

## 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:** September 23, 2024

## Recommendation

That, on the recommendation of the City Clerk, Civic Administration **BE DIRECTED** to bring forward a by-law to a future meeting of Municipal Council to amend CPOL.-381-506, being the General Policy for Community Advisory Committees, as amended, to reflect the proposed amendments.

## 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 and respond to recent Municipal Council direction with respect to recommendations from the Governance Working Group and 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
- Governance Working Group, March 25, 2024
- Governance Working Group, June 24, 2024

#### 1.2 Previous Council Directions

On July 23, 2024 Municipal Council deferred this report to the September 23, 2024 meeting of the Governance Working Group for consideration.

On April 2, 2024 Municipal Council passed the following resolution:  
That the following actions be taken with respect to the 9th Report of the Governance Working Group from its meeting held on March 25, 2024:

*a) the Civic Administration BE DIRECTED to amend the following sections of the proposed policy;*

- A) section 4.3 with regard to reasonable timelines for advertising a mid-term vacancy on a Community Advisory Committee;
- B) section 4.5 to schedule the presentation of applications for appointment to Community Advisory Committees at the end of Q1 after a new term of Council takes office;
- C) section 4.19 to provide the City Clerk discretion with respect to placing a Community Advisory Committee agenda item(s) on an alternate Standing Committee agenda;
- D) section 4.23 to provide for an alternate mechanism to process, resolve, and report complaints about members of Community Advisory Committees;
- E) include language to clarify that Community Advisory Committees are permitted to invite members of the public to observe or participate as a guest speaker at Community Advisory Committee meetings; and
- F) include language to state that where the General Policy for Community Advisory Committees or the proposed Simplified Procedures for Community Advisory Committees is silent, questions of procedure be deferred to the Council Procedure Bylaw:
  - iii) the Civic Administration BE DIRECTED to conduct an environmental scan and report back to the Governance Working Group with respect to the utilization of working groups and/or task forces; and
  - iv) the Civic Administration BE DIRECTED to report back to the Governance Working Group with attendance metrics for the City of London's Community Advisory Committee meetings;

On November 28, 2023, Municipal Council directed Civic Administration to 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.

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

## **2.0 Discussion and Considerations**

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

In response to Municipal Council direction, the draft policy (Appendix "A") aims to incorporate the updated Terms of Reference for all Community Advisory Committees 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. In addition to the proposed changes outlined in the March 25<sup>th</sup>, 2024 report to the Governance Working Group, the following additional amendments to the proposed policy have been made accordance with the April 2<sup>nd</sup> Municipal Council meeting direction:

#### **i) Membership**

Section 4.3 of the proposed policy has been amended to indicate that the City Clerk will advertise Community Advisory Committee vacancies within reasonable timelines. This section has also been amended to indicate that all Community Advisory Committee appointments (beginning of term or mid-term) shall be considered by the Strategic Priorities and Policy Committee.

#### **ii) Appointment Term**

Section 4.5 of the proposed policy has been amended to indicate that 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.

**iii) Attendance at Meetings**

Section 4.16 of the proposed policy has been amended to indicate that Community Advisory Committees are permitted to invite members of the public or members of other Community Advisory Committees to observe or participate as a guest speaker at Community Advisory Committee meetings.

**iv) Community Advisory Committee Reports**

Section 4.19 of the proposed policy has been amended to indicate that the City Clerk shall determine if a Community Advisory Committee agenda item(s) should be placed on an alternate Standing Committee agenda in accordance with the respective Standing Committee's mandate as outlined in the Council Procedure By-law. This section was further amended to remove the requirement for a Community Advisory Committee chair to request delegation to appear before their parent Standing Committee.

**v) Committee Conduct**

Section 4.21 will be reviewed for general alignment with the principles of the Code of Conduct for Members of Council in conjunction with the review of the Code of Conduct for Members of Council as per Council's resolution dated May 15, 2024.

**vi) Resolving and Reporting Complaints under the General Policy for Community Advisory Committees**

Section 4.23 of the proposed policy has been amended to provide authority to the City Clerk to conduct an initial assessment of a complaint, received in accordance with the General Policy for Community Advisory Committees, that does not involve an employee, to determine if the complaint constitutes a frivolous or vexatious allegation or if the complaint is made in bad faith.

