments to

April 1, 2025 and to review potential redundancies and opportunities to improve operations of community advisory committees.

## **2.0 Discussion and Considerations**

### **2.1 Revisions Based on Feedback and Updated Terms of Reference**

In response to Municipal Council direction, the attached draft policy attempts to balance feedback and functionality. The draft policy aims to incorporate the updated Terms of Reference for all Community Advisory Committees (CAC) previously determined and approved by Municipal Council, the past experience of the advisory committee structure, the suggestions and comments of past members, staff, council and the public, and the experience of other municipalities.

### **2.2 Term, Limitation, and Meeting Schedule**

It is recommended that the current CAC appointment term of four-years be maintained to coincide with the term of Municipal Council, notwithstanding the approved extension to April 1, 2025. The term limitation of no longer than two consecutive full four-year terms is intended to ensure that a variety of individuals have the opportunity to apply for an appointment to serve, participate and provide new ideas and insights on a CAC.

The draft policy provides an opportunity for members to be granted a leave of absence from their position. This is an established best practice in other municipalities and will assist in removing barriers to participation in serving on CACs.

CACs currently convene on a monthly basis, yet intermittent participation and challenges in achieving quorum, despite the membership, have been noted. It is recommended that CACs meet no less than four times per year.

### **2.3 Appointments**

The draft policy removes the requirement of processing applications to CACs through the Striking Committee following a general municipal election. Instead, applications both at the beginning of a term and mid-term are recommended to be brought forward to the Strategic Priorities and Policy Committee for consideration. This amendment removes a level of administrative burden, and simplifies and expedites the appointment process. In addition, the draft policy removes the requirement for members to be a resident of the municipality to provide for an opportunity for greater participation in local governance and broadening representation on CACs with providing recommendations, advice and information to Municipal Council.

### **2.4 Simplified Procedures and Reporting**

The requirement for CAC members to observe strict parliamentary rules as outlined in the Council Procedure By-law has been removed in the draft policy and replaced with an Appendix with Simplified Procedures for Meetings for CACs. This change is reflective of feedback the City Clerk's Office has received from CAC members. Strict reporting time frames for matters referred to CACs has been removed from the draft policy in response to both feedback and an effort to simplify CAC member participation in meetings. These amendments were identified as an improved outcome in response to the application of the Equity Tool exercise undertaken during the review of the General Policy for Community Advisory Committees.

### **2.5 Additional Considerations**

Considering the November 28, 2023, Municipal Council resolution to review potential redundancies and opportunities to improve operations of advisory committees, the Governance Working Group may wish to direct Civic Administration to make further amendments to the draft policy and individual Terms of Reference. Additionally, it is the intention of Civic Administration to circulate any approved changes to the General

Policy for Advisory Committee to CACs prior to bringing forward a by-law to a future Council meeting.

#### **4.0 Financial Impact/Considerations**

None at this time.

#### **5.0 Conclusion**

In conclusion, attached is a proposed updated General Policy for Community Advisory Committees for the consideration of Governance Working Group. The proposed policy reflects the updated and approved General Terms of Reference for all Community Advisory Committees.

**Prepared by:**  
**Recommended by:**

**Evelina Skalski, Deputy City Clerk**  
**Michael Schulthess, City Clerk**



**London**  
CANADA

**Policy Name:** General Policy for Community Advisory Committees

**Legislative History:** Adopted August 22, 2017 (By-law No. CPOL.-59-291); Amended July 24, 2018 (By-law No. CPOL.-59(a)-401); Enacted November 6, 2018 (CPOL.-381-506); Amended June 29, 2020 (CPOL.-381(a)-153), August 10, 2021

**Last Review Date:**

**Service Area Lead:** City Clerk

## **1. Policy Statement**

1.1 This policy establishes the expectations and protocols for Municipal Council's Community Advisory Committees.

## **2. Definitions**

In this General Policy for Community Advisory Committees,

2.1 "Child" means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of their family.

