

SUMMARY OF ADVISORY COMMITTEE COMMENTS WITH STAFF COMMENTS AND RECOMMENDATIONS

ADVISORY COMMITTEE NAME	ADVISORY COMMITTEE COMMENTS	STAFF COMMENTS	RECOMMENDATION
Accessibility Advisory Committee (ACCAC)	<ul style="list-style-type: none"> No input provided. 	<ul style="list-style-type: none"> The Accessibility Advisory Committee's terms of reference remain consistent with provincial legislation. 	1. The terms of reference for the Accessibility Advisory Committee BE UPDATED to reflect the new standing committee reporting relationship coming into effect on December 1, 2011.
Advisory Committee on the Environment (ACE)	<ul style="list-style-type: none"> Include climate change mitigation in terms of reference. Electronic circulation of agendas. Add a sustainable benchmark subgroup to the Strategic Priorities and Policy Committee. Establish a primary, stand-alone Sustainability Advisory Committee. Sustainability should be contained in the mandates of all standing and advisory committees. A library for environmental resource materials purchased by ACE be established. 	<ul style="list-style-type: none"> Climate change mitigation is a reasonable extension of the existing mandate. An electronic agenda system is being implemented and will be rolled out to all standing and advisory committees. Sustainability is a key component of the Municipal Council's strategic plan and as such should reasonably be expected to be a key consideration of advisory committees in carrying out their mandates. Council Members, advisory committee members and staff may all derive benefit from environmental resource materials purchased by the ACE. 	2. The terms of reference for the Advisory Committee on the Environment (ACE) BE UPDATED to reflect new standing committee reporting relationship coming into effect on December 1, 2011. 3. Climate change mitigation BE ADDED to the list of programs and functions that the ACE is mandated to encourage and promote. 4. Terms of reference for advisory committees BE UPDATED to include relevant key components of the Municipal Council's Strategic Plan (e.g. sustainability). 5. Resource materials purchased by any Advisory Committee BE MAINTAINED within the Council Members' Office so that they can be made available to Council Members, advisory committee members and staff. 6. Preservation and growth of the City's trees and forests BE ADDED to the mandate of the ACE and the membership BE AMENDED to include sufficient representation in this area. 7. The terms of reference for the ACE BE AMENDED to incorporate responsibility for the mandate of the

SUMMARY OF ADVISORY COMMITTEE COMMENTS WITH STAFF COMMENTS AND RECOMMENDATIONS

ADVISORY COMMITTEE NAME	ADVISORY COMMITTEE COMMENTS	STAFF COMMENTS	RECOMMENDATION
Agricultural Advisory Committee (AAC)	<ul style="list-style-type: none"> No input provided. 	<ul style="list-style-type: none"> One significant component of the AAC's work is reviewing land planning applications, however there are individual matters of interest that come forward from time to time which are of interest to the agricultural community. 	<p>Trees and Forests Advisory Committee and the City Clerk BE REQUESTED to consider the suggestions of the Trees and Forests Advisory Committee as it relates to its mandate.</p>
Animal Welfare Advisory Committee (AWAC)	<ul style="list-style-type: none"> AWAC requests that the Terms of Reference be amended to provide for alternate voting members. AWAC indicates that the sub-group of "Animal Services" does not reflect animal welfare, especially when placed under the category of the "Public Safety Committee" and should be separated out from the "Public Safety Committee". "Animal Services" continue to work under the portfolio of J. Stanford, Director of Environmental Programs and Solid Waste. "Animal Services" falls under the jurisdiction of a number of Standing Committees. 	<ul style="list-style-type: none"> At present some Advisory Committees have alternate members incorporated into the individual Committee's Terms of Reference. This has proven to be somewhat problematic with respect to attendance requirements for alternate members, and alternate members do not have an opportunity to be fully and regularly engaged voting members. It is acknowledged that from time to time, recommendations from a number of Advisory Committees may cross the jurisdictions of more than one Standing Committee. The parent Standing Committee may direct that recommendations or comments be forwarded to a different Standing 	<p>8. The Agricultural Advisory Committee BE AMALGAMATED with the Environmental and Ecological Planning Advisory Committee (EEPAC) to allow for more timely review of planning applications affecting the agricultural community.</p> <p>9. Special Task Forces or Working Groups BE FORMED, on an ad hoc basis, to deal with non-planning matters of importance to the agricultural community, as they arise.</p> <p>10. The practice of providing for alternate voting members BE CEASED and, instead, quorum issues be dealt with through improved member selection processes and ensuring that there is an adequate voting membership in order to complete the committee's work efficiently and effectively.</p> <p>11. That consultation with Advisory Committees BE UNDERTAKEN by the Civic Administration in accordance with the jurisdiction of the Advisory Committee and as directed by Municipal Council.</p> <p>12. The terms of reference for the Animal Welfare Advisory Committee BE UPDATED to reflect the new standing</p>