**vii) Other Acts, Regulations, By-laws and Policies**

Section 4.24 of the proposed policy has been amended to provide that where the General Policy for Community Advisory Committees is silent, questions of procedure shall be deferred to the Council Procedure By-law.

**2.2 Environmental Scan – Working Groups and Task Forces**

Ontario municipalities seek community input in various ways to inform council decisions. These mechanisms ensure that decisions made by the city council are well-informed and consider a diverse range of perspectives, expertise, and community interests. These can include advisory committees, task forces, working groups, public consultations, and partnerships with local organizations. Task forces and advisory committees serve different functions and have different structures.

Civic Administration also convenes short and long-term program-related bodies, tables, circles, and groups that differ from council committees and task forces as they advise staff while developing policies and strategies. They support monitoring and implementation, inform divisional reports to the public and Council, and are a component of the City's approach to engagement and partnership.

**Task Forces:**

Task forces in Ontario municipalities are typically formed to address specific priority issues. They are a temporary organization created to provide suggestions for specific issues or initiatives, often for a concentrated need over a limited period. They leverage

the technical, practical, and political expertise of members to undertake consultation and bring informed and representative policy positions forward for consideration by the decision-making body. Often research, consultation, and deliberation takes place before a final report with recommendations is presented to Council and the task force is dissolved. Task force membership can include a mix of elected officials, municipal staff, industry leaders, experts, and members of the public with a variety of knowledge and experience. The structure, Terms of Reference, and membership of Task Forces should be comprehensively reviewed between iterations.

### **Advisory Committees:**

Advisory committees in Ontario municipalities are created on an as-needed basis and serve to fill roles that many be missing from municipal staff and to provide advice as part of the formal governance structure. The goal is to assist in the creation of policy in line with the strategic plan of the municipality. Some advisory committees are mandatory, such as the Municipal Accessibility Advisory Committee (which is required in municipalities of over 10,000 residents) and are established to advise city councils about the requirements they must follow under certain standards.

In summary, while both task forces and advisory committees play roles in Ontario municipalities, task forces are typically focused on addressing specific priority issues and bringing policy positions to a decision-making body. In contrast, advisory committees are often focused on advising city councils on how to represent the community in its policy development, facilitate meaningful dialogue, and in the case of the Accessibility Advisory Committees, how to comply with certain standards and implement related rules.

The environmental scan, (**Appendix “C”**), includes five municipalities (Ottawa; Hamilton; Windsor; Barrie; and Toronto) that use both task forces and advisory committees as a form of public engagement.

### **2.3 Attendance of Community Advisory Committee Members**

Attached as **Appendix “D”** is the 2023 attendance tracking for each Community Advisory Committee. Notes have been added where meetings have been cancelled due to a lack of quorum.

### **2.4 Recommendation from ITCAC**

On April 2, 2024 Municipal Council resolved that the following recommendations from the Integrated Transportation Community Advisory Committee be referred to the Governance Working Group for consideration:

- i) *“Items relating to more than one Community Advisory Committee, should be circulated to all concerned Community Advisory Committees members irrespective of meeting date, however, concerned committee secretary will make sure that the items which were circulated among members in advance will also be included in the agenda of a regular meeting.”*

#### Clerk’s Office Comments:

Each Community Advisory Committee provides recommendations, advice, and information to the Municipal Council through the appropriate standing committee of council on those specialized matters which relate to the purpose of the Community Advisory Committee and are within the scope of the Community Advisory Committees’ Terms of Reference and mandate. Where an item or report pertains to more than one Community Advisory Committees’ mandate or Terms of Reference, efforts should be made by the relevant Service Area to ensure that the appropriate Community Advisory Committee receives the information on the regular or added agenda in accordance with

the General Policy for Community Advisory Committees while ensuring that appropriate notice is provided to the public.

ii) *“ITCAC may be authorized to ask other Community Advisory Committees to appoint a member from their Community Advisory Committees as a nonvoting member at ITCAC.”*

Clerk’s Office Comments:

