

# **Trees and Forests Advisory Committee**

## **Report**

The 4th Meeting of the Trees and Forests Advisory Committee  
May 26, 2021

Advisory Committee Virtual Meeting - during the COVID-19 Emergency

Attendance                   PRESENT: A. Morrison (Chair), A. Cantell, M. Demand, A. Hames, J. Kogelheide, R. Mannella, P. Nicholson, S. Thapa and A. Valastro and H. Lysynski (Acting Committee Clerk).

ALSO PRESENT: A. Beaton, D. MacRae, M. Schulthess and J.A. Spence

The meeting was called to order at 12:18 PM; it being noted that the following Members were in remote attendance: A. Cantell, M. Demand, A. Hames, J. Kogelheide, R. Mannella, A. Morrison, P. Nicholson, S. Thapa and A. Valastro.

### **1. Call to Order**

#### 1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

### **2. Consent**

#### 2.1 3rd Report of the Trees and Forests Advisory Committee

That it BE NOTED that the 3rd Report of the Trees and Forests Advisory Committee from its meeting held on April 28, 2021, was received.

#### 2.2 Municipal Council Resolution - current Advisory Committee appointments

That it BE NOTED that the Municipal Council resolution adopted at its meeting held on May 4, 2021, with respect to current Advisory Committee appointments, was received.

### **3. Sub-Committees and Working Groups**

#### 3.1 Educational Initiatives and Outreach Sub-Committee

That the Educational Initiatives and Outreach Sub-Committee recommendations, appended to the Trees and Forests Advisory Committee (TFAC) Agenda, BE FORWARDED to the Civic Administration for consideration and to report back at a future meeting of the TFAC; it being noted that the TFAC reviewed and received the "May 2021: TFAC Educational Initiatives and Outreach Subcommittee: A Few Suggestions and Comments" on the City of London Website.

### **4. Items for Discussion**

#### 4.1 Review of Implementation Tasks - Urban Forest Strategy Implementation Plan - A. Cantell - RESUBMITTED

That the matter presented by A. Cantell, with respect to the Review of Implementation Tasks - Urban Forest Strategy Implementation Plan, BE DEFERRED to the next meeting of the Trees and Forests Advisory Committee.

4.2 City of London Tree Planting - Tree Varieties - A. Valastro - RESUBMITTED

That it BE NOTED that A-M. Valastro will provide photographs of the size and types of trees that have been planted in her neighbourhood to the next Trees and Forests Advisory Committee meeting.

4.3 Creating Ecosystems - J. Kogelheide - RESUBMITTED

That, the following actions be taken with respect to creating ecosystems in London:

a) a Working Group BE ESTABLISHED consisting of J. Kogelheide, A. Hames and A. Morrison, to review the creation of ecosystems in the City; and,

b) the Civic Administration BE REQUESTED to attend a future Trees and Forests Advisory Committee meeting to provide an update on the initiatives currently being undertaken;

it being noted that the Trees and Forests Advisory Committee reviewed and received a communication from J. Kogelheide with respect to this matter.

4.4 Tree Planting for Students - J. Kogelheide

That it BE NOTED that the communication from J. Kogelheide, with respect to tree planting for students was received.

4.5 Advisory Committee Review - Interim Report VI

That, the following actions be taken with respect to the Advisory Committee Review - Interim Report VI:

a) A. Cantell BE REQUESTED to prepare recommendations on the Advisory Committee Review - Interim Report VI and to report back at the next meeting of the Trees and Forests Advisory Committee meeting; and,

b) the Chair of the Trees and Forests Advisory Committee (TFAC) BE REQUESTED to attend a future Planning and Environment Committee meeting to provide an overview of the TFAC recommendations with respect to these matters;

it being noted that the TFAC reviewed and received staff report dated May 17, 2021, with respect to these matters.

4.6 Urban Forestry Communications Strategy - Update

That, the following actions be taken with respect to the Urban Forestry Communications Strategy:

a) Civic Administration BE REQUESTED to attend the next meeting of the Trees and Forests Advisory Committee to provide an update on the Urban Forestry Communications Strategy;

b) P. Nichoson BE INCLUDED on the existing Working Group; it being noted that the Working Group consists of A. Cantell and M. Demand; and,

c) the Urban Forestry Communications Strategy BE INCLUDED on the 2021 Trees and Forests Advisory Committee Work Plan.

**5. Adjournment**

The meeting adjourned at 2:17 PM.

# **Trees and Forests Advisory Committee**

## **Report**

The 3rd Meeting of the Trees and Forests Advisory Committee  
April 28, 2021

Advisory Committee Virtual Meeting - during the COVID-19 Emergency

Attendance                      PRESENT: A. Morrison (Chair), A. Cantell, M. Demand, A. Hames, J. Kogelheide, and A. Valastro; A. Pascual (Committee Clerk).

ABSENT: R. Mannella

REMOTE ATTENDANCE: A. Beaton, K. Hodgins, D. MacRae, S. Rowland, M. Schulthess, and B. Williamson.

The meeting was called to order at 12:20 PM; it being noted that the following members were in remote attendance: A. Cantell, M. Demand, A. Hames, J. Kogelheide, A. Morrison, and A. Valastro.

### **1. Call to Order**

#### 1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

### **2. Scheduled Items**

#### 2.1 Neighbourhood Street Renewal Program

That Municipal Council BE ADVISED that the Trees and Forests Advisory Committee recommends that road narrowing be a priority for the Neighbourhood Street Renewal Program projects, to maximize the space for trees and sidewalks within the right of way;

it being noted that a verbal presentation from D. MacRae, Director, Roads and Transportation, with respect to this matter, was received.

#### 2.2 Veteran Tree Incentive Program

That the following actions be taken with respect to the Veteran Tree Incentive Program:

- a) the Civic Administration BE REQUESTED to explore options to target recipients who genuinely need additional financial support in order to maintain their veteran trees;
- b) the Civic Administration BE REQUESTED to consider and compare, during its review of the above-noted program, its cost-efficiency relative to the canopy cover that is expected to be gained; and,
- c) the Civic Administration BE REQUESTED to seek to prioritize low canopy neighbourhoods and non-invasive species for the above-noted program, given that funding is limited and not all of the veteran trees can be maintained;

it being noted that the presentation, as appended to the added agenda, from S. Rowland, Urban Forestry Planner, with respect to this matter, was received.

### 2.3 Overview of London's ESA Management

That it BE NOTED that the presentation, as appended to the added agenda, from B. Williamson, Land Management Technician, Upper Thames River Conservation Authority, with respect to this matter, was received.

