

## Appendix "C"

### **TERMS OF REFERENCE** **ACCESSIBILITY ADVISORY COMMITTEE**

#### **Role**

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City 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 principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

#### **Definitions**

"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 its regulations. It is intended that the Accessibility Advisory Committee shall advise comprehensively upon issues for a barrier-free London which may entail forwarding recommendations to the City's Agencies, Boards and Commissions and/or other outside organizations;

"barrier" means:

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

"disability" means:

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

#### **Mandate**

The Accessibility Advisory Committee (ACCAC) shall advise and assist "the organizations" in promoting and facilitating a barrier-free London for citizens of all abilities (universal accessibility), including persons with disabilities. This aim shall be achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by persons with disabilities.

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

### **Duties Required by the *Ontarians with Disabilities Act (ODA 2001)***

- (a) participating in the annual development and/or refinement of "the organizations" Accessibility Plan(s) which are intended to improve the quality of life for all Londoners, including persons with disabilities;
- (b) advising "the organizations" on the implementation and effectiveness of the City's annual Accessibility Plan to ensure that it addresses the identification, removal and prevention of barriers to persons with disabilities in "the organization'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 organizations" 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);

### **Other Duties**

- (f) 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;
- (g) advising "the organizations" on universal transportation issues and how to enable barrier-free access for persons with disabilities. Issues related to universally accessible forms of transportation, conventional transit and taxi services, specialized services such as Para-transit, sidewalk design (curb cuts), traffic signalization, etc. shall be considered;
- (h) advising, consulting and reporting findings and recommendations to "the organizations" on matters related to the status of persons with disabilities. The Committee shall be informed on matters of government policy (municipal, provincial or federal) affecting persons with disabilities and shall inform "the organizations" about the impact of these policies on London;
- (i) annually reviewing and recommending changes to the City of London's Facility Accessibility Design Standards (FADS);
- (j) reviewing and making recommendations on barriers faced by persons with disabilities to existing facilities owned, leased, or operated (in full or part) by the City of London;
- (k) reviewing public works policies and standards (sidewalks, snow removal, etc) and advising "the organizations" on the accessibility for persons with disabilities;
- (l) coordinating the immediate and ongoing dissemination of information in various formats to the disabled community, etc. and to the public at large regarding issues faced by persons with all types of disabilities and regarding the work undertaken by the Accessibility Advisory Committee; and
- (m) supporting, encouraging and being an ongoing resource to "the organizations", individuals, agencies and the business community by educating and building community awareness about measures (such as the availability of employment, leisure and educational choices) for improving the quality of life for persons with disabilities, through the removal of physical barriers, incorporation of universal design standards, and education to overcome attitudinal barriers to make London an accessible, livable City for all people.

## **Composition**

### ***Voting Members***

A maximum of thirteen members consisting of:

- a majority of the members (minimum 7) shall be persons with disabilities. The Committee members shall be representative of gender, ethnicity and different types of visible and invisible disabilities noted in the "ODA 2001" such as persons with physical (visual, speech, hearing, deaf, brain injury, use of a wheelchair); cognitive (intellectual impairments); perceptual (learning disability) and mental health disabilities; and
- a maximum of six members who may have a disability:
  - one member (parent) representing children with disabilities; and
  - five members at large, interested in issues related to persons with disabilities

### ***Non-Voting Resource Group***

One member from each of the following ten specific sector organizations;

Two representatives from the Boards of Education

One representative from the Ontarians with Disabilities Act (ODA) Regional Committee

One representative from Ability Awareness Training

One representative from Partners in Employment (PIE)

One representative from the seniors' community of London

One representative from the housing and development sector

One representative from the architectural sector

One Health Care or Wellness Practitioner

One representative from the Association for the Elimination of Hate

One representative from Western Ontario Therapeutic Community Hostel (WOTCH)

### ***Staff Resources***

Policy Analyst

Facilities Planning

Environmental and Engineering Services Department

Housing Division

Purchasing Division

Recreation Division

Dearness Services

Building Division

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

### **Term of Office**

Concurrent with the term of the Municipal Council making the appointment.