Community Advisory Committees are open to the public, therefore members are able to attend any other Community Advisory Committee meetings. A request may be made by a Community Advisory Committee to another Community Advisory Committee for attendance at a particular meeting, that request may be considered by the appropriate Community Advisory Committee for response. There is no provision in the current General Policy for Community Advisory Committee members to *require* a member from one Community Advisory Committee to attend a meeting of another Community Advisory Committee nor does it provide for non-voting members to be appointed to Community Advisory Committees.

iii) *“The practice of submission of annual progress report from every Community Advisory Committee may be incorporated in TORs of all Community Advisory Committees.”*

Clerk’s Office Comments:

The proposed updates to the General Policy for Community Advisory Committees provides the following requirement in section 4.20:

“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.”

iv) *“LTC, LPS, London Airport, Chamber, LEDC, CAA and London Middlesex Road Safety committee may be asked to designate a senior staff member to sit as non-voting members on ITCAC. Such appointments of non-voting members will be helpful for the availability of the data/information during ITCAC meetings.”*

Clerk’s Office Comments:

There is no provision or authority to direct the designation of individuals from outside agencies, boards, or commissions or private sector enterprises to sit as non-voting members of Community Advisory Committees. This does not preclude the Community Advisory Committee from inviting an individual from an external agency to attend a Community Advisory Committee meeting as a guest speaker on a matter related to an item on the agenda, however there is no authority to compel attendance or appoint a non-voting member.

## **2.5 Recommendations from DIACAC**

On April 2, 2024 Municipal Council resolved the following:

i) *“That the request to reconfigure the Terms of Reference for the Diversity, Inclusion and Anti-Oppression Community Advisory Committee (DIACAC) specifically in*

*order to better utilize the talents, efforts and viewpoints of racialized communities within the City of London BE REFERRED to the Governance Working Group for consideration”*

Clerk’s Office Comments:

The Terms of Reference for all Community Advisory Committees (**Appendix “B”**) were approved at the February 15<sup>th</sup>, 2022 Council meeting. Further direction was given to Civic Administration to update the General Policy for Community Advisory Committees to support the newly approved Terms of Reference, which the Governance Working Group is currently considering.

It is recommended that the newly approved Terms of Reference for all Community Advisory Committees remain unchanged until such time that Council directs Civic Administration to conduct an additional comprehensive review. It is further recommended that the DIACAC develop an annual work plan in accordance with section 4.20 of the General Policy for Community Advisory Committee meetings to leverage members’ talents, efforts, and viewpoints of racialized communities within the City of London.

Should DIACAC’s Terms of Reference require an adjustment to include, for example, initiatives that align with the City of London’s Strategic Plan and areas of focus, council may direct Civic Administration to include the relevant strategic areas of focus into the committee’s mandate.

**3.0 Financial Impact/Considerations**

None at this time.

**4.0 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 and incorporates recent Municipal Council direction.

**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;

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- (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. The City Clerk shall advertise vacancies within reasonable timelines.

#### 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



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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 or 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

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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

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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.

Community Advisory Committees are permitted to invite members of the public or members of other Community Advisory Committees to observe or participate as a guest speaker at Community Advisory Committee meetings.

### 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 **Schedule 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. The City Clerk shall determine if a Community Advisory Committee agenda item(s) should be placed on an alternate Standing Committee agenda in accordance with the respective Standing Committee's mandate.

A Community Advisory Committee Chair, or their designate, may be requested by the Standing Committee to which it reports to, 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.

### 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

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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

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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.
    - The City Clerk shall conduct an initial assessment of the complaint to determine:
      - if the complaint on its face, is a complaint with respect to non-compliance with this policy and is not covered by other legislation or other Council policies;
      - that the complaint is not frivolous, vexatious or made in good faith;
    - If the complaint is not, on its face, a complaint with respect to non-compliance with this policy or the complaint is covered by other legislation or a complaint procedure under another Council policy, the Clerk shall advise the complainant in writing of their decision not to proceed with an investigation.
    - If the complaint is found to be frivolous, vexatious, or made in bad faith, the City Clerk shall notify the complainant in writing of their decision not to proceed with an investigation;
    - If the City Clerk does not issue a decision not to proceed with the investigation, the complaint shall be forwarded to an external investigator.
- b) 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

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- A facilitated discussion or mediation
  - Sensitivity training
- c) 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;
- i) 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.
- d) 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

Where the General Policy for Community Advisory Committees is silent, questions of procedure shall be deferred to the Council Procedure By-law

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;

## Schedule A – To the General Policy for Community Advisory Committees

- providing procedural advice during the meeting, with reference to local and generally accepted rules of parliamentary procedure where these rules are silent; and
- 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.