2.2 "Conflict/Conflict of Interest" means a situation in which a Community Advisory Committee member has, or is perceived to have, personal or private interests that may compete with the interests of the City, the Community Advisory Committee, or the public interest. Such personal or private interests may make it difficult, or be perceived to make it difficult, for the member to remain impartial. A conflict exists even if no unethical or improper act results from it. A conflict of interest can either be an apparent (perceived) conflict or an actual conflict.

2.3 "Employee" or "Employees" means an employee or employees of The Corporation of the City of London.

2.4 "Family Member" means a child, parent, grandparent, grandchild, sibling, child of siblings, aunt, uncle, or a spouse.

2.5 "Parent" means a person who has demonstrated a settled intention to treat a child as a member of their family.

2.6 "Personal Information" means recorded information about an identifiable individual, including,

- (a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- (b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- (c) any identifying number, symbol or other particular assigned to the individual;
- (d) the address, telephone number, fingerprints or blood type of the individual;
- (e) the personal opinions or views of the individual except if they relate to another individual;



- (f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- (g) the views or opinions of another individual about the individual; and
- (h) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

2.7 "Spouse" means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage.

### **3. Applicability**

3.1 This policy applies to any Community Advisory Committee of the Municipal Council.

### **4. The Policy**

#### **4.1 Role of Community Advisory Committees**

The role of a Community Advisory Committee is to provide recommendations, advice, and information to the Municipal Council on matters which relate to the purpose and mandate of the Community Advisory Committee. Community Advisory Committees are one way to facilitate public input to Municipal Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan.

#### **4.2 Authority of Community Advisory Committees**

Community Advisory Committees shall not give direction to the Civic Administration or to any local board, commission or agency, nor shall Community Advisory Committees request, without the approval of the Municipal Council, the preparation of any administrative reports, research or work assignments. This does not preclude Community Advisory Committees from directly asking the Civic Administration for information and data when, in the opinion of the Civic Administration, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

#### **4.3 Membership**

Individuals who would like to be considered for an appointment to a Community Advisory Committee shall apply using the application form available on the City of London website. All Community Advisory Committee appointments (beginning of term or mid-term) shall be considered by the Strategic Priorities and Policy Committee.

Community Advisory Committee members wishing to resign their appointment mid-term shall submit their resignation in writing, without delay, to the City Clerk and state the date of resignation. The City Clerk shall consider the need to advertise to fill the resulting vacancy, having regard to the remaining composition of the Community Advisory Committee (maintaining a membership of 70%), the current workload of the Community Advisory Committee, and the length of time remaining in the Council term.

#### **4.4 Eligibility for Appointment**

Council Members, individuals from the Civic Administration, or individuals running for or seeking appointment to any elected office shall not be appointed as voting members to Community Advisory Committees, nor shall any individuals who are not of legal voting age in the Province of Ontario.

#### **4.5 Appointment Term**

Appointments to Community Advisory Committees shall be for a four-year term, commencing April 1 of the first year of a Council term and ending on March 31 of the following Council term.

#### 4.6 Leave of Absence

Community Advisory Committee members may take a leave of absence from their position. Municipal Council may fill the vacancy on a temporary basis depending on the duration of the leave and other relevant requirements or considerations. In order to take a leave of absence, the member shall notify the City Clerk in writing of their intended leave, the duration of the leave, and last day of service on the Community Advisory Committee.

Any Community Advisory Committee member that wishes to run for or seek appointment to any elected office is required to take a leave of absence. The leave of absence must begin on or before the date of application or the date of nomination for the elected office.

#### 4.7 Maximum Length of Service

To encourage the broadest possible community involvement, Community Advisory Committee members shall serve on the same Community Advisory Committee no longer than two consecutive full four-year terms plus, if applicable, one preceding partial term in those cases where Community Advisory Committee members were initially appointed mid-term to fill a vacancy.

#### 4.8 Remuneration

Community Advisory Committee members shall serve without remuneration.

#### 4.9 Orientation Sessions

Following the Community Advisory Committee appointment process at the beginning of each Council term, the City Clerk's Office, in consultation with other Service Area leads as required, shall conduct an orientation session for Community Advisory Committee members. The City Clerk's Office shall also conduct orientation sessions for new members appointed mid-term.