### **Appointment Policies**

Appointments shall be in keeping with Council Policy.

### **Qualifications**

Each voting member of the Committee is an independent representative to the Committee and does not represent the concerns of only one disability or group. The members of this Committee shall work together for the purpose of developing a common approach which is reasonable and practical.

Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee in promoting and facilitating a barrier-free London to persons of all abilities. Non-voting representatives from local resource groups shall be members or employees of the organization they represent.

### **Conduct**

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

### **Meetings**

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

### **Remuneration**

Advisory committee members shall serve without remuneration.

**TERMS OF REFERENCE**  
**THE ADVISORY COMMITTEE ON THE ENVIRONMENT**

**Role**

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City 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 principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

**Mandate**

The Advisory Committee on the Environment reports to the Municipal Council, through the Planning and Environment Committee. The Advisory Committee on the Environment provides input, advice and makes recommendations on environmental matters affecting the City of London.

The Advisory Committee on the Environment is responsible for the following:

- to serve as an advisory, resource and information support group to the Planning and Environment Committee, the Municipal Council, and its Committees as required, and to the citizenry; and
- to encourage and promote sustainable programs and functions such as the following:
  - preservation, maintenance and improvement of the environment;
  - conservation of natural resources;
  - the formation and implementation of London's Urban Forest Strategy through three main areas:

*Planning & Protection*

- provide advice on the development and monitoring of London's Urban Forest Strategy;
- provide advice on City's policies, by-laws and guidelines which effects trees;
- work with the City's Corporate Communications Division and the Culture Office to publicize the benefits and importance of the initiatives designed to achieve the objectives of the Municipal Council through such vehicles as the Urban Forest Strategy and the Creative City Committee; and
- provide advice concerning the co-ordination of London's efforts with adjacent municipalities with a view to maximizing the retention of existing trees, woodlands and natural areas to maximize the retention of existing trees, woodlands and natural areas.

*Planting & Renewal*

- encourage public participation in initiatives designed to achieve the objectives of the Municipal Council as identified in the Urban Forest Strategy;
- provide advice on the expansion and advertisement of City and community programs to support community planting initiatives;
- encourage the expansion of annual tree planting programs (parks, natural areas and streets) to meet demand;
- work with the Civic Administration to pursue opportunities for federal, provincial and corporate funding for tree planting initiatives; and
- provide advice in support of the City's Role in its 10 year partnership undertaking 'Million Tree Challenge'.

*Management & Maintenance*

- provide advice on the development of a comprehensive plan for tree and forest management city-wide;
- support the retention and health of trees on private lands; and
- educate and build awareness of best practices for the maintenance and management of trees.

- remedial planning toward the clean-up of contaminated areas;
- waste reduction, reuse and recycling programs;
- water and energy conservation measures;
- climate change mitigation;
- to investigate such other aspects of environmental concerns as may be suggested by the Municipal Council, its other Committees, or the Civic Administration; and
- to initiate and/or receive submissions and/or delegations regarding any environmental concerns and to report with recommendations to the Planning and Environment Committee.

## **Composition**

### **Voting Members**

Maximum of seventeen members consisting of:

Twelve members-at-large

- One representative of the Environmental and Ecological Planning Advisory Committee
- Three representatives of an environmental and/or private sector interest group, at least one of whom shall represent an environmental group, and one of whom shall represent the Industrial/Commercial/ Institutional sector
- Two representatives with a general interest in environmental matters
- Two representatives with forestry expertise
- A local business association or tree-related business
- An active community planting group
- Urban League of London
- University of Western Ontario with related expertise
- Fanshawe College with related expertise

### **Non-Voting Resource Group**

One representative from each of the following:

