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<b>TO:</b>	<b>CHAIR AND MEMBERS FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING ON DECEMBER 12, 2011</b>
<b>FROM:</b>	<b>CATHY SAUNDERS CITY CLERK</b>
<b>SUBJECT</b>	<b>ADVISORY COMMITTEE REVIEW</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the City Clerk, the following actions be taken in relation to the Municipal Council’s advisory committees:

- a) the recommendations contained in attached Appendix “A” and Appendix “B” **BE APPROVED**;
- b) subject to approval of the recommendations contained in a), above, the City Clerk **BE DIRECTED** to report back at the January 16, 2012 meeting of the Finance and Administrative Services Committee with supporting changes to:
  - i) the advisory committees’ terms of reference ;
  - ii) Council Policy 5(16) – Policies for Advisory Committees; and
- c) subject to the approval of the recommendations contained in a), above, the City Clerk **BE DIRECTED** to update existing orientation materials for advisory committee members by incorporating the materials as outlined in the attached Appendix “A” and Appendix “B”.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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Clause 1 of the 10<sup>th</sup> Report of the Finance and Administration Committee  
 Clause 15 of the 17<sup>th</sup> Report of the Finance and Administration Committee

<b>BACKGROUND</b>
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In December 2010, Municipal Council appointed a Governance Working Group to review and report back with recommendations as to how the new standing committee structure might be further refined in order to better integrate with Council’s recent decision to move to a service-based organizational structure. The work of the Governance Working Group resulted in the Municipal Council approving a new standing committee structure in July 2011, which is reflected in a new Council Procedure By-law that was enacted by Municipal Council on October 24, 2011. While work on the implementation of the new standing committee structure delayed the Civic Administration’s review of advisory committees, the Civic Administration has now completed its liaison with the Advisory Committees, and has also sought input from Council Members.

The purpose of the review of advisory committees was to ensure that the terms of reference for each advisory committee were still relevant, that the policies related to advisory committees were still relevant, and to align the advisory committees with the new standing committee structure.

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**Advisory Committees**

The role of an advisory committee is to provide recommendations, advice and information through a Standing Committee, to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to Municipal Council on programs and ideas and to assist in enhancing the quality of life of the community. There is a legislative requirement for the establishment of the Accessibility Advisory Committee, however all other advisory committees are discretionary.

Advisory committees are comprised of members of the public, appointed by Municipal Council, whose term is concurrent with the term of the Municipal Council making the appointments. Each advisory committee has terms of reference which specifically outlines the mandate of the committee and its composition.

**The Review Process**

After the work of the Governance Working Group to refine the Standing Committees of Council was completed, all City of London advisory committees were invited to submit comments to the City Clerk with respect to their committee's terms of reference and Council Member were invited to provide their input as well.. A summary of the comments that were submitted, the Civic Administration's response to those comments and the recommended actions associated therewith is attached as Appendix "A".

Further refinements to the Terms of Reference of the advisory committees may be required as a result of the final recommendations of the Community Engagement Task Force.

<b>PREPARED AND RECOMMENDED BY:</b>
<b>CATHY SAUNDERS CITY CLERK</b>

Attachment