## 3. Consent

### 3.1 3rd Report of the Trees and Forests Advisory Committee

That it BE NOTED that the 3rd Report of the Trees and Forests Advisory Committee from its meeting held on March 24, 2021, was received.

### 3.2 Municipal Council Resolution with respect to the 1st Report of the Trees and Forests Advisory Committee

That it BE NOTED that the Municipal Council Resolution from its meeting held on April 13, 2021, with respect to the 1st Report of the Trees and Forests Advisory Committee, was received.

## 4. Sub-Committees and Working Groups

None.

## 5. Items for Discussion

### 5.1 Review of Implementation Tasks - Urban Forest Strategy Implementation Plan

That the matter presented by A. Cantell, with respect to the Review of Implementation Tasks - Urban Forest Strategy Implementation Plan, BE DEFERRED to the next Trees and Forests Advisory Committee meeting.

### 5.2 City of London Tree Planting - Tree Varieties

That the matter presented by A. Valastro, with respect to City of London Tree Planting - Tree Varieties, BE DEFERRED to the next Trees and Forests Advisory Committee meeting.

### 5.3 TFAC 2021 Work Plan

That the 2021 Trees and Forests Advisory Committee Work Plan, as appended to the agenda, BE FORWARDED to Municipal Council for consideration and approval.

### 5.4 (ADDED) Tree Care Communications

That the following actions be taken with respect to the communication, as appended to the added agenda, from J. Kogelheide with respect to tree care communications:

a) the Civic Administration BE REQUESTED to implement the Trees and Forest Advisory Committee's recommendation with respect to the distribution of promotional materials related to tree care practices including:

- i) proper tree mulching;
- ii) watering newly planted trees; and,

iii) not travelling with firewood;

it being noted that the above-noted communication, with respect to this matter, was received.

#### 5.5 (ADDED) Creating Ecosystems

That the communication from J. Kogelheide, with respect to Creating Ecosystems BE DEFERRED to the next Trees and Forests Advisory Committee meeting.

### **6. Adjournment**

The meeting adjourned at 3:12 PM.



P.O. Box 5035  
300 Dufferin Avenue  
London, ON  
N6A 4L9

May 5, 2021

C. Saunders  
City Clerk

I hereby certify that the Municipal Council, at its meeting held on May 4, 2021 resolved:

That, on the recommendation of the City Clerk, the following actions be taken with respect to the current Advisory Committee appointments:

- a) the current term for the City of London Advisory Committee appointments BE EXTENDED, until December 31, 2021;
- b) additional appointments BE MADE for the identified Advisory Committees, whose voting membership is well below that number identified in each of the respective Terms of Reference;
- c) the following BE APPOINTED as Voting Member at Large for the term ending December 31, 2021:
  - i) Accessibility Advisory Committee (Requires up to 4 Members of which a minimum of 1 must have a disability)
    - Bonnie Quesnel
    - Dianne Haggerty
    - Jill Teeple
    - Katya Pereyaslavskaya
  - ii) Cycling Advisory Committee (Requires up to 4 Members at Large)
    - Marieke Mur
    - Trevor Wade
    - Irina Chulkova
    - Dan Doroshenko
  - iii) Diversity, Inclusion and Anti-Oppression Advisory Committee (Requires up to 7 Members at Large)
    - Melissa Alder
    - Hetham Hani Jamel Abu Kakry
    - Nour Al-Farawi
    - Wajdi Khouri
    - Krista Arnold
    - Citlally Maceil
    - Beverley Madigan

iv) Trees and Forests Advisory Committee (Requires up to 7 Members at Large)

- Samjhana Thapa
- G. Paul Nicholson. (4.2/7/CSC) (2021-C12)



C. Saunders  
City Clerk  
/hw

cc: B. Quesnel  
D. Haggerty  
J. Teeple  
K. Pereyaslavska  
M. Mur  
T. Wade  
I. Chulkova  
D. Doroshenko  
M. Alder  
H. Hani Jamel Abu Kakry  
N. Al-Farawi  
W. Khouri  
K. Arnold  
C. Maceil  
B. Madigan  
S. Thapa  
G. Paul Nicholson  
B. Westlake-Power, Deputy City Clerk  
M. Schulthess, Deputy City Clerk  
H. Lysynski, Committee Clerk  
J. Bunn, Committee Clerk  
A. Pascual, Committee Clerk

## May 2021: TFAC Educational Initiatives and Outreach Subcommittee: A Few Suggestions and Comments on the City of London Website

Upon taking a brief look at the information on trees and forests on the City of London website, the Education and Outreach Subcommittee has a few suggestions for improvements.

### 1) Privately Owned Trees Page: Modify introductory blurb about private tree bylaw

#### Current Introductory Text:

*“The City of London Municipal Council approved the new City of London Tree Protection By-law C.P.-1555-252 at its November 24, 2020 meeting with it going into effect March 1, 2021. Residents, industry experts, prior users of the permitting system and the Trees & Forests Advisory Committee were consulted as part of the crafting of the by-law.*

*If you have any questions, please email [treeprotection@london.ca](mailto:treeprotection@london.ca)”*

#### Suggestions:

- Unclear what types of trees the Tree Protection By-law protects (e.g., Distinctive Trees & Tree Protection Areas) – there needs to be a clearer intro for residents focused on what it does, rather than on who was consulted. Currently, it reads more like a description of the work staff have accomplished, rather than a communications piece aimed at the general public.
- Removed excess background information on the history of the By-law
- Briefly explain what the by-law does
- Define “Distinctive Tree”

e.g., *“The new City of London Tree Protection By-law C.P.-1555-252 went into effect March 1, 2021.*

*This by-law protects Distinctive Trees, which includes all trees with a diameter of at least 50 cm located within the Urban Growth Boundary, as well as all trees located within Tree Protection Areas. Injury and destruction of these trees may be permitted with a permit in some circumstances.*

*If you have any questions, please email [treeprotection@london.ca](mailto:treeprotection@london.ca)”*

### 2) Privately Owned Trees Page: Provide more information on Tree Protection Areas, Urban Growth boundary

#### Suggestions:

- Tree Protection Areas:
  - What is a Tree Protection Area?
  - Make it easy to find out if you’re in a Tree Protection Area
    - Add direct link to Schedule B of the bylaw under “Tree Protection Area Information”
    - Currently, you have to find the link to the bylaw at the top of the page → Open the bylaw page → click link to “Schedule B Index Map” → click link to “Files: Schedule B Index Map”
- Urban Growth Boundary:
  - Add explanation: What is the Urban Growth Boundary?
  - Make it easy to find out if you are in a Tree Protection Area