- Ministry of the Environment
- Ministry of Natural Resources – London Office
- Middlesex-London Health Unit
- Thames Valley District School Board
- London District Catholic School Board
- City's Community Services Department
- City Ecologist
- Urban Forester
- City's Planning Division
- Planning, Environmental & Engineering Services Department
- London Hydro
- Youth Representative under age 18 for a period of 1 to 3 years; it being noted that once this representative turns 18 they will be eligible to become a voting member through the usual appointment process
- Institute for Catastrophic Loss Reduction, University of Western Ontario
- UWO Biotron
- Upper Thames Valley Conservation Authority

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

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

**Term of Office**

Concurrent with the term of the Municipal Council making the appointment.

**Appointment Policies**

Appointments shall be in keeping with Council Policy.

**Qualifications**

The representatives of the organizations must be members or employees of the organizations they represent. Other members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. Non-voting representatives from local resource groups shall be members or employees of the organization they represent.

**Conduct**

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

**Meetings**

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

**Remuneration**

Advisory committee members shall serve without remuneration.

**TERMS OF REFERENCE**  
**ANIMAL WELFARE ADVISORY COMMITTEE**

**Role**

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City 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 principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

**Mandate**

The Animal Welfare Advisory Committee reports to the Municipal Council through the Public Safety Committee. The mandate of the Animal Welfare Advisory Committee is to advise the Municipal Council on issues relating to animal welfare within the City of London by conducting research, reporting on findings and making recommendations to the Municipal Council on issues relating to animal welfare for domestic animals, urban wildlife and animals for use in entertainment. Farm animals do not, however, fall within the mandate of the Animal Welfare Advisory Committee.

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 Advisory Committee 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;
- advising, consulting and reporting findings and recommendations on matters from within the City of London and other jurisdictions that directly relate to the mandate of the Advisory Committee;
- reviewing and making recommendations to the Public Safety 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; and
- serving as a forum for the exchange of information on initiatives and issues involving the various organizations that deal with animals in the City of London, the pet owners that have responsibilities for these animals, Londoners that must harmonize their daily activities with urban wildlife and London businesses that may have a role to play in fostering increased animal welfare activities.

**Composition**

**Voting Members:**

A maximum of eighteen voting members consisting of:

One representative from each of the following five specific organizations:

- Citizens for Companion Animals
- Friends of Captive Animals
- London Dog Owners Association
- London Humane Society
- London Veterinarian Association
- Urban League of London

One representative from each of the following general categories:

- Wildlife Rehabilitator, including naturalists with either educational credentials or active involvement with wildlife through an organization
- Animal Rescue Group
- Veterinarian or Veterinary Technician



- Local Pet Shop Owner
- 8 Members-at-Large

### **Non-Voting Resource Group:**

One representative of each of the following will be available to attend the Advisory Committee's meetings when necessary:

- Planning, Environmental & Engineering Services Department-Engineering
- Planning, Environmental & Engineering Services Department-Planning
- Community Services Department
- Middlesex-London Health Unit
- Upper Thames River Conservation Authority
- Ministry of Natural Resources
- Two secondary school student representatives

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

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

### **Term of Office**

Concurrent with the term of the Municipal Council making the appointment.

### **Appointment Policies**

Appointments shall be in keeping with Council Policy.

### **Qualifications**

Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. Interested candidates will have the necessary membership, experience, credentials and interest relative to the organization or category that they represent, including, but not limited to:

- a range of background experience operating a domestic animal kennel, a veterinarian clinic, animal rescue program, breeding operation or pet supply store;
- experience with the unique nature of urban wildlife and its associated needs;
- a keen interest in animal welfare within the City of London;
- regard for the interest of all citizens, respecting that there are very diverse views on animal welfare;
- a commitment to working with all parties, including the Municipal Council, to develop a common approach which is reasonable and practical and considers the interests of all parties;
- a knowledge and understanding of legislation applicable to animals; and,
- the ability to commit the required time to effectively carry out the Advisory Committee's mandate.

