

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 15th, 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:

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Michael Schulthess, City Clerk