### 3) Main Trees and Forests Page and Community Funding Page: Make it easier to find information about TreeMe

- Currently, TreeMe is very hard to find!
- Currently only located under “Community Funding” but there is no direct link to it from the community funding page (Figure 1, <https://london.ca/living-london/community-services/community-funding>)
  - The only link is the left bottom side panel after selecting a different program (e.g., “Neighbourhood Small Events Fund”) marked in Figure 2 (<https://london.ca/living-london/community-services/community-funding>)
- There is no mention nor link to TreeMe from the “Trees” page. It is neither under “Private Trees” (<https://london.ca/living-london/water-environment/trees/privately-owned-trees>) nor under “Tree Planting” (<https://london.ca/living-london/water-environment/trees/tree-planting-watering>)

Suggestions:

- Add a button/link to the Trees and Forests main page
  - Caption could read: "TreeMe Program: Learn how the City can help you get trees for your yard, school, workplace or community space"
- Create a button/link on the "Community Funding" page where the 3 other programs are (e.g., to appear similar to the "Neighbourhood Small Events Fund" or "Neighbourhood Decision Making")

**4) Main Trees and Forests Page: Add information on trees during the development process**

Suggestions:

- Add a button/link on the main Trees and Forests page, "Trees and the development process"
  - This seems to be a topic many citizens care a lot about, but there is currently no information on the city's website about it
- Explain how trees are protected throughout the development process from start to finish to help citizens understand the process
- Information on how to engage when they have a concern.

**5) Main Trees & Forests Page: Add section on Community Partnerships & the Million Tree Challenge**

- As a co-founder on the Million Tree Challenge, it would help to have London promoting the initiative and letting folks know how to register their trees
  - This could be a good opportunity to highlight other types of partnerships the City engages in as well to support the urban forest, such as the Adopt a Park & Adopt an ESA programs
  - Could also be an opportunity to promote volunteering

Suggestions:

- A button/link on the main Trees & Forests page called "Community Partnerships" with caption "Learn about the many ways community partnerships contribute to the growth of our urban forest, as well as our citywide Million Tree Challenge"



# Community funding

Learn about the London Community Grants Program and the Neighbourhood Small Events Fund



Living In London > Community services > Community funding



## Neighbourhood Small Events Fund

LEARN MORE



## London Community Grants Program

LEARN MORE



## Neighbourhood Decision Making

LEARN MORE



300 Dufferin Avenue

519-661-CITY (2489)

3-1-1 (within London)

Living In London

Government

Business and development

Figure 1: The Community Funding page from the City of London’s website (<https://london.ca/living-london/community-services/community-funding>). Note that while TreeMe falls under “Community Funding”, here is no link here to it. It is suggested to add a button here, similar to the other 3 to the page (“Neighbourhood Small Events Fund”, “London Community Grants Program”, and “Neighbourhood Decision Making”)



**CONTACT INFORMATION**

Community Development & Funding  
communitygrants@london.ca

Phone  
519-661-5336

**COMMUNITY FUNDING**

- London Community Grants Program
- Neighbourhood Decision Making
- Neighbourhood Small Events Fund
- TreeMe**

## Neighbourhood Small Events Fund

As part of our ongoing efforts to slow the spread of COVID-19, the City of London pausing the Neighbourhood Small Events Fund until further notice. Visit the COVID-19 webpage for full details on City of London services.

The Neighbourhood Small Events Fund provides a one-time grant of up to \$500 per year to community/neighbourhood groups. Funds are available January 1st of each year until the funds are exhausted.

The Fund supports local community/neighbourhood events that align with the Strategic Plan for the City of London: "Strengthening our Community".

London based grassroots neighbourhood or community groups holding a small event on public property, which is accessible, open to the public, and free of charge can apply for up to \$500 to assist with event expenses such as: venue rental, First Aid Station, portable washrooms, mobile storage, BBQ, tent rentals, and assist with the cost of insurance for the event.

Last modified: Friday, September 25, 2020

**Figure 2:** The link to TreeMe on the City of London’s website. As noted under Figure 1, there is no direct link to TreeMe from the Community Funding Page, which is shown in Figure 1. If you click on one of the other, unrelated funding programs such as the “Neighbourhood Small Events Fund” (shown here, <https://london.ca/living-london/community-services/community-funding/neighbourhood-small-events-fund>), the only link to TreeMe is found on the lower left (as marked).

Subject: Creating ecosystems

Hey Audrey!

At the last TFAC meeting the topic of having the City's Park's Department look at finding more locations to create ecosystems within the city was discussed.

Jill-Anne mentioned that some areas in Springbank Park have seen grasses left unmowed to create healthier environments for pollinators.

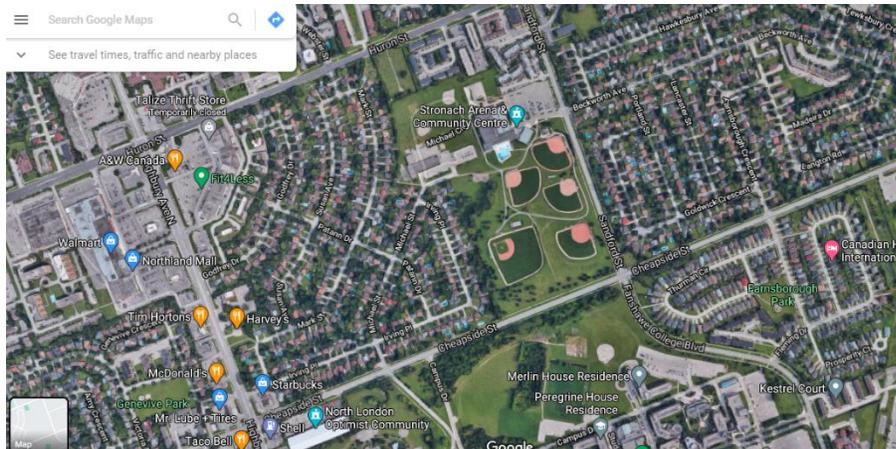
While allowing grasses to grow is a good thing... a few more steps added to this process would help to create mini ecosystems throughout the city... making it a great thing!

To do this, the City would need to start planting bushes and wildflowers in the areas where they are now just not mowing.

I was invited to offer a suggestion at the April meeting.... so here it is...

I'm hoping that this idea will be accepted and moved forward, or even improved upon and moved forward. I would like to see this idea used as a foundation block for further initiatives of this nature.

So....