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

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

**Term of Office**

Concurrent with the term of the Municipal Council making the appointment.

**Appointment Policies**

Appointments shall be in keeping with Council Policy.

**Conduct**

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

**Meetings**

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

**Remuneration**

Advisory committee members shall serve without remuneration.

**TERMS OF REFERENCE**  
**THE CHILDCARE ADVISORY COMMITTEE**

**Role**

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City 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 principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

**Mandate**

The Child Care Advisory Committee provides information, advice and recommendations to Municipal Council through the Community Service Committee on issues affecting early learning and child care of children from 0 years up to and including 12 years of age such as, but not limited to, special needs funding, resource centres funding, wage subsidy, childcare fee subsidy and health and safety issues, such as playgrounds.

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

**Composition**

**Voting Members**

Thirteen members at large, representing the following sectors:

- Licensed Child Care Providers (at least seven members representing the current composition of multi and single site child care and early learning sector for children from infancy through 12 years of age, including a Licensed Home Child Care agency)
- Post-Secondary Early Childhood Education Departments
- Early Child Education Resource Centre
- Ontario Early Years Centre
- Informed Community Members

**Non-Voting Resource Group**

At least one representative of each of the following:

Government

Ministry of Children and Youth Services  
Ministry of Education, Early Learning Division  
City's Community Services Department

Community Agencies:

Middlesex-London Public Health Unit  
Children's Aid Society  
Local School Boards  
Support Services for children with special needs

**Sub-committees and Working Groups**

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

**Qualifications**

The representatives should be able to speak on behalf of the sector they represent. Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. Non-voting representatives from local resource groups shall be members or employees of the organization they represent.

**Conduct**

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

**Meetings**

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

**Remuneration**

Advisory committee members shall serve without remuneration.

**TERMS OF REFERENCE**  
**THE COMMUNITY SAFETY AND CRIME PREVENTION ADVISORY COMMITTEE**

**Role**

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City 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 principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

**Mandate**

The Community Safety and Crime Prevention Advisory Committee reports to the Municipal Council, through the Public Safety Committee. The Advisory Committee serves as a resource, information gathering and advisory body to the Municipal Council on matters pertaining to safety and crime prevention in the City of London.

The Advisory Committee is specifically responsible for:

- developing, encouraging and promoting activities and education programs for Londoners of all ages on safety in the community, such as (but not limited to) injury prevention, pedestrian safety, traffic safety, bicycle safety, water safety and fire prevention;
- developing, encouraging and promoting activities and education programs for Londoners of all ages on the prevention of crime in the community;
- initiating and facilitating such working groups as may be necessary to assist in the development, encouragement and promotion of safety and crime prevention programs and activities;
- liaising, facilitating and working in co-operation with Civic Departments, other advisory committees of Council, Boards of Education, local Boards and Commissions, the media and any other organizations interested in the co-ordination of safety and crime prevention programs and activities;
- acknowledging the action and activities of individuals and groups who are actively working towards developing community consensus on appropriate strategies for safety and crime prevention issues; and
- receiving regular reports from the Neighbourhood Watch London Board of Directors and the Block Parent Central Committee for information purposes.

**Composition**

**Voting Members**

Fourteen consisting of:

- Three members-at-large
- One youth representative between the ages of 18 and 25
- One representative of each of the following:
  - Thames Valley District School Board
  - London District Catholic School Board
  - Thames Valley Council of Home & School Associations
  - London District Catholic School Council
  - Neighbourhood Watch London - Board of Directors
  - Block Parent Central Committee
  - London and Area Council of Women
  - Council for London Seniors
  - Traffic Safety Education Committee (Safety Village)
  - Child Safety Middlesex London

**Non-Voting Resource Group**

One representative of each of the following will be available to attend Advisory Committee meetings when necessary:

- London Police
- Fire Prevention Bureau
- Planning, Environmental & Engineering Services Department

- Community Services Department
- Neighbourhood Watch Office
- Block Parent Office
- Ministry of Transportation of Ontario
- Middlesex-London Health Unit
- London Public Library
- London and Area Active & Safe Routes to School
- Youth Representative - Thames Valley District School Board
- Youth Representative - London District Catholic School Board

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

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

### **Term of Office**

Concurrent with the term of the Municipal Council making the appointment.