#### 4.10 Bus Tickets and Parking at City Hall

Community Advisory Committee members may be provided with either free parking in the Civic Square Parking Garage or with two free L.T.C. transit tickets when attending Community Advisory Committee meetings in person at City Hall.

#### 4.11 Staff Support

The administrative support of Community Advisory Committees (such as the coordination of meeting schedules, the preparation of Community Advisory Committee agendas and reports and the communication of Community Advisory Committee actions) shall be provided by the City Clerk's Office. The City Clerk's office does not provide administrative support to sub-committees or working groups the Community Advisory Committee form and participate in.

Civic Administration from other divisions may attend meetings when there are matters on an agenda applicable to their service area. In addition, specific requests for staff attendance may be made through a request for same to the Municipal Council.

#### 4.12 Expenditures by Community Advisory Committees

- a) Any annual budget allocation to a Community Advisory Committee shall be at the sole discretion of the Municipal Council and subject to the Municipal Council's budget deliberations, taking into consideration the requests of the Community Advisory Committees.
- b) All expenditures by a Community Advisory Committee must relate to matters directly within its mandate.
- c) Each Community Advisory Committee shall provide updates to the

Municipal Council, through the appropriate Standing Committee, detailing all expenses incurred against its annual budget allocation and in a format established by the City Clerk.

- d) All Community Advisory Committee expense information is considered to be public information and shall be made available upon request to the City Clerk.
- e) Authorization for expenditures shall be as follows:
  - i) the City Clerk, or their designate, shall have the authority to process all payments for standard items within the Community Advisory Committee's mandate, subject to budget availability, such as costs associated with Council-approved events (e.g. speaker's gifts, mailing costs, room rentals, refreshments, etc. for open houses and workshops), costs associated with workshops and conferences attended by members of a Community Advisory Committee which are relevant to that Community Advisory Committee's mandate, plaques issued by the Community Advisory Committee on Planning, communication supports for persons with disabilities, and purchase of publications to assist in carrying out the Community Advisory Committee's mandate;
  - ii) expenses associated with communication and/or promotional efforts being undertaken by a Community Advisory Committee, within its mandate, are to be approved by Strategic Communications for consistency in messaging and proper branding, via the Committee Clerk, prior to those expenses being incurred. If Strategic Communications approves the content of those items, then the City Clerk, or their designate, shall have the authority to process those expenses, subject to budget availability. Expenses associated with communication and/or promotional efforts that are not to the satisfaction of Strategic Communications, shall require the approval of the Municipal Council, via the appropriate Standing Committee.

#### 4.13 Election of Chair and Vice Chair

Meetings shall be facilitated by a Community Advisory Committee Chair. Community Advisory Committees shall elect, from among their voting members, a Chair and a Vice Chair, and may determine an appropriate term for these roles.

It is suggested that a member not serve as a Chair or as a Vice Chair for more than two consecutive years to provide more members with equal opportunity to assume leadership roles.

#### 4.14 Sub-Committees/Working Groups

Community Advisory Committees may form sub-committees or working groups as may be necessary. Meetings of working groups that have been formed by the Community Advisory Committee may meet at any time and at any location but shall meet on different dates than the Community Advisory Committee. Staff support, including a Committee Clerk from the City Clerk's Office, shall not be provided to such sub-committees.

#### 4.15 Schedule and Location of Meetings

Community Advisory Committees shall meet at a frequency determined by the Municipal Council as set out in each Community Advisory Committee's Terms of Reference, but no less than four (4) times per year. However, if there is a time-sensitive matter that must be attended to in the opinion of the Chair and the Committee Clerk, a special meeting of the Community Advisory Committee may be called to deal with the time-sensitive matter. Community Advisory Committee meetings shall be held at City Hall and shall be open to the public, except during closed sessions which may be held in accordance with the Council Procedure By-law. Community Advisory Committee meetings may, with the approval of the Municipal Council, be held away from City Hall for a specific purpose.

Community Advisory Committee members may attend meetings in person, or

virtually via the Zoom platform facilitated by the Committee Clerk.