ADVISORY COMMITTEE NAME	ADVISORY COMMITTEE COMMENTS	STAFF COMMENTS	RECOMMENDATION
Childcare Advisory Committee (CCAC)	<ul style="list-style-type: none"> CCAC requests that the draft Terms of Reference prepared by CCAC be considered. CCAC requests that a more in-depth orientation for Advisory Committees be undertaken. 	<p>Committee for consideration, depending on the applicability of a recommendation to another Standing Committee's mandate. However, it would not be appropriate or efficient to duplicate consideration of a matter by forwarding the same recommendation to two Standing Committees.</p> <ul style="list-style-type: none"> There has been ongoing difficulty in populating the Committee from the various sectors denoted in the terms of reference. 	<p>committee reporting relationship coming into effect on December 1, 2011.</p> <p>13. The terms of reference for the Animal Welfare Advisory Committee BE UPDATED to delete those positions unable to be populated from the time of the original formation of the Advisory Committee.</p>
Childcare Advisory Committee (CCAC)	<ul style="list-style-type: none"> CCAC requests that the draft Terms of Reference prepared by CCAC be considered. CCAC requests that a more in-depth orientation for Advisory Committees be undertaken. 	<ul style="list-style-type: none"> There have been a number of recent initiatives that have strengthened collaboration with the childcare sector and have provided alternative venues for the provision of advice and information. The Civic Administration supports this request and will be preparing an orientation manual and process that will be undertaken at the commencement of each new term and with individuals appointed throughout the Council term. 	<p>14. The terms of reference for the Childcare Advisory Committee BE UPDATED to reflect the new standing committee reporting relationship coming into effect on December 1, 2011.</p> <p>15. The Childcare Advisory Committee BE REVIEWED and BE REPORTED back upon before the end of 2012, in order to allow sufficient time to determine if other advisory or engagement structures used in the community and social supports systems are equally or more effective in terms of providing advice and information to Council related to the child care system in London.</p>
Community Safety and Crime Prevention Advisory Committee (CSCP)	<ul style="list-style-type: none"> CSCP believes its jurisdiction encompasses at least five standing committees and requests clarification of future role. CSCP and EEPAC request that the Terms of Reference encompass the 	<ul style="list-style-type: none"> It is acknowledged that from time to time, recommendations from a number of Advisory Committees may cross the jurisdictions of more than one Standing Committee. The parent Standing Committee may direct that 	<p>16. The terms of reference for the Community Safety and Crime Prevention Advisory Committee BE UPDATED to reflect the new standing committee reporting relationship coming into effect on December 1,</p>