## Schedule A – To the General Policy for Community Advisory Committees

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.

## APPENDIX B

### **Terms of Reference** **Community Advisory Committee on Planning** **(Planning Community Advisory Committee)**

#### **Role**

The role of a Community Advisory Committee is to provide recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the Community Advisory Committee.

#### **Mandate**

The Community Advisory Committee on Planning (CACP) 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 Community 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 CACP shall also serve as the City's planning Community Advisory Committee, pursuant to Section 8(1) of the *Planning Act*, RSO 1990, c P.13.

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

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

- Three members-at-large;
- One representative from a Youth-Oriented Organization (i.e. ACO NextGen); and,

## APPENDIX B

- Where possible, appointments to CACP may include a representative of the following broad sectors or spheres of interest:
  - Built Heritage (Architectural Conservancy Ontario London);
  - Local History (London & Middlesex Historical Society);
  - Archaeology/Anthropology (Ontario Archaeological Society, London Chapter);
  - Natural Heritage (Nature London);
  - Movable Heritage – Archives, (Archives Association of Ontario);
  - Movable Heritage – Museums & Galleries;
  - Neighbourhood Organizations;
  - Development Community (London Home Builders Association/London Development Institute);
  - London and area Planning Consultants;
  - Representative of the Indigenous Population;
  - Agricultural organizations; and
  - London Society of Architects.

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

### Non-Voting Resource Group

The Community Advisory Committee may engage resource members from applicable organizations or sectors as may be deemed necessary.

### Sub-committees and Working Groups

The London Planning Community 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 CACP 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 CACP.

### Term of Office

Appointments to Community Advisory Committees shall be determined by the Municipal Council.

### Conduct

The conduct of Community 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 Community 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 CACP may meet at any time and at any location and are in addition to the regular meetings of the CACP.

## APPENDIX B

### Terms of Reference

#### Accessibility Community Advisory Committee (Accessibility Community Advisory Committee)

#### Role

The role of a Community Advisory Committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the Community Advisory Committee.

The establishment and role of the Accessibility Community 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 Community 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 Community Advisory Committee (ACAC) 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.

## APPENDIX B

The Accessibility Community Advisory Committee reports to Municipal Council, through the Community and Protective Services Committee. The Accessibility Community 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 fifteen members consisting of:

- a majority of the members (minimum 8) 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 seven additional members, as follows:
    - o one member (parent) representing children with disabilities; and
    - o six 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.

#### Staff Resources

Staff resources will be allocated as required; however the specific liaison shall be the Accessibility Specialist (AODA), or designate.

## APPENDIX B

### Sub-committees and Working Groups

The Community 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 Community 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 Community Advisory Committee.

### Term of Office

Appointments to Community Advisory Committees shall be determined by the Municipal Council.

### Conduct

The conduct of Community 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 Community Advisory Committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Community Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Community Advisory Committee.

APPENDIX B  
**Terms of Reference**  
**Ecological Community Advisory Committee**

**Role**

The role of a Community Advisory Committee is to provide recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the Community Advisory Committee.

**Mandate**

The Ecological Community Advisory Committee (ECAC) reports to the Municipal Council, through the Planning and Environment Committee. The Ecological Community 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 ECAC 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 fifteen members of the community with an interest in the matters included in the mandate of the ECAC. A professional designation, education or experience in related fields is a requirement 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**

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

**Sub-committees and Working Groups**

The Community 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 Community 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 Community Advisory Committee.

## APPENDIX B

### **Term of Office**

Appointments to Community Advisory Committees shall be determined by the Municipal Council.

### **Conduct**

The conduct of Community 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 ECAC. Length of meetings shall vary depending on the agenda. Meetings of sub-committees and/or working groups that have been formed by the ECAC may meet at any time and at any location and are in addition to the regular meetings of the ECAC.