### **Qualifications**

Any person who has an interest in safety and/or crime prevention may be appointed as a member-at-large. Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. Only employees or trustees may represent the two school boards. Only members of the Neighbourhood Watch Executive Committee, the Block Parent Central Committee, the London and Area Council of Women, the Council for London Seniors and the Traffic Safety Education Committee may represent their respective body.

### **Conduct**

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

### **Meetings**

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

### **Remuneration**

Advisory committee members shall serve without remuneration.

**TERMS OF REFERENCE**  
**THE ENVIRONMENTAL, ECOLOGICAL AND AGRICULTURAL**  
**PLANNING ADVISORY COMMITTEE**

**Role**

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City 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 principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

**Mandate**

The Environmental, Ecological and Agricultural Planning Advisory Committee reports to the Municipal Council, through the Planning and Environment Committee. The Environmental, Ecological and Agricultural Planning Advisory Committee provides technical advice to the City of London on matters which are relevant to the London's natural heritage and agricultural systems, which includes Environmentally Significant Areas, woodlands, stream corridors, farm land, etc.

The Environmental, Ecological and Agricultural Planning Advisory Committee is responsible for the following:

- to recommend on natural areas, environmental features and applicable policies which may be suitable for identification and/or recognition in the Official Plan;
- to recommend on the management and enhancement of the Natural Heritage System, including Official Plan Policy, Environmental Management Guidelines and other policies and practices;
- participate in developing Conservation Master Plans for London's Environmentally Significant Areas and in Subwatershed Studies;
- monitor and provide input on reports, projects and processes that may impact the natural heritage system, including Areas Plans, Natural Heritage Studies, Environmental Impact Studies (EIS), Subject Land Status report, Environmental Assessments, etc.;
- provide input and monitor impacts of all projects (including City lead) occurring within the Official Plan trigger distance for an EIS, regardless of whether the project includes a formalized EIS;
- to provide technical advice, at the request of the Municipal Council, its Committees or the City's Planning Division, on environmental matters which are relevant to the City's Official Plan or natural heritage system;
- to assist in maintaining an up-to-date information base on natural areas and environmental features which are identified in the Official Plan and to monitor the condition of these areas on an ongoing basis;
- to encourage public awareness and education on natural areas, environmental features and policies of the Official Plan which relate to environmental matters;
- to provide input on any global, regional or local issue related to the long-term sustainability of the Natural Heritage System, including, but not limited to climate change, resource depletion and biodiversity loss;
- to assist the Municipal Council, its Committees and the Civic Administration in the implementation of the Agricultural Code of Practice and the *Farming and Food Production Protection Act, 1998*;
- to provide input on how agricultural and rural issues can be incorporated into goals and objectives in the development of Official Plan policies;
- to review studies, plans and proposals as may be referred by the Municipal Council and/or the Civic Administration on agricultural and rural issues, and to provide comments and recommendations thereon;
- to provide comments and recommendations on alternative solutions, approaches, plans or studies dealing with agricultural and rural issues which are within the responsibilities of the Municipal Council;
- to liaise with the Middlesex Federation of Agriculture as required; and
- to provide comment on any matter which may be referred to the Committee by Municipal Council or its Committees.

## **Composition**

### **Voting Members**

Between seventeen and twenty-three Voting Members, including one member of the Advisory Committee on the Environment and two members from the City of London's rural community.