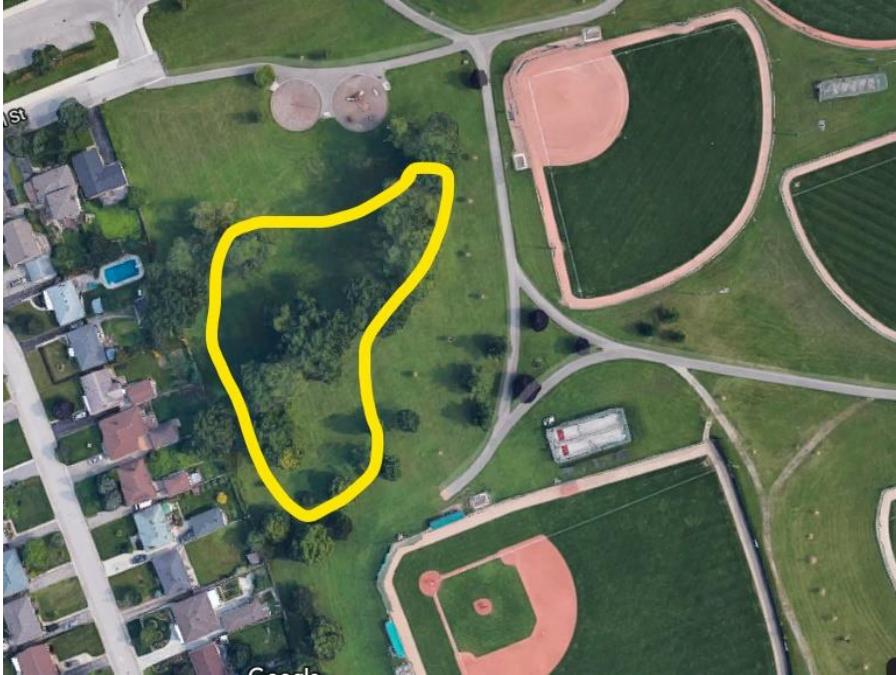
... here's the park that I believe would be a great place to start!  
It's north of Cheapside and east of Sanford.

A closer look at area #1



The yellow line indicates the area where I would love to see this initiative take place. The other two blue lines indicate possible locations to further this initiative. Quite simply... around the outer edges of these tree groups, have the Park's Dept. plant a variety of native shrubs. Within the area, allow the existing grasses to grow and also add native perennial wildflowers.

Here's a second location in this same park....



So... there ya go!

If TFAC members could have a chance to look at this info and spend a few moments thinking about the desired end results that I'm trying to express, before the next meeting, then we could probably move this matter along fairly quickly at the next meeting.

Thanks

Jim

**Subject:** [EXTERNAL] Agenda item for next TFAC meeting

Hey Audrey!

This is something I've been wanting to discuss for a while now and I'd like to see if TFAC can get involved in making a recommendation to support this idea.

About three years ago, a new Filipino law was created to promote tree planting. If a student wants to graduate, they must plant a certain amount of trees!

Here's a link to a news story about it

- <https://www.forbes.com/sites/trevornace/2019/05/29/new-filipino-law-requires-every-student-to-plant-10-trees-if-they-want-to-graduate/?sh=67644a1a5aeb>

I think that this is a great idea!

I'm not sure if this is something that would have to be handled by the Federal or Provincial gov'ts or if this is something that can be done municipally! I know the TVDSB already has mandates stating that high school students must volunteer for a set number of hours in order to graduate... so I'm thinking that maybe this idea could be molded into this other existing program.

The City of London declared a state of emergency in response to climate change and on the first page of the document it says that in order to have success, that the City of London will have to work with both Federal and Provincial gov'ts to achieve its goals.... so no passing the buck and finding excuses should exempt London from not moving this idea forward!

I think that this matter would be a good thing for TFAC to get involved in!

Jim Kogelheide

## Report to Governance Working Group

**To:** Chair and Members  
**Governance Working Group**  
**From:** Cathy Saunders, City Clerk  
**Subject:** Advisory Committee Review – Interim Report VI  
**Date:** May 17, 2021

## Recommendation

That, on the recommendation of the City Clerk, the following actions be taken with respect to the Advisory Committee Review:

- a) the report dated January 11, 2021 entitled “Advisory Committee Review – Interim Report VI”, BE RECEIVED; and,
- b) the Civic Administration BE DIRECTED to report back to a future meeting of the Governance Working Group with respect to feedback related to the draft Terms of Reference, attached as Appendix A to this report.

## Executive Summary

The purpose of this interim report is to provide draft details for consideration, related to a proposed new advisory committee structure. This report has concurrently been provided to all current advisory committee members. It is recommended that the report be received at this time, with additional discussion at a future meeting in order to provide an opportunity for additional feedback from advisory committee members with respect to this matter.

## 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

#### 1.2 Previous Council Direction

The following was resolved at the November 24, 2020 meeting of the Municipal Council:

That the following actions be taken with respect to the 2nd Report of the Governance Working Group from its meeting held on November 10, 2020:

- a) the following actions be taken with respect to the Advisory Committee Review:
  - i) the report dated November 10, 2020 entitled "Advisory Committee Review - Interim Report III", BE RECEIVED;
  - ii) the City Clerk BE DIRECTED to report back to the Governance Working Group (GWG) with respect to the next steps required to implement the revised Advisory Committee Structure, as outlined in the report noted in a) above subject to the following modifications:

- A) the proposed Environmental & Ecological Committee and Childcare Advisory Committee shall remain as Advisory Committees;
  - B) a minimum numbers of meetings will be provided for;
  - C) Experts Panels are to be clarified; and,
  - D) comments provided by the Governance Working Group with respect to the proposed revised Advisory Committee Structure be further considered;
- iii) the City Clerk BE DIRECTED to consult with the current Advisory Committees with respect to the proposals set out in the staff report subject to the modifications listed in b) above and report back to the GWG with the results of that consultation;
  - iv) the communication, dated November 8, 2020, from D. Wake regarding this matter BE RECEIVED;
- b) the City Clerk BE DIRECTED to report back to the Governance Working Group (GWG) providing an overview of other municipalities' policies and processing with respect to the handling of unsolicited petitions, and to provide draft policies and procedures for the consideration of the GWG with respect to this matter; and,
  - c) clauses 1.1 and 2.1 BE RECEIVED for information. (5.1/18/SPPC)

## **2.0 Discussion and Considerations**

### **2.1 Individual Committee Structure(s)**

Previous reports have reviewed options for the purpose of any given advisory group, in terms of “engagement” versus “expert advice”. Currently, and in accordance with the above-noted direction, there is not a recommendation to proceed with the establishment of any new expert panels.