#### 4.16 Attendance at Meetings

Community Advisory Committee members are expected to attend all regularly scheduled meetings and participate in working groups/sub-committees as required. Should a member be unable to attend a regular meeting, the Committee Clerk shall be advised in advance of the meeting. Community Advisory Committees may request the Municipal Council to rescind an appointment due to lack of attendance.

#### 4.17 Meeting Procedures

The conduct of Community Advisory Committee meetings is intended to be less formal than meetings of the Municipal Council or its Standing Committees. Attached as **Appendix A** is a guiding principles document for the general conduct of Community Advisory Committee meetings. The recommendations from the Community Advisory Committees to Municipal Council should reflect the majority views of the voting members.

#### 4.18 Community Advisory Committee Agendas

Agendas should promote transparency and be available to the public, elected officials and staff in advance of the meeting. Accordingly, any additional discussion at a meeting that requires a response from staff or results in a recommendation or motion should be noted, in advance, on the Agenda. Community Advisory Committee members may provide general information to their colleagues about events or current issues and make a request for information at a future meeting, but any motion requiring action, staff input, or Municipal Council approval should be dealt with at a future meeting with notice to the public via the agenda.

#### 4.19 Community Advisory Committee Reports

Reports of Community Advisory Committee meetings shall be prepared by the Committee Clerk in a format which is consistent with the reports of the Municipal Council's Standing Committees. Community Advisory Committee reports shall be forwarded exclusively to the standing committee to which the Community Advisory Committee reports for its consideration/information.

A Community Advisory Committee Chair, or their designate, may be requested by the Standing Committee to which it reports to be a delegation at the Standing Committee's meeting in order to provide further information or clarification with respect to matters coming forward from the Community Advisory Committee. The above does not preclude a Community Advisory Committee Chair, or their designate, from initiating their own request for delegation at the Standing Committee to which the Community Advisory Committee reports, if the Community Advisory Committee wishes them to do so.

#### 4.20 Annual Report and Work Plan

Community Advisory Committees shall develop an annual report to be submitted by the end of the second quarter of each year to its parent Standing Committee outlining the previous year's accomplishments. A work plan shall be developed and submitted by the Community Advisory Committee to its parent Standing committee by the end of the third quarter of each year for the upcoming year, for Municipal Council approval. The work plan shall set out proposed initiatives to be undertaken that are directly linked to the mandate of the Community Advisory Committees and the priorities as set out in the City of London's Strategic Plan. The work plan should include any work required under their mandate and applicable legislation.

#### 4.21 Committee Conduct

The following additional information and general standards also apply:

Community Advisory Committees, when carrying out their committee

responsibilities, are expected to:

- a) abide by the provisions of the Ontario Human Rights Code, the Respectful Workplace Policy, City of London policies and any other applicable related statutes and, in doing so, shall treat every person, including other committee members, employees, individuals providing services on a contract for service, students on placements, and the public, with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination;
- b) maintain the confidentiality of personal and confidential information and discussions held in a meeting closed to the public pursuant to section 239 of the *Municipal Act*;
- c) act in the best interest of The Corporation of the City of London;
- d) seek to advance the common good of the community which they serve; and
- e) truly, faithfully and impartially exercise their duties to the best of their knowledge and ability.

#### 4.22 Specific Conduct

- a) Community Advisory Committee members shall, when conducting committee business, preparing written correspondence, interacting with Members of Council, the media, the public or staff, act in a manner that:
  - i) fulfills the mandate of the committee;
  - ii) respects due process and consensus building;
  - iii) demonstrates respect for all fellow committee members, Municipal Council, the public and employees;
  - iv) respects and gives fair consideration to diverse and opposing viewpoints;
  - v) demonstrates due diligence in preparing for meetings, special occasions, or other committee related events;
  - vi) demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the committee;
  - vii) conforms to relevant legislation, by-laws, policies and guidelines;
  - viii) contributes in a meaningful manner, offering constructive comments to Municipal Council, staff and fellow committee members; and
  - ix) respects the confidentiality of matters discussed in closed meetings and not disclosing the subject or substance of these discussions, unless authorized to do so.
- b) In the performance of their duties, a committee member shall not:
  - i) place themselves in a position where a member is under obligation to any person who might benefit from special consideration or favour or who might seek preferential treatment in any way;
  - ii) accord preferential treatment to Family Members or to organizations in which their Family Member has an interest, financial or otherwise;
  - iii) deal with an application to the City for a grant, award, contract, permit or other benefit involving the member or their Family Member;
  - iv) place themselves in a position where the member could derive any direct benefit or interest from any matter about which they can influence decisions; and
  - v) benefit from the use of information acquired during the course of

their official duties which is not generally available to the public.