### **Non-Voting Resource Group**

One representative of each of the following:

- City's Ecologist
- City's Planning & Research Division
- City's Development Approval Business Unit
- City's Stormwater Management Division
- Upper Thames River Conservation Authority
- Lower Thames Valley Conservation Authority
- Kettle Creek Conservation Authority
- Ministry of Natural Resources
- Middlesex Federation of Agriculture
- Christian Farmers Federation of Agriculture
- Middlesex Soil and Crop Improvement Association
- Ministry of Agriculture, Food and Rural Affairs
- UWO Science and Geography Faculty

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

### **Term of Office**

Concurrent with the term of the Municipal Council making the appointment.

### **Qualifications**

Members are appointed to serve as individuals and shall not represent a specific interest group or agency. Members shall be chosen based on their interest, experience, availability, academic qualifications and expertise they possess in disciplines that will assist in carrying of the mandate of the Committee. Areas of expertise may include, but is not limited to the following: Biology, Ornithology, Geology, Botany, Zoology, Landscape Architecture, Forestry, Ecology, Resource Management, Hydrology, Geography, Environmental Planning, Limnology, Agriculture and Natural History. Applicants without the above noted technical background may also be considered. Non-voting representatives from local resource groups shall be members or employees of the organization they represent.

### **Conduct**

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

### **Meetings**

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

### **Remuneration**

Advisory committee members shall serve without remuneration.



**TERMS OF REFERENCE**  
**THE LONDON ADVISORY COMMITTEE ON HERITAGE**

**Role**

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City 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 principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

**Mandate**

The London Advisory Committee on Heritage reports to the Municipal Council, through the Planning and Environment Committee. The purpose of the London Advisory Committee on Heritage is to lead London in the conservation of its heritage through planning, education and stewardship, and to advise the City of London on the conservation of heritage resources in the community.

The London Advisory Committee on Heritage is responsible for the following:

- to recommend and to comment on appropriate policies for the conservation of heritage resources within the City of London, including Official Plan policies;
- to recommend and to comment on the designation, under the Ontario Heritage Act, of heritage resources within the City of London;
- to recommend and to comment on the utilization, acquisition and management of heritage resources within the City of London, including those that are municipally owned;
- to recommend and to comment on cultural heritage matters;
- 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 heritage issues may be applicable;
- to comment on legislation, programs and funding of Provincial Ministries and other governmental agencies that impact on the community's heritage resources;
- to assist in developing and maintaining an up-to-date information base on heritage resources, and to assist in the evaluation of the condition, 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;
- to promote public awareness of and education on the community's heritage resources and the policies of the Official Plan that relate to them;
- to provide a forum for citizen input and participation on heritage issues in the City of London;
- to serve as a coordinating body for heritage initiatives in the City of London by facilitating the development of partnerships and networks among all stakeholders;
- to work in cooperation with stakeholder groups, municipal departments, other government bodies, agencies, the media, and any organizations or individuals interested in the conservation of the community's heritage resources; and
- to appoint such Ad hoc Sub-Committees or Working Groups as deemed necessary to assist in the accomplishment of the Committee's goals, purposes and objectives.

**Composition**

**Voting Members**

Fourteen members consisting of:

- Three members at large
- One representative from the Emerging Leaders Initiative
- One representative of each of the following broad sectors or spheres of interest:
  - Built Heritage (London Branch of the Architectural Conservancy of Ontario)
  - Local History (London & Middlesex Historical Society)
  - Archaeology/Anthropology (Ontario Archaeological Society, London Chapter)
  - Natural Heritage (McIlwraith Field Naturalists)
  - Movable Heritage - Archives (Archives Association of Ontario)
  - Movable Heritage - Museums & Galleries (Museum London or The Royal Canadian Regiment Museum)

- Neighbourhoods (Urban League of London)
- Development Community (London Home Builders Association)
- Urban Design Community (London Urban Design Association)
- Rural/Agricultural Community (Agricultural Advisory Committee)

### **Non-Voting Resource Group**

One representative of each of the following:

- Heritage Planning/City's Planning Division
- Archaeologist/City's Planning Division
- Parks Planning and Design Division

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

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

### **Term of Office**

Concurrent with the term of the Municipal Council making the appointment.