SUMMARY OF ADVISORY COMMITTEE COMMENTS WITH STAFF COMMENTS AND RECOMMENDATIONS

ADVISORY COMMITTEE NAME	ADVISORY COMMITTEE COMMENTS	STAFF COMMENTS	RECOMMENDATION
	<p>need for the timely receipt of items requiring comments from Advisory Committees, as well as a timely response from Civic Administration to requests of the Advisory Committees.</p> <ul style="list-style-type: none"> • CSCP requests that all Civic Departments be requested to include CSCP in all consultations related to crime prevention and safety matters prior to finalization of a project. 	<p>recommendations or comments be forwarded to a different Standing Committee for consideration, depending on the applicability of a recommendation to another Standing Committee's mandate. However, it would not be appropriate or efficient to duplicate consideration of a matter by forwarding the same recommendation to two Standing Committees.</p> <ul style="list-style-type: none"> • Timely receipt of items requiring comments from Advisory Committees is not applicable to the terms of reference for Advisory Committees, but rather an administrative consideration, as is the timing of responses from the Civic Administration to requests of the Advisory Committees. • It is not feasible to consult with the CSCP on all matters related to crime prevention and safety for timing and legislative reasons, though it is reasonable for the Municipal Council to request the Civic Administration to consult with the CSCP on crime prevention and safety matters for which it is seeking input from the public. This would not extend to Police matters, which fall within the jurisdiction of the London Police Services Board. 	<p>2011.</p> <p>17. The Civic Administration BE REMINDED of the importance of providing Advisory Committees with items requiring comments from Advisory Committees on a timely basis and of making every effort to respond to requests of Advisory Committees in a timely manner.</p> <p>18. That consultation with Advisory Committees BE UNDERTAKEN by the Civic Administration in accordance with the jurisdiction of the Advisory Committee and as directed by Municipal Council.</p>
<p>Environmental and Ecological Planning Advisory Committee (EEPAC)</p>	<ul style="list-style-type: none"> • EEPAC requests that the Terms of Reference be revised to express the expectation that monthly meetings may be 2-3 hours in duration. 	<ul style="list-style-type: none"> • The Civic Administration agrees with this comment. • The Civic Administration agrees that the approach to attendance issues 	<p>19. The terms of reference for the Environmental and Ecological Planning Advisory Committee BE UPDATED to reflect the new standing</p>

ADVISORY COMMITTEE NAME	ADVISORY COMMITTEE COMMENTS	STAFF COMMENTS	RECOMMENDATION
	<ul style="list-style-type: none"> • EEPAC requests that members be required to attend greater than 50% of meetings. The Chair is to be consulted with respect to attendance issues. • EEPAC requests that the Civic Administration be familiar with the times required for Advisory Committees to review items submitted to them for comment and be reminded of Advisory Committee agenda submission deadlines. • EEPAC requests that the scope and role of advisory committees be part of a new member orientation program. • EEPAC requests that a separate orientation be undertaken with Vice Chairs of Advisory Committees to prepare the Vice Chairs to undertake the Chairs role. • EEPAC requests that a deferred list should be maintained and be enhanced by incorporating responses and outcomes. • EEPAC requests that any EEPAC comments should be incorporated into the report in full. • EEPAC requests that staff reports to Standing Committees should have a dedicated section to identify and address Natural Heritage Issues. • EEPAC requests that Advisory Committee Agendas and Reports be posted on the website. • EEPAC requests that the list of 	<p>could be changed, however a percentage threshold is not entirely workable. For example, if a “greater than 50% threshold” was set and a member was away for the first meeting, already they have failed to meet that threshold and technically they should be removed from the Committee. It is also unclear as to what the 50% threshold would be based upon (i.e. annual number of regular meetings, annual total meetings, total term meetings, etc.)</p> <ul style="list-style-type: none"> • Timely receipt of items requiring comments from Advisory Committees is not applicable to the terms of reference for Advisory Committees, but rather an administrative consideration, as is the timing of responses from the Civic Administration to requests of the Advisory Committees. • The Civic Administration supports the requests relating to member orientation and will be preparing an orientation manual and process that will be undertaken at the commencement of each new term and with individuals appointed throughout the Council term. Additional orientation will be provided to members newly appointed as Chairs. Deferred lists will be maintained by the Committee Secretary for items deferred by the advisory committee. • Only the actions taken by a committee 	<p>committee reporting relationship coming into effect on December 1, 2011.</p> <p>20. The terms of reference for all advisory committees BE UPDATED to reflect average length of meetings, in addition to frequency.</p> <p>21. The City Clerk BE REQUESTED to report back with a refined process for addressing attendance issues, that would incorporate liaison between the City Clerk, the Standing Committee Chair and the Advisory Committee Chair, rather than a written appeal by the member with attendance issues to the Municipal Council.</p> <p>22. The Terms of Reference for all Advisory Committees BE REVISED to reflect that subcommittees may be created from time to time and would require an additional time commitment to the regular meeting times.</p> <p>23. That the request for staff reports to include a dedicated section to identify and address natural heritage issues BE REFERRED to the Civic Administration to report back at a future meeting of the Finance and Administrative Services Committee as to the feasibility of including this component in the staff report template.</p> <p>24. The City Clerk BE REQUESTED to include Advisory Committee meetings on the weekly meeting list.</p> <p>25. That the Advisory Committee Policy</p>