This report proposes that ‘Advisory Committee’ be used as a term to define specific types of groups, such as the Environmental & Ecological Planning Advisory Committee and Childcare Advisory Committee. These two committees were specifically identified by Council to remain in the status of ‘Advisory Committee’. The membership of these committees would be more specific, although not as specialized as the requirements of membership on an ‘expert panel’.

“Community Engagement Panel” is a new term proposed for other groups that the council may convene, that have a purpose more closely related to engagement on specific matters. In the case of these committees (panels), membership would be more generalized to provide for representation of a broader nature. Individuals would be expected to have an interest in the subject matter, but specific ‘qualifications’ would not be required. The community engagement panel membership appointments could be managed differently than advisory committee appointments; these panels are proposed to encourage broad participation for all who may be interested in a particular subject matter.

### **2.2 Draft Terms of Reference**

Attached to this report, as Appendix A, are draft Terms of Reference for the proposed committees as previously directed by Council (except for the Community Safety and Well-Being Advisory Committee). Please note that most ‘names’ associated with the proposed committees are intended for discussion purposes.

In each of the proposed Terms of Reference, the Non-Voting Resources have been updated to be as flexible as possible in order to better serve the needs of the respective committees. There are some included non-voting membership suggestions, however these are intended to be potential guidelines and it would not be expected that there

would be “appointments” of resource members or that would attendance of any resource members for all meetings.

These Terms of Reference attempt to balance the feedback received to date, which was quite broad, with the direction from Council at this time.

*Legislatively Required Committees:*

Community Safety and Well-Being Advisory Committee – This committee is currently outside of this advisory committee structure but is Corporately established in accordance with the applicable legislation, the *Police Services Act*. This is not included with this report.

London Planning Advisory Committee – The committee will fulfil the legislative requirement under the *Planning Act*, 1990 for the establishment of a Planning Advisory Committee and will address heritage-related matters.

Accessibility Advisory Committee – The proposed Terms of Reference has been streamlined and is primarily based on the legislative requirements.

*Additional Committees/Groups:*

Ecological Advisory Committee

Child Care Advisory Committee

Integrated Transportation Community Engagement Panel

Environmental Stewardship and Action Community Engagement Panel

Diversity, Inclusion and Anti-Oppression Community Engagement Panel

Animal Welfare Community Engagement Panel

### **3.0 Next Steps**

#### **3.1 Continued Consultation**

The City Clerk’s Office will work to gather feedback on the proposed Terms of Reference provided with this report. This will include consultation with elected officials, advisory committee members and the Civic Administration to ensure this structure is appropriately aligned with the corporate structure, and that the roles are reflective of current established direction. At the same time, work will continue on the General Terms of Reference for all Advisory Committees.

#### **3.2 Additional Considerations**

Traditionally, the advisory committees have enjoyed a parliamentary structure less formal than the City Standing Committees or Council. At the same time, the parliamentary structure that is required of the advisory committees has inadvertently created difficulties for the functionality of the committees. A few examples are the quorum requirement for meetings and the lack of a member who is interested to serve as the committee Chair. Occasionally, there have also been committees that have not been as efficient as they may otherwise be, due to a lack of parliamentary procedure experience. Should there be support for the above-noted proposed structure, it would be recommended to also consider differentiating the operation of these structures in the General Guidelines for All Advisory Committees. This could include, but not be limited to, modifying the quorum requirement, and having a staff person lead the committee in more of a moderator role for the community engagement panels.

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

None at this time.

#### **5.0 Conclusion**

The responses received from current advisory committee members related to the previously considered structure varied significantly. This is not unlike the previous feedback that was provided in the report from March 2019, which included the previous advisory committee membership. As such, the Committee may wish to provide additional specifics for staff, to be better positioned to present an implementation plan.

#### **Prepared, Submitted and Recommended by:**

**Cathy Saunders, City Clerk**  
**Michael Schulthess, Deputy City Clerk**  
**Barb Westlake-Power, Deputy City Clerk**

**Terms of Reference**  
**London Planning Advisory Committee**

**Role**

The role of an advisory committee is to provide recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee.

**Mandate**

The London Planning Advisory Committee (LPAC) shall serve as the City's municipal heritage committee, pursuant to Section 28 of the *Ontario Heritage Act*, RSO 1990, c O.18. As part of their decision making process, Municipal Council shall consult with the London Planning Advisory Committee in accordance with the *Ontario Heritage Act*, as specified through the passing of a by-law or policy, or as set out in this mandate. The LPAC shall also serve as the City's planning advisory committee, pursuant to Section 8(1) of the *Planning Act*, RSO 1990, c P.13.

The London Planning Advisory Committee reports to the Municipal Council, through the Planning and Environment Committee.

The role of the LPAC includes the following:

- to advise Municipal Council within its capacity as the City's municipal heritage committee;
- to recommend and to comment on appropriate policies for the conservation of cultural heritage resources within the City of London, including Official Plan policies;
- to recommend and to comment on the protection of cultural heritage resources within the City of London, such as designation under the *Ontario Heritage Act*;
- to recommend and to comment on the utilization, acquisition and management of cultural heritage resources within the City of London, including those that are municipally owned;
- to recommend and to comment on cultural heritage matters, agricultural and rural issues;
- to recommend and comment on various planning and development applications and/or proposals;
- to review and to comment on the preparation, development, and implementation of any plans as may be identified or undertaken by the City of London or its departments where and when cultural heritage, rural and/or agricultural issues may be applicable;
- to advise Municipal Council and comment on legislation, programs, and funding that may impact the community's cultural heritage resources and rural issues; and
- to assist in developing and maintaining up-to-date information on cultural heritage resources, and to assist in the identification, evaluation, conservation, and management of those resources on an ongoing basis through the review of documents prepared by the Civic Administration and/or local community groups.

**Composition**

**Voting Members**

The London Planning Advisory Committee shall consist of a minimum of five members to a maximum of fifteen members. Appointments to the London Planning Advisory Committee may include the following:

- Three members-at-large;
- One representative from a Youth-Oriented Organization (i.e. ACO NextGen); and,
- Where possible, appointments to LACH may include a representative of the following broad sectors or spheres of interest:
  - Built Heritage (Architectural Conservancy Ontario London);

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- o Local History (London & Middlesex Historical Society);
- o Archaeology/Anthropology (Ontario Archaeological Society, London Chapter);
- o Natural Heritage (Nature London);
- o Movable Heritage – Archives, (Archives Association of Ontario);
- o Movable Heritage – Museums & Galleries;
- o Neighbourhood Organizations;
- o Development Community (London Home Builders Association/London Development Institute);
- o London and area Planning Consultants;
- o Representative of the Indigenous Population;
- o Agricultural organizations; and
- o London Society of Architects.