### **Qualifications**

Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee, including the ability and willingness to devote the necessary time to the work of the Committee in preserving our heritage. Non-voting representatives from local resource groups shall be members or employees of the organization they represent.

### **Conduct**

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

### **Meetings**

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

### **Remuneration**

Advisory committee members shall serve without remuneration.

**TERMS OF REFERENCE**  
**LONDON DIVERSITY & RACE RELATIONS ADVISORY COMMITTEE**

**Role**

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City 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 principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

**Mandate**

The London Diversity & Race Relations Advisory Committee reports to the Municipal Council, through the Investment and Economic Prosperity Committee. The London Diversity & Race Relations Advisory Committee is to provide leadership on matters related to diversity, inclusivity, equity and the elimination of discrimination in the City of London.

The London Diversity & Race Relations Advisory Committee (LDRRAC) shall be responsible 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 work actively with police services, education, community groups, municipal organizations, social services, business, labour and government agencies in order to facilitate a stronger understanding of the needs of the city's (London's) diverse populations;
- To advise 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 equal opportunity for members of London's diverse populations;
- To initiate and 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 on community resources available to assist those who have enquiries regarding issues of discrimination. This includes but is not limited to complaints of acts of prejudice, racism and hate.

**Composition**

**Voting Members**

- Ten members-at-large
- One representative of French Committee Services, AFCO de London-Sarnia

**Non-Voting Resource Group**

- One representative of each of the following will be available to attend advisory committee meetings when necessary:
  - London Police
  - Thames Valley District School Board
  - London District Catholic School Board
  - University of Western Ontario
  - Fanshawe College of Applied Arts & Technology
  - London Cross Cultural Learner Centre
  - Association for the Elimination of Hate
  - Council for London Seniors
  - Ministry of Citizenship & Immigration of Ontario
  - City's Human Resources Division

- Ethnocultural Council of London
- London Urban Services Organization
- Homophile Association of London Ontario
- London & Middlesex Housing Corporation
- Ontarians with Disabilities Committee
- Department of Canadian Heritage
- Oneida Nation Administration
- London Bahai'i Community
- N'Amerind (London) Friendship Centre
- United Way

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

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

### **Term of Office**

Concurrent with the term of the Municipal Council making the appointment.

### **Qualifications**

Any citizen interested in race relations and/or employment equity is eligible for appointment to the Advisory Committee. Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. Non-voting representatives from local resource groups shall be members or employees of the organization they represent.

### **Conduct**

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

### **Meetings**

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

### **Remuneration**

Advisory committee members shall serve without remuneration.

**TERMS OF REFERENCE**  
**LONDON HOUSING ADVISORY COMMITTEE**

**Role**

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City 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 principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

**Mandate**

The London Housing Advisory Committee reports to the Municipal Council, through the Community Services Committee. The London Housing Advisory Committee serves as a resource, information gathering and advisory body to the Municipal Council on matters pertaining to housing in the City of London.

The London Housing Advisory Committee:

- provides a forum for the exchange of information on housing issues and initiatives and recommend potential responses and directions;
- monitors and obtains information on the local housing market and identify trends and emerging housing needs in the community and recommend action where appropriate;
- reports on and makes recommendations where appropriate on the need for housing for all sectors of the community including students, seniors, low income families, singles, emergency situations and for persons with special needs (including ex-psychiatric patients, developmentally and physically challenged individuals, victims of family violence, ex-offenders);
- reports on legislation, programs and funding that affect housing from senior governments, CMHC and other government agencies or departments and makes representations and recommendations as appropriate;
- reports on and makes recommendations where appropriate on all social housing policies or changes to the social housing delivery system;
- provide advice and make recommendations where appropriate concerning affordable housing initiatives;
- provides advice and makes recommendations where appropriate with respect to a comprehensive plan to address affordable housing initiatives, including recommendations for consideration during capital budget deliberations in accordance with Council's direction eg. recommendations of the Affordable Housing Task Force;
- under the auspices of the Housing Mediation Officer, conducts educational programs, including the production of printed materials, directed at students, community groups, individual residents and landlords that will deal with issues related to student housing;
- on behalf of the City of London, Fanshawe College and the University of Western Ontario, acts as the City Council's contact point for the Housing Mediation Officer (an employee of U.W.O.) and assists the Officer with advice, appropriate action and/or report information or makes recommendations to the Community and Protective Services Committee;
- considers, approves and recommends to each of the funding partners the annual budget for the Housing Mediation Office; and
- reports on the ongoing activities of the Housing Mediation Office.