APPENDIX B  
**Terms of Reference**  
**Integrated Transportation Community Advisory Committee**

**Role**

The role of a Community Advisory Committee 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 committee.

**Mandate**

The Integrated Transportation Community Advisory Committee (ITCAC) reports to the Municipal Council through the Civic Works Committee. The ITCAC 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 ITCAC 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 fifteen members of the community with an interest in the matters included in the mandate of the Integrated Transportation Community Advisory Committee.

**Non-Voting Resource Group**

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

**Sub-committees and Working Groups**

The Community 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 Community Advisory Committee 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 Advisory Committee.

**Term of Office**

## APPENDIX B

Appointments to Community Advisory Committee shall be determined by the Municipal Council.

### **Conduct**

The conduct of Community Advisory Committee 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 Advisory Committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Community Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Community Advisory Committee.

APPENDIX B  
**Terms of Reference**  
**Environmental Stewardship and Action**  
**Community Advisory Committee**

**Role**

The role of a Community Advisory Committee 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 committee.

**Mandate**

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

The Environmental Stewardship and Action Community Advisory Committee 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 fifteen members consisting of individuals with an interest and/or background in environmental initiatives.

***Non-Voting Resource Group***

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

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

The Environmental Stewardship and Action Community 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 sub-committees or groups. These sub-committees and working groups shall draw upon members from the Environmental Stewardship and Action Community 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 Environmental Stewardship and Action Community Advisory Committee.

**Term of Office**

Appointments to Community Advisory Committees shall be determined by the Municipal Council.

## APPENDIX B

### **Conduct**

The conduct of Environmental Stewardship and Action Community Advisory Committee 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 Advisory Committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Environmental Stewardship and Action Community Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Environmental Stewardship and Action Community Advisory Committee.

APPENDIX B  
**Terms of Reference**  
**Diversity, Inclusion and Anti-Oppression Community**  
**Advisory Committee**

**Role**

The role of a Community Advisory Committee 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 committee.

**Mandate**

The Diversity, Inclusion and Anti-Oppression Community Advisory Committee (DIACAC) reports to the Municipal Council, through the Community and Protective Services Committee. The DIACAC 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 Advisory Committee (DIACAC) 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**

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

**Non-Voting Members**

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

**Sub-committees and Working Groups**

The Community 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 working groups. These sub-committees and working groups shall draw upon members from the Community 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 Community Advisory Committee.

**Term of Office**

Appointments to Community Advisory Committees shall be determined by the Municipal Council.

## APPENDIX B

### **Conduct**

The conduct of Community Advisory Committee 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 Advisory Committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Community Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Community Advisory Committee.

APPENDIX B  
**Terms of Reference**  
**Animal Welfare Community**  
**Advisory Committee**

**Role**

The role of a Community Advisory Committee 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 committee.

**Mandate**

The Animal Welfare Community Advisory Committee (AWCAC) reports to the Municipal Council through the Community and Protective Services Committee. The mandate of the Animal Welfare Community Advisory Committee 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 Advisory Committee.

The Animal Welfare Community Advisory Committee 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 AWCAC 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 fifteen 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/Supply Owner.

## APPENDIX B

### Non-Voting Members

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

### Sub-committees and Working Groups

The Community 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 working groups. These sub-committees and working groups shall draw upon members from the Community 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 Community Advisory Committee.

### Term of Office

Appointments to Community Advisory Committees shall be determined by the Municipal Council.

### Conduct

The conduct of Community Advisory Committee 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 Advisory Committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Community Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Community Advisory Committee.



## APPENDIX C

### Environmental Scan

This scan includes five municipalities in Ontario that use both task forces and advisory committees: Ottawa, Hamilton, Windsor, Barrie, and Toronto.

#### **Ottawa:**

The City of Ottawa uses both advisory committees and task forces to address various issues, but they serve different functions and have different structures.