SUMMARY OF ADVISORY COMMITTEE COMMENTS WITH STAFF COMMENTS AND RECOMMENDATIONS

ADVISORY COMMITTEE NAME	ADVISORY COMMITTEE COMMENTS	STAFF COMMENTS	RECOMMENDATION
	<p>Advisory Committee meetings be posted on the website.</p> <ul style="list-style-type: none"> • EEPAC requests that a poster/brochure be created outlining the mandate of Advisory Committee mandates to assist with recruitment. • EEPAC requests that the Striking Committee be permitted to consider the opinion of the outgoing Advisory Committee Chair when recommending new member appointments. • EEPAC requests that the City Clerk's office carry out an "outgoing survey" of all Advisory Committee members. • EEPAC requests that the City Clerk's office undertake a member survey of Advisory Committees after 6 months of the start of a new term. • EEPAC requests that the City Clerk consider the recommendations outlined in the EEPAC Orientation Strategy dated May 3, 2010. • EEPAC requests that a public website be established as a resource for Advisory Committee members. • EEPAC requests that the following actions be undertaken with respect to Advisory Committee vacancies: (i) that the website be updated to post vacancies; (ii) that the process for appointments be clearly indicated to applicants with an maximum timeframe being provided for the review of applications; (iii) that names of the Committee members be posted; 	<p>are captured in meeting reports. Detailed comments from advisory committees that the committee wishes to form part of its recommendation should be prepared and submitted with the agenda, so that the document can then be appended to the report in support of the associated clause.</p> <ul style="list-style-type: none"> • The request to have staff reports include a dedicated section to identify and address natural heritage issues is not relevant to the terms of reference review, but rather is an administrative matter. • Advisory Committee agendas and reports will be posted to the City of London website when the electronic agenda system is rolled out to Advisory Committees in a future project phase. • Advisory Committee meetings can be posted with the weekly meeting schedule. • The request to create a poster/brochure outlining the mandate of Advisory Committee mandates to assist with recruitment is felt to be an inefficient use of already limited resources given the information is available on the website and can be printed, should a hard copy be required. • The request for the opinion of the outgoing advisory committee chair has been addressed through a recent 	<p>BE AMENDED to require an annual report from the Advisory Committee as to its previous year's accomplishments and challenges and its goals for the upcoming year in order to allow the advisory committee to have regular and direct communication with the Municipal Council with respect to activities and for the Municipal Council to determine the ongoing relevancy of the advisory committee.</p> <p>26. The Director of Corporate Communications BE REQUESTED to report back at a future meeting of the Finance and Administrative Services Committee with respect to the establishment of a website for individual advisory committees, including details regarding responsibility for its content.</p>

SUMMARY OF ADVISORY COMMITTEE COMMENTS WITH STAFF COMMENTS AND RECOMMENDATIONS

ADVISORY COMMITTEE NAME	ADVISORY COMMITTEE COMMENTS	STAFF COMMENTS	RECOMMENDATION
London Advisory Committee on Heritage	<p>(iv) advise Advisory Committees of vacancies; (v) find alternative methods of advertising vacancies.</p>	<p>resolution of Council whereby the Striking Committee may use the Chair and Vice Chair of advisory committees as a resource, if the Striking Committee so chooses.</p> <ul style="list-style-type: none"> • The requests for the City Clerk to undertake a six month survey and an outgoing survey of advisory committee members would be more appropriately addressed through an annual report from the Advisory Committee as to its previous year's accomplishments and challenges and its goals for the upcoming year. This would allow the advisory committee to have regular and direct communication with the Municipal Council on its activities and for the Municipal Council to determine the ongoing relevancy of the advisory committee. • The EEPAC May 3, 2010 Orientation Strategy will be considered by the City Clerk in developing an orientation process and package for advisory committees. • The EEPAC's request for a website is currently under review by Corporate Communications. • The EEPAC's requests related to advisory committee vacancies will be considered in conjunction with an evaluation of the new Striking Committee process, once that has been completed. 	
	<ul style="list-style-type: none"> • LACH indicates support of Advisory 	<ul style="list-style-type: none"> • It is acknowledged that from time to 	<p>27. The terms of reference for the London</p>