- c) Where a Community Advisory Committee member believes they have a conflict of interest in a particular matter, they shall:
- i) prior to any consideration of the matter, disclose their interest and the general nature thereof;
  - ii) remove themselves from the table for the duration of time that the matter is being considered and during in-closed session, remove themselves from the room;
  - iii) not take part in the discussion or the vote on any question or recommendation in respect of the matter; and
  - iv) not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

Civic Administration shall not provide members advice on their interests. Community Advisory Committee members must independently determine if they have an interest for the purposes of the *Municipal Conflict of Interest Act*.

- d) Where the number of members who by reason of conflict are disqualified from participating in a meeting is such that the remaining members are not of sufficient number to constitute a quorum, then the remaining members shall be deemed to constitute a quorum provided such number is not less than two.

#### 4.23 Resolving and Reporting Complaints under the General Policy for Community Advisory Committees:

- a) A request for an investigation of a complaint that a member of a Community Advisory Committee has contravened the General Policy for Community Advisory Committees shall be:
- i) made in writing, setting out reasonable and probable grounds for the allegation that a member has contravened the General Policy for Community Advisory Committees ;
  - ii) in the case of a complaint not involving an employee, shall be filed with the Clerk for review and/or investigation by an external investigator. In appropriate circumstances, it may be possible to resolve the matter without an investigation or even after an investigation has started through various measures including:
    - Consultation or advice to one of the parties
    - A facilitated discussion or mediation
    - Sensitivity training

The external investigator shall determine where it is appropriate for a matter to be informally resolved. Any findings of the external investigator shall be presented to Municipal Council in a closed meeting of Municipal Council;

- iii) in the case of a complaint involving an employee, shall be filed with the Human Rights Division. The Human Rights Division who, in the event mediation or other informal attempts to resolve the complaint as provided for in the applicable policy are not appropriate or prove ineffective and where the Human Rights Division determines that further inquiry is warranted, will conduct an investigation in accordance with the applicable policy and the Corporation's Workplace Investigation Procedure. Upon the conclusion of the investigation, any positive findings shall be presented to Municipal Council in a closed meeting of Municipal Council.
- f) Municipal Council, may determine:
- i) that there has been no contravention of the General Policy for Community Advisory Committees;

- ii) that a contravention occurred although the member took all reasonable measures to prevent it;
- iii) that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith; or
- iv) that the member has contravened the General Policy for Community Advisory Committees and take any corrective actions, including removal from the Community Advisory Committee.

#### 4.24 Other Acts, Regulations, By-laws and Policies

Community Advisory Committees shall, at all times, conduct themselves in accordance with the provisions of other applicable Acts and Regulations (e.g., *Municipal Freedom of Information and Protection of Privacy Act*, *Ontario Human Rights Code*, etc.), as well other by-laws or policies that the Municipal Council may establish from time to time (e.g. City of London Procurement of Goods and Services Policy, etc.).

#### 4.25 Policy Review Process

To ensure this policy remains relevant and current, it shall be reviewed in accordance with the [Policy for the Establishment and Maintenance of Council Policies](#).

## Simplified Procedures for Meetings for Community Advisory Committees (CAC)

### Appointment of Chair and Vice-Chair

A chair and a vice-chair shall be selected from the membership at the first CAC meeting. The recommended term of these appointments is one (1) year but may be varied at the discretion of the CAC.

### Duties of the Chair

- presides at all meetings of the CAC and maintains the orderliness of the meeting;
- recognizes the order in which members will speak;
- recognizes when all members who wish to speak have spoken and are ready to vote on a matter;
- ensures that motions, and their intent, are understood by everyone;
- decides whether a motion or proposed amendment is in order, in consultation with the Committee Clerk; and
- calls, cancels and/or reschedules regular or Special meetings as necessary.