#### **Recent Task Forces in Ottawa include:**

- **The Downtown Ottawa Revitalization Task Force:** formed to address challenges in the core and met as needed over the course of a year. The task force gathered ideas and suggestions from over 1,000 contributors from multiple sectors and produced a report with recommendations for Council's consideration.
- **The City of Ottawa Human Needs Task Force:** implemented as part of the City's Emergency Management Plan and emergency response to COVID-19. This was a collaborative effort between over 50 community agencies and partners to coordinate immediate, short-term, and long-range responses to isolated populations, food scarcity, urgent translation, and housing.
- **Citizen Task Force to Examine Council Remuneration**

#### **Ottawa's Current Advisory Committees include:**

- **Accessibility Advisory Committee:** Meets at least 8 times a year.
- **Community Safety and Well-Being Advisory Committee:** Meets 4 times a year.
- **French Language Services Advisory Committee:** Meets up to 4 times a year.
- **Planning Advisory Committee:** Meets at least 2 times a year.

Ottawa's Council also has issue-specific council liaisons assigned to the following initiatives, with the role of providing leadership on that issue and working with City staff to advance it: Anishinaabe Algonquin Nation Civic Cultural Protocol and Implementation Plan, Anti-Racism and Ethnocultural Relations Initiatives, Older Adult Plan, Veteran and Military Issues, and Women, Gender Equity, and 2SLGBTQ+ Affairs.

#### **Waterloo:**

Waterloo has used task forces such as:

- **Town and Gown Committee's Large Street Gatherings Task Force:** provided a report with recommendations that the City is still implementing.
- **Diversity, Equity, and Inclusion Task Force:** helps inform internal policies and procedures for City Administration.
- **Waterloo Park Special Project Task Force:** composed of members of the public who oversaw the implementation of seven planning steps over three phases in the parks master plan.

Waterloo currently has six advisory committees, most of which report annually to Council at a special annual "Committee Night." The annual report includes an overview of the committee's activities throughout the previous year, intended goals and projects for the coming year, and any recommended revisions to their terms of reference:

- **Advisory Committee on Culture:** Meets monthly and reports to Council three times annually.
- **Audit Committee:** Meets as needed, includes two members of Council, and reports to Council annually on Committee Night.
- **Sustainability Advisory Committee:** Meets monthly, includes one councillor, and reports to Council annually on Committee Night.

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- **Waterloo Advisory Committee on Active Transportation:** Meets 5 times a year, includes one councillor, and reports to Council annually on Committee Night.
- **Waterloo Economic Development Advisory Committee:** Meets monthly, includes the Mayor and two councillors, and reports to Council annually on Committee Night.
- **Waterloo Park Advisory Committee:** Meets monthly, includes one councillor, and reports to Council annually on Committee Night.

Similarly to Ottawa, Waterloo assigns a Councillor liaison to various departments in the City (Community Services, Corporate Services, Finance, Economic Development, and Integrated Planning & Public Works). The purpose of the liaison is to provide another communication mechanism between Council and the administration.

### Hamilton:

Hamilton uses both task forces and advisory committees.

### Task Forces:

- **Cleanliness and Security in the Downtown Core Task Force:** Meets 6 times a year to identify issues related to the perception of cleanliness and security in the Downtown Core and recommend appropriate actions and strategies. The task force is composed of two councillors, two BIA representatives, three small business representatives, and three citizen representatives.
- **Mayor's Task Force on Transparency, Access, and Accountability:** Undertakes a comprehensive review of public concerns related to access and openness at the City of Hamilton and is made up of two expert co-chairs appointed by the mayor and three citizen members appointed by Council.
- **Mayor's Task Force on Economic Recovery Post-COVID:** Provided multi-sectoral leadership and direction to guide Hamilton's economic recovery after the COVID-19 pandemic. Formulated an aggressive, action-driven plan for long-term sustainable and equitable economic recovery.
- **Hamilton Transportation Task Force:** Composed of four representatives from Hamilton and one representative from the province to prepare a list of recommendations on how to spend \$1 billion in provincial government funding on transit in Hamilton.

### Advisory Committees:

On September 13, 2023, Hamilton's Council approved the following recommendation:

- That the City of Hamilton pause all Volunteer Advisory Committees, except for the Climate Change Advisory Committee (meets as needed) for which recruitment for the current Council term is underway, the Hamilton Veterans Committee (meets 7 times a year) to continue planning the 2023 Remembrance Day Service, and the Seniors Advisory Committee (meets 4 times a year) to continue planning the 2023 Senior of the Year Awards.
- This pause began on October 1, 2023. There are 14 Voluntary Advisory Committees listed on the website, but no information is available on composition or terms of reference during the pause.