ADVISORY COMMITTEE NAME	ADVISORY COMMITTEE COMMENTS	STAFF COMMENTS	RECOMMENDATION
(LACH)	<p>Committees reporting to more than one Standing Committee.</p> <ul style="list-style-type: none"> • LACH advises that Parks and Recreation and Parks Planning should be differentiated as Environmentally Significant Areas (ESAs) are not considered as part of the park system. • LACH indicates that a clear delineation should be established between natural heritage and parks. • LACH requests that consideration be given to the inclusion of emergent added items on Advisory Committee agendas. 	<p>time, recommendations from a number of Advisory Committees may cross the jurisdictions of more than one Standing Committee. The parent Standing Committee may direct that recommendations or comments be forwarded to a different Standing Committee for consideration, depending on the applicability of a recommendation to another Standing Committee's mandate. However, it would not be appropriate or efficient to duplicate consideration of a matter by forwarding the same recommendation to two Standing Committees.</p> <ul style="list-style-type: none"> • As with Standing Committees, there is capacity to include emergent items on agendas, noting that emergent matters are to be on an exception basis and only for items that are legitimately time sensitive. The City Clerk, or designate, evaluates the emergent nature of an item and processes it accordingly. It is important to minimize emergent items for public transparency purposes and also to allow Members sufficient time to review a matter before having to make a decision. 	<p>Advisory Committee on Heritage BE UPDATED to reflect new standing committee reporting relationship coming into effect on December 1, 2011.</p>
London Diversity and Race Relations Advisory Committee (LDRRAC)	<ul style="list-style-type: none"> • No input provided. 		<p>28. The terms of reference for the London Diversity and Race Relations Advisory Committee BE UPDATED to reflect the new standing committee reporting relationship coming into effect on December 1, 2011.</p>
London Housing Advisory Committee	<ul style="list-style-type: none"> • The LHAC requests clarification with 	<ul style="list-style-type: none"> • The LHAC will report to the Community 	<p>29. Terms of reference for the London</p>

SUMMARY OF ADVISORY COMMITTEE COMMENTS WITH STAFF COMMENTS AND RECOMMENDATIONS

ADVISORY COMMITTEE NAME	ADVISORY COMMITTEE COMMENTS	STAFF COMMENTS	RECOMMENDATION
(LHAC)	respect to the reporting structure for the LHAC, as well as the reporting relations for Housing Mediation.	Services Committee, which has been mandated to address housing matters. However, Student Housing Mediation Services will report through the Public Safety Committee, which is mandated to address enforcement and safety issues. The role of LHAC is to “serve as a resource, information gathering and advisory body to the Municipal Council on matters pertaining to housing”, while the Housing Mediation Service deals with matters related to enforcement.	Housing Advisory Committee BE UPDATED to reflect new standing committee reporting relationship coming into effect on December 1, 2011.
Transportation Advisory Committee (TAC)	<ul style="list-style-type: none"> No input provided. 		30. The terms of reference for the Transportation Advisory Committee BE UPDATED to reflect the new standing committee reporting relationship coming into effect on December 1, 2011.
Trees and Forests Advisory Committee (TFAC)	<ul style="list-style-type: none"> The TFAC requests that the Glossary of Terms attached to the June 20, 2011 report to Municipal Council be included in the orientation package of new Advisory Committee members. 	<ul style="list-style-type: none"> This material will be considered in the development of orientation information for advisory committee members. The work of the Trees and Forests Advisory Committee is very complementary to the work of the Advisory Committee on the Environment. 	31. The Trees and Forests Committee BE AMALGAMATED with the Advisory Committee on the Environment. 32. The practice of including a Council Member on select Advisory Committees BE DISCONTINUED in keeping with the Council Policy put in place several years ago to remove direct political influence on advisory committees.