### Duties of the Vice-Chair

The Vice-Chair of a CAC has all the powers and performs all the duties of the Chair of the CAC in the Chair's absence.

### Absence of Chair

If neither the Chair nor the Vice-Chair is present when the meeting starts, the CAC shall appoint another present member as Acting Chair for that meeting. The Acting Chair has all the powers and performs all of the duties of the Chair during the meeting, or until the arrival of the Chair or Vice-Chair.

### Members' responsibilities

- reviewing agendas in advance and attending scheduled meetings;
- participating in meetings and voting on motions put to a vote; and,
- respecting the rules of this procedure, the General Policy for Community Advisory Committees and adhering to the City of London Respectful Workplace Policy.

### Duties of the Committee Clerk

- establishing and administering deadlines for agenda business, preparing, publishing, and distributing an agenda for each CAC meeting, providing appropriate notice, and advising the chair where no agenda items have been submitted, with the recommendation to consider cancelling the meeting.
- providing procedural advice to members on agenda business and on preparing motions; and,



- providing procedural advice during the meeting, with reference to local and generally accepted rules of parliamentary procedure where these rules are silent.
- keeping a record of all the votes of the CAC and preparing the committee meeting report.

## Meetings

CAC's will meet in accordance with the Terms of Reference, and regular meetings shall be scheduled by the City Clerk, or designate.

The Chair may call a Special meeting as may be required from time to time, scheduled in collaboration with the Committee Clerk and subject to staff availability.

A quorum of the CAC is a majority of the appointed members. Note that a quorum is not based on the maximum possible membership, and the current membership number is adjusted when any resignations occur.

A quorum is required in order for a meeting to proceed. If a quorum is not present fifteen (15) minutes after the time a meeting is scheduled to begin, the meeting stands adjourned until the next scheduled meeting, or to a meeting at the call of the Chair. Similarly, if quorum is lost during a meeting the meeting stands adjourned until the next scheduled meeting, or to a meeting at the call of the Chair, and all matters not addressed will carry forward to the next agenda. Where one or more members have declared a pecuniary or other conflict of interest the remaining members shall be deemed to constitute a quorum, so long as the number is no less than two.

All CAC meetings are open to the public. A meeting may be closed to the public only in accordance with the provisions of the *Municipal Act 2001*, S.O. 2001, c. 25 and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56

## Motions

A member may make a motion that proposes an action on the matter that is currently before the CAC and within the CAC's Terms of Reference.

The following motion types propose an action on a matter before the CAC:

- motion to **Refer** – to send a matter or part of a matter to a specific person or decision body for their consideration or postpone consideration of the matter to a specific time;
- motion to **Receive** – to acknowledge a matter;
- motion to **Advise** – to pass along to the Municipal Council, through the appropriate Standing Committee of Council, the opinion or recommendation of the CAC; and
- motion to **Amend** – to alter or vary a main motion without materially changing its purpose.

A CAC cannot submit recommendations to a Standing Committee that are contrary to either a decision of Municipal Council or a direction from a Standing Committee of Council.

A motion relating to a matter not within the Terms of Reference of a CAC, or outside the jurisdiction of the municipality, is not in order.

## Voting

Every member present at a meeting must vote on every matter put to a vote, except a member who declares a conflict of interest and absents themselves from the vote.

- A motion requires a **second** before it can be discussed, debated, or voted on.
- A motion **passes** when a majority of members present vote in favour of it.
- A motion **fails** if the same number of members vote in favour as opposed (i.e. “tie vote”).
- The **order** of voting on motions shall be in accordance with the Council Procedure By-law.
- Any member present at a meeting who does not, or refuses to vote, except a member who has declared an interest, shall be deemed to vote in the **negative**.

If a motion under consideration contains distinct propositions, (i.e. a), b), c), etc.) a member may request that the CAC vote on each proposition separately, if on the advice of the Committee Clerk, the Chair determines it is procedurally in order to do so.