**Composition**

**Voting Members**

Thirteen members consisting of:

- Nine members-at-large
- Two alternate members-at-large
- One representative of each of the following sectors:
  - Non-profit
  - Tenants
  - Private
  - Emergency Housing

**Non-Voting Resource Group**

One representative of each of the following will be available to attend advisory committee meetings when necessary:

- London Police
- Planning Division
- City's Fire Prevention Office
- Housing Mediation Office
- Canada Mortgage and Housing Corporation (London Office)
- London and Middlesex Housing Corporation
- London & St. Thomas Real Estate Board
- London Homeless Coalition

**Sub-committees and Working Groups**

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

**Term of Office**

Concurrent with the term of the Municipal Council making the appointment.

**Qualifications**

Any person who has a general interest in housing may be appointed as a member-at-large.

Only members of the various housing related associations, sectors and organizations cited in the composition of the Advisory Committee may represent their respective body or sector. Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. Non-voting representatives from local resource groups shall be members or employees of the organization they represent.

**Conduct**

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

**Meetings**

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

**Remuneration**

Advisory committee members shall serve without remuneration.

**TERMS OF REFERENCE**  
**THE TRANSPORTATION ADVISORY COMMITTEE**

**Role**

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City 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 principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

**Mandate**

The Transportation Advisory Committee reports to the Municipal Council, through the Civic Works Committee. The Transportation Advisory Committee will advise and support City Council in the implementation of the City's current and future Transportation Plan by:

- publicizing the benefits and importance of the initiatives designed to achieve the objectives of the Transportation Plan;
- encouraging public participation in the initiatives designed to achieve the objectives of the Transportation Plan;
- recommending and advising on new transportation planning initiatives; and
- reviewing the following for conformity with the objectives of effective transportation planning:
  - the budgets and programs of the City's divisions, boards and commissions (where applicable);
  - the Transportation Demand Management Co-ordinator's Business Plan;
  - transportation planning studies carried out for the City of London;
  - the long term capital plans for pedestrians, bicycle, transit, road and parking facilities;
  - proposed by-laws and land use plans that affect transportation matters.

**Composition**

**Voting Members**

Eleven members consisting of:

- Three members-at-large, one of whom should be an active cyclist and a participant in activities supporting or promoting cycling as an alternative mode of transportation
- One representative from each of the following:
  - London Transit Commission
  - Advisory Committee on the Environment
  - Chamber of Commerce
  - London Development Institute
  - Thames Region Ecological Association
  - Council for London Seniors
  - Business Improvement Areas
  - Accessibility Advisory Committee
  - Community Safety & Crime Prevention Advisory Committee

**Non-Voting Resource Group**

One representative from the staff of the following departments/organizations will be available to attend committee meetings when necessary:

- Planning Division
- Planning, Environmental & Engineering Services Department
- London Transit Administration
- London Police Service
- Middlesex-London Health Unit

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

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

### **Term of Office**

Concurrent with the term of the Municipal Council making the appointment.

### **Qualifications**

Any person who has a general interest in transportation issues may be appointed as a member-at-large. Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. The representatives must be members of the organizations they represent.

### **Conduct**

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

### **Meetings**

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

### **Remuneration**

Advisory committee members shall serve without remuneration.