Hamilton includes some citizen members in a separate "sub-committee" classification that includes comparable bodies to London's community advisory committees. Some subcommittees are made up only of Council members, but the six subcommittees below are composed of a combination of Council members, volunteer citizens, sometimes City staff, and sometimes representatives from a designated community organization:

- **BIA Subcommittee:** Made up of two council members and an appointee from each area BIA (meets monthly).

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- **Open For Business Subcommittee:** Meets as needed.
- **Agriculture and Rural Affairs Subcommittee:** No recent meetings.
- **Hamilton Municipal Heritage Committee:** Meets monthly.
- **Glanbrook Landfill Coordinating Committee:** Meets as needed.
- **Heritage Permit Review Subcommittee:** Meets monthly.

### Windsor:

#### Task Forces:

- **City Hall Square Plaza & Esplanade Steering Committee:** Composed of 3 councillors, no public members.
- **Council Compensation Review Committee:** 3 members of the public.
- **Development Charges Task Force:** 3 councillors and 5 citizens, with a mandate to review the City's current Development Charges By-law.
- **Interim Development Charges Task Force - Sandwich South Planning District:** Four councillors, no public members.
- **Vision Zero Task Force:** No information on the website.
- **International Relations Committee:** 4 councillors and 6 citizens.

Windsor also uses advisory committees which meet quarterly:

- **Active Transportation Expert Panel:** Includes 1 councillor and 9 members.
- **Community Public Art Working Group:** Meets as needed, no councillors, 2 staff, 7 citizen members.
- **Diversity Committee**
- **Environment & Climate Change Advisory Committee**
- **Transit Windsor Working Group:** 6 members of the public, meets quarterly.
- **Windsor Accessibility Advisory Committee**
- **Windsor BIA Advisory Committee:** 3 members of Council and 8 BIA representatives.
- **Age-Friendly Windsor Working Group:** 6 citizens and 2 City staff.

### Barrie:

Barrie City Council uses advisory committees as part of its public input process, and most of these committees meet monthly:

- **Active Transportation and Sustainability Committee:** 2 councillors, 2 organization representatives, 7 citizens.
- **Arts Advisory Committee:** 2 councillors, 4 organization representatives, 3 citizens.
- **Communities in Bloom Committee:** 1 councillor, 6 citizens.
- **Council Compensation Review Committee:** 5 citizens for 1 year, meeting monthly.
- **Heritage Barrie Committee:** 2 councillors, up to 9 citizens.
- **Town & Gown Committee:** 1 councillor, 1 college representative, 1 citizen.
- **Youth Council:** 2 councillors, up to 12 youth representatives.

Barrie defines a municipal task force as a group of people appointed by a municipal government to investigate and provide recommendations on specific issues or

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problems. A task force can be made up of staff, community partners, affected businesses, community members, or agencies. It currently has two task forces listed on its website:

- **Mayor's Priority and Planning Task Force:** Composed of all committee Chairs and the Deputy Mayor. Responsible for creating and recommending measurables for each reference committee, coordinating topics beyond one committee's mandate, and prioritizing deliverables.
- **Anti-Racism Task Force:** 9 community members, promoting understanding of the needs of the city's racialized populations and guiding anti-racism actions and activities. The Anti-Racism Task Force is not an official Committee of Council, and its agenda and minutes are not included on the City's Legislative Information Portal.