Should it not be possible to represent a sector or sphere of interest on LACH after consultation with other organizations in the respective sector, member-at-large appointments may increase.

### Non-Voting Resource Group

Representatives from organizations within any of the following sectors may be called upon as the LPAC determines to be necessary:

- Heritage Planner(s)/City's Planning Division;
- Culture Office;
- Post-Secondary Students; and
- London Heritage Council.

### Sub-committees and Working Groups

The London Planning Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide support resources to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the LPAC and may include outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the LPAC.

### Term of Office

Appointments to advisory committees shall be determined by the Municipal Council.

### Conduct

The conduct of Advisory Committee members shall be in keeping with Council Policy and the Respectful Workplace Policy.

### Meetings

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the London Planning Advisory Committee. Length of meetings shall vary depending on the agenda. Meetings of sub-committees and/or working groups that have been formed by the LPAC may meet at any time and at any location and are in addition to the regular meetings of the LPAC.

**Terms of Reference**  
**Accessibility Advisory Committee**

**Role**

The role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee.

The establishment and role of the Accessibility Advisory Committee is mandated by the *Accessibility for Ontarians with Disabilities Act, 2005*, SO 2005, c 11.

**Definitions (AODA 2005)**

“the organizations” refers to:

- the City of London and may refer to the City's Agencies, Boards and Commissions, to be determined subject to the *Ontarians with Disabilities Act, 2001* (ODA 2001) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005) and its regulations. It is intended that the Accessibility Advisory Committee shall advise comprehensively upon issues for a barrier-free London which may entail forwarding recommendations to the City's Agencies, Boards and Commissions and/or other outside organizations;

“barrier” means:

- anything that prevents a person with a disability from fully participating in all aspects of society because of their disability, including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice (“obstacle”);

“disability” means:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- a condition of mental impairment or a developmental disability;
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder; or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; (“handicap”).

**Mandate**

The Accessibility Advisory Committee (ACCAC) shall advise and assist “the organizations” in promoting and facilitating a barrier-free London for citizens of all abilities (universal accessibility). This aim shall be achieved through the review of municipal policies, programs and services, which may include the development of means by which an awareness and understanding of matters of concern can be brought forward and the identification, removal and prevention of barriers faced by persons with disabilities, and any other functions prescribed under the *Ontarians with Disabilities Act, 2001* (ODA 2001), *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005) and regulations.

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The Accessibility Advisory Committee reports to Municipal Council, through the Community and Protective Services Committee. The Accessibility Advisory Committee is responsible for the following:

### **Duties Required by the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005)**

- (a) participating in the development and/or refinement of the City of London's Multi-Year Accessibility Plan, which outlines the City of London's strategy to prevent and remove barriers for persons with disabilities;
- (b) advising the City of London on the implementation and effectiveness of the City's Multi-Year Accessibility Plan to ensure that it addresses the identification, removal and prevention of barriers to persons with disabilities in the City of London's by-laws, and all its policies, programs, practices and services;
- (c) selecting and reviewing in a timely manner the site plans and drawings for new development, described in section 41 of the *Planning Act*;
- (d) reviewing and monitoring existing and proposed procurement policies of the City of London for the purpose of providing advice with respect to the accessibility for persons with disabilities to the goods or services being procured;
- (e) reviewing access for persons with disabilities to buildings, structures and premises (or parts thereof) that the City purchases, constructs, significantly renovates, leases, or funds for compliance with the City of London's Accessibility Design Standards (FADS);
- (f) Consulting on specific matters as prescribed under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005)

### **Other Duties**

- (g) advising "the organizations" on issues and concerns (barriers) faced by persons with disabilities and the means by which "the organizations" may work towards the elimination of these barriers;
- (h) annually reviewing and recommending changes to The City of London's Facility Accessibility Design Standards (FADS) and other applicable and related policies including, but not limited to, sidewalk design, traffic signalization, public works etc.;
- (i) supporting, encouraging and being an ongoing resource to "the organizations", individuals, agencies and the business community by educating and building community awareness about measures (such as the availability of employment, leisure and educational choices) for improving the quality of life for persons with disabilities, through the removal of physical barriers, incorporation of universal design standards, and education to overcome attitudinal barriers to make London an accessible, livable City for all people.

### **Composition**

#### Voting Members

A maximum of thirteen members consisting of:

- a majority of the members (minimum 7) shall be persons with disabilities as required under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005). The Committee members shall be representative of gender, ethnicity and diverse types of disabilities wherever possible; and
  - a maximum of six additional members, as follows:
    - o one member (parent) representing children with disabilities; and
    - o five members-at-large, interested in issues related to persons with disabilities
- \* it being noted that these additional members may also have a disability.

#### Non-Voting Resource Group

Non-Voting and Resource members may be engaged as the committee deems necessary.

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Staff Resources

Staff resources will be allocated as required, however the specific liaison shall be the Supervisor, Municipal Policy (AODA), or designate.

Sub-committees and Working Groups

The Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide resources or support to these groups. These sub-committees and working groups shall draw upon members from the Advisory Committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Advisory Committee.

**Term of Office**

Appointments to advisory committees shall be determined by the Municipal Council.

**Conduct**

The conduct of Advisory Committee members shall be in keeping with Council Policy.

**Meetings**

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the advisory committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Advisory Committee.

**Terms of Reference**  
**Ecological Advisory Committee**

**Role**

The role of an advisory committee is to provide recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee.

**Mandate**

The Ecological Advisory Committee (EAC) reports to the Municipal Council, through the Planning and Environment Committee. The Ecological Advisory Committee provides technical advice to the City of London on matters which are relevant to the City of London's Official Plan, including London's natural heritage systems as it relates to Environmentally Significant Areas, woodlands, stream corridors, etc.

The EAC works with Civic Administration, including Ecologists, and may provide advice including, but not limited to, the following matters:

- natural areas, environmental features and applicable policies which may be suitable for identification and/or recognition in the Official Plan;
- management and enhancement of the Natural Heritage System, including Official Plan Policy, Environmental Management Guidelines and other policies and practices;
- to provide advice as part of the development of Conservation Master Plans for London's Environmentally Significant Areas and in Subwatershed Studies;
- reports, projects and processes that may impact the natural heritage system, including Areas Plans, Natural Heritage Studies, Environmental Impact Studies (EIS), Subject Land Status reports, Environmental Assessments, etc.;
- projects (including City-lead) occurring within the Official Plan trigger distance for an EIS, regardless of whether or not the project includes a formalized EIS;
- technical advice, at the request of the Municipal Council, its Committees or the Civic Administration, on environmental matters which are relevant to the City's Official Plan or Natural Heritage System;
- any matter which may be referred to the Committee by Municipal Council, its Committees, or the Civic Administration.