**GOVERNANCE WORKING GROUP DEFERRED MATTERS (as at 3/18/2024)**

NO.	COUNCIL DATE/ CLAUSE REF	ITEM	SERVICE AREA RESPONSIBLE	STATUS
1	April 25, 2023 (5.2/14/SPPC) (2023-C12)	<p><b>c) Potential New Council Policies - Council onboarding</b>                      iii) establishment a new Council Policy related to formalization of a training and onboarding process for new Councillors at the beginning of the term;</p>	Clerks	Bring forward Q4
2	April 25, 2023 (5.2/14/SPPC) (2023-C12)	<p><b>d) Existing Council policies - Remuneration</b>                      ii) the Remuneration for Elected Officials and Appointed Citizen Members Policy, to provide for the establishment of a new full-time compensation model for Councillors, for the start of the 2026 Municipal Council term, as well as a draft terms of reference for an independent task force to review and consult with the public with respect to same; it being noted that this may require additional revisions to associated Council Policies, such as Discussion of Remuneration for Elected Officials and Individuals Appointed by City Council to serve on its Committee or a Local Agency, Board or Commission Policy;</p>	Clerks	Bring forward Q2
3	April 25, 2023 (5.2/14/SPPC) (2023-C12)	<p><b>e) Selection Process for Boards, Agencies, and Commissions</b>, with regard to the filling of vacancies during a council term including but not limited to:                      i) the potential for ABCs to review and identify recommended candidates based on their skill needs;                      ii) providing an evaluation matrix tool to assist Councillors in reviewing applications; and,                      iii) consideration of an interview process.</p>	Clerks	
4	SPPC Sep 19, 2023 (5.3/22/SPPC)	<p>iv) that matters regarding governance and compensation be referred back to a future Governance Working Group (GWG), as related to deferred items; Remuneration of Elected Officials and Appointed Citizen Members, Training and Onboarding Process for New Council, Selection Process Policy for Appointing Members to Committees, Civic Boards, and Commissions (as it relates to Council), and it being noted that as previously directed by GWG Chair Lewis &amp; Vice Chair Franke have been collecting data on workloads and council job description reflecting the workload, as appended to the agenda, for further deliberation and discussion;</p>	Clerks	
5	SPPC Nov. 21, 2023 (2.9/27/SPPC)	<p>the Civic Administration BE DIRECTED to schedule a time at a future meeting for general discussion regarding efficient meeting management.</p>	Clerks	IN PROGRESS
6	GWG Nov 27, 2023 (Dec 12 SPPC) (2.7/2/SPPC)	<p>That, with respect to the "Council Members' Expense Policy", the following actions be taken: b) that, the Civic Administration BE DIRECTED to report back on funding travel-related expenses for the annual general conference of Federation of Canadian Municipalities (FCM) and Association of Municipalities of Ontario (AMO) for Members outside the annual expense account allotment;</p>	Clerks	Bring forward after budget Q3 or Q4

**GOVERNANCE WORKING GROUP DEFERRED MATTERS (as at 3/18/2024)**

NO.	COUNCIL DATE/ CLAUSE REF	ITEM	SERVICE AREA RESPONSIBLE	STATUS
7	GWG Nov 27, 2023 (Dec 12 SPPC) (2.7/2/SPPC)	That, with respect to the "Council Members' Expense Policy", the following actions be taken: c) that, the revised "Council Members' Expense Policy" BE REFERRED to the next meeting of Governance Working Group for consideration of community engagement expenses	Clerks	Bring forward after budget Q3 or Q4
8	Council Jan 23, 2024 (4.4/3/SPPC) (2024-C06)	That, with respect to the Deputy Mayor and Budget Chair positions, the Civic Administration BE DIRECTED to undertake the necessary actions to implement the following: a) a pay increase of 12.5% to the annual base Councillor salary for the Deputy Mayor position effective January 2024; b) a pay increase of 12.5% to the annual base Councillor salary for the position of Budget Chair effective January 2024; and, c) the Governance Working Group BE DIRECTED to review this as part of its larger review of Remuneration for Elected Officials and Appointed Citizen Members Policy on its Deferred Matters list, and provide any recommendations on further changes to the Strategic Priorities and Policy Committee in order to allow for implementation in the 2026-2030 term of Council;	Clerks	