### Toronto:

Toronto assembled the first three task forces listed below as part of their COVID-19 City Immunization Strategies response to coordinate mass immunization. Task forces are also used to gather recommendations on other acute issues:

- **Toronto's Immunization Task Force:** Included experts from Toronto Public Health, Toronto Fire, Toronto Paramedics Service, and the EOC.
- **Accessibility Task Force:** Included the City, community agencies, and health partners.
- **Black Scientists' Task Force on Vaccine Equity:** Included many of Canada's top Black scientists.
- **Toronto Police Services Transformational Task Force:** Created to examine and recommend changes to the Toronto Police Service, focusing on community safety, policing practices, and accountability.
- **Mayor's Task Force on Community Housing:** Addressed issues related to community housing in Toronto, including maintenance, affordability, and accessibility.
- **Equity, Diversity, and Inclusion Task Force:** Promotes equity, diversity, and inclusion within the City's policies, programs, and services.
- **Task Force on Economic Recovery and Rebuild:** Formed to develop strategies for economic recovery and revitalization following the COVID-19 pandemic.
- **Climate Change Action Task Force:** Addresses climate change mitigation and adaptation strategies, including greenhouse gas reduction targets and climate resilience measures.
- **Toronto Transit Expansion Benefits Realization Task Force:** Oversees the implementation and realization of benefits from transit expansion projects such as new subway lines and rapid transit initiatives.

Toronto automatically has the Toronto Accessibility Advisory Committee (up to 6 meetings a year) as required by the Accessibility for Ontarians with Disabilities Act, 2005. In addition, it has seven more advisory committees:

- **Confronting Anti-Black Racism Advisory Committee:** Up to 4 meetings a year.
- **Film, Television, and Digital Media Advisory Committee:** Up to 4 meetings a year.
- **Toronto Music Advisory Committee:** Up to 4 meetings a year.
- **2SLGBTQ+ Advisory Committee:** 4 meetings a year.

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- **Toronto Francophone Affairs Advisory Committee:** Up to 2 meetings a year.
- **Aboriginal Affairs Advisory Committee:** Up to 6 times a year.
- **Housing Rights Advisory Committee:** 4 meetings a year.

In Toronto, Council Advisory Bodies (CAB) may be established at any point in the term and last until their mandates are complete or the conclusion of the Council term. CABs may consist of Council Members or a combination of Council Members and the public.

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**2023 Community Advisory Committee Attendance**

**ENVIRONMENTAL STEWARDSHIP & ACTION COMMUNITY ADVISORY COMMITTEE**  
**14 Members**

	Jan	Feb	Mar	April	May	Jun	July	Aug	Oct	Nov
<b>Number of members present</b>	10	11	10	8	8	9	7	10	11	7

\*September meeting cancelled due to lack of quorum

**ECOLOGICAL COMMUNITY ADVISORY COMMITTEE**  
**13 Members**

	Jan	Feb	Mar	April	May	Jun	July	Aug	Sept	Oct	Nov
<b>Number of members present</b>	11	11	9	10	6	9	9	7	9	8	10

**DIVERSITY, INCLUSION AND ANTI-OPPRESSION COMMUNITY ADVISORY COMMITTEE**  
**15 Members**

	Dec	Feb	Mar	Apr	May	Aug	Sept	Oct	Oct	Oct	Nov	Nov
<b>Number of members present</b>	4	7	4	7	5	8	10	8	4	3	6	8

\*Jan, June, and July meetings cancelled due to lack of agenda items.

**ANIMAL WELFARE COMMUNITY ADVISORY COMMITTEE**  
**9 Members**

	Dec	Jan	Feb	Apr	May	Jun	July	Aug	Sept	Oct	Nov
<b>Number of members present</b>	5	5	5	4	6	4	6	5	7	6	5

\*March meeting cancelled due to lack of agenda items

**INTEGRATED TRANSPORTATION COMMUNITY ADVISORY COMMITTEE**  
**15 Members**

	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov
<b>Number of members present</b>	11	11	12	11	13	7	10	9	14	15	13	10

**COMMUNITY ADVISORY COMMITTEE ON PLANNING**  
**15 Members**

	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov
<b>Number of members present</b>	7	12	6	12	9	8	11	12	13	12	11	12

**ACCESSIBILITY COMMUNITY ADVISORY COMMITTEE**  
**15 Members**

	Jan	Feb	Mar	Jun	Aug	Oct
<b>Number of members present</b>	12	14	10	10	11	11

\*Dec, Apr, May, Jul, Nov meetings cancelled due to lack of agenda items

\*\*Sept meeting cancelled due to lack of quorum

\*\*\*During the specified time periods, there may have been slight variations in the membership of the community advisory committee(s).