**Composition**

**Voting Members**

Up to nineteen members of the community with an interest in the matters included in the mandate of the EAC. A professional designation, education or experience in related fields is not a requirement but is considered an asset based on the technical nature of the committee work. Areas of expertise may include the following: Biology, Ornithology, Geology, Botany, Zoology, Landscape Architecture, Forestry, Ecology, Resource Management, Hydrology, Geography, Environmental Planning, Limnology and Natural History.

**Non-Voting Resource Group**

Representatives such as any of the following may be called upon as the EAC determines to be necessary:

- Civic Administration, including Ecologist(s);
- Upper Thames River Conservation Authority;
- Lower Thames Valley Conservation Authority;
- Kettle Creek Conservation Authority; and
- Ministry of Natural Resources.

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### Sub-committees and Working Groups

The Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide resource support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the Advisory Committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Advisory Committee.

### **Term of Office**

Appointments to advisory committees shall be determined by the Municipal Council.

### **Conduct**

The conduct of Advisory Committee members shall be in keeping with Council Policy and the Respectful Workplace Policy.

### **Meetings**

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the EAC. Length of meetings shall vary depending on the agenda. Meetings of sub-committees and/or working groups that have been formed by the EAC may meet at any time and at any location and are in addition to the regular meetings of the EAC.

**Terms of Reference**  
**Child Care Advisory Committee**

**Role**

The role of an advisory committee is to provide recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee.

**Mandate**

The Child Care Advisory Committee provides information, advice and recommendations to Municipal Council through the Community and Protective Service Committee on issues affecting early learning and child care of children such as, but not limited to, special needs funding, resource centres funding, wage subsidy, childcare fee subsidy and health and safety issues.

The Advisory Committee also provides an opportunity for information sharing between Municipal, Provincial and Federal social service administrations and the child care community.

**Composition**

**Voting Members**

Up to thirteen members-at-large, representing the following sectors:

- Licensed Child Care Providers (at least seven members representing the current composition of multi and single site child care and early learning sector for children from infancy through 12 years of age, including representation from the French language child care sector and the Licensed Home Child Care sector);
- Fanshawe Early Childhood Education Program;
- Ontario Early Years Child and Family Centres; and
- Informed Community Members.

**Non-Voting Resource Group**

At least one representative of each of the following:

Government:

- City of London, Children's Services
- Local School Boards – TVDSB, LDCSB, French Language School Boards

Community Agencies:

- Middlesex-London Health Unit
- Support Services for children with special needs

**Sub-committees and Working Groups**

The Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide resource support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the Advisory Committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Advisory Committee.

**Term of Office**

Appointments to advisory committees shall be determined by the Municipal Council.

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### **Conduct**

The conduct of Advisory Committee members shall be in keeping with Council Policy and the Respectful Workplace Policy.

### **Meetings**

Meetings shall be held a minimum of three times annually at a date and time set by the City Clerk in consultation with the advisory committee; additional meetings may be convened as may be deemed necessary. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Advisory Committee.

**Terms of Reference**  
**Integrated Transportation Community Engagement Panel**

**Role**

The role of a community engagement panel is to provide the Municipal Council with a formalized on-going opportunity for public consultation and to offer recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the panel.

**Mandate**

The Integrated Transportation Community Engagement Panel (ITCEP) reports to the Municipal Council through the Civic Works Committee. The ITCEP will advise and support City Council in the implementation of various municipal plans, including but not limited to:

- Transportation Master Plan (TMP);
- London Road Safety Strategy (LRSS); and
- Bicycle Master Plan (BMP).

The ITCEP shall be available to the Civic Administration to provide review and feedback for initiatives related to all forms of transportation and transportation planning. This shall include, but not be limited to the following matters:

- transportation master planning studies and implementation projects carried out for the City of London;
- the long-term capital plans for pedestrians, transit, active transportation (including cycling), road and parking facilities;
- significant land use plans that affect transportation matters;
- Area Planning Studies, Secondary Plans and Official Plan reviews;
- assisting the development of new active transportation and transportation demand management policies, strategies and programs;
- advising on measures required to implement the City's commitment to active transportation, including safety features; and
- recommending and advising on new transportation planning initiatives in the context of available approved budgets and under future potential budget allocations.

**Composition**

**Voting Members**

Up to thirteen members of the community with an interest in the matters included in the mandate of the Integrated Transportation Community Engagement Panel.

**Non-Voting Resource Group**

Representatives from organizations within any of the following sectors/organizations may be called upon as the ITCEP determines to be necessary:

- City of London Service Areas (various);
- London Transit Commission;
- London Police Service;
- Middlesex-London Health Unit;
- Post-Secondary Student(s);
- London Middlesex Road Safety Committee;
- Canadian Automobile Association;
- Urban League of London;
- Chamber of Commerce;
- London Development Institute;
- London Cycle Link;
- Thames Region Ecological Association; and
- Cycling Club(s) – with Ontario Cycling Association membership.

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### **Sub-committees and Working Groups**

The community engagement panel may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide resource support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the community engagement panel and may include outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the community engagement panel.

### **Term of Office**

Appointments to community engagement panel shall be determined by the Municipal Council.

### **Conduct**

The conduct of community engagement panel members shall be in keeping with Council Policy including the Respectful Workplace Policy.

### **Meetings**

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the community engagement panel. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the community engagement panel.

**Terms of Reference**  
**Environmental Stewardship and Action**  
**Community Engagement Panel**

**Role**

The role of a community engagement panel is to provide the Municipal Council with a formalized on-going opportunity for public consultation and to offer recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the panel.

**Mandate**

The Environmental Stewardship and Action Community Engagement Panel reports to the Municipal Council, through the Planning and Environment Committee. The Environmental Stewardship and Action Community Engagement Panel provides input, advice and makes recommendations on environmental matters affecting the City of London.

The Environmental Stewardship and Action Community Engagement Panel is a Council resource with respect to matters such as the following:

- remedial planning toward the clean-up of contaminated areas;
- waste reduction, reuse and recycling programs;
- water and energy conservation measures;
- climate change mitigation;
- the development and monitoring of London's Urban Forest Strategy and Climate Emergency Action Plan and a resource for other related policies and strategies;
- the maximization of the retention of trees and natural areas; and
- other aspects of environmental concerns as may be suggested by the Municipal Council, its other Committees, or the Civic Administration.

**Composition**

**Voting Members**

Maximum of thirteen members consisting of individuals with an interest and/or background in environmental initiatives.

**Non-Voting Resource Group**

Representatives may be called upon as the Panel determines to be necessary, including from the following:

- Thames Region Ecological Association;
- Ministry of the Environment or Ministry of Natural Resources;
- Middlesex-London Health Unit;
- Thames Valley District School Board;
- London District Catholic School Board;
- Civic Administration (various);
- London Hydro;
- Local Conservation Authorities;
- Youth Representatives, including Post-secondary students;
- Institute for Catastrophic Loss Reduction, University of Western Ontario; and
- UWO Biotron.

**Sub-committees and Working Groups**

The Environmental Stewardship and Action Community Engagement Panel may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's Office does not provide resources or support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the Environmental Stewardship and Action Community Engagement Panel

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as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Environmental Stewardship and Action Community Engagement Panel.

### **Term of Office**

Appointments to Community Engagement Panels shall be determined by the Municipal Council.

### **Conduct**

The conduct of Environmental Stewardship and Action Community Engagement Panel members shall be in keeping with Council Policy including the Respectful Workplace Policy.

### **Meetings**

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the Environmental Stewardship and Action Community Engagement Panel. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Environmental Stewardship and Action Community Engagement Panel may meet at any time and at any location and are in addition to the regular meetings of the Environmental Stewardship and Action Community Engagement Panel.

**Terms of Reference**  
**Diversity, Inclusion and Anti-Oppression Community**  
**Engagement Panel**

**Role**

The role of a community engagement panel is to provide the Municipal Council with a formalized on-going opportunity for public consultation and to offer recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the panel.

**Mandate**

The Diversity, Inclusion and Anti-Oppression Community Engagement Panel reports to the Municipal Council, through the Community and Protective Services Committee. The Diversity, Inclusion and Anti-Oppression Community Engagement Panel is to provide leadership on matters related to diversity, inclusivity, equity and the elimination of discrimination in the City of London.

The Diversity, Inclusion and Anti-Oppression Community Engagement Panel (DIACEP) may be called upon for the following:

- to provide consultation, advice, report findings and make recommendations to City Council as necessary or at such times as Council may deem desirable, on matters of discrimination as defined by the Ontario Human Rights Code and matters related to diversity, inclusivity and equity in the City of London;
- to act as a resource for the City in the development, maintenance and refinement of policies and practices that facilitates an inclusive and supportive work environment. This includes, but is not limited to, human resource policies related to recruitment, hiring, training, and promotion that provide equitable opportunity for members of London's diverse populations;
- to participate in the development of new policies and programs or the refinement of existing ones, related to matters of discrimination, diversity, inclusivity and equity in the City of London; and
- to be a source of information to the Council on community resources available regarding issues of discrimination.

**Composition**

**Voting Members**

- ten members-at-large
- a minimum of one individual who is primarily French-speaking

**Non-Voting Members**

Representative from organizations within any of the following sectors may be called upon as the DIACEP determines to be necessary:

- ethno-cultural and linguistic community organizations;
- police, justice and legal services;
- age-based organizations/services;
- health care services;
- educational institutions/organizations/services;
- immigrant settlement services;
- income support organizations/services;
- employment-related agencies/organizations;
- faith-based community groups;
- LGBT groups;
- gender-based groups;
- aboriginal community groups/agencies;
- aboriginal community groups/agencies;
- persons with disabilities groups/agencies;
- race, anti-racism or anti-hate groups/organizations; and
- post-secondary students - from each of the University Students' Council, Western

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University and Fanshawe Students' Union.

### Sub-committees and Working Groups

The Community Engagement Panel may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's Office does not provide resource support to these sub-committees or working groups. These sub-committees and working groups shall draw upon members from the Community Engagement Panel as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Community Engagement Panel.

### **Term of Office**

Appointments to community engagement panels shall be determined by the Municipal Council.

### **Conduct**

The conduct of community engagement panel members shall be in keeping with Council Policy including the Respectful Workplace Policy.

### **Meetings**

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the community engagement panel. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the community engagement panel may meet at any time and at any location and are in addition to the regular meetings of the community engagement panel.

**Terms of Reference**  
**Animal Welfare Community**  
**Engagement Panel**

**Role**

The role of a community engagement panel is to provide the Municipal Council with a formalized on-going opportunity for public consultation and to offer recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the panel.

**Mandate**

The Animal Welfare Community Engagement Panel reports to the Municipal Council through the Community and Protective Services Committee. The mandate of the Animal Welfare Community Engagement Panel is to advise the Municipal Council on issues relating to animal welfare for domestic animals, urban wildlife and animals for use in entertainment, within the City of London. Farm animals do not, however, fall within the mandate of the Animal Welfare Community Engagement Panel.

The Animal Welfare Community Engagement Panel (AWCEP) will act as a resource on issues and initiatives relating to animal welfare within the City of London include animal control legislation (municipal, provincial and federal); licensing and other fees; public education and awareness programs; off-leash dog parks; adoption programs; spay/neuter programs; feral cats; discussing and understanding animals in entertainment; and enforcement.

Typical duties of the AWCEP would include:

- advising on issues and concerns faced by animals within the City of London;
- advising on opportunities that have been identified within the community to improve animal welfare;
- reviewing and making recommendations to the Community and Protective Services Committee on solutions to improve animal welfare in the City of London;
- supporting, encouraging and being a resource to the Municipal Council and the Civic Administration

**Composition**

**Voting Members:**

A maximum of thirteen voting members consisting of individuals with an interest or background in animal welfare.

Representatives from the following organizations or categories are desirable:

- Friends of Captive Animals;
- London Dog Owners Association;
- Wildlife Rehabilitator, including naturalists with either educational credentials or active involvement with wildlife through an organization;
- Animal Rescue Group;
- Veterinarian or Veterinary Technician; and
- Local Pet Shop Owner.

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### Non-Voting Resource Group:

Representative from organizations within any of the following sectors may be called upon as the AWCEP determines to be necessary:

- Civic Administration (various departments);
- Middlesex-London Health Unit;
- Upper Thames River Conservation Authority;
- Ministry of Natural Resources; and
- student representatives.

### Sub-committees and Working Groups

The community engagement panel may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's Office does not provide resources or support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the community engagement panel as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Community engagement panel.

### **Term of Office**

Appointments to community engagement panels shall be determined by the Municipal Council.

### **Conduct**

The conduct of community engagement panel members shall be in keeping with Council Policy including the Respectful Workplace Policy.

### **Meetings**

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the community engagement panel. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the community engagement panel may meet at any time and at any location and are in addition to the regular meetings of the community